

South Peace Regional Archives 2019 Annual General Meeting

Saturday 30 March 2019
Grande Prairie Museum Community Room
Minutes

Board Members in Attendance:

Jan Shields, President; Gail Prette, Vice-President and Treasurer; Duff Crerar, Secretary; Shawn Acton; Tina Dale; Dennis Dale; Eleanor Dalen Whitling; Gary Dixon; Peter Harris; Wade Pilat; Grace Wideman; Alyssa Currie, Executive Director.

1. Call to Order: 10:15 am
2. Welcome from the President
3. Adoption of the Agenda (see attachment 1)
No discussion.

Motion to adopt the agenda, as presented: Peter Harris.

Seconded: Shawn Acton.

Motion Passed.

4. Minutes of 2018 Annual General Meeting (see attachment 2)
No discussion.

Motion to accept the minutes of the 2018 Annual General Meeting, as presented: Gary Dixon.

Seconded: Eleanor Dalen Whitling.

Motion Passed.

5. 2018 Annual Reports
 - 5.1 President's Report (Jan Shields, see attachment 3)

Jan thanked all members of the volunteer Board of Directors for their service and the four Board representatives sent by the SPRA funding partners: the City of Grande Prairie, the County of Grande Prairie, and the MDs of Greenview and Spirit River. The following volunteer board members will not be seeking re-election: Bryan Woronuk, Walter Andreef, Dennis Dale, Elizabeth Sande, and Doug Frattini. Jan thanked them for their valuable service.

SPRA funding partners were recognized as vital supports to the operations of the SPRA. Jan recognized the past contributions of the Friends of the SPRA and expressed regret that they are currently on hiatus.

Jan thanked staff and volunteers for their hard work, especially on awareness activities, which has led to increased acquisitions and further expansion of outreach opportunities. This growth highlights the need for additional space and staff, in order to take advantage of the opportunity to be the best regional archives in Alberta.

Motion to accept the President's Report, as presented: Jan Shields.

Seconded: Tina Dale.

Motion Passed.

5.2 Executive Director's Report: (Alyssa Currie, see attachment 4)

Alyssa touched on the work done by the Indigenous History Committee, the success of summer student, Sonya Cestra, and the expansion of offsite storage. A map highlighted our global reach, which has expanded since last year. As well, the SPRA responding effectively to a flash flood evacuation.

Volunteers contributed 1,436 hours of service, which enable us to expand our outreach activities. New events this year included the Archives Week Opening reception, the Heritage Village Folktales Tour in partnership with the Grande Prairie Museum, and the Elf on the Shelf.

Alyssa put the call out for more volunteers to assist with the Indigenous History Committee, the Awareness Committee, and the Building Planning Committee.

Motion to accept the Executive Director's Report, as presented: Alyssa Currie.

Seconded: Margaret Bowes.

Motion Passed.

5.3 Treasurer's Report (Gail Prette, see attachments 5, 6, 7)

Gail presented the numbers for the Balance Sheet, the Profit & Loss Sheet, and the 2017 Budget update. She made note of the reinstatement of shared costs for the building utilities imposed by the City.

Motion to accept the Treasurer's Report, as presented: Peter Harris.

Seconded: Eleanor Dalen Whitling.

Motion Passed.

5.4 Auditors' Report (Irene Gitzel and Irene Nicholson, see attachment 8)

The report was read along by Gail Prette.

Motion to accept the Auditors' Report, as presented: Tina Dale.

Seconded: Gary Dixon.

Motion Passed.

6. Appointment of Auditors for 2019

Motion to appoint Irene Nicholson and Irene Gitzel as volunteer auditors of the South Peace Regional Archives financial records and to appoint Cathy Scott as an alternate auditor, in the event that either of the two auditors are unavailable: Alyssa Currie.

Seconded: Shawn Acton.

7. 2019 Budget (Gail Prette, see attachment 9)

Motion to accept the revised 2019 budget, as presented: Gail Prette.

Seconded: Dennis Dale.

8. Nomination Report and Elections (Gail Prette, see attachment 10)

- 8.1. Jan Shields offered to stand for reelection as President. There were no other nominees for President.

Motion to accept Jan for reelection as President: Gail Prette.

Vote: all in favour.

- 8.2. Duff Crerar offered to stand for reelection as Secretary. There were no other nominees for Secretary.

Gary Dixon offered to stand for reelection as Director at Large.

Motion to accept Duff and Gary for reelection: Jan Shields.

Vote: all in favour.

- 8.3. Due to resignations of several Directors, several members agreed to let their names stand for nomination to the Board. They were Meg Archer, Maxine Maxwell, and Gail Schau. There were no other nominations.

Motion to accept Meg, Maxine, and Gail for election to the Board: Gail Prette.

Vote: all in favour.

9. Volunteer Recognition:

Several volunteers were recognized for their contributions. Meg Archer and Mary Nutting received gift mugs, and Leita Askew received a messenger bag.

10. Beth Sheehan Award:

- 10.1. The Edson Trail Historical Society received an honourable mention for their donation of master copies of their historical video.

- 10.2. The Beaverlodge Art and Cultural Centre was recognized for its valuable contribution of 20 boxes of records (textual and photographic) to the SPRA in 2018. The donation was timely as a few months later, the location the material was stored in was flooded.

- 10.3. Mathew Wozniak was recognized for his outstanding contributions. Since 2009, Mathew has donated a substantial collection of family records, contributed oral histories, transcribed his mother's papers from Polish to English, transcribed school records, donated newspapers, and is currently compiling anecdotal stories of his life in the South Peace.

11. Adjournment: 11:15.

The meeting was followed by a ten-minute break.

A panel presentation, "Archives at Work" featured four members of the community sharing their experience with working with the SPRA to use archival material to support their organization and

personal goals. The presenters were: Anna Ladwig of the Glen Leslie Preservation Group; Breanna Gouschuk of the Grande Prairie Regional Tourism Association; Maxine Maxwell of the Grande Prairie and District Branch of the Alberta Genealogical Society; and Charles Taws of the Grande Prairie Museum. The presentation ended at 12:25.

Minutes compiled by Duff Crerar, Secretary with assistance from Josephine Sallis, Archivist

Duff Crerar, Secretary

Minutes approved during 2020 AGM

Jan Shields, President

Duff Crerar, Secretary

Gail Prette, Vice-President & Treasurer



South Peace Regional Archives Society
2019 Annual General Meeting
Saturday March 30th 2019
Grande Prairie Museum Community Room

Agenda

1. Call to Order
2. Welcome from the President
3. Adoption of the Agenda
4. Minutes of 2018 Annual General Meeting
5. 2018 Annual Reports
 - 5.1. President's Report
 - 5.2. Executive Director's Report
 - 5.3. Treasurer's Report
 - 5.4. Auditors' Report
6. Appointment of Auditors for 2019
7. 2019 Budget
8. Nomination Report and Elections
9. Volunteer Recognition
10. Beth Sheehan Award
11. Adjournment

South Peace Regional Archives
2018 Annual General Meeting
Saturday 24 March 2018
Grande Prairie Museum Community Room

Board members in attendance:

Jan Shields, president; Gail Prette, Treasurer; Eleanor Dalen Whitling, Secretary; Walter Andreeff; Duff Crerar; Dennis Dale; Tina Dale; Gary Dixon; Peter Harris; Wade Pilat; Elizabeth Sande;
Daryl White

1. Call to Order:
President Jan Shields called the meeting to order at 10:37 am.
2. Welcome from Chris Warkentin:
Chris Warkentin was unable to attend. Jan Shields read his prepared welcome to the group. (See attachment 1)
3. Adoption of the Agenda:
No changes were made.
Motion to adopt the agenda as presented: Wade Pilat **Seconded:** Tina Dale
Motion Passed. (See attachment 2)
4. Minutes of 2017 Annual General Meeting:
Motion to accept the minutes of the 2017 Annual General Meeting as presented: Peter Harris **Seconded:** Duff Crerar
Motion Passed. (See attachment 3)
5. 2017 Annual Reports:
 - 5.1. President's Report:
 - 5.1.1. Introduction of new Executive Director, Alyssa Currie
 - 5.1.2. Jan spoke on behalf of Charlie Penson, who was unable to attend. The Friends raised \$5000 at the October Gala. Their AGM will be later in the spring.
 - 5.1.3. Jan thanked the funding partners for their continued financial support and for sending representatives to sit on the board.
 - 5.1.4. Jan spoke to the expansion of services, particularly with outreach activities.
 - 5.1.5. A new off-site rental office was procured to allow for growth in donations and to provide additional working space for processing activities. A new building is required for long-term growth of the Archives.

- 5.1.6. Jan addressed future needs based on rising awareness and use of the archives, both for research and for increased donations. Those needs will be funding, space, and staff.

Motion to accept the President's Report, as presented: Jan Shields

Seconded: Tina Dale

Motion Passed. (See attachment 4)

5.2. Executive Director's Report:

- 5.2.1. Alyssa outlined the wide impact of the SPRA through the website and magazine.
- 5.2.2. Alyssa thanked the 16 volunteers for their 2,045 hours of service.
- 5.2.3. Alyssa introduced the new Archives Technician, Donna Richards, who has actually been at the SPRA since November 2017 and will be leaving at the end of April when her term is finished.
- 5.2.4. Alyssa touched on a few special events from 2017 including the Canada 150 joint project with the Spirit of the Peace Museums Network, the Great War Gala, and the Volunteer Brunch, as well as ongoing projects such as the Soldiers' Memorial and the Reference file consolidation.
- 5.2.5. 2017 acquisitions included 13.728 linear m. textual materials, 6409 photographic images, 9 books, 57 maps, 40 artefacts, 50 video/film.

Motion to accept the Executive Director's Report as presented: Alyssa Currie

Seconded: Dennis Dale

Motion Passed. (See attachments 5 and 6)

5.3. Treasurer's Report:

- 5.3.1. Gail presented the balance sheet and discussed item details.
- 5.3.2. Gail explained the profit and loss sheets.
- 5.3.3. Gail presented the 2017 budget report. There was some discussion but no disagreements.

Motion to accept the Treasurer's Report as presented: Gail Prette

Seconded: Tina Dale

Motion Passed. (See attachment 7, 8, 9, 10)

5.4. Auditors' Report:

- 5.4.1. Gail read out the report prepared by Irene Gitzel and Karen Burgess

Motion to accept the Auditor's Report as presented: Gail Prette

Seconded: Duff Crerar

Motion Passed. (See attachment 11)

6. Appointment of Auditors for 2018:

Motion to appoint Karen Burgess and Irene Gitzel as volunteer auditors of the South Peace Regional Archives financial records and to appoint Irene Nickl as an alternate auditor, in the event that either of the two auditors are unavailable:

Gail Prette **Seconded:** Duff Crerar

Motion Passed.

7. 2018 Budget:

7.1. Gail explained the new budget for 2018.

Motion to accept the revised 2018 budget as presented: Gail Prette

Seconded: Peter Harris (see attachment 12)

8. Special Resolution: Bylaw 4.1.3:

Discussion centred around the need for more people on the board so board members were not overtaxed by being on several committees. More people could generate more in-depth discussions and greater confidence in decision-making. More people could also cause issues with regard to quorum and difficulty finding common ground.

Motion to amend Bylaw 4.13 to allow for greater flexibility regarding the makeup of the Archives Board of Directors. The bylaw will now read:

The Board consists of the following directors:

a. The President;

b. Four to sixteen Directors-at-large;

c. Representatives from the funding municipalities; and

d. The immediate Past President.

Moved by: Jan Shields **Seconded:** Gail Prette

Motion Passed. (see attachment 13 and 14)

9. Nomination Report and Elections:

9.1. Eleanor Dalen Whitling agreed to remain Secretary until a new secretary could be found.

9.2. Gail Prette agreed to remain Treasurer for the next two years.

9.3. No new names for nominations to positions.

Motion to accept the self-nominations for Director positions: Alyssa Currie

Seconded: Duff Crerar (see attachment 14)

10. Adjournment 12:15

11. The AGM was followed by Volunteer recognition awards and a joint presentation and panel discussion about Olwyn's Scrapbook. (see attachment 6)

List of attachments:

1. Welcome from Chris Warkentin
2. 2018 Agenda
3. 2017 Minutes
4. President's Report
5. Executive Report

6. 2018 AGM Powerpoint presentation
7. Treasurer's Report
8. 2017 Balance Sheet
9. 2017 Profit and Loss
10. 2017 Budget
11. Auditor's Report (Financial Review)
12. 2018 Budget
13. Special Resolution
14. Nominations Report

Minutes compiled by Eleanor Dalen Whitling, Secretary with assistance from Josephine Sallis, Archivist

Minutes approved at the 2019 AGM held on 30 March 2019.



PRESIDENT'S REPORT
SPRA
Annual General Meeting
March 30th 2019

1. Board of Directors

I'd like to begin by recognizing our Directors, elected at our annual AGM, who give up their time to support the Archives and, through their direction, keep the Archives functioning well. The 2018 board includes the following elected members: Gail Prette (treasurer), Duff Crerar (secretary), Tina Dale, Dennis Dale, Eleanor Whitling Gary Dixon, Grace Wideman, Daryl White, Elizabeth Sande, Bryan Woronuk, Walter Andreeff, and Doug Frattini.

In addition to our elected Directors, each funding partner sends a representative to sit as a Director on the Board. Their insight and advice means so much to the functioning of the board and the Archives itself. They are Wade Pilat, who represents the City of Grande Prairie; Peter Harris, the County of Grande Prairie; Stan Bzowy, Municipal District of Spirit River, and the new representative from the Municipal District of Greenview, Shaun Acton, who replaces Dale Gervais.

Thank you all for your dedication to SPRA.

Bryan Woronuk, Walter Andreeff, Dennis Dale, Elizabeth Sande, and Doug Frattini will not be seeking re-election due to other commitments. I thank them for their contributions and wish them well.

2. Funding Partners

Our day to day operations would come to a grinding halt if not for our funding partners: City of Grande Prairie, County of Grande Prairie, Municipal District of Greenview, and Municipal District of Spirit River. Because of their dedication to preserving the archival history of the South Peace, they organize their yearly budgets to find the funds necessary for the South Peace Regional Archives to operate and fulfill its mission. This year the Archives will enjoy an increase in overall funding thanks to our funding partners. We're growing! And with that comes the need for more resources and staff and volunteer time. I'd like to thank all our funding partners for their generosity.

3. Friends of the Archives

As always, I would also like to thank the Friends for their work raising awareness and capital funds for the Archives. Unfortunately, currently, the Friends are in hiatus. The group was always relatively small and due to life's challenges many of them could not give their time. We wish them well, and we know they will continue to be staunch advocates for all that we do.

4. Future Directions

Last year I wrote: "Our increased engagement with the community through our Awareness Activities has led to many new acquisitions and to the growth in the activities and projects initiated by our staff in response to the communities we serve." The staff and volunteers have continued that engagement in 2018.

We have a wonderful staff and group of volunteers. Thank you Alyssa, Josephine, Theresa, and all our volunteers.

I also suggested last year that this wonderful growth also means that we will soon have to seriously consider our future needs. It is a year later and that future is one year closer. The need for more space is becoming even more critical and the desire for additional staff and more volunteers to continue our growth is even stronger.

I ask that all of you to give your support and, when you can, join us as we work to continue to give excellent service to everyone in the South Peace and as we strive to become the best regional archives in Alberta.

Jan Shields

2018 Executive Report

Presented by Alyssa Currie

30 March 2019

Our Successes

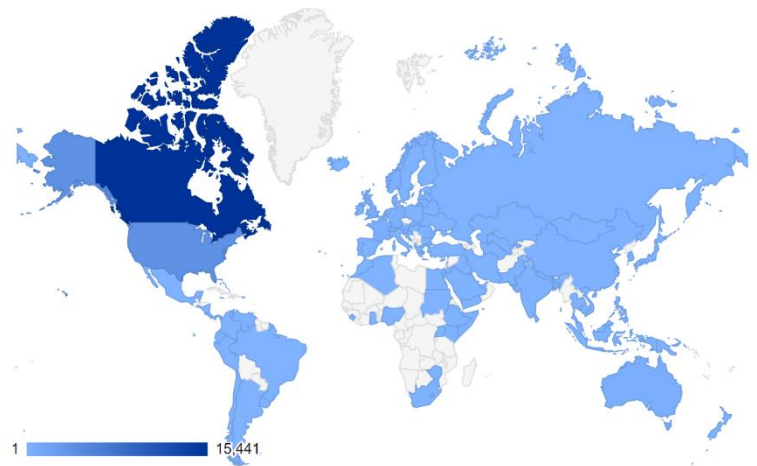
Last year, our staff and volunteers organized or participated in 42 different events and programs, connecting with approximately 1,400 people at these events. Our Indigenous History Committee continued their work towards Reconciliation, including commemorating National Aboriginal History Month with a new exhibit, public lecture at the Grande Prairie Public Library, and a special issue of *Telling Our Stories*. We also hosted our first summer student in recent years, Sonya, funded with critical support from Young Canada Works. In March, we expanded our offsite storage into a new location, allowing us to relocate 105 meters of unprocessed records, as well as non-archival materials and technology, for better storage and more efficient access. This move came three short weeks before a potentially disastrous event.

In April 2018, high water levels in the Bear Creek reservoir and potential flash flooding downstream prompted the evacuation of Muskoseepi Park, including the South Peace Regional Archives. Luckily, the Archives did not experience any damage and this incident served as a trial of our emergency response plan. Archives staff enacted a priority-based response and temporary relocation. The Archives new off-site office served as a safe, alternate location for work and materials until the evacuation order was lifted. Since then, we have continued to develop the Archives emergency response plan, including an evacuation checklist and incident report. This incident, and the Archives response, was highlighted in the March 2019 issue of *Telling Our Stories* magazine

Our Impact

The Archives local and global reach continues to rise. Last year, our staff and volunteers organized or participated in forty-one different events and programs, connecting with approximately 1,400 people at these events. This represents a dramatic increase over past years. In 2018, Archives' volunteers contributed 1425 hours of service. Our social media presence grew; 767 people 'like' us on Facebook and we have developed a new partnership with the Grande Prairie Regional Tourism

Association. Over 22,000 people visited our website from 112 countries across the world.



Above: Website Users by Country of Origin January – December 2018, Generated 3 Jan2019 via Google Analytics

2018 Accessions

We received 78 new accessions in 2018. Although the volume of textual donations is down from last year, the total number of donations, books added to the library, and number of non-textual materials (except photographs) increased. Last year, we received approximately 12.5 of textual records, 2191 photographs, 64 books, and over 500 assorted items including maps, postcards, and paintings, as well as short news video recordings from Eastlink. To address our growing storage needs, we ordered additional archival shelves for the offsite location.

Our Volunteers

In 2018, 18 volunteers contributed 1,436 hours of service. We could not accomplish what we do without the help of these dedicated workers. Their support facilitates initiatives such as the online Soldiers Memorial, reference library, personal and family reference files, Indigenous records research, and digitisation. They also assist with our numerous events and programs.

Events and Programs

Last year, our staff and volunteers organized or participated in 42 different events and programs, connecting with approximately 1,400 people at these events. This represents a dramatic increase over past years. Some of our new initiatives include:

Archives Week Opening Reception

The Archives hosted an opening reception to celebrate the launch of our Archives Week exhibit in the Community Room. The exhibit, "Entertaining Alberta", features both photographs and interpretive panels from the collection. Reception attendees included board members, volunteers, representatives from our funding municipalities, society members, and other special guests.

Heritage Village Folktales Tour

The Archives collaborated with the Grande Prairie Museum to host the first annual "Heritage Village Folktales Tour." Guests enjoyed the Heritage Village afterhours while taking part in an atmospheric, guided tour. Tours featured historical tales with interwoven elements of fact and fiction. After the tour, they enjoyed beverages and desserts in the warmth of the Community Room.

Elf on the Shelf

We 'adopted' an Elf on the Shelf, Fred Fonds, who helped us with a new social media campaign during the month of December. Each morning, we shared a new picture of our Elf to our Facebook page, highlighting his naughty and nice adventures around the Archives.

Get Involved

The Archives continued success relies on its dedicated volunteers and supporters. If you are interested in supporting the Archives, there are many ways to get involved. Consider joining one of our three Committees: the Awareness Committee, Indigenous History Committee, or the newly revitalised Building Planning Committee. You can also support our collection by donating your used newspapers to the Archives for the reference files. We are seeking the Daily Herald Tribune, Town & Country News, Central Peace Signal, and Valleyview Town & Country.

TREASURER'S REPORT

SOUTH PEACE REGIONAL ARCHIVES ANNUAL GENERAL MEETING March 30, 2019

Balance Sheet: As at December 31, 2018 we had:

\$21,785.35 in our ATB Chequing account; \$47,307.46 in our Contingency Account; \$126,493.87 in our Reserve Building Account; \$1,000.00 in our Reserve Mastercard Account and \$200.00 in Petty Cash.

We also show an Account Receivable of \$503.68. This is the GST Public Service Bodies rebate due to us after yearend adjustments were made.

There is prepaid expenses of \$5,273.11 representing monies paid for facility insurance that carries over until 2019; January 2019 Rented storage; 2019 Web site hosting; and our Rental security deposit. The undeposited funds of \$1,997.27 is the 2018 Young Canada Works Grant that we received January, 2019.

Our Total current assets to December 31, 2018 was \$204,560.74.

Liabilities:

Account 2100 Peace Country Land Database of \$15,916.00 are funds that we are holding for the Peace Country Land Database Project, led by Dr. David Leonard.

Account 2600 – Deferred Revenue is 2019 Memberships that we received in 2018.

Profit and Loss Statement

In order to protect our unprocessed information donations and to add additional storage space we had to change rental storage locations. Our offsite storage costs went from \$2,238.60 to \$12,612.78 – an increase in cost of \$10,374.18, plus relocation expenses of \$1,344.60. Neither of these expenses were in our original 2018 projected budget.

In 2015 the City of Grande Prairie Culture and Heritage Manager verbally agreed to waive shared operations costs for the SPRA's portion of this building. In 2018 the City administration reinstated these shared operating costs, totaling \$9,128.64 above budget. This appears as "utilities and maintenance" within the budget. As a result of these items the Board of Directors passed an amended Budget for 2018 and we approached our funding partners who graciously provided us with supplemental funding to cover these unexpected costs.

We experienced a net loss of \$2,616.52; we did not experience as large a loss as we had originally anticipated because of several factors. First, due to unreliable cash flow, we did not hire an Archives Technician for the remainder of 2018 (September – December). We were in receipt of a Young Canada Works Grant (\$7,989.17) that allowed us to increase one staff position during May – August. We also received a donation from the Edson Trail History Society (\$2,500) and our photograph sales increased by almost \$1,000, due to three large-scale orders.

2018 budget report. This report has explanations under "Notes" as to why there is a variance between the projected budget and the actual income or expense.

South Peace Regional Archives

Balance Sheet

As of December 31, 2018

	Dec 31, 18
ASSETS	
Current Assets	
Chequing/Savings	
1000 - ATB Chequing	21,785.35
1100 - Contingency Fund	
1102 - Contingency Fund	47,307.46
Total 1100 - Contingency Fund	47,307.46
Total Chequing/Savings	69,092.81
Accounts Receivable	
1200 - Accounts Receivable	503.68
Total Accounts Receivable	503.68
Other Current Assets	
1290 - Petty Cash	200.00
1305 - .Reserve - GIC	
1300 - Reserve - Building Fund	126,493.87
1310 - Reserve - Mastercard	1,000.00
Total 1305 - .Reserve - GIC	127,493.87
1350 - Prepaid Expenses	5,273.11
1499 - Undeposited Funds	1,997.27
Total Other Current Assets	134,964.25
Total Current Assets	204,560.74
Fixed Assets	
1500 - Computer Equipment	
1510 - Computer Equip-Orig Cost	16,246.58
1520 - Computer Equip-Amort	-14,013.34
Total 1500 - Computer Equipment	2,233.24
1550 - Equipment	
1560 - Equipment - Orig Cost	39,918.81
1570 - Equipment - Amort	-30,580.47
Total 1550 - Equipment	9,338.34
Total Fixed Assets	11,571.58
TOTAL ASSETS	216,132.32
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 - Peace Country Land Database	15,916.00
2400 - WCB Payable	-89.25
Total Other Current Liabilities	15,826.75
Total Current Liabilities	15,826.75
Long Term Liabilities	
2600 - Deferred Revenue	447.66
Total Long Term Liabilities	447.66
Total Liabilities	16,274.41
Equity	
3000 - Opening Bal Equity	6,559.20
3900 - Retained Earnings	195,915.23
Net Income	-2,616.52
Total Equity	199,857.91
TOTAL LIABILITIES & EQUITY	216,132.32

South Peace Regional Archives
Profit & Loss
 January through December 2018

	<u>Jan - Dec...</u>
Total 6600 · Professional Fees	1,280.88
6700 · Project/Event Expense	
6710 · Annual Events	
6711 · Family History Day	111.92
6713 · Indigenous History Committee	622.94
6715 · Teachers Convention	230.00
Total 6710 · Annual Events	964.86
6720 · Projects w/o Grants	125.25
6770 · SPRA Society Expenses	801.29
Total 6700 · Project/Event Expense	1,891.40
6800 · Volunteer Expense	160.08
6850 · Staff Expense	89.76
6900 · Wage & Benefits	
6910 · Wages & Salaries	136,124.27
6930 · CPP Expense	6,127.54
6940 · EI Expense	3,178.25
6950 · WCB Expense	442.75
6960 · Vacation Pay Expense	625.61
6970 · Benefits	709.20
Total 6900 · Wage & Benefits	147,207.62
Total Expense	190,891.63
Net Ordinary Income	-2,605.76
Other Income/Expense	
Other Expense	
7000 · Suspense	0.00
7200 · Gain or Loss on Sale of Asset	10.76
Total Other Expense	10.76
Net Other Income	-10.76
Net Income	<u><u>-2,616.52</u></u>

2018 South Peace Regional Archives Budget Report

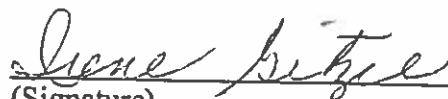
	2018 Budget	Actual to Dec 31	Percentage	Notes
Income				
Operating Grants				
City of Grande Prairie	\$60,000.00	\$71,902.00	120%	Received supplemental funding
County of Grande Prairie	\$41,600.00	\$49,715.00	120%	Received supplemental funding
Municipal District of Greenview	\$30,500.00	\$36,500.00	120%	Received supplemental funding
Municipal District of Spirit River	\$5,800.00	\$7,900.00	136%	Received supplemental funding
Total Operating Grants	\$137,900.00	\$166,017.00	120%	
Total Supplemental Funding	\$27,050.00	*see above		
Project Grants				
Archives Society of Alberta				
Miscellaneous Grants		\$7,989.07		CCA Young Canada Works
Total Project Grants	\$0.00	\$7,989.07		
Sales & Service				
Book Sales	\$4,300.00	\$2,703.39	63%	Book sales less than expected
Photograph Sales	\$500.00	\$1,498.57	300%	Processed 3 large-scale orders
Misc. Sales	\$300.00	\$217.36	72%	Shipping fees, holiday cards, etc
Total Sales & Service	\$5,100.00	\$4,419.32	87%	
Donations – Tax Received	\$1,200.00	\$3,350.00	279%	Greater than expected, includes \$2500.00 donation from Edson Trail Historical Society
Lifetime Members – Tax Received	\$0.00	\$1,000.00		2 Lifetime memberships
Donations – Non-Received	\$300.00	\$2,188.80	730%	Greater than expected, includes \$1000.00 donation for Owen's Scrapbook expected in 2017
Total Donations	\$1,500.00	\$6,538.80	436%	
Memberships	\$1,000.00	\$1,881.85	188%	
Interest		\$1,439.83		Includes interest on GIC building fund
Government Rebates				
Total Income	\$172,550.00	\$188,285.87	109%	
Expenses				
Acquisition Expense	\$500.00	\$504.33	101%	
Advertising	\$300.00	\$0.00	0%	No large scale staff recruitment
Amortization		\$3,133.15		
Awareness Campaign	\$1,700.00	\$1,293.16	76%	
Interest/Bank Charges		\$91.00		Includes Mastercard annual fee
Conservation Expense	\$2,000.00	\$1,074.28	54%	No major conservation projects
Capital Expenses	\$2,500.00	\$0.00	0%	\$1952.20 moved to assets, \$371.90 moved to office equipment
Facility Fees				
Utilities, Maintenance, etc.	\$9,150.00	\$9,128.64	100%	
Liability Insurance	\$3,500.00	\$2,977.46	85%	
Rented Storage	\$14,000.00	\$12,612.78	90%	Security deposit moved to pre-paid expenses
Relocation Expenses	\$1,400.00	\$1,344.60	96%	
Newsletter	\$1,500.00	\$1,316.39	88%	
Indigenous History Committee	\$700.00	\$622.94	89%	
Office Expenses				
Office & Computer Equipment	\$1,000.00	\$1,019.40	102%	New laptop, office shelving and chairs, \$1918.00 moved to assets
Office Equipment Repairs	\$150.00	\$297.00	198%	Set-up and warranty on new laptop
Office Supplies	\$1,000.00	\$1,357.11	136%	
Photocopier Expense	\$1,000.00	\$875.08	88%	
Telephone & Internet	\$1,700.00	\$1,400.12	82%	
Professional Development and Travel				
Workshops & Courses	\$500.00	\$483.80	97%	
Mileage and Travel	\$1,750.00	\$774.06	44%	SOTP Meetings mileage not claimed
Memberships & Subscriptions	\$600.00	\$579.53	97%	
Professional Fees				
Accounting/Bookkeeping	\$300.00	\$933.38	311%	First year-end for new ED
Computer Services	\$700.00	\$142.50	20%	
Professional Services	\$0.00	\$205.00		Legal consultation on offsite lease
Event & Project Expenses				
Miscellaneous Events/Projects	\$200.00	\$230.00	115%	Mighty Peace Teachers Convention
Projects w/o Grants		\$125.25		Archival displays in museum and City Hall
Projects under Grants		\$0.00		
Family History Day	\$100.00	\$111.92	112%	
Grant Expenses	\$0.00	\$0.00	0%	
Publication Expenses		\$0.00		
Society Expenses	\$1,000.00	\$801.29	80%	
Staff Expense	\$200.00	\$89.76	45%	
Volunteer Expense	\$200.00	\$160.08	80%	
**Wages & Benefits	\$149,700.00	\$147,207.62	98%	
Gain or Loss on Sale of Asset	\$0.00	\$10.76		Amortization. Removal of old equipment
Total Expenses	\$197,350.00	\$190,902.39	97%	
Income or Loss	-\$24,800.00	-\$2,616.52		

Financial Review

We, Irene Gitzel and Irene Nicolson, being members in good standing, have reviewed the Balance Sheet and Income Statement of the South Peace Regional Archives Society as at December 31, 2018. This information has not been audited. We believe these statements to be free of material misstatement and present fairly the financial position of the South Peace Regional Archives Society.

It is our recommendation that these statements be accepted as complete and adopted by the membership as the final statements for the fiscal year January 1, 2018-December 31, 2018.

Name: Irene Gitzel
3925 120 Ave
Grande Prairie, AB.
T8X 1M6


(Signature)

Name: Dr. Irene Nicolson
Box 275
Grande Prairie, AB
T8V 3A4


(Signature)

DATED this 26^h day of March, 2019.

Archives 2019 Budget: Approved 1 Feb 2019

	2018 Budget	2019 Budget	Notes
Income			
Operating Grants			
City of Grande Prairie	\$60,000.00	\$72,150.00	20% funding increase
County of Grande Prairie	\$41,600.00	\$64,700.00	60% funding increase
Municipal District of Greenview	\$30,500.00	\$30,500.00	Final funding decision TBD
Municipal District of Spirit River	\$5,800.00	\$9,100.00	60% funding increase
Total Operating Grants	\$137,900.00	\$176,450.00	
Total Supplemental Funding	\$27,050.00		
Project Grants			
Archives Society of Alberta		\$0.00	ASA Grant not guaranteed
Miscellaneous Grants		\$0.00	YCIV Grant not guaranteed
Sales & Service			
Book Sales	\$4,300.00	\$500.00	Limited inventory of Olwen's Scrapbook
Photograph Sales	\$500.00	\$500.00	
Misc. Sales	\$300.00	\$300.00	
Total Sales & Service	\$5,100.00	\$1,300.00	
Donations – Tax Receipted	\$1,200.00	\$1,200.00	
Donations – Non-Receipted	\$300.00	\$300.00	
Total Donations	\$1,500.00	\$1,500.00	
Memberships	\$1,000.00	\$2,000.00	Increased membership & fees
Interest			
Government Rebates			
Total Income	\$172,550.00	\$181,250.00	
Expenses			
* Acquisition Expense	\$500.00	\$510.00	Increases expected
Advertising	\$300.00	\$310.00	Increases expected
* Amortization			To be calculated by accountant
Awareness Campaign	\$1,700.00	\$500.00	Budget reduced
* Interest/Bank Charges			
* Conservation Expense	\$2,000.00	\$2,000.00	
Capital Expenses	\$2,500.00	\$0.00	Budget eliminated
Facility Fees			
* Utilities, Maintenance, etc.	\$9,150.00	\$9,002.72	Actual expenses less than anticipated
* Facility Insurance	\$3,500.00	\$3,600.00	Increases expected
* Rented Storage / Offsite	\$14,000.00	\$14,000.00	Expected rent increase in 2020
* Relocation Expenses	\$1,400.00	\$0.00	No move in 2019
* Newsletter	\$1,500.00	\$1,600.00	Increases expected
Indigenous History Committee	\$700.00	\$200.00	Budget reduced
Office Expenses			
* Office & Computer Equipment	\$1,000.00	\$2,000.00	New computer for ED
* Office Equipment Repairs	\$150.00	\$200.00	Increases expected
* Office Supplies	\$1,000.00	\$1,100.00	Increases expected
* Photocopier Expense	\$1,000.00	\$1,100.00	Increases expected
* Telephone & Internet	\$1,700.00	\$1,700.00	
Professional Development and Travel			
Workshops & Courses	\$500.00	\$0.00	Budget eliminated - no pro-d in 2019
Mileage and Travel	\$1,750.00	\$1,700.00	Reallocating to SOTF meetings and out of town municipal events
* Memberships & Subscriptions	\$600.00	\$700.00	Increases expected
Professional Fees			
* Accounting/Bookkeeping	\$300.00	\$330.00	Increases expected
* Computer Services	\$700.00	\$770.00	Increases expected
Professional Services	\$0.00	\$0.00	2018 was atypical year
Event & Project Expenses			
Miscellaneous Events/Projects	\$200.00	\$200.00	
Projects w/o Grants		\$0.00	
Projects under Grants			
Family History Day	\$100.00	\$0.00	Budget eliminated
Archives Week	\$0.00	\$200.00	Previously funded out of Awareness budget
Society Expenses	\$1,000.00	\$700.00	Budget reduced
Staff Expense	\$200.00	\$100.00	Budget reduced
Volunteer Expense	\$200.00	\$200.00	
* Wages & Benefit	\$149,700.00	\$138,527.28	One staff position eliminated - staff receive COL increase Hire YCIV employee for May-Aug (contingent on grant funding)
Total Expenses	\$197,350.00	\$181,250.00	
Income or Loss	-\$24,800.00	\$0.00	
* Essential expenses			

Nominations Report

President

The term of the President expires at this AGM. The following Director has agreed to let her name stand for reelection:

- Jan Shields

Nominations from the floor will be accepted.

Municipal Representatives

The 2019-2020 Board of Directors will consist of four municipal funding representatives:

- Wade Pilat, City of Grande Prairie
- Peter Harris, County of Grande Prairie
- Shawn Acton, MD of Greenview
- Stan Bzowy, MD of Spirit River

Directors at Large

The 2019-2020 Board of Directors will consist of four (4) to sixteen (16) Director-at-large, each serving in three-year terms. The following Directors will continue their terms in 2019-2020:

- Gail Prette, Treasurer and Vice-President
- Eleanor Dalen Whitling, Director
- Tina Dale, Director
- Daryl White, Director
- Grace Wideman, Director

The following Directors will not be continuing their terms in 2019-2020. Either their terms have expired and they will not be seeking reelection, or they have submitted letters of resignation.

- Walter Andreeff, Director
- Dennis Dale, Director
- Douglas Frattini, Director
- Beth Sande, Director
- Bryan Woronuk, Director

The following Directors terms have expired; they have agreed to let their name stand for reelection:

- Duff Crerar, Director
- Gary Dixon, Director

The following members of the Society have agreed to let their names stand for election as Directors-at-large:

- Meg Archer
- Maxine Maxwell
- Gail Schau

Nominations from the floor will be accepted.