



**Friends of the Brockville Museum
Notice of Annual General Meeting for the Fiscal Year 2021
Thursday, March 17th, 2022, at 7:30 P.M.**

This letter provides you with a notice of the Annual General Meeting of the Friends of the Brockville Museum and an invitation to attend this meeting.. Attached, you will find an information package containing reports on the activities of the Friends, and details of the financial status of the Friends as of September 30, 2021. Please note that the package will also be on the Friends' page of the Brockville Museum's website.

You are invited to this Annual General Meeting and to vote on the matters to be dealt with at the Meeting. Due to the COVID-19 pandemic, we will not be meeting in person. You can attend in two ways, i.e. on Zoom, or by proxy. We urge you to attend in at least one of these ways so that you can participate in the governance of the Friends.

Furthermore a quorum is needed in order to transact the business of the Friends, and we would urge you to attend for that reason too. You can both send a proxy form and attend the Zoom meeting, but you cannot vote twice, and you will only count as one toward our quorum. Sending a proxy form is a good idea if you have any doubts about your ability to attend the Zoom meeting.

Everyone for whom we have an email address will receive an email giving the link to attend the Zoom meeting. For those members without an email address, a hard copy of the package will be mailed out.

The instructions for submitting the proxy are on the proxy form. You may submit questions to the Friends Board by writing them on the proxy form and they will be answered at the Meeting.

You may email to <ralphnewson@netscape.net> or call 613-342-7694 if you have questions about any of this.

A special note —the Friends Board now is down to 4 members and needs more members. Please give serious consideration to helping by volunteering to be Friends Director.
Thank you

**Friends of the Brockville Museum
Agenda of Annual General Meeting
(October 1, 2020 to September 30, 2021)**

**Saturday, March 17th, 2022 7:30 p.m.
ZOOM**

1. Call to order (quorum)

2. Motions:

- **Approval of the agenda**
- **Approval of the AGM Minutes of March 13th, 2021**

3. Reports/Greetings from:

- **Brockville Museum Board of Directors**
- **Project 2032**
- **Curator**
- **Friends Annual Report**
- **Friends Treasurer
(Waive appointment of Auditor)**

**Paul Naylor
Margaret Lawrence
Natalie Wood
Nancy Van Ulden
Ralph Newson**

4. Nominations and Election of Friends Directors:

Nancy V.

Carole Joling

5. Other Business

Nancy V.

6. Adjournment

FRIENDS OF THE BROCKVILLE MUSEUM
Minutes of the Annual General Meeting 2019-20
Saturday, March 13, 2021 via ZOOM

Due to the COVID-19 conditions, the 2019/2020 AGM was opened by Natalie Wood, Webinar host, at 10am.

PRESENT: 12 Members of the Friends were signed on - D. Albers, J. Daxon, V. Glover, C. Joling, M. Lawrence, P. Naylor, R. Newson, N. Nicholson, C. Quick, N. Van Ulden, H. Veronyak, and N. Wood (BM rep.) as well as 6 proxies.

1. Call to order:

President Van Ulden welcomed all, and declared a quorum.

2. Motions:

The President presented the Agenda for the meeting and asked for additional items. As none were suggested “It was moved by Nancy van Ulden, seconded by Carole Joling, **that the AGM agenda of March 13th, 2021 be approved as presented. Carried.**

As the MINUTES of the 2018/19 AGM (dated Nov. 30/19) had been distributed to all members ahead of time, N. Van Ulden, seconded by D. Albers, that the AGM Minutes of November 30, 2019 be approved as written. Carried.

3. Reports/Greetings:

Chuck Quick (Chair of the **Museum Board of Management**) brought greetings from the Board and commended the Friends for their active and positive support to the Museum. He mentioned the challenging times ahead for fundraising and that attracting support for the 2032 goal of replacing/modernizing the Brockville Museum would need much creativity and hard work. A question was posed as to how and who might be attracted to such an activity – some hard work ahead is expected and new ideas to be found.

Moving directly to the issue at hand, Margaret Lawrence as Chair of the **Project 2032 Committee** reported that after much planning, generous support by the Friends, and of course COVID delays in 2019/20, a Development Feasibility Study was signed with Lord Cultural Resources in October 2020. The Committee expects a Final Report by the end of March. It will be presented to the Museum Board for approval and then to City Council.

She highlighted the three hypothetical scenarios – a new-build, stand-alone structure, a retro-fit of an existing structure, a part of a mixed-use structure, sharing the building with another entity (public or private).

M. Lawrence underlined that any of these scenarios is a major undertaking and will require millions of dollars. We have time but 2032 is not that far away.

Curator's Report.

N. Wood presented her report (attached). Highlights included the Painting Picnic exhibit which was launched on-line on March 31 and in-person visits possible from July 21-October 30 (1429 total visitors), the Haunting Histories Guided Walks were held despite COVID requirements, and with the shuttering of the Museum March 16-July 21 only limited volunteering was possible. Admission revenues however dropped by 6% only – the generosity of the visitors was much appreciated. She also thanked the Friends for their support to the Painting Exhibit and the Museum's Feasibility Study and reminded all members of the 40th anniversary of the Brockville Museum in 2021.

N. Nicholson asked about the NYR sign and its future location. Plans are under discussion.

Friends of the Brockville Museum 2019-2020 Annual Report.

President Van Ulden presented her report (attached to the Notice of the AGM) and highlighted some of the work accomplished during this difficult time: a job description for an eventual part-time Administrative Assistant was completed, 2 Directors resigned during the year, and several major initiatives of the Museum were supported.

C. Joling suggested that the Friends develop some workplan specifics for the next few years as our goal to support a new museum in some form will be challenging.

N. Nicholson brought up the idea of identifying the “new” business owners in Brockville since the scene had changed so much due to COVID.

P. Naylor mentioned the importance of building a database of contacts for the major fundraising effort that will be required. He underlined the essential role of the Friends now and in the future.

At this point, it was moved by Nancy Van Ulden and seconded by P. Davies **that the actions of the Board during the 2020 fiscal year be approved. Carried.**

As well, it was moved by Nancy Van Ulden, seconded by Ralph Newson, **that the Annual Report be approved as presented. Carried.**

Treasurer's Report.

As it had been sent out with the Notice of the AGM, Treasurer Newson highlighted a few items such as the value of our assets, the income for the year, and the contribution to the Feasibility Study.

It was then moved by Ralph Newson, seconded by Carole Joling, **that the reviewed financial statements for the year ended September 2020 be accepted as presented. Carried.**

A short discussion followed on the question of waving a formal audit. P. Naylor suggested that the current practice is acceptable so far, but that in view of our future fundraising goal, we will probably need to get an accountant on board. No need to hire yet, but we should start shopping.

He also asked about the payment to our current “inspector” and the Treasurer explained the \$200 payment which is donated back to the Friends.

It was moved by Ralph Newson, seconded by Paul Sheppard, **that a formal audit be dispensed with for the fiscal year 2021, and that an informal review be carried out instead. Carried.**

4. Nominations and Elections of Friends Directors:

President Van Ulden explained that with our updated Bylaws, changes to the terms of the Directors were made in order to ensure some continuity.

She requested at this point additional nominations. As none were proposed, she presented the Slate while encouraging anyone interested in knowing more or wishing to contribute at a later time to get in touch with anyone on the Board.

It was then moved by Nancy Van Ulden, seconded by Ralph Newson, **that Paul Sheppard and Carole Joling be elected to the Board for a term of 1 year, that Darlene Albers and Pamela Davies be elected to the Board for a term of 2 years, and that Ralph Newson and Nancy Van Ulden be elected to the Board for 3 years. Carried.**

5., 6. As there was no other business, President Van Ulden thanked all the participants and moved for Adjournment at 11:10am.

Friends of the Brockville Museum

Annual report for 1/10/2020-30/9/2021

March 17th, 2022 7:30 p.m.
ZOOM

- The Friends Board of Directors was able to formally meet 5 times during this time frame. A special meeting was also held to examine the Brockville Museum 2032 Feasibility Study.
- At these meetings some of the following items were discussed:
 - welcome to Paul Naylor who replaced Haley Veronyak as the Museum Board of Management representative.
 - the part-time Administrative Assistant job description which was reviewed and approved before the 2021 AGM and was ready for posting. But the lock-down happened and no further progress was been made with it. It has not been forgotten, only postponed.
 - work was completed on a revised orientation package for in-coming Directors.
 - a web page designed especially for the Friends as well as its own email address.
 - changes were made to Members renewal forms and letter.
 - a post office box for the Friends was set up in September 2021.
 - reaching out to former members.
- The Board is now short of 2 members—Paul Sheppard who passed away in October 2021 and Pamela Davies who resigned just recently.
- The Board provided financial support for Museum events such as the 2032 Feasibility study.

FRIENDS OF THE BROCKVILLE MUSEUM
TREASURER'S REPORT
For the year ending September 30, 2021

The Statement of Income shows the income and expenditures for the year.

The major items of net income were:

- \$4,340.22 dividends from shares we hold.
- \$1,470.00 from sales of memberships.
- \$31,610.00 from donations,
- \$1,231.52 from our gift shop.

Operating expenses include:

- \$539.75 in bank charges, office expenses, and an overview of the books.

The major items of support were:

- \$31,583.00 to the 2032 Project to fund half of the feasibility study, and some minor items.
- \$11,470.25 to renovations of the Carriage Hall, including the New York Cafe sign.
- \$4,604.32 for on-going and miscellaneous items for the Brockville Museum..
- \$1,470.00 to the Museum's operating account (see note 1 of the Statement of Income).

The net result is a loss of \$20,545.78 for the year. This compares with a surplus of \$13,612.51 for fiscal 2020.

The Statement of Operations and Assets shows the continuity from the previous year, and summarizes the cash position of the Friends. The total assets of the Friends are \$164,718.98 at fiscal year end, compared with \$144,239.48 last year. We are in a very healthy financial position.

Many people have contributed to the success of our operations. The entire fiscal year took place under COVID rules, and we were not able to carry out any of our usual fund-raising projects. However, many people have made donations to us, and we especially thank those people. Special thanks are due to Natalie Wood, who, along with her requests to the Friends to fund her projects, brought donors to finance the projects.

Respectfully submitted
Ralph Newson, Treasurer
February 20, 2022

Friends of the Brockville Museum
Statement of Income for Fiscal 2021
Accrued to September 30, 2021

Income/Expense Category	Support Fund		
	Income	Expenses	Net
Gift shop	\$1,984.00	\$752.48	\$1,231.52
Donations	\$31,610.00		\$31,610.00
Dividends	\$4,340.22		\$4,340.22
Memberships (1)	\$1,470.00		\$1,470.00
Office exp		\$298.27	-\$298.27
Bank charges		\$41.48	-\$41.48
Financial overview		\$200.00	-\$200.00
Book sale	\$20.00		\$20.00
Support Accounts			
BM Donation to op. Acc't (1)		\$1,470.00	-\$1,470.00
BM Misc.		\$4,604.32	-\$4,604.32
Painting Picnic		\$6,525.91	-\$6,525.91
2032 Project		\$31,583.00	-\$31,583.00
BM advertising		\$425.00	-\$425.00
Carriage Hall		\$11,470.25	-\$11,470.25
Lindsay Art Exhibit		\$2,470.17	-\$2,470.17
Mini-Muse project		\$129.12	-\$129.12
Totals	\$39,424.22	\$59,970.00	-\$20,545.78

Notes

1. During the year, the Friends made donations to the Brockville Museum equal to the membership fees received, in fulfillment of an agreement made between the Friends and the City of Brockville with respect to the building of the Museum Annex.

Friends of the Brockville Museum
Statement of Operations and Assets
Accrued to the fiscal year ending Sept. 30, 2021

	Support Acc't	Previous year
Opening balance Oct. 1, 2020	\$57,499.04	\$43,886.53
Income	\$39,424.22	\$25,604.08
Expenses	-\$59,970.00	-\$11,991.57
Net Income per ledger	-\$20,545.78	\$13,612.51
Closing balance Sept. 30, 2021	\$36,953.26	\$57,499.04

Assets

Bank account	\$36,953.26
Share value at 2021-09-30	
520 shares RY @ \$126.65	\$65,858.00
460 shares BMO @ \$128.24	\$58,990.40
46 shares BCE @ \$63.42	\$2,917.32
Total assets	\$164,718.98

Brockville Museum Friends Board
Slate of Directors and Resolutions to be passed
Annual General Meeting March 17th, 2022

In the past few months there have been two changes to the slate of directors for the Friends Board. One is the recent passing of Paul Sheppard and the other is resignation of Pamela Davies. In By-Law #2, Article 5.0 Board of Directors states that:

5.1 “There shall be a maximum of eight (8) and a minimum of six (6) directors.”

Currently the Directors are Carole Joling, whose one-year transitional term is at an end, Darlene Albers, whose two-year transitional term has a year to run, Nancy Van Ulden and Ralph Newson, both of whom were elected to a three-year term last year, and have two years to go on their terms.

The following name is being presented for re-election for a three year term:

Carole Joling

Friends AGM resolutions,

1. Moved by Nancy Van Ulden, seconded by _____, **that the Annual Report be accepted as presented.**
2. Moved by Ralph Newson, seconded by _____, **that the reviewed financial statements for the year ended September 30. 2020 be accepted as presented.**
3. Moved by Ralph Newson, seconded by _____, **that a formal audit be dispensed with for the fiscal year 2021, and that an informal review be carried out instead.**
4. Moved by _____, seconded by _____ **that Carol Joling be elected to the Board for a term of 3 years.**
5. Moved by _____, seconded by _____, **that the actions of the Board during the 2020-21 fiscal year be approved.**

Friends of the Brockville Museum

Proxy

I/ We _____ being a Member of FRIENDS OF THE BROCKVILLE MUSEUM hereby appoint:

The Secretary of FRIENDS OF THE BROCKVILLE MUSEUM (“FRIENDS”)

OR _____, Member of the FRIENDS

To be my proxy at the Annual General Meeting of the FRIENDS to be held on Zoom March 17, 2022, at 7:30 P.M.

I hereby instruct my proxy holder as follows: With respect to Motions before the Annual General Meeting:

- a) Approve/Disapprove the minutes of the fiscal 2020 Annual General Meeting;
- b) Approve/Disapprove the audited or reviewed financial statement for the year ending September 30, 2021;
- c) Approve/Disapprove the reports as published or presented;
- d) Elect/not elect the slate of Directors;
- e) Such other business as may come before the meeting:

OR

Proxy holder to use his or her discretion.

You may confirm your proxy choice and validate your proxy form by return E-mail. If the proxy is returned from an address or email not associated with your membership, your proxy may be challenged, and information confirming your identity may be requested. Alternatively, you may mail this completed form to **Friends of the Brockville Museum, Box 552, Brockville, Ontario, K6V 5V7**. Family Members are reminded that they are entitled to only one vote per family. FRIENDS will not use this personal information for any other purpose, nor will it be retained in any member file. Once the Annual General Meeting is concluded, all ballots and proxies including this personal information will be securely destroyed.

Member Signature

Dated this day of , 20