



2023 ANNUAL REPORT

PoCo Heritage And Cultural Society



Year ended March 31, 2023

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Message from the President

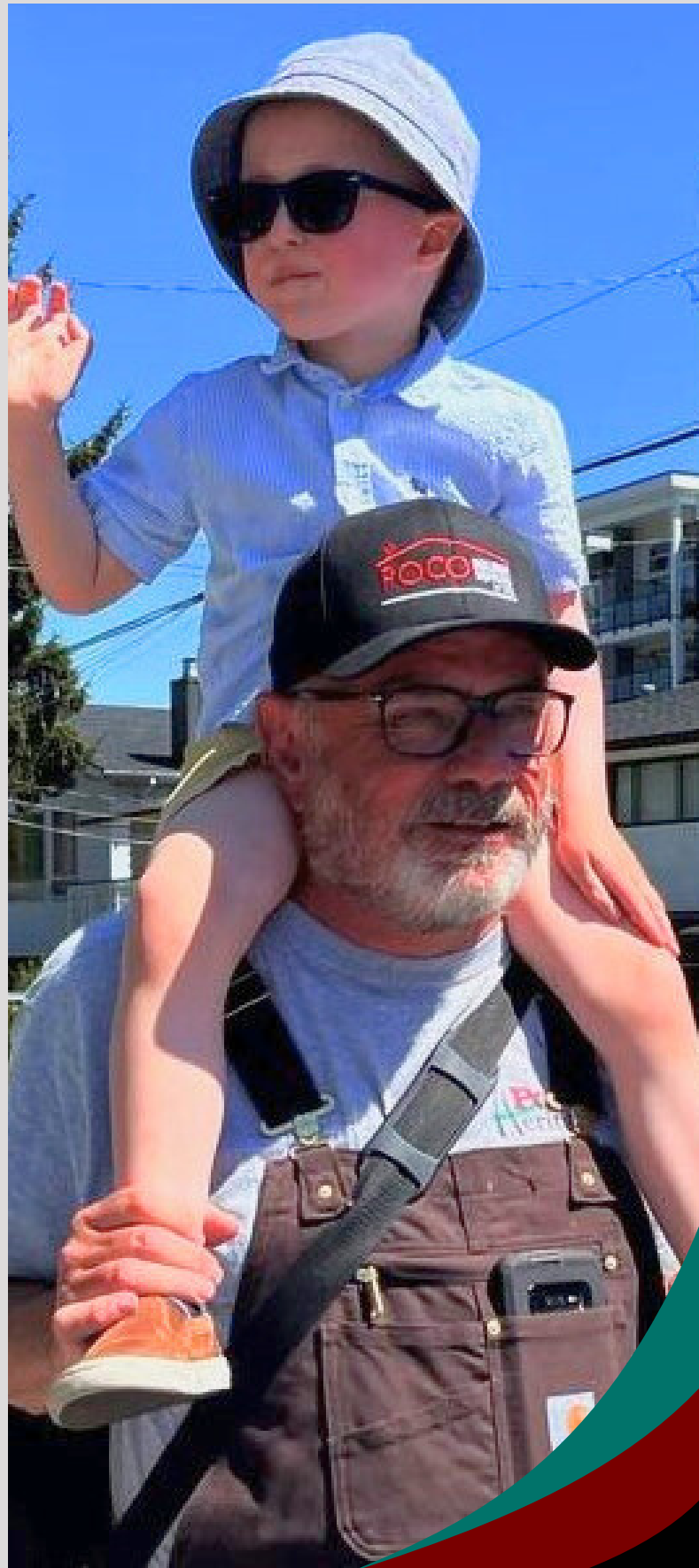
Welcome to our 2023 Poco Heritage Annual Report.

We're back! In-person attendance at the museum and at special events has returned to pre-pandemic levels, so are the numbers of volunteer hours and the numbers of members. Our collection of photographs, documents and artifacts continues to grow with much of it now accessible via an online database. We presented nine in-person and online exhibits with our community partners highlighting the importance of the Persian Nowruz celebrations, the Mid-Autumn festival, the Coquitlam River, Port Coquitlam's shaky early beginnings, and, of course, the 100th Anniversary of May Day.

PoCo Heritage is funded largely through grants from various levels of government. The City of Port Coquitlam provides a base operating grant of \$55,000 which we have been able to supplement with additional grants worth \$72,718. Fundraising activities brought in \$11,561- an increase of 32% over the previous year.

Jack Choules

President
Port Coquitlam Heritage
and Cultural Society



Personnel & Governance

Board of Directors & Governance Committees

Board Of Directors

President	Jack Choules	Director	Lily Liu
Vice President	Vacant	Director	Brian Hubbard
Treasurer	Aynsley Wong	Director	Meg McLaughlin
Secretary	Pam Murray	Director	Marilyn Trautman
Past President	Julie Schmidt		

Finance Committee

Co-Chair	Julie Schmidt
Co-Chair	Aynsley Wong
Co-Chair	Jack Choules

Human Resources Committee

Co-Chair	Julie Schmidt
Co-Chair	Aynsley Wong
Co-Chair	Jack Choules

Election Committee

Chair	Margaret Owens
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Operational Committees, Staff, and Representatives

Exhibit Committee

Co-Chair	Julie Schmidt
Co-Chair	Meg McLaughlin
Staff Rep	Alex Code
Member	Brian Hubbard
Member	Bryan Ness
Member	Marilyn Trautman

Grant Committee

Chair	Margaret Owens
Staff Rep	Alex Code
Member	Julie Schmidt
Member	Marilyn Trautman
Member	Jack Choules

Personnel & Governance

Operational Committees, Staff, and Representatives

Collections Committee

Chair	Alex Code
Member	Mallorie Francis
Member	Jack Choules
Member	Pippa Van Velzen

Events, Programs, and Fundraisers Committee

Chair	Alex Code
Member	Marilyn Trautman
Member	Margaret Owens
Member	Pam Murray

Technology Committee

Chair	Brian Hubbard
Staff Rep	Alex Code

Other Representatives & Roles

May Day Committee Rep	Margaret Owns
Heritage Council Designate	Councilor Nancy McCurrach

Staff

Museum Manager & Curator	Alex Code
Assistant Curator	Mallorie Francis
Museum Assistants (seasonal)	Cynthia MacMillan, Alec Postlewaithe, Jasmin Ghorbani



Exhibits

This year PoCo Heritage worked with community partners to deliver **9 exhibits** online and in-person across the City of Port Coquitlam including inside the museum gallery space, City Hall, The Port Coquitlam Community Centre, and around downtown Port Coquitlam. Topics included Nowruz (Persian New Year), The Coquitlam River, May Day, the early Chinese community in Port Coquitlam, and the City of PoCo's tumultuous origins. This year's feature exhibit **The Coquitlam River: A Fishy Story** was supported by the **Carol Hubbard Natural History Memorial Fund** and **Pacific Salmon Foundation**.

Exhibit work this year was widely praised including being featured on the **front page of the Vancouver Sun**, among other major news outlets!



Events, Programs, and Fundraisers

This year the EPF committee transitioned all programs and events back to an in-person format. In addition, we continued our usual outreach activities, participation in various community events (for example, the Farmer's Market, PoCo Pride, May Day, Christmas in Leigh Square, etc.), as well as adding new events including the **PoCo Mid-Autumn Festival**.

In-person school tours started with the opening of our Coquitlam River exhibit, with hundreds toured through the exhibit. These events and programs were on the whole well received and attended, however the EPF committee struggles with lack of capacity (both staffing and volunteers) to meet its goals.

All revenue generating activities excluding grants brought in **\$11,561**, a **32% increase** year over year.

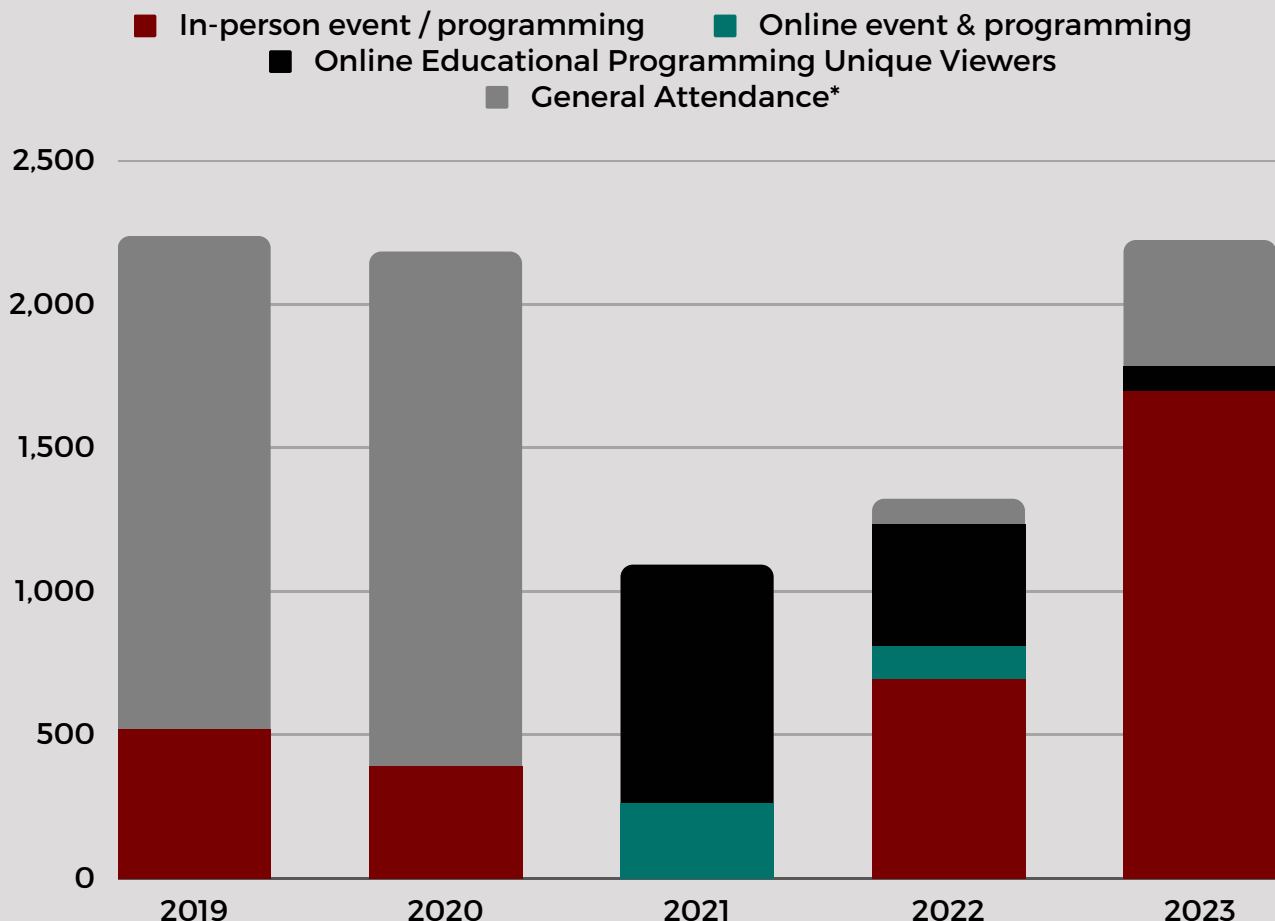


Museum Attendance

COVID closures, access issues due to construction, and reduced opening hours since the beginning of the pandemic have seen a reduction of general museum attendance which has yet to recover. 2023 did, however, see a significant improvement over 2022, Part of the disparity may also be attributable to differences in how visitors are tracked.

The successful reintroduction of in-person public and school events and programming roughly made up for the decline in general attendance.

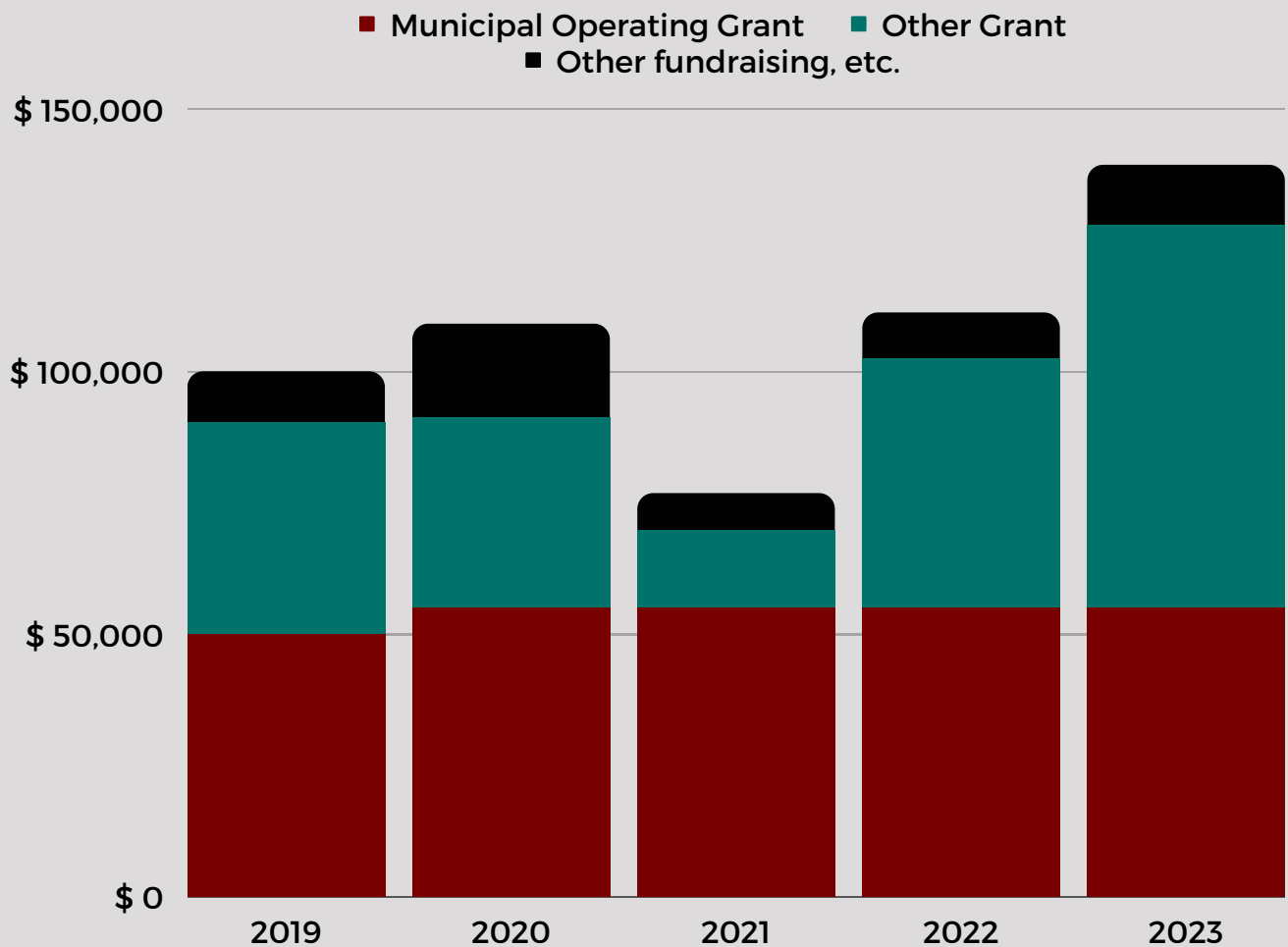
More so than other years, the impacts of our exhibits were less traceable due to their being located around the city in places where we cannot log viewership or hosted on site for which we do not have access to statistics. Exhibits around downtown PoCo and the Community Centre enjoyed significant viewership not represented in these numbers.



Grants

2023 was one of the most successful years on record for the grant committee. This year **\$72,718** of grant revenue (a more than 53% increase year over year), excluding municipal operating funds, was recognized from a variety of sources, including the Library and Archives Canada's Documentary Heritage Community Program, the Canada Summer Jobs program, Young Canada Works, Community Gaming Grant, and the PoCo Foundation's Community Capital Project grant, among others.

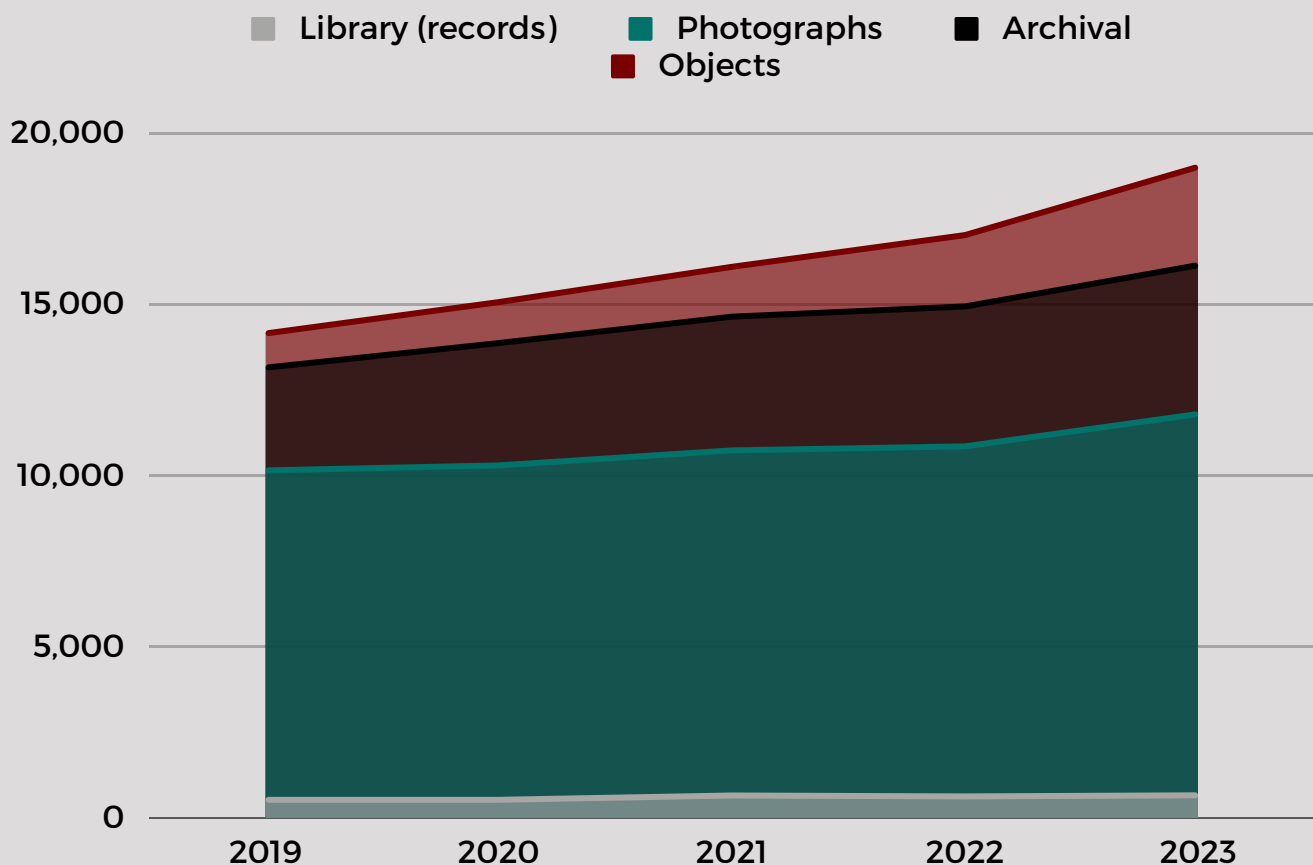
Over 60% of PoCo Heritage's total revenue was sourced from grants outside of our annual municipal operating grant. For every \$1 invested through the city's annual operating grant, \$1.53 was raised by PoCo Heritage from other sources



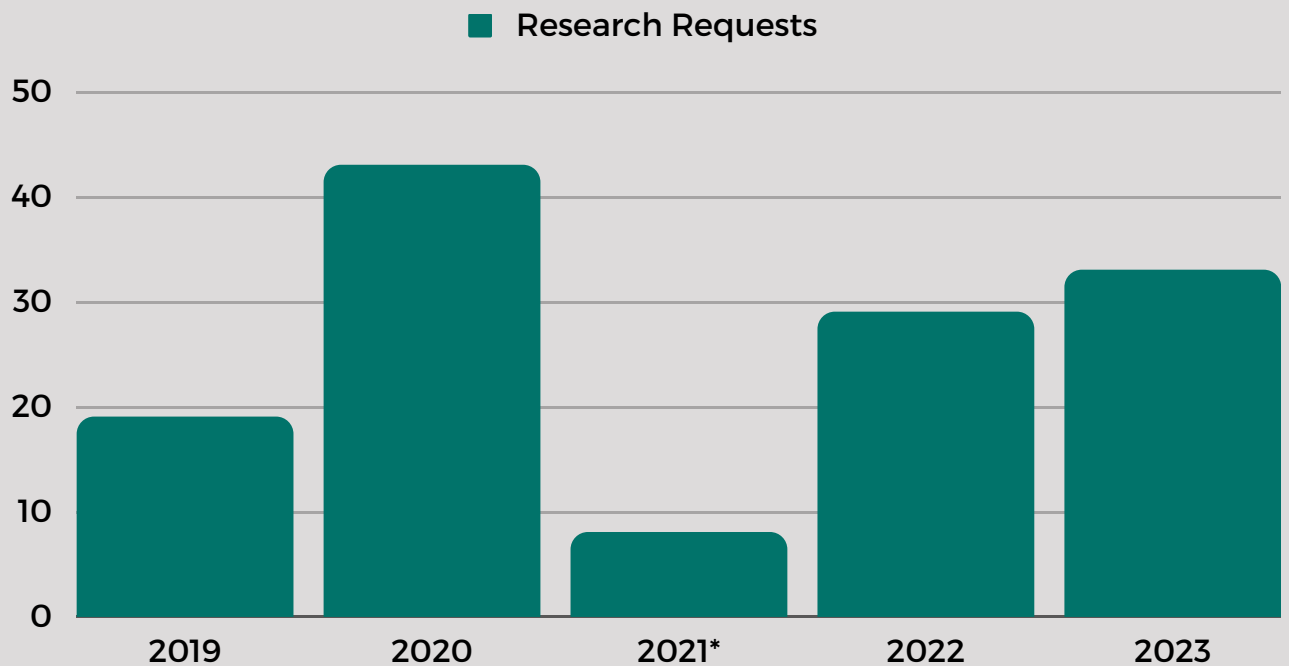
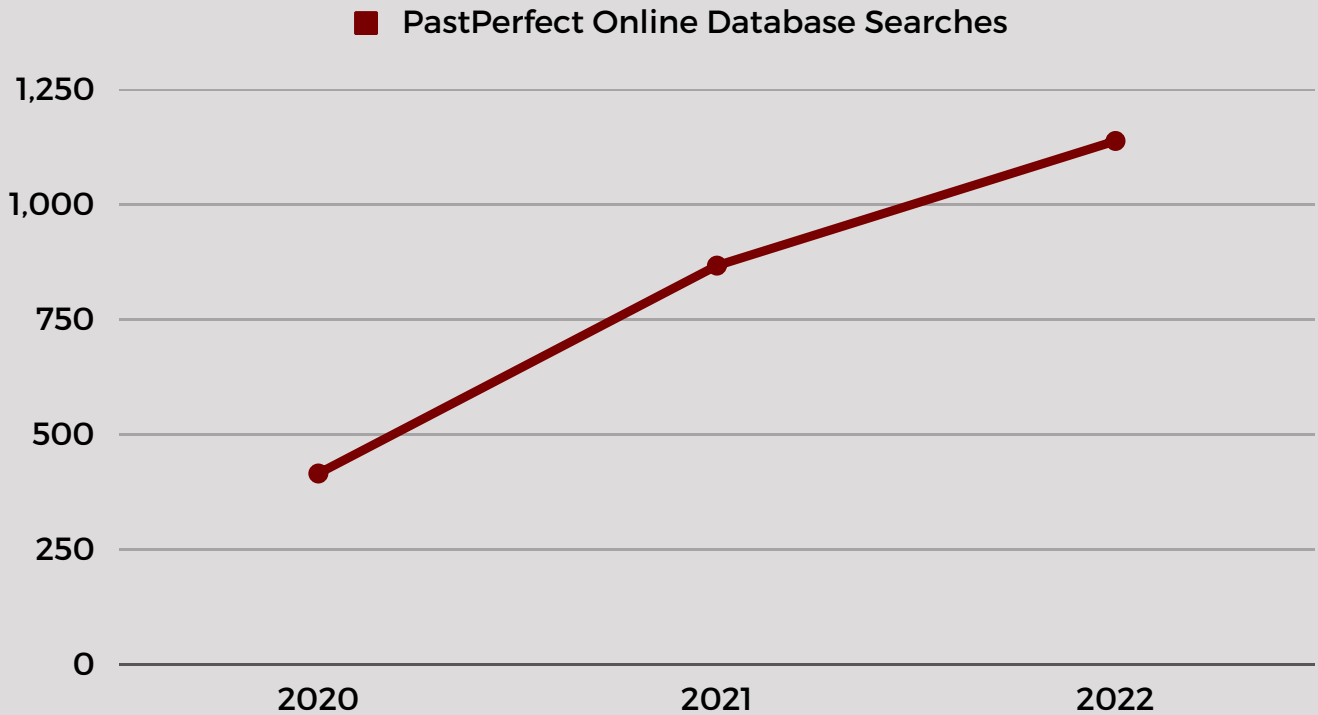
Collections

This year saw major progress on work with our collection. PoCo Heritage undertook two major collections projects. First, we continued with the documentation, labeling, and rehousing of our **offsite object collection**. Second, we completed our **Documentary Heritage Communities Program**-funded project, which saw us catalogue, digitize, and rehouse our entire framed collection. Overall, total **database records grew by over 12%**, due mostly to the documentation of previously uncatalogued materials already in the collection. This is the largest single-year increase since the adoption of our PastPerfect database software.

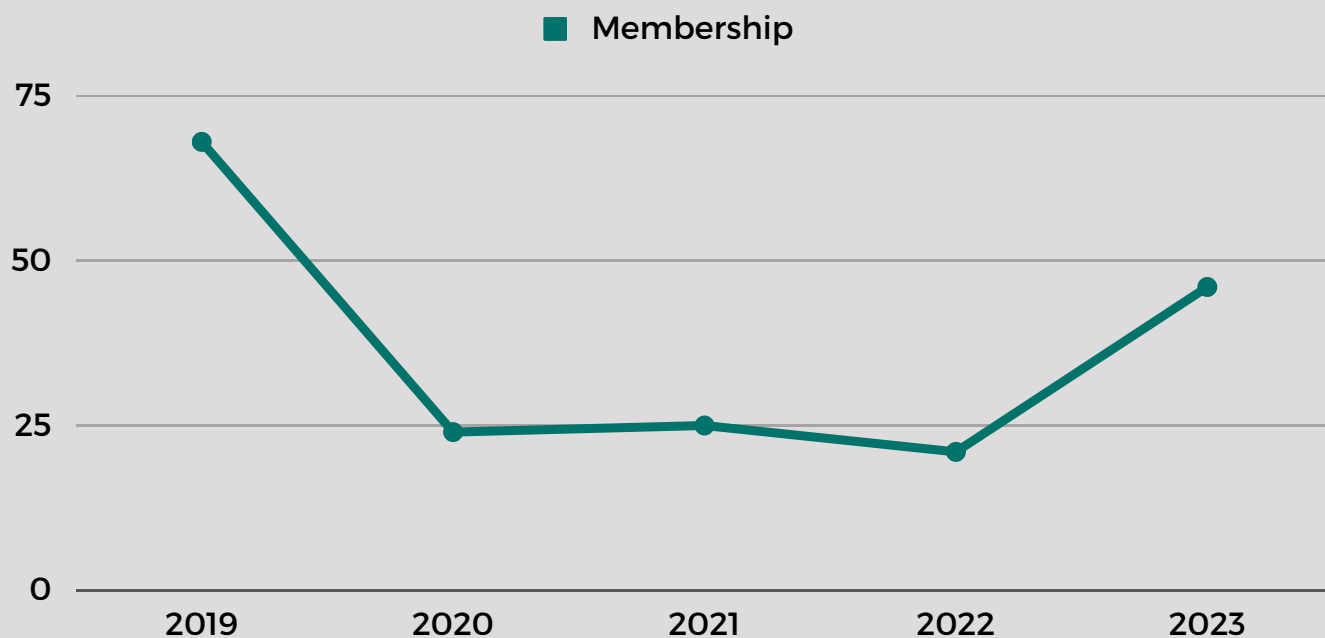
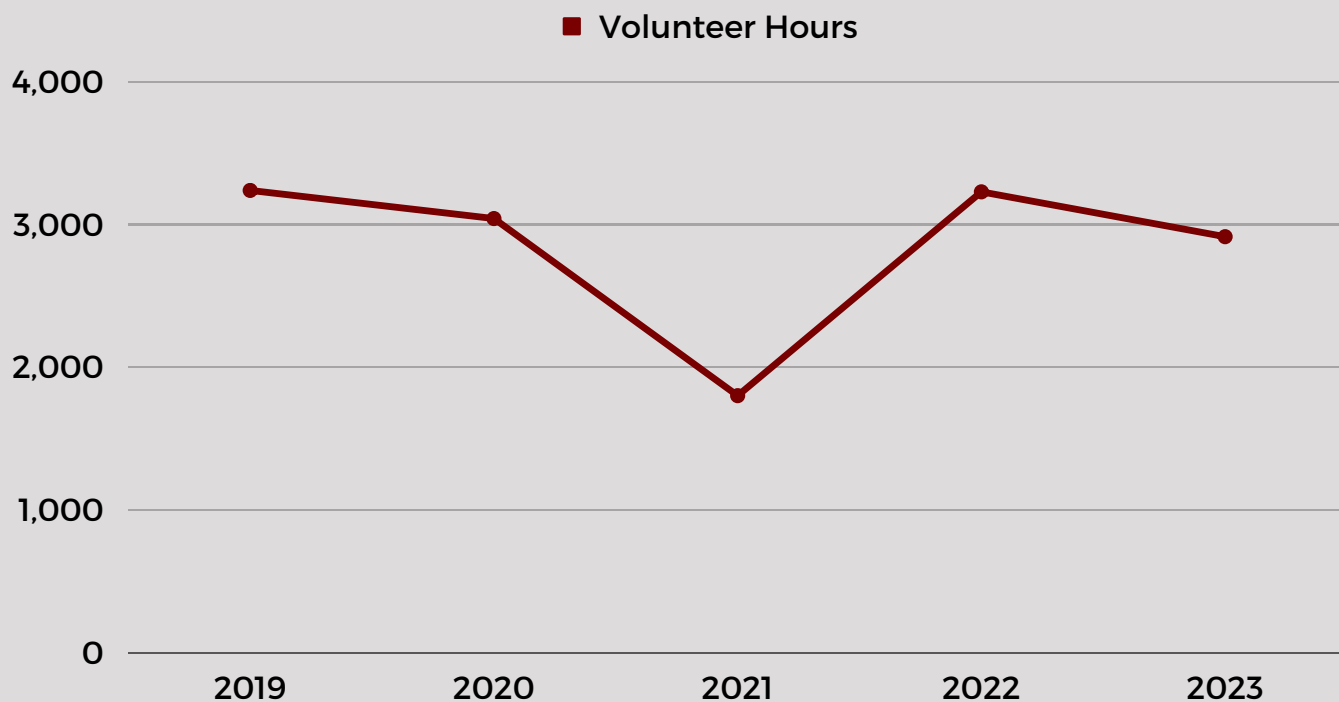
33 research requests were completed by staff and volunteers as well as 10 **digital image distribution** requests. Our public **PastPerfect online database**, which enjoyed a significant increase in records available due to the DHCP project, saw the most use on record, with 1,139 searches (a 31% increase over the previous year).



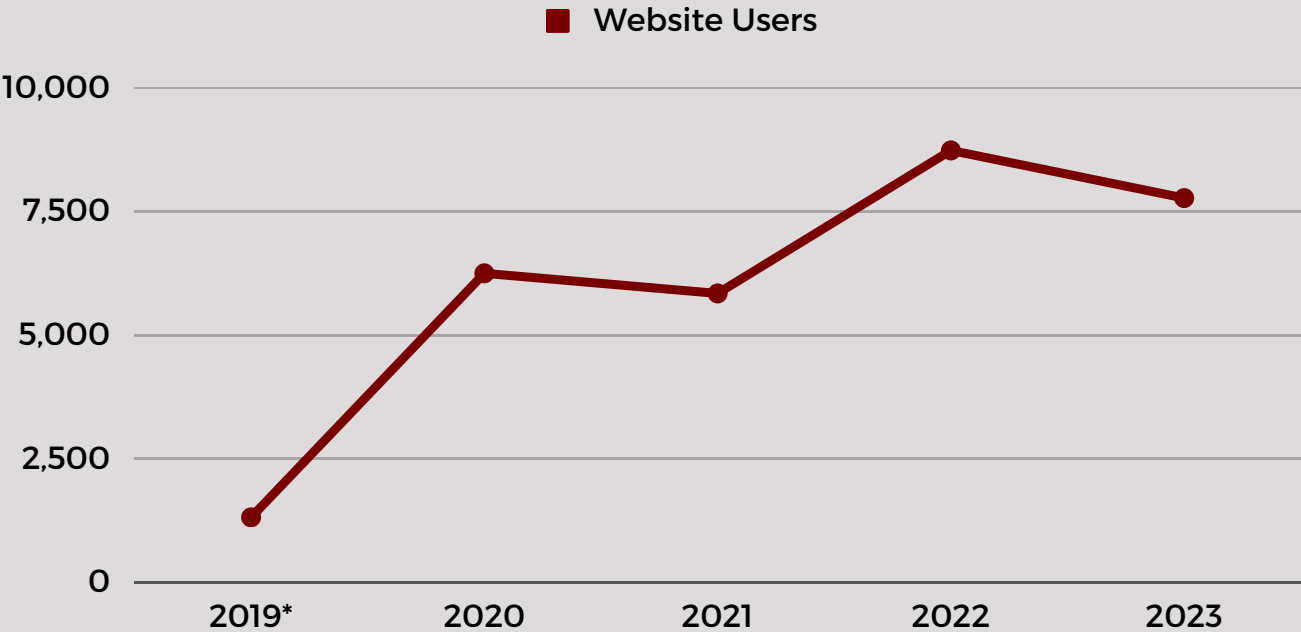
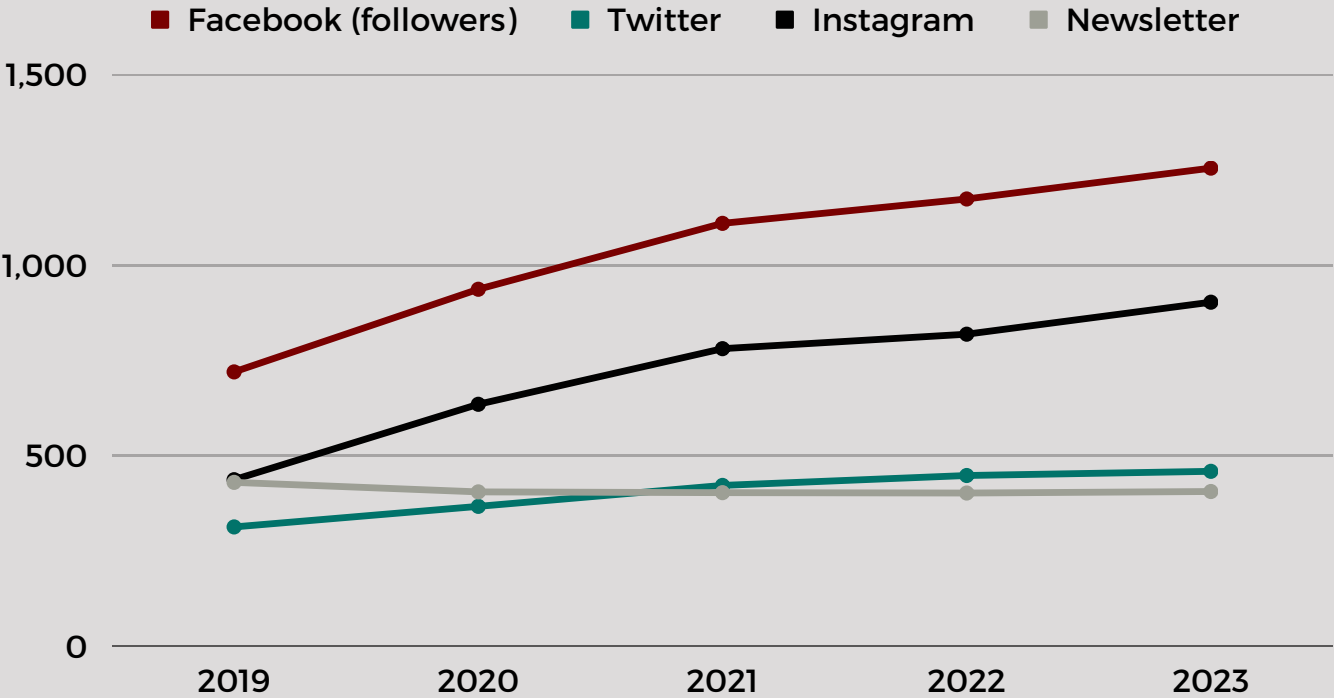
Collections



Volunteer Hours & Membership



Online Presence



Thank you to our supporters



PACIFIC SALMON
FOUNDATION



Government of Canada Gouvernement du Canada

Canada

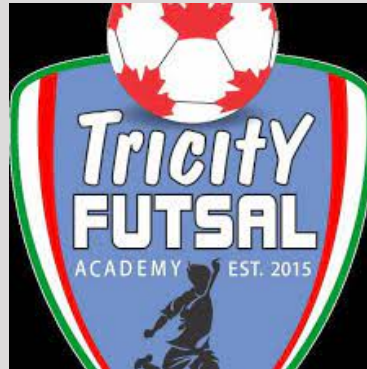
JEUNESSE CANADA AU TRAVAIL



YOUNG CANADA WORKS



Thank you to our community partners



PADS

City of Coquitlam

ARCHIVES

SEARCH · ACCESS · DONATE

THE PORT COQUITLAM HERITAGE AND CULTURAL SOCIETY

Financial Statements
(Unaudited)

March 31, 2023

THE PORT COQUITLAM HERITAGE AND CULTURAL SOCIETY
STATEMENT OF OPERATIONS

Year Ended March 31, 2023

(Unaudited)

	2023	2022
Revenue		
Grants	\$ 125,573	\$ 102,461
Fundraising	2,343	5,033
Sponsorship	2,100	2,000
Donations	7,363	773
Membership dues	949	574
Program revenue and sales	952	302
	139,280	111,143
Expenditures		
Advertising and promotion	732	118
Archival supplies	7,408	635
Bank charges and interest	98	160
Capital assets - note 4	3,735	-
Display and program expenses	9,351	13,756
Fundraising expenses	135	141
Insurance	3,363	3,184
Licenses, dues and subscriptions	272	244
Office and IT	3,005	332
Payroll	104,416	89,570
Professional fees	-	-
Website	775	732
Scholarship Distribution	2,300	-
	135,591	108,872
Excess (deficiency) of revenue over expenditures	3,689	2,271
Interest earned	808	24
GST rebate	455	230
Excess (deficiency) of revenue over expenditures for the year	\$ 4,953	\$ 2,524

THE PORT COQUITLAM HERITAGE AND CULTURAL SOCIETY
STATEMENT OF FINANCIAL POSITION

March 31, 2023

(Unaudited)

	2023	2022
ASSETS		
Current:		
Cash	\$ 18,414	\$ 28,665
Restricted cash - note 1	42,682	54,824
Accounts receivable	29,500	7,174
Government agencies recoverable	1,236	781
Prepaid expenses	-	-
Vancity Member Share	6	6
	\$ 91,838	\$ 91,449
LIABILITIES AND NET ASSETS		
Current:		
Accounts payable and accrued liabilities	\$ 500	\$ 457
Government agencies payable	2,764	1,208
Deferred contributions - note 2	3,456	41,736
	6,720	43,401
Net assets:		
Internally restricted - note 3	37,665	34,548
Unrestricted	47,454	13,499
	85,118	48,048
	\$ 91,838	\$ 91,449

On behalf of the board

June 10 / 2023

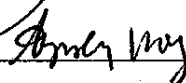
Date



Jack Charles

June 10, 2023

Date



Amy Wong

THE PORT COQUITLAM HERITAGE AND CULTURAL SOCIETY

NOTES TO THE FINANCIAL STATEMENTS

Year Ended March 31, 2023

(Unaudited)

STATUTE OF INCORPORATION AND NATURE OF BUSINESS

The Port Coquitlam Heritage and Cultural Society (the "Society") was incorporated under the Society Act of British Columbia as a not-for-profit organization. The Society is a registered charity under the Income Tax Act and is exempt from income taxes under section 149(1)(f) of the Act.

The Society was established to preserve the history of Port Coquitlam, to maintain a community archive and provide a public museum in Port Coquitlam, British Columbia. The Society has entered into a lease agreement with the City of Port Coquitlam for the use of the land and building located at #150-2248 McAllister Avenue (the museum) free of rent. The lease expires on December 31, 2027.

1. RESTRICTED CASH

Restricted cash consists of the following amounts

	2023	2022
Carol Hubbard Memorial Fund (Note 3)	\$ 9,187	\$ 11,203
Capital Asset Replacement (Note 3)	5,817	6,746
Children's Book Scholarship (Note 3)	-	2,295
Church Bell Project (Note 3)	1,012	1,000
Collections Fund (Note 3)	6,901	6,817
Continuum Maintenance (Note 3)	507	501
Heritage Markers (Note 3)	9,578	-
Kiosk Maintenance (Note 3)	-	735
Program Coordinator Fund (Note 3)	4,662	5,252
	\$ 37,665	\$ 34,548

2. DEFERRED CONTRIBUTIONS

Deferred contributions represent grants and donations received to fund projects to be completed or undertaken in a future period.

	2023	2022
Carol Hubbard Memorial Fund donations	9,008	11,154
Port Coquitlam Annual Grant*	7,398	10,277
BC Gaming Grant	-	36
Canada Covid Museum Grant	9,550	20,270
Heritage Marker Project Grant	5,000	-
	\$ 30,956	\$ 41,736

THE PORT COQUITLAM HERITAGE AND CULTURAL SOCIETY

NOTES TO THE FINANCIAL STATEMENTS

Year Ended March 31, 2023

(Unaudited)

3. INTERNALLY RESTRICTED NET ASSETS

The Society has internally restricted net assets totaling \$9,187 for the Carol Hubbard Memorial Fund (2022 - \$11,203), \$5,817 for Capital Asset Replacement (2022 - \$6,746), \$1,012 for the Church Bell Project (2022 - \$1,000), \$6,901 for the Collections Fund (2022 - \$6,817), \$507 for Continuum Maintenance (2022 - \$501), \$4,662 for the Program Coordinator Fund (2022 - \$5,252), and \$5,018 for the Heritage Marker Project (2022 - \$0). The Society may not use these internally restricted amounts for any other purpose without the approval of the Board of Directors.

4. CAPITAL ASSETS CHARGED TO THE STATEMENT OF OPERATIONS

The cost of the capital assets acquired by the Society during the year is as follows:

		2023		2022
Computer equipment and projector	\$	3,735	\$	-
	\$	3,735	\$	-
