

## Online Delegation Form

**YOUR WORSHIP, MAYOR KONRAD, AND MEMBERS OF COUNCIL, I/WE ARE HERE THIS EVENING ON BEHALF OF:**

The Boundary Museum Society

**TO REQUEST THAT YOU CONSIDER:**

Receive the Boundary Museum Society's Quarterly Report for information.

**THE REASONS THAT I/WE ARE REQUESTING THIS ACTION ARE:**

In compliance with the 2018 Fee For Service Agreement dated May 1st, 2018 between the Boundary Museum Society and the Corporation of the City of Grand Forks summarizing the activities.

**I/WE BELIEVE THAT IN APPROVING OUR REQUEST THE COMMUNITY WILL BENEFIT BY:**

Transparency with respect to the disposition of taxpayer's annual funding allocated by the Corporation of the City of Grand Forks for Boundary Museum Society operations at 6145 Reservoir Road and the Archival Service located at 7217 - 4th Street in the lower level at City Hall.

**I/WE BELIEVE THAT BY NOT APPROVING OUR REQUEST THE RESULT WILL BE:**

Not applicable

**IN CONCLUSION, I/WE REQUEST THAT COUNCIL FOR THE CITY OF GRAND FORKS ADOPT A RESOLUTION STATING:**

Recommendation that Council accept the Boundary Museum Society's quarterly report as presented at the Committee of the Whole (COTW) meeting on August 20, 2018.

**NAME**

Shannon Profili Acting Operations Manager

**ORGANIZATION**

Boundary Museum Society

**MAILING ADDRESS**

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Canada

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# BOUNDARY MUSEUM

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<http://www.boundarymuseum.com>

Boundary Museum Society – Supporting document for power point presentation  
To the Council for Grand Forks City – August 20, 2018 Committee of the Whole

I have included here with the presentation, snip bits from the managers report to the Board of Directors for the Boundary Museum Society, as an FYI to keep the Mayor Frank Konrad and council apprised to the functions at the Museum between reporting periods.

I have simply copied and pasted bits from my reports to the Board, that I thought would be helpful to report along side of the Powerpoint I have handed in.

May 2018

## **Community Programming:**

May has been a month of flood, unfortunately we were bounced, a couple of things were canceled due to the flooding.

## **Museum Activities and Ongoing Projects -March**

- ☐ Lee, Niel McGreggor along with myself met over the fundraiser for June 30th up here at the Museum.
- ☐ Bronwen Bird started her first day on May 9th, and was introduced to the Board, she also starting working with the Foreman/Novak wedding.
- ☐ Our AGM was rescheduled from May 12th due to the flood to June 2nd, and we had a good attendance of 17 registered members attend and our membership as per the date to qualify is: 90 paid up members
- ☐ Due to the flood, the Grand Forks Rotary met 2 times here at the Museum instead of their usual meeting place, and from both the meetings we received a total of \$114.55 was donated for the coffee that was served.
- ☐ The Boundary Country Regional Chamber of Commerce was also bumped from their usual meeting place and held one of their board meetings here at the Museum. As the Chamber lost their meeting room and office, I offered our location for the Executive Director to use providing it is open to use. They also used the Meeting room last night.
- ☐ I did have to cancel a workshop for the 40 x 40 and will rearrange the team to come up in the next week or two to finish setting up the exhibit space to be opened the July 10th when we have our Summer students in place.
- ☐ Due to extreme circumstances, our Gazette Exhibit team has canceled and will schedule as well to go through the Gazette papers for display
- ☐ The Flood relief concert held on the street below asked if people could use our parking lot should they need, I stayed here on site til 8:00 and when no one came I closed the gates.
- ☐ Vanessa Pavan started on May 16th, a great team player, she works with Sue Adrain in archives for 2 half days.
- ☐ I did a training day with Bronwen, Vanessa, and Kalayna over safety, customer service, and the functions and operations at the Museum. We also action plan when they are here so everyone knows the priorities and we have a finishing result at the end of the day.
- ☐ We had a tentative anniversary gathering canceled as they were able to get in the Barbara Anne park after all. They thought they may not have it due to flooding and booked here just in case.

June 2018

We started the Month off with very low attendance, possibly from the flooding. It is now known to be the worst flood BC has had to date in all the years known.

The second half of the Month of June became crazy with school, Brownies, and other user groups such as BFISS. We have the Sunshine Valley Community Services visit every Thursday through the month and will continue to do so until the end of summer. They enjoy the beautiful grounds while they make different crafts up here. They are a very easy group to have as they will set up and clean up after themselves along with putting chairs and tables away.

We had our first wedding of the year with our lovely couple now Susan and Wayne Foreman. They were a pure pleasure to work with, and they stayed throughout the rain, the wind and the cold. I am looking forward to the letter of recommendation Wayne noted to me that he is going to provide, which will go in our portfolio for future weddings. Bronwen tried her wings out for her first event, and the team was fully engaged with her. It was great to be part of a team of doers. Great Job Bronwen!!!

The meeting room was used for two groups on the 12th; the Boundary Country Regional Chamber of Commerce held a quick meeting and then the Granby Wilderness Society held their AGM the evening after. Time was tight but they all made it work.

We were asked to put together an immigration session with a class of Grade 4 and 5's. Vanessa put together an amazing craft for the students. The passports that were organized for the students to put together were a great take away, and a great activity to enhance their visit. We looked at what people did for work and what their life may have been like.

I am very proud to be part of Joan's hard work and the book signing of Marilyn James and her daughter Alexis book. The story telling was done very well and was very captivating.

BFISS arranged the week ahead to have a meeting in the Shade house, they had Wooden Spoon drop off Catering for them.

demonstrations; the Firemen gave out free rides in their truck. The games were such a big hit with the family's, how smart was that for Kalayna to lend them to us. This was a great 1st annual fundraiser, one that can only get better! Thank you Bronwen, for a very nice job, well done! We made over \$1175.00 after expenses. Erika Thorpe arranged early with us to come to the Museum and have a day of activities for her Kindergartens, with a Kindergarten grad. We could not have been successful without the aid of all the volunteers, and their wonderful smiles. Lee was in charge of the washing, hanging, and ironing the laundry. Bob was in charge of the buggies, this provides a great opportunity for the teacher to take pictures of the students. While I was prepping the day before, Joey came up, and he had an idea of shaking the cream, so we fit it in with the buggies, and bam, 10 minutes later they were tasting butter they made. It was such a success to fill the 30 minutes each group had, that they was very little lag. And Joan, and Joan's ability to story tell, WOW, again program being delivered to the students without them even knowing the learning part, too much fun! Great job from Joan with her tours to story. I would say the Kindergarten Grad is by far my favorite thing I have seen.

We again had a last minute School group book, and Joan came in and had an amazing Cold case about Peter Verigin and the bombing on the train that she did with the Grade 8 Russian class from the Grand Forks High School. It was a complete success and Joan had them looking for who did it!!! Roman Wyllie was so excited, and has said he will be back next year with all his rotations to visit the Museum! Thanks Joan, it was very well done!!!

Kathleen Saylor brought her Brownie unit up to the Museum on the 22nd, and held the Spark fly up in the Shade House. Vanessa gave them a requested 10 minute quick tour inside the Museum!!! They were minimal set up, as they prefer to do their own.

We are very fortunate to have Irene and Larry who are two popular people for the Museum, they come up and do the bread making program, it is now back up and running for every Thursday in July and August. In June we had a couple of groups want to do the 3 sessions of washing, drying clothes, buggies and cream, and tour inside. The bread was in the middle of two school classes that visited on the 26th, and both groups had their turn at the sessions, making this a very full day for us at the Museum.

We in turn did it again on the 27th for two more classes, but without the bread and shorter sessions, due to an overworked team of volunteers and staff. The BBQ went over very well, in a very busy weekend, and we are being well talked about for the event. It was a lot of fun and wonderful to be able to open up the 40 x 40. What a stellar job Doreen did – we can't thank her enough for the dedicated and very caring job she did, and so many thanks go to Rick Profili and Dave Schneider for moving all that stuff!!! We had the 4 H club up here doing

fixtures. Kalayna is in charge of keeping the basement clean and as organized as possible, and Eric is in charge of the upstairs. They are to make sure washrooms sparkle and are not only smelling clean but are clean. Glass needs to be polished and no dust webs or flies in the mix. Both Kalayna and Eric are working on small projects to help show off our Museum. We will be in the next month updating items that need paint. Kalayna has been working with Bronwen for the accessioning here and they are going to have things in good order with a updated protocol and process manual along with forms.

The Grand Forks Firefighters (retired) came and cut up the tree that fell behind the 40 x 40, and Mike O'Conner took away the wood. Thanks Bob for being there for that.

We are registered for the Fall Fair and will look at getting a Stage Coach display, of course in need of Volunteers for that. Should be fun!!!

Bronwen has one day a week where she comes in and works on strictly grants, and has submitted her first grant for the Boundary Museums business plan. She has as well been working on getting our data under a proper and easy naming convention.

. Joan and I met to do a planning for program next year, and I plan to spend some time making sure our October is ready for school visits. I am taking back events and will develop it more now that Bronwen is here, and her obvious pull is to Collection management, she will concentrate on data and accessioning entry.

I am happy to say that there are no problems collecting the admission upon entry to the museum, it seems to be an automatic thing.

I am very happy to say that we have the cheque deposited for the Gas Tax Community Works Grant, and looking forward to being able to proceed once we have finished our planning.

I have been able to get things looked at and have started on the filing cabinet, along with Bronwen's data filing, we will match up the both types of files and have a legend written up to show where you can find the file.

Upcoming Events:

Aug 5th -NEW 'STOP OF INTEREST SIGN Unveiling

August 11 Mitchell Wedding

Sept 1 – Celebration of life tentative

Sept 7 & 8 Fall Fair

Sept14,15,16 Blacksmith conference

Sept 22 Rotary Event

Sept 29 Harvest Fest

We are looking forward to the month of September, many activities and events still to come, and the grounds up at the museum are spectacular during the fall.

Respectfully

Shannon Profili

Acting operations Manager

**BOUNDARY MUSEUM SOCIETY ....**  
**Income Statement 01/01/2018 to 07/31/2018**

**REVENUE**

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Bread Oven Program	88.00
Flour Sales/1/2 salesUSCC	129.00
Kitchen Appliances	0.00
Gift Shop Sales	27.00
Educational Programing	0.00
Events Revenue/Fundraisers	1,531.30
Admissions	1,009.00
Donations	531.97
Memberships	684.25
Plaques in Memory	0.00
Archival/Photo Reproduction Sales	0.00
Reconstruction Log Building/Bob's T	0.00
Total Revenue	4,000.52
Interest Revenue	409.01
CMA/YCW wages paid back	3,341.25
Govnt of Canada	0.00
RDKB - Operating Funding	4,000.00
Phoenix Foundation	1,237.66
Canadian Railway	0.00
City of GF - Operating Funding	30,000.00
Project Account	47,721.45
Rental (Venue)	867.55
Service Canada/Summer Student	0.00
US Exchange	27.39
USCC Ladies/Buggies/WoodWorkers	0.00
MRDT Revenue	0.00
<b>TOTAL REVENUE</b>	<b>91,604.83</b>

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**EXPENSE**

**ADMINISTRATION**

Exhibit Expense	0.00
Acquistions of artifacts/archives	0.00
Events Expense	287.20
Advertising & Promotions	1,521.85
Bad Debt	80.00
Accounting/Bookkeeping/Professional	1,040.00

Bread Program Expense	76.77
Education & Seminar Expenses	0.00
Bank & Interest Expense	106.13
Yard & Grounds Upkeep & Expense	1,467.47
Building Improvements	192.42
Office Expense - Museum	809.68
Freight Charges	25.62
Postage	85.00
PST Paid on Purchases	39.83
GST CRA 50%	670.37
Insurance	4,706.00
Book Purchases	0.00
Photo Reproduction Expense	0.00
Web Site Expense	131.88
Yearly Dues	288.70
Permits	0.00
Telephone	498.38
Internet Expense	658.52
Irrigation Tax	405.70
E Levy	0.00
Honourarium & Gifts	0.00
Utilities	2,429.23
Wages	49,614.52
EI Expense	1,138.95
CPP Expense	1,704.27
WorkSafe Expense	162.04
Meals & Entertainment	59.63
MRDT Expenses	78.35
(Project Acct)	1,823.29
Archival Office Expense	403.77
Suppliers Interest	9.45
Repair, Cleaning & Maintenance	328.44
Restoration Expense/Wood Workers	246.25
Woodworkers Proj Acct	1,151.48
Small tools, furniture non-exhibit	48.39
Security Expense	141.51
Uniform Expense	25.22
Travel Expense	226.80
<b>TOTAL ADMINISTRATION</b>	<u>72,683.11</u>
 <b>TOTAL EXPENSE</b>	 <u>72,683.11</u>
 <b>NET INCOME</b>	 <u><u>18,921.72</u></u>

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