

LYTTON MUSEUM & ARCHIVES

General Meeting

Tuesday, September 30th, 2014

Agenda

- 1. Opening at in the Museum.**
- 2. Additions to the Agenda:**
- 3. Adoption of the Minutes for June 3rd, 2014 Minutes.**
- 4. Financial Report to May 31st, 2014.**
- 5. Business arising from Minutes:**
 - a. Construction Project**
 - b. Speeder Trailer/Railway Bogie and Dredger**
 - c. Railway Shed**
 - d. Museum Policy Committee**
 - e. Newsletter - Editor**
 - f. Web Site**
 - g. Book Reading Riverfest Review**
 - h.**
 - i.**
- 6. Curator's Report/Needs**
- 7. Report from Village Rep**
- 8. New Business:**
 - a. Correspondence**
 - b. Nomination Committee**
 - c.**
 - d.**
- 9. Next General Meeting October 28th, 2014 at 7 pm @ Lytton Museum and Archives**
- 10. Adjournment**

Lytton Museum and Archives

420 Fraser Street
Lytton BC V0K 1Z0

Balance Sheet

As of August 2014

9/30/2014
5:32:44 PM

| | | |
|--------------------------|--------------------|--------------------|
| Assets | | |
| Current Assets | | |
| Cash On Hand | \$18,492.77 | |
| Book Inventory | \$1,575.50 | |
| Total Current Assets | <u>\$20,068.27</u> | |
| Total Assets | | <u>\$20,068.27</u> |
| | | |
| Liabilities | | |
| | | |
| Equity | | |
| Retained Earnings | \$11,598.62 | |
| Current Year Earnings | \$1,255.13 | |
| Historical Balancing | \$7,214.52 | |
| Total Equity | <u>\$20,068.27</u> | |
| Total Liability & Equity | | <u>\$20,068.27</u> |

Profit & Loss Statement

1/1/2014 through 8/31/2014

9/30/2014
5:34:02 PM

| | | |
|--------------------------------|------------|-------------------|
| Income | | |
| Donations | \$1,595.60 | |
| Memberships | \$690.65 | |
| Newsletters | \$51.00 | |
| Postcard Sales | \$7.80 | |
| Rocks | \$13.00 | |
| Rulers | \$45.00 | |
| Misc items (copies) | \$26.50 | |
| Book Income | \$97.50 | |
| Total Income | | <u>\$2,527.05</u> |
| | | |
| Cost of Sales | | |
| Books | \$61.18 | |
| Gross Profit | | <u>\$2,465.87</u> |
| | | |
| Expenses | | |
| Office expenses | \$285.47 | |
| Membership, dues, subscription | \$247.25 | |
| Supplies | \$25.75 | |
| Advertising | \$172.18 | |
| Displays | \$206.71 | |
| Bank charges | \$33.42 | |
| Postage & Shipping | \$189.96 | |
| Rent | \$50.00 | |
| Total Expenses | | <u>\$1,210.74</u> |
| Net Profit / (Loss) | | <u>\$1,255.13</u> |

LYTTON MUSEUM AND ARCHIVES
General Meeting
Minutes

Tuesday, June 3rd, 2014

| | | |
|-------------------|--|--|
| Attending: | Peter Heaster, Chair Jo Johnson, Treasurer Marie Heaster Jim Steer, Village Representative Tom Peglow Gwendy Lamont Kotan Bensen | Irene Steer, Secretary Dereck Ostiguy, Vice Chair Dorothy Dodge Julia Boldt Victor Stefan Valeria Alisson |
|-------------------|--|--|

| | | |
|-----------------|---|-----------------------------|
| Regrets: | Peggy Chute Delores Firkins Joe Chute | John Firkins John Haugen |
|-----------------|---|-----------------------------|

1. **Opening** at 7 pm in the Museum.
2. **Additions:** none
3. **Minutes of the of April 29th, 2014 meeting.** Motion to accept the minutes Jo Johnson and seconded by Marie Heaster. Carried.
4. **Financial** - Financial Report as presented by Jo Johnson. Motion to receive and file by Jim Steer, seconded by Tom Peglow. Carried.
5. **Business Arising From Minutes**
 - a) **Construction Project** - drawings are in progress and almost completed.
 - b) **Speeder Trailer/Railway Bogie** - Peter Heaster has contacted another scrap dealer and he will come in next week and he is promising to pay us almost double for the items.
 - c) **Railway Shed** - is ready for painting.
 - d) **Museum Policy Committee** -It was recommended by Jo Johnson that the Annual General Meeting not be held as part a regular meeting. Motion put forth is "Whereas the existing Museum Policy is in some places in conflict with the Village of Lytton Museum Bylaw and whereas a committee was struck by the Commission to oversee the modification of the policy. Therefore I move that the changes noted in the document titled "Table of Revisions" be accepted by the Commission and incorporated in the Museum Policy Manual" made by Jim Steer, seconded by Dorothy Dodge. Carried.
 - e) **Newsletter** -is done and will be printed up and sent out next week.
 - f) **Web Site** -Marie Heaster gave Jo Johnson some information except the newsletters done by Freedom Graphics. We only have to put a link to his web site where the archives are stored and he will put a link back to our site. Jo Johnson to draft a letter to Richard Forrest requesting permission to publish them on the web site.
 - g) **Brochure** -Discussion ensued regarding the final draft on directions to the Museum. Both verbal direction and map. Map won out. GPS coordinates to be included.
 - h) **Book Reading Riverfest** - Harvey Chute has agreed to do the Reading of his book.
 - i) **June Social** - casual and a true pot luck, notice to be sent out in the newsletter reminding members of the event
6. **Curator's Report/Needs** - As read and attached. Needs as follows are painting, painting CN Building, Speeder Shed trim replacement and touch up, window trim & fascia, Caboose interior needs a good cleaning, clean out leaves, weeding, etc.

Volunteers are needed to do the painting, Jim Steer to get white paint from Village (2 gallons). Peter Heaster has the trim paint and he is going to donate it. Dereck Ostiguy will look to see if he can come up with something to repair the rotted trim. Caboose interior work party will be on Friday, June 13th. Clean our leaves and do some weeding, Jim Steer will bring his leaf blower next Thursday.

7. **Report from Village Representative - Jim Steer - nothing to report**
8. **New Business**
 - a) **Correspondence - letter from N7 looking for monies, letter to Gidney's to say thank you for their donation of signs.**
9. **Next Meeting on June Social June 24th, 2014 @ 6 pm and our regular meeting will be on September 30th, 2014.**
10. **Adjournment at 7:55 pm**

Submitted by
Irene Steer, Secretary

There has been lots of activity at the Museum since our last meeting at the beginning of June. Thanks to Tom Peglow, Dereck Ostiguy, Peter Heaster, Dorothy Dodge, Jlm Steer, the Village, (and anyone I've missed) who made the following happen:

(Not necessarily in chronological order or order of importance)

1. Outdoor display area cleaned.
2. Twice Dorothy hosted a researcher who was building a province-wide database of Native artifacts and photographs.
3. The CN building missing roof trim was replaced and the building exterior painted.
4. The rotten trim on the south side of the red shed was replaced and painted.
5. The interior of the Caboose was scrubbed down and the deteriorating displays reattached or replaced. It was open "by request" and/or when there were 2 people to cover both Museum and Caboose.
6. Dereck continues work on our "People" database which will be a quick reference point when enquiries come in asking "do you have a picture of"
7. Making a list of WW1 enlistees from Lytton, for the newsletter, turned into a Museum marathon event, and the Museum now has a 3-ring binder with copies of each soldier's official sign-up papers and any other info relating to their military service.
8. The rocks and minerals new display cabinet was put in place and samples sorted and labelled.
9. We received some interesting photos from a lady in New Zealand. The photos were taken by her grandfather Ernest Edward Dawson during the time he worked on the railway construction in 1911/1912. They are mostly of trestle construction.
10. During River Festival we were fortunate to have Harvey Chute do an Author Book Reading at the Museum. Not only did he do a most interesting presentation, he donated books to sell at the reading and in the future. That day sales and donations were just over \$150.00.
11. The Museum was open every day from June 18 to Sept. 2. During this time 951 people, from 29 different countries, visited the Museum. Dereck has done up a demographic of where these visitors came from and a 2nd demographic showing which days and times are the busiest.
12. During June 18 to Sept. 2, donations and sales (including the book reading) added \$1570.41 to the Museum coffers.
13. Our Annual June Potluck Dinner was attended by about the same number of people as last year. Tom did a presentation on the Train display in Boston Bar. Dorothy received a certificate of recognition from the BC Historical Federation.
14. A new Caboose brochure was created.
15. There was a water leak from the heat pump unit in the basement, which took some sleuthing on the part of the Village, but it was found and repaired.
16. Several displays were rearranged.
17. The Village had the old Museum roof shingles replaced with metal ones.

18. The 'old' office computer was upgraded. We now have 2 desktops in good working order, so have returned the laptop to the Village.
19. Our front gate Open sign lettering was looking tatty, so Nick Gidney dropped off a replacement which has been installed.
20. The vertical display cabinets lighting has been changed to LED.

NEEDS:

- tidy up garden for winter
- shelf dusting & plaque polishing in St. Bart's display
- Museum building window trim & fascia painting *and hand rails*
- seal north windows and kitchen window to stop fine sand blowing in