

LYTTON MUSEUM & ARCHIVES
General Meeting
Tuesday, January 28, 2014
Agenda

1. **Opening** at in the Museum.
2. **Additions to the Agenda:**
3. **Adoption of the Minutes** for November 26, 2013 Minutes.
4. **Financial Report** to December 31, 2013.
5. **Business arising from Minutes:**
 - a. **Construction Project**
 - b. **Museum Signs**
 - c. **Railway Shed**
 - d. **Museum Policy Committee**
 - e. **Railway Bogie and Dredger**
 - f. **Newsletter - Editor**
 - g. **Web Site**
 - h.
6. **Curator's Report/Needs**
7. **Report from Village Rep**
8. **New Business:**
 - a. **Correspondence**
 - b. **Appoint Curator and Directors**
 - c. **Tea and Talk**
 - d. **Membership**
 - e. **Search for Curator**
 - f. **Collections Manager**
9. **Next General Meeting** February 25, 2014 at 7 pm @ Lytton Museum and Archives
10. **Adjournment**

LYTTON MUSEUM AND ARCHIVES
Annual Meeting
Minutes

Tuesday, November 26, 2013

Attending: Peter Heaster, Chair
Irene Steer, Secretary
Dorothy Dodge, Curator
Jim Steer, Village of Lytton Councillor
Tom Peglow
Julia Boldt

Joe Chute, Vice Chair
Jo Johnson, Treasurer
Marie Heaster, Co Curator
Mark Brennan
Dereck Ostiguy

Regrets: Peggy Chute

1. **Opening** at 8:05 pm in the Museum.
2. **Additions to the Agenda** adoption of the agenda as presented by Dereck Ostiguy and Tom Peglow. Carried.
3. **Minutes of the** of November 27, 2012 AGM. Motion to adopt the minutes by Tom Peglow and Seconded by Marie Heaster. Carried.
4. **Chairperson Report** - was given Peter Heaster
5. **Curator's Report** - Dorothy Dodge and Marie Heaster - As submitted by Marie Heaster in which Dorothy has respectfully submitted here resignation as Curator. At this time we would like to thank Dorothy Dodge for all the years she has committed to the operation of the Museum and would like to encourage her to continue be active when she is available.
6. **Nomination Committee Report** - Names brought forth by the Committee of Dereck Ostiguy and Julia Boldt for positions of Chairperson, Peter Heaster, Vice Chairperson, none, Secretary, Irene Steer and Treasurer, Jo Johnson
7. **Elections** - Jim Steer

Chairperson	Peter Heaster
Vice Chairperson	Dereck Ostiguy
Secretary	Irene Steer
Treasurer	Jo Johnson
8. **Adjournment** at 8:17 pm.

Submitted by
Irene Steer, Secretary

LYTTON MUSEUM AND ARCHIVES
General Meeting
Minutes

Tuesday, November 26, 2013

Attending: Peter Heaster, Chair
Jo Johnson, Treasurer
Marie Heaster, Co Curator
Jim Steer, Village Representative
Julia Boldt
Mark Brennan
Irene Steer, Secretary
Joe Chute, Vice Chair
Dorothy Dodge, Curator
Dereck Ostiguy
Tom Peglow

Regrets: Peggy Chute
Gwendy Lamont

1. **Opening** at 7:04 pm in the Museum.
2. **Additions:** 8 b) Membership Fees
Motion to adopt the agenda with the addition as amended by Marie Heaster and seconded by Dorothy Dodge. Carried.
3. **Minutes of the** of October 29, 2013 meeting. Motion to accept the minutes by Dereck Ostiguy and seconded by Marie Heaster. Carried.
4. **Financial** - Financial Report as presented by Jo Johnson. Motion to receive and file. Motion to accept Dereck Ostiguy and seconded by Marie Heaster. Carried.
5. **Business Arising From Minutes**
 - a) **Construction Project** - is in progress.
 - b) **Museum Signs** - Suggestion to put a small sign suggesting that “free admission and donations greatly appreciated”. To be ordered for spring opening.
 - c) **Railway Shed** - on hold til spring
 - d) **Museum Policy Committee** - is still in progress
 - e) **Railway Bogie and Dredger** - Letter has been sent to LFN to find out the ownership of the items. We have yet to receive a reply. Dorothy Dodge found a letter sent to LFN in 2007 and has yet to receive a response on either.
 - f) **Newsletter Editor** - is ready to go and will be sent out by the first week in December.
 - g) **Web Site:** They are having issues with the email segment and ways of resolving it have to be found.
 - h) **Budget** - has been forwarded to the Village of Lytton and we need to estimate the costs and have that included. We should to send a letter to the Village of Lytton to see if they would cover the costs of training workshops for a new Curator or/and some of the existing volunteers (approx \$1500.) The Village maintains the Caboose by doing the necessary repairs. The Museum manages it as a tourist attraction as we do the Museum. If we want to operate it a schedule needs to be maintained to have it open on a regular basis. The Village is getting the roof replaced as we meet. Dereck and Tom has repaired the damaged side of the train display and it is now running. We require a procedure to be put in place to recoup expenses from the Village and who will manage the Caboose. It will be handled in an executive meeting.
 - i) **Christmas Luncheon** - Lois Brooks has everything arranged. Posters by December 6 will be on all bulletin boards.
6. **Curator’s Report/Needs** - Marie spent the month cleaning the basement and reorganizing. We now have 2 new storage racks and it has been totally organized. It has been vacuumed and cleaned of spiders. The fire extinguisher for the basement was sent out a

while ago for recharging and has yet to be returned and we have a new fire extinguisher for the upstairs. Village Representative to follow up on missing extinguisher.

7. Report from Village Representative - Jim Steer - none

8. New Business

a) Correspondence - none

b) Membership Fees - It was agreed that we not increase the membership fees to cover the cost of the newsletter. The recommendation motion to leave the fees at \$10 by Dorothy Dodge, Seconded by Dereck Ostiguy. Carried.

9. Next Meeting on January 28, 2014 @ 7 pm

10. Adjournment at 8:04 pm moved by Jo Johnson

Submitted by
Irene Steer, Secretary

January 2014

Curator's Report - Marie Heaster

We had our Annual Christmas Lunch in conjunction with St. Barth's Auxiliary's Bake Sale on December 11. Many thanks to all our members who donated food for the lunch and to Lois Brooks for organizing it all. Thanks to our always willing group of volunteers who set up, served beverages and desserts, and cleaned up the Hall when all was finished. Lunch sales brought in \$378.00 for our coffers. Well done!

Winter months are a slow time for visitors, but a good time to get caught up on various projects in the museum. Reorganization of basement storage shelving is still a work in progress and a new dedicated framed picture area has been built and installed. Peter and I re-vamped the shelving in the kitchen closet and the door will actually close easily now that it does not jam up against the vacuum cleaner. Misc tools and equipment used only occasionally have been moved to the basement.

Presently I am concentrating on organization of photos and files in the Museum computer to slim down the memory used.

There has been a fair amount of e-mail traffic requesting information or a visit to the Museum. Dereck opened up for a fellow visiting here in December - his 'quick look around the museum' took 3 hours! Many thanks for handling this visit, Dereck.

One of our e-mails was a request for information on "the Winch House". The request was from a lady at the refurbished Royal Hotel in Chilliwack for their 'blog' she was doing on the BC Architect Samuel McClure. After several conversations, she decided Earls court sounded so interesting she would make a visit up here in March for more information and then do a blog just on Earls court later this year.

Curator's Needs

Tea & Talk - Feb. 19, 2:00-4:00pm - helpers needed for:

- quick museum tidy up/vacuuuming Feb 17
- organize plates/cups/serviettes, etc
- supply tea, coffee, creamers
- squares/doughnuts/goodies
- posters, 1/2 sheet handouts
- distribution
- tablecloths
- card tables from St. Bart's Aux.
- helpers on the day

'Spring museum-cleaning' Day in April.

Work parties for Power washing/Painting/Repairing - CN Shed, barn, picket fencing.

Bracing of fence at main gates to stop gates sticking.

Back door - Adjust handle and lock striker plates.

Lytton Museum and Archives

420 Fraser Street
Lytton BC V0K 1Z0

Balance Sheet

As of December 2013

1/28/14
18:15:48

Assets			
Current Assets			
Cash On Hand			
Scotiabank Account	\$17,368.96		
Float	\$2.00		
Total Cash On Hand	<u>\$17,370.96</u>		
Book Inventory	\$1,542.18		
Total Current Assets		<u>\$18,913.14</u>	
Total Assets			<u>\$18,913.14</u>
Liabilities			
Current Liabilities			
Prepaid Memberships	\$100.00		
Total Current Liabilities		<u>\$100.00</u>	
Total Liabilities			\$100.00
Equity			
Retained Earnings		\$9,286.92	
Current Year Earnings		\$2,311.70	
Historical Balancing		<u>\$7,214.52</u>	
Total Equity			<u>\$18,813.14</u>
Total Liability & Equity			<u>\$18,913.14</u>

Lytton Museum and Archives

420 Fraser Street
Lytton BC V0K 1Z0

Profit & Loss Statement

1/1/13 through 12/31/13

1/28/14
18:16:33

Income	
Donations	\$2,809.30
Memberships	\$650.00
Lunch	\$378.00
Newsletters	\$59.05
Postcard Sales	\$2.00
Rocks	\$16.00
Rulers	\$30.00
Misc. items (cards. copies)	\$20.45
Book Income	\$648.85
Freight Collected	\$10.00
Total Income	<u>\$4,623.65</u>
Cost of Sales	
Books	\$381.26
Gross Profit	<u>\$4,242.39</u>
Expenses	
Office expenses	\$402.39
Furniture, equipment	\$100.77
Subscriptions	\$300.40
Website expense	\$57.75
Advertising	\$156.80
Bank charges	\$54.65
Computer supplies	\$469.10
Maintenance	\$240.60
Postage & Shipping	\$91.29
Telephone	\$56.94
Total Expenses	<u>\$1,930.69</u>
Net Profit / (Loss)	<u>\$2,311.70</u>

Lytton Museum and Archives		
Budget vs Actual Account	2013 Actual	2014 Budget
Office expenses	\$ 402.31	\$ 450.00
Subscriptions	230.40	250.00
Books for museum use	-	200.00
Books for resale	478.88	500.00
Newsletters (\$66 per issue x 3 issues)	-	198.00
Building & Equipment Maintenance	240.60	250.00
Furniture	100.77	200.00
Website annual fee	57.75	170.00
Advertising (signs)	156.80	100.00
Displays	-	100.00
Computer hardware and software	469.10	200.00
Bank charges	42.46	50.00
Landscaping	-	100.00
Postage and shipping	50.94	100.00
Telephone	56.94	
	\$ 2,286.95	\$ 2,868.00

Total bank account	\$ 17,101.31
Holdback re backyard project (includes \$200.00 for ferry wheel mounting)	7,360.00
	<u>\$ 9,741.31</u>