

Bridgewater Museum Commission

Annual Report

2011



MISSION STATEMENT

The Bridgewater Museum Commission was incorporated by an Act of the General Assembly of Nova Scotia (38 Elizabeth II, 1989, c59) 'to take charge of, equip, manage and operate one or more museums within the Town, including the museum now known as the DesBrisay Museum'.

Its mission is to enrich our community by providing meaningful experiences that build understanding, knowledge and pride in our past and present way of life to help us meet future challenges.

MANDATE

To preserve and interpret the natural and cultural heritage of Bridgewater and Lunenburg County as a unified and coordinated experience, including the County's industrial heritage not only within the Museum but also on such sites outside the Museum for which the Commission has accepted responsibility.

To bring before the people of Lunenburg County examples of the accomplishments and discoveries of the outside cultures and communities, and to manifest the County's natural and cultural heritage to those outside the County.

To acquire, preserve and provide access to the library and archival resources that document the history of Bridgewater and Lunenburg County.

To work in cooperation with other heritage and cultural institutions.

MEMBERS

Brian Tennyson, Chair
Susan Beazley,¹ Vice Chair
Jean Fraser McHarg,² Vice Chair
Joan Fillmore
Peter Oickle³
David Weagle⁴
James Reid, Friends Representative
Greg Ritcey, Council Representative
Ken Smith, ex officio
Carol Pickings-Anthony, ex officio
Barbara Thompson, ex officio

STANDING COMMITTEES

Accessions

Jean Fraser McHarg
Susan Beazley (chair⁵)
Barb Thompson (staff)
Linda Bedford (staff)
Betty Dolliver

Exhibits

David Weagle (chair)
Linda Bedford (staff)
Kendra Power (staff)
Doug George (staff)

¹ Resigned 29 August 2011.

² Assumed office July 2011.

³ Appointed November 2011.

⁴ Resigned on 27 June 2011.

⁵ Served as chair until 29 August 2011, as member at large thereafter.

STAFF

DESBRISAY MUSEUM

Barbara Thompson, Director

Linda Bedford, Curator

Kendra Power, Program Officer

Doug George, Maintenance Technician

Carolyn Colbourne, Relief Receptionist

Cheryl Leach, Relief Receptionist

SUMMER STUDENTS

Janika Clattenburg

Paige Pederson

Chris Zinck

KATIMAVIK VOLUNTEER

Audreanne Arsenault

WILE CARDING MILL

Florence Selig, Interpreter

Betty Jo Mosher, Interpreter

Linda Uhlman, Interpreter

INTRODUCTION

I am pleased to present the 2011 annual report of the Bridgewater Museum Commission.

This has been another busy year for both the Commission and the DesBrisay Museum. Commissioners have been diligent in attending the monthly meetings and engaging in thoughtful and constructive discussion. They have also offered their assistance to staff in a variety of ways, from serving on the accessions and exhibits committees to helping with curatorial work and staffing the front desk on weekends. It is a privilege to be able to work with such a committed and good-natured group of people and I wish to publicly acknowledge the contribution they are making to this community.

I want to acknowledge the outstanding work of the Museum staff and particularly the effective leadership provided by the Museum director, Barbara Thompson. The DesBrisay Museum has probably never been as effectively managed and been so active in building its programs and reaching out to the community as it is at the present time.

I want also to express the Commission's appreciation to the Mayor and members of Town Council, as well as the Town's chief administrative officer, Ken Smith, and Carol Pickings-Anthony, director of Parks, Recreation and Culture, for their continuing support.

The people of Bridgewater are fortunate indeed to possess a museum of this quality, which is recognized as one of the finest in the province. Its contribution to the preservation and celebration of our history and heritage is a priceless component of Bridgewater's larger cultural and recreational programming, and is being achieved at a remarkably nominal cost. We should all be grateful to those who make it possible.

Brian Tennyson

Chairman
24 January 2012

OFFICERS AND MEMBERSHIP

Brian Tennyson, who has served as chairman of the Commission since 2008, was re-elected at the 2011 annual general meeting and Susan Beazley was re-elected vice chair. Unfortunately, Susan felt it necessary to retire during the year and was succeeded by Jean Fraser McHarg.

David Weagle joined the Commission this year but felt obliged for personal reasons to resign several months later. As noted above, Susan Beazley also retired during the year. Both made valuable contributions to the Commission and their service was deeply appreciated. Jim Reid was re-appointed in March 2011 to continue representing the Friends of the DesBrisay and Peter Oickle joined the Commission in November. There remains at present one vacancy, which we expect to fill very shortly.

Brian Tennyson was appointed to the Town's Heritage Advisory Committee, thus strengthening the relationship between the Museum and the Committee.

STRATEGIC PLAN

One of the recommendations of the Museum's strategic plan, completed in late 2007, was that assisting the citizens of Bridgewater to carry out research on local history, genealogy and built heritage should be given greater priority. Accordingly, the research space was enlarged and made more user-friendly. As well, policies have been updated and finding aids and procedures have been developed. The result has been an increase in usage of the research centre.

The ad hoc committee that designed the new research space also recommended that the Museum acquire microfilmed copies of the back issues of the *Bridgewater Bulletin* because of its obvious importance to anyone interested in local history, and especially those carrying out genealogical research on their family history.

Significant progress has been made in this regard, as twenty-three microfilm reels, approximately half of the back issues of the *Bulletin*, were purchased from the Nova Scotia Archives this year. *I am especially pleased to be able to report that these microfilms were acquired at no cost to the Museum because the necessary funds were donated by citizens of the town.* It is our hope that we will complete our collection of the *Bulletin* within the next year and even begin adding some other valuable research material.

The necessary next step was, obviously, to acquire a microfilm reader. As I reported last year, the DesBrisay Museum was the only significant museum in the region that did not possess such a vital piece of equipment. We were delighted that Town Council recognized its importance and included funding for the purchase in this year's budget and I am very pleased to be able to report that the microfilm reader is now installed in the Museum's research room and is functioning well.

We are, in fact, already seeing growing numbers of people coming to the Museum for purposes of research. Last year the curator dealt with 125 research inquiries including 59 on site, 29 by email, and 37 by telephone, a significant increase from the previous year's 106 inquiries. Unfortunately, research requests this year declined to 96, reflecting the curator's unavoidable absence from the Museum for three months as the result of an accident.

As part of our goal of becoming a significant archive and research centre as well as a traditional museum, we hope soon to be recognized as an institutional archive through membership in the Council of Nova Scotia Archives. Moving in this direction will enhance the Museum's value to the citizens of Bridgewater and increase the number of visitors. Discussions with the CNSA have taken place, as a result of which revisions have been made to our mandate and to our collections policy.

The last remaining step will be the construction of a proper wall between the archival storage area and the research room. Town Council included the necessary

funding to do this work in this year's budget and we expect to have it completed shortly.

ACCESSIONS COMMITTEE

The members of the Committee in 2011 were Susan Beazley (chair), Betty Dolliver (volunteer), Barb Thompson (director) and Linda Bedford (curator).

The Committee met on 4 March and 8 September and

- Reviewed thirty new collections for donation to the Museum collection, comprising of 172 items.
- Endorsed the Collection Strengths and Weaknesses Report for the DesBrisay Museum Collection and presented to the Museum Commission for its approval.
- Approved a Council of Nova Scotia Archives report on steps to be completed to obtain institutional status for the Museum.

I am also pleased to report that a microfilm reader printer was purchased, as well as 23 microfilms of early Bridgewater *Bulletin* newspapers.

MUSEUM ENDOWMENT FUND

The Commission has discussed the Museum Endowment Fund several times during the past year and a half and decided to develop an action plan that hopefully will lead to greater awareness in the community of its existence and the launching of a fund-raising campaign. An ad hoc committee that included Brian Tennyson, David Weagle and Barb Thompson was created in May 2011 and a project proposal was adopted, which included revisions to the Museum Endowment Fund document approved by Town Council in October 2001, approving a policy on naming areas in the DesBrisay Museum, and attempting to hire a short-term person to carry out the organizational preparation for a fundraising campaign.

The proposed changes to the Museum Endowment Fund were submitted in December 2011 to Town Council, which asked Town staff to review them before any action was taken. As a result it is now expected that the entire document will be rewritten in order to simplify it. The major change recommended by the Commission was that the stipulation that no funds could be drawn from the fund until it contained at least \$250,000 be amended to lower that figure to \$100,000. At this point we are awaiting the staff's draft of the new document.

The policy on naming areas in the Museum, approved by the Commission, applies to the permanent gallery, the community gallery, the research room, the visible storage gallery and the multipurpose room. The goal is to invite individuals, families or companies to donate \$25,000 to the Museum Endowment Fund, in return for which one of the above-named spaces will be named in their honour. Details of the policy are provided in Appendix B.

PUBLICATION

An exciting new initiative this year was the publication of *Going Against the Grain: The Rise of Bridgewater, Nova Scotia. 1812-1899*, which was written in 2007 by Town Councillor Patrick Hirtle as the thesis for his MA degree in history at the University of New Brunswick.



Patrick Hirtle autographs a copy of his book for Betty Jo Mosher

This is an interesting and valuable study of Bridgewater's economic development in the nineteenth century and we are both pleased and proud to have been able to make it available to the general public. In doing so, we added historic photographs and an index, and had the book issued an ISBN number by Library and Archives Canada, as this will serve to make individuals and libraries throughout Canada aware of the book's publication. I am advised that sales have been strong and I want to thank Mr Hirtle for his generosity in waiving his right to royalties, so all revenue from sales goes to support the Museum. We hope to be able to publish other similar works in the future.

TRAVEL

The Commission chair attended the meeting of the Southwest Curators Group in Lunenburg in April 2011, along with the Director. He also had the privilege of attending the annual meeting of the Association of Nova Scotia

Museums in April 2011. This year's conference took place at the Tatamagouche Centre and was truly an outstanding event with stimulating speakers who offered many good ideas based on practical experience. As always, of course, this annual event provides the only opportunity for those working in the museum field in Nova Scotia to get together to share notes and experiences and generally to get to better know each other. This is important.

Again this year members of the Commission, accompanied by the Museum director, spent a day visiting museums in another part of the province. We believe that this is an important annual activity, as it gives commissioners and the Museum director an opportunity not only to see how other local museums are operating but to meet with their directors and often members of their governing boards to exchange experiences and ideas. The tour also helps to build relationships among local museums in our part of the province at very little cost, which we believe will prove over time to be helpful.



Mary Fulleman, Jim Reid, Jean McHarg, Brian Tennyson, Barb Thompson and Susan Beazley at Randall House Museum

Wolfville

This year commissioners spent a very interesting day in the Annapolis Valley, visiting Prescott House Museum in Port Williams, the Randall House Museum in Wolfville, and the Haliburton House and Shand House in Windsor. It was a busy day but an interesting one and I know that all those who were able to participate found it worthwhile.

WILE CARDING MILL MUSEUM

The Town, through the Commission, manages the Wile Carding Mill Museum on behalf of the Nova Scotia Museum. Again this year we received an operating grant of \$55,444 from the Department of Communities, Culture and Heritage to operate the Wile Carding Mill. This was the same amount as the grant received in the previous year, despite rising expenses. Having been advised by the department to plan for a 5% budget reduction, we were pleased to discover that no reduction was actually made.

Bridgewater is the only municipal government that manages a regional historic site on behalf of the department and the Town is committed to continue doing so because the Wile Carding Mill Museum is a very important heritage building and tourist attraction, as long as this can reasonably be done at little or no cost to the citizens of Bridgewater.

FINANCIAL REPORT

It is a pleasure to be able to report that the financial situation this year was better than it has been in some time. Town Council raised our budget in 2011-12 to \$151,001, up from \$139,421 in 2010-11.

This increase did not actually increase our operating budget. Rather, it reflected the inclusion of funds to purchase the long-needed microfilm reader and to build the wall separating the archival storage space from the reading room. While deeply appreciative of this support, we hope that Town Council will bear in mind

that these exceptional expenditures are actually investments which will expand our services to the community and make us eligible to apply for grants not presently available to us.

Approximately 48% of our operating budget already comes from grants, service fees and fund-raising activities and we are committed to increasing this figure if possible.

I want to assure Town Council and the citizens of Bridgewater that the Commission and Museum staff are extremely vigilant in controlling expenditures and seeking ways to supplement our revenues.

MUSEUM DIRECTOR'S REPORT

EXHIBITS

As in the past, we mounted several temporary exhibits this year, which were well received by the community. We have continued our policy of creating exhibits which celebrate community organizations, which temporarily lend us items for use in the exhibits. Because of a staff shortage towards the end of the year we extended the exhibit *Dish It Up* through to the New Year and focused Christmas on interior decorations. This actually proved to be very successful.

- *Lifestyles and Livestock 4-H* opened the year with more than ninety items loaned, celebrating 4-H in the Bridgewater area.
- The Lunenburg County Junior/Senior high school art exhibit opened on 14 April.

- *Lunenburg Life, Hooked Rugs from Scratch* by Janet Ready was held from 15 May to 11 September and was very popular.



*Elvin Falkenham, Judy Wilson Harvey, Corinne Zinck
and Judy Wile cut the 4-H anniversary cake*

- “Dish It Up,” featuring the Museum’s own china, porcelain and pottery collection with complementary guest collections, generated wide interest. As well, a number of children’s Heritage Fair projects on Bridgewater history were displayed throughout the summer months at the Museum.

Our showcase in the Bridgewater Mall had several rotating displays with two new topics created by summer students on Bridgewater architecture and history on the LaHave River.

Improvements were made to the geology exhibit in the Permanent Gallery.

PROGRAMS

As was explained last year, we now place a strong emphasis on program development, recognizing that the public attitude towards museums has changed in

recent years. Many people are no longer attracted to a building that houses and displays artifacts from the past. Instead, they want to see those artifacts organized and displayed in thematic presentations and they want to participate in activities associated with the history and heritage which they represent.

This year more than 1,300 people attended programs at the Museum. This year children's programs focused on environmental sustainability and on heritage skills.

Special events included

- Live Dixieland band music entertained an audience on 13 February.
- Clary Croft spoke on local traditions and his recent book on May 26.
- On March 3, John Langley spoke about Samuel Cunard
- During the school March break children were delighted with a Heritage Mi'kmaq crafts program.
- A rug hooking demonstration took place in March as well.
- Heritage craft workshops this year included willow basket-making and quill work.



Instructor Peggy Jenkinson with students learning how to make baskets

- Doris Eaton Day on 16 July showcased Doris' rug hooking and artwork with a video, book signing and refreshments.
- Quilt Day on 25 June included a talk, show and tell and quilt assessments by Diane Shink.
- Author Christine Weldon spoke on her book *Molly Kool, Captain of the Atlantic*, on June 23.
- Museum Day on 18 June attracted an older audience this year with many activities for all. This year the program was promoted in partnership with the Wile Carding Mill, which also provided a very successful children's day.
- Summer students provided hands-on activity booths on Canada Day and at Green Fest and also organized a Children's Nature Day on 13 August.
- Several programs for schools were led by Janet Ready related to preparing raw wool for spinning to make hooked rugs.
- A Mother-Daughter Tea took place on November 6.

- A Christmas recycled decorations workshop was held November 23.
- The annual Christmas Open House was held on 11 December and was attended by a large crowd, which enjoyed lots of music, food and fun.
- A rug crocheting workshop was held on October 7.
- As well, this year we organized local history programs for the Chester Beavers, Bridgewater Cub pack, Bridgewater Elementary School's Grade 1, Grade 4 and Grade 5 classes, Kids 'n Kops, Raven Hawk Explorers, Children's Day Camp, South Shore Young Naturalists. We also hosted a number of birthday parties with heritage themes.

Staff are pleased with the completion of many new initiatives introduced this year and have received many comments from the public on the vibrancy and excitement at their Museum.



3rd Bridgewater Cub Pack enjoyed its day at the Museum

COLLECTION

The curator arranged a consultation with a representative of the Council of Nova Scotia Archives which resulted in a number of recommendations that have been implemented. She has begun action on acquiring institutional status with the Council.

She also has begun work on a plan to increase genealogy resources in the research room and a collection management plan was created with a focus on collection strengths and weaknesses and a revised collection policy.

The curator catalogued 469 photographs, fifteen books, and 107 documents from 32 collections this year.

There were ninety-six research requests this year about local history topics by telephone, email, letter or visits. This was down from last year, which reflects the curator's absence from the Museum for three months as a result of her accident.

The curator removed, replaced, and recorded the use of all artifacts during the several exhibits throughout the year and changes to showcases.

A swordbill was sent to Canadian Conservation Institute for repair.

A new storage cabinet was acquired and retrofitted for storage of the umbrella and fur collection.

The microfilm reader has been purchased and installed. It has had so much use that it is difficult to imagine how we managed without it.

BUILDINGS AND GROUNDS

We are excited to report the installation of lighting in the permanent gallery, the community gallery, the folk art gallery and gift shop. This was part of a Town of Bridgewater environmental sustainability initiative which also provided the installation of programmable thermostats throughout the building. Research was done on the selection of LED lighting for exhibits which ensured next to no UV damage to collection, are dimmable to allow for control of light levels; and a lux level which is much greater with much less damage while eliminating heat from

bulbs. Also because of the light levels, fewer fixtures are now required throughout the building. An added bonus is the motion sensor component which eliminates the use of electricity when patrons are not in the galleries.

There has been a learning curve and some difficulties to iron out with the new telephone and internet service provided to us this year.

A new fire safety plan was created, improvements made to the facility, new equipment review records implemented and the plan reviewed with staff.

Our Disaster Plan has been reviewed and upgraded.

A new humidifier was installed in the collection storage room.

The building sound system has been repaired for the permanent gallery and speakers ordered for the community gallery and multipurpose room. Once installed, we will have the ability to have sound throughout most of the building.

Many improvements have been made to the site based on a 2010 Senior Friendly audit which includes improved signage, better lettering contrast and improvements to the washrooms.

STAFF

The staff annual plan is reviewed monthly for progress as well and regular monthly tool-box and staff meetings were held.

Staff regularly review an environmental sustainability plan and make improvements such as a ban on use of styrofoam containers from our events.

Staff completed First Aid/CPR re-training and WHMIS training.

The curator completed archival training in Introduction to RAD and Archival Conservation.

The program officer completed computer training in Access Database.

Staff received Senior Friendly training.

The director attended a Built Heritage Conference in Truro on 2 June.

The program officer attended a MuseMark (provincial communication committee) meeting in Parrsboro on 5-6 May.

The curator attended the annual conference of the Council of Nova Scotia Archives in April.

Unfortunately, the curator had a workplace accident on 4 October and was required to take an extended leave. The maintenance technician also required extended sick leave beginning on 24 December.

Two summer students, Janika Clattenberg and Paige Pederson, were hired to work as interpreters this year. Paige was a former high school volunteer for us as well.

Chris Zinck was hired as summer student to work as built heritage assistant, working on projects for the Bridgewater Heritage Advisory Committee. Chris conducted walking tours, created a walking tour marketing analysis, developed a map of heritage properties by decade and researched more properties for articles.

COMMUNITY OUTREACH

An important new initiative this year was to have the DesBrisay Museum become a member of the Bridgewater Chamber of Commerce. This was at no cost by means of an arrangement made with the Chamber, whereby free membership was granted in return for our waiving the usual fee for use of the Museum's multi-purpose room on three occasions. While this involves the loss of a modest amount of revenue, it is our belief that the benefits of membership will significantly outweigh that loss. At the same time, we believe that this offers an excellent opportunity for the Museum to work with an important community organization.

The Director attended the Association of Nova Scotia Museums conference held in Tatamagouche on 28-30 April, the South West Curators' Group meeting on 15 April and a Lunenburg County Museums meeting on 7 November. It may be remembered from previous annual reports that the Bridgewater Museum Commission and the Museum director initiated these county-wide meetings two years ago in an effort to build greater awareness of what was taking place in the region with a view to encouraging greater cooperation.

The Museum Director attends the monthly meetings of the Bridgewater Heritage Advisory Committee on an ex officio basis and as a resource person.

The director attends all board meetings of the Friends of the DesBrisay and gave a presentation at the Friends annual general meeting on 20 March.

Staff served as judges for a number of Heritage Fairs at county schools and provided support to the Friends of the DesBrisay annual Great History Test fundraiser.

DesBrisay Museum partnered with Riverfront Renaissance to develop pole banners with a heritage theme for King Street.

The Museum assisted with a Newcomers' Get-together Picnic on site.

The Museum also provided free admission during the Provincial Swim Meet at the neighbouring pool.

GIFT SHOP AND FUNDRAISING

Staff are very conscious of the need to supplement revenues received from the Town of Bridgewater and the Nova Scotia Department of Tourism, Culture and Heritage, and put a good deal of time and energy into a variety of fund-raising activities.

A basket raffle was organized on a tea theme and the winning ticket was drawn during the fundraising Ada's Tea Party raising more than \$ 1,000.

Councillor Patrick Hirtle kindly allowed the in-house publication of his work *Going Against the Grain, The Rise of Bridgewater, Nova Scotia 1812 – 1899*, with proceeds going to the Museum.

The meeting room was used for 58 meetings involving 696 people this year.

We are finally able to accept credit cards at the gift shop.

COMMUNICATIONS

The program officer produced four issues of *The Judge's Journal*, the Museum's newsletter, this year and sent out a number of emails to members,

contacts and dignitaries. She also implemented an active Facebook page, and regularly prepared and sent out news releases related to Museum activities.

Web hits this year totalled 26,383, an increase of 5,000 over last year.

A proposal has been received for improvements to our web site, including online purchasing, children's interactive functions, and making it easier to update the site.

A number of local history articles have been prepared for insertion in the *Lunenburg County Progress Bulletin*.

VOLUNTEERS

The DesBrisay Museum depends on the volunteers who contribute their time, skills, talents and energy to its operations. Their participation is also a vital link with the community.

This year volunteers contributed 991 hours to the Museum. This represents the equivalent of more than \$12,000 in relief worker costs. Unfortunately, the number of hours is down this year because Katimavak only provided one volunteer from January to March.

New volunteer Karen Crouse has become indispensable to our team. An appreciation event to thank our dedicated volunteers was held on 10 April.

This year Susan Beazley and Carole Swim were publicly recognized by the Town of Bridgewater for their volunteer work at the Museum.

FRIENDS OF THE DESBRISAY MUSEUM

The Friends of the DesBrisay Museum Society provides financial support and organizes a variety of activities which involve many people and make an important contribution towards enriching the Museum's relationship with the community it serves.

The Friends' board of directors comprised Chris Bedford (chair), Greg Ritcey (vice chair) Jim Reid (secretary and Museum liaison), Carolyn Colbourne, Judy

Corkum, Ken Wootten and Barb Thompson (ex officio). Seven board meetings were held in 2011.

The Friends supported the museum financially by co-sponsoring one summer student, provided one Free Day in the summer, co-sponsored the SOCAN music licence and provided support for the annual Museum Day and Christmas open house.

The Friends also held their third Smarter than a 5th Grader event this year pitting the students against the lawyers for a re-match and it came down to a draw!



Lawyers Michael Power, Philip Leefe, Tabitha Veinot, Paul Scovil and Jodi Mailman with Grade 5 students from Bridgewater Elementary School

The second Friends' soup party was held in the spring and future parties are planned.

Twenty-five active and dedicated volunteers recorded 991 volunteer hours for 2011. These Museum volunteers assisted the museum in a number of ways, from working hospitality at events, telephoning volunteers, providing relief reception when needed and gift shop duties, helping with museum collection, selling Friends'

memberships and fund raising tickets, manning the barbecue on Museum Day, making cookies for our annual Christmas open house, and delicious desserts for our annual Ada's Dessert Party, and assisting with installing exhibits and other odd jobs.

Volunteers Judy Corkum and Carolyn Colbourne were selected to represent the Friends' membership at the Town's annual volunteer ceremony held in April.

Membership in 2011 included twenty-three families and thirty-six individuals. Ten new members joined, for a total membership of fifty-nine, an increase of thirteen over last year. We are truly fortunate to have such a great group of dedicated people working and supporting the Museum for our citizens and visitors to our town.



Greg Ritcey (Town Council representative), Chris Bedford (FDM President) and Jim Reid (FDM Secretary and representative on the Museum Commission)

WILE CARDING MILL MUSEUM

The DesBrisay Museum manages the Wile Carding Mill Museum on behalf of the Nova Scotia Museum, on an annual contractual basis. This involves seasonal opening and closing of the site, hiring and supervision of staff, small general site maintenance, promotion, and programming.

This year the Wile Carding Mill Museum opened on 1 June and closed on 30 September. Interpreters were Betty Jo Mosher, Florence Selig and Linda Uhlman. Linda was a newcomer this year.

The site has experienced a bit of a renaissance this year with the introduction of new projects, ideas, and research.

ATTENDANCE

MONTH	2011	2010
June	422	283
July	436	530
August	432	420
September	340	278
TOTAL	1630	1511

Events and Programs

June 18- Museum Day- Attendance 74

July 21- Fibre Artist Janet Ready, demonstration-Attendance 25

August 13-Lamb Day- Attendance 35

September 11- Hula Hoop Day, work shop- Attendance 15

September 18- Lunenburg County Fiddlers- Attendance 29

Museum Day included entertainment, projects for children, food, and games with prizes. Staff were very pleased with the attendance. Probably our most popular event was a demonstration by Janet Ready of her process for rug hooking which includes carding, spinning, dyeing and hooking yarn for her rugs.

One School class visited on 8 June.

Children enjoyed the Lamb Day with making Lamb masks, pinning the tail on the Lamb, a visit by Hirtle the Cheviot Sheep, a sheep shearing demo and lamb crafts and treats.



Children in costume learning to card.

On 24 September we hosted several members of Industrial Heritage Nova Scotia on the wool leg of their Wool, Wood, and Water field trip. The group listened intently to staff interpretation and also received information and insight into the machinery and building.

Already, a schedule of events has been confirmed for 2012 which will include rug hooking demos, square dancing demonstration, birding walk and talk and more.

Interpretation

The site was given a much-needed thorough cleaning. Children's costumes hung up with an adjoining mirror and bonnets and boy's caps added were very popular with the children.

A traditional rug hooking display was created with information on the tradition and on natural dyeing. Staff created a hands-on traditional rug-hooking frame providing an opportunity for visitors to learn the art of rug hooking. A Lunenburg County pattern was used for the form.

One of our staff was sent to a local farm to learn the method of washing raw wool.

Marion Mosher, a botanist from Nova Scotia Museum, spent a day with staff identifying local plants, weeds and trees to assist with interpretation of the site. Species were identified for removal or encouragement as well as information gathered on traditional uses.

Seven oral history tapes in the museum collection were transcribed and will be indexed the following year.

Staff began research on early female staff of Wile Carding Mill to develop more information for interpretation. It has since been discovered that a current staff person is a descendant of a former mill worker. We also had a written record of the interpreter's verbal information recorded.



Visitors try their hand at rug hooking.

Photos of the early industrial area and an AF Church map have been installed on site to improve interpretation.

Physical Facility

Nova Scotia Power began work on Victoria Road lasting most of the month of June, which probably deterred some visitors. The site experienced power outages, which involved moving the power lines to the building.

Wile received a second setback with an infestation of moths in the wool and fabric, requiring removal and replacement of all wool and freezing of all fabrics including costumes, burlap, gift shop items, yarn and exhibit items. Special thanks to Chris Lavergne, Nova Scotia Museum Conservator, for his assistance and support.

Evidence was noted of a creature active in two areas of the site during the winter. This was brought to the attention of Craig MacDonald and a live trap was set in the attic on 22 September but without success.

Storm damage to the bridge was repaired by Town of Bridgewater staff.

A cash register was installed at the front of the site to provide a more efficient and safer method of handling cash for admission and gift shop sales.

Staff were also provided with a laptop computer and internet access, enabling better communication and more comprehensive recordkeeping.

On 14 August Town of Bridgewater Fire Inspector Andy Wentzell met with staff to review our newly created fire safety plan and conduct a fire drill.

In December, the interior of the Mill received a much needed painting with traditional whitewash. This should provide a brighter building for the visitor while keeping the heritage integrity. Staff packed all interior items and will be putting the site back to rights in the spring of 2012.

Collection

An inventory of all items in the site including both collection and educational items has been taken with a photographic record of their location. Staff created a comprehensive process with floor plan to identify location of all items. A large number of items need to be assessed for collection or education that have not been reviewed in the past. This photographic inventory proved invaluable in the packing of the site for its interior painting.

Staff

Five staff meetings were held this year as well as tool-box meetings and evaluations were completed on all three interpreters.

I am very pleased with the outcomes for this past season and congratulate the staff on an excellent job. Despite a couple of difficulties, i.e. moth infestation and electrical problems, staff met the year with great enthusiasm and teamwork.

Barb Thompson

Director, DesBrisay Museum
Site Manager, Wile Carding Mill Museum
24 January 2012

APPENDIX A

Minutes of Annual General Meeting, 20 January 2011

The Annual General Meeting of the Bridgewater Museum Commission was held Thursday, January 20, 2011 at the DesBrisay Museum beginning at 7 pm. In Attendance: Dr Brian Tennyson (chairman), Susan Beazley (vice-chair), Greg Ritcey (Council representative), Jim Reid (Friends' representative), David Weagle, Jean McHarg and Joan Fillmore. Also in attendance were Carol Pickings-Anthony, Director, Parks Recreation and Culture, and Barb Thompson, Museum Director.

1. *Call to Order*

Meeting was called to order at 7:00 pm.

2. *Agenda*

11-001M MOTION: It was moved by Greg Ritcey and seconded by Joan Fillmore that the Agenda be accepted as circulated. Motion carried.

3. *Minutes of AGM Meeting of 14 January 2010*

Correction: Page 2, paragraph 2 should read: 5.4 "Jim Reid continues as Friends' representative on the Commission" rather than Commission Representative on the Friends.

11-002M MOTION: It was moved by Jean McHarg and seconded by Susan Beazley that Minutes of 14 January 2010 be accepted as corrected. Motion carried.

4. *Election of Officers*

(a) Chairperson

Dr Tennyson stepped down as chairperson. Carol Pickings-Anthony called for nominations from the floor.

11-003M MOTION: It was moved by Jean McHarg and seconded by Susan Beazley that Brian Tennyson be nominated as chairperson. Motion carried.

Greg Ritcey moved that nominations cease. Brian Tennyson was elected as chairperson.

(b) Vice-Chair

11-004M MOTION: It was moved by Joan Fillmore and seconded by Susan Beazley that Jean McHarg be nominated as vice-chairperson. Motion Carried. Greg Ritcey moved that nominations cease. Jean McHarg was elected as Vice-Chairperson.

5. *Appointments to Committees*

(a) Accessions Committee

11-005M MOTION: It was moved by Jean McHarg and seconded by Jim Reid that Susan Beazley be appointed to the Accessions Committee. Motion Carried. Greg Ritcey moved nominations cease.

(b) Exhibits Committee

11-006M MOTION: It was moved by Jean McHarg and seconded by Joan Fillmore that David Weagle be appointed to the Exhibits Committee. Motion Carried. Greg Ritcey moved nominations cease.

(c) Heritage Advisory Committee

11-007M MOTION: It was moved by Greg Ritcey and seconded by Joan Fillmore that Susan Beazley be elected as Commission representative on the Bridgewater Heritage Advisory Committee. Motion carried. Jean McHarg moved that nominations cease.

6. Friends of DesBrisay Museum Society

Since Friends have not met to offer a representative from the Society to the Commission, this item will be deferred to the next general meeting.

7. Commission Re-Appointments

11-008M MOTION: It was moved by Jean McHarg and seconded by Joan Fillmore that Susan Beazley be appointed for a second term with the

Bridgewater Museum Commission. Motion Carried. Greg Ritcey moved nominations cease.

The Chairperson will write a letter to Town Council informing it of the Commission's recommendation to re-appoint Susan Beazley for a second three-year term.

8. Council Re-appointment

It was noted that Greg Ritcey was re-appointed as Council representative to the Museum Commission as of 31 October 2010.

9. *Annual Reports*

(a) Museum Commission Annual Report 2010

11-009M MOTION: It was moved by David Weagle and seconded by Jean McHarg that the Commission annual report be adopted as circulated. Motion carried.

(b) Accessions Committee Annual Report 2010

11-010M MOTION: It was moved by Joan Fillmore and seconded by Jean McHarg that the Accessions Committee Annual Report be adopted as presented. Motion carried.

(c) Exhibits Committee Annual Report 2010

11-011M MOTION: It was moved by Jean McHarg and seconded by Susan Beazley that the Exhibit Committee Annual Report be adopted as presented. Motion carried.

(d) Friends of DesBrisay Museum Society Annual Report 2010

11-012M MOTION: It was moved by David Weagle and seconded by Jean McHarg that the Friends Annual Report be adopted as presented. Motion carried.

10. Audited Financial Report DesBrisay Museum to Year End 31 March 2010

11-013M MOTION: It was moved by Jean McHarg and seconded by Joan Fillmore that the DesBrisay Museum Statement of Financials be adopted as presented. Motion carried.

11. Financial Report Wile Carding Mill to Year End March 31, 2010.

11-014M MOTION: It was moved by David Weagle and seconded by Jean McHarg that the Wile Carding Mill Statement of Financials be adopted as presented. Motion carried.

12. Adjournment

11-015M MOTION: It was moved by Jean McHarg and seconded by Susan Beazley that the meeting adjourn. Motion carried. Meeting adjourned at 7:45 pm.

APPENDIX B

Policy on Naming Areas in the DesBrisay Museum⁶

Whereas the Bridgewater Museum Commission deems it desirable to encourage individuals and/or corporations to have rooms or areas within the DesBrisay Museum named in their honour, in return for an appropriate financial donation to the Museum Commission, the following guidelines are proposed:

1. Areas to be considered are the permanent gallery, the community gallery, the research room, the visible storage gallery and the multipurpose room.
2. The amount to be charged for this privilege shall be the same for all of these areas.
3. When an area/room has been named, that name shall be permanent.
4. When an area/room has been named, the Commission will guarantee to the donor that no major changes to the use or structure of that area/room will be made without consultation with the donor.
5. An area/room that is named will display a plaque of appropriate size in the designated area/room, the wording of which will be agreed upon mutually by the Commission and the donor.
6. The Commission will issue appropriate press releases to the local media, as mutually agreed upon by the Commission and the donor.
7. The fee for having an area/room named shall be \$25,000, which may be paid in instalments.

⁶ Approved at Bridgewater Museum Commission meeting, 15 September 2011.

8. Applications to have an area/room named shall be addressed to the Bridgewater Museum Commission, which will approve or reject them in accordance with these guidelines and in full consultation with the Director of the DesBrisay Museum.
9. Funds raised from this program shall be deposited in the Museum Endowment Fund.

APPENDIX C

TOWN OF BRIDGEWATER			
<i>Schedule of Financial Position - Bridgewater Museum Commission</i>			
As at March 31, 2011			
		2011	2010
FINANCIAL ASSETS			
Cash	\$	100	\$ 100
Accounts Receivable		27,690	8,918
		27,790	9,018
LIABILITIES			
Payables and Accruals		21,216	6,946
Deferred Revenue		608	-
		21,824	6,946
NET FINANCIAL ASSETS (LIABILITIES)		5,966	2,072
NON-FINANCIAL ASSETS			
Prepaid Expenses		1,462	409
Inventory		3,615	4,457
		5,077	4,866
NET ASSETS (LIABILITIES)		11,043	6,938
Fund Balance		11,043	6,938
NET MUNICIPAL POSITION		\$ 11,043	\$ 6,938

TOWN OF BRIDGEWATER

Schedule of Financial Activities and Change in Fund Balance - Bridgewater Museum Commission

For the year ended March 31, 2011

	2011		2010
	Budget	Actual	Actual
REVENUE			
Grants: Government of Canada	\$ 11,953	\$ 11,763	\$ 1,943
Province of Nova Scotia - Energy Management	16,567	14,213	-
Province of Nova Scotia	65,897	61,745	58,435
Administration Fees	17,215	17,215	17,215
Admission Fees	3,200	2,195	1,005
Donations	2,000	764	1,540
Sponsorships	4,571	2,741	4,540
Room Rental Fees	1,000	640	80
Other	1,500	623	2,634
Gift Shop	5,000	4,306	4,780
	128,903	116,205	92,172
EXPENDITURE			
Advertising	3,155	3,036	3,087
Conservation	1,750	1,159	1,139
Electricity	13,000	12,014	11,619
Insurance and Security	3,214	3,258	2,628
Office Supplies	3,200	3,461	3,474
Postage	720	603	660
Repairs and Maintenance	4,396	4,619	7,236
Energy Management Project	28,520	25,976	-
Small Equipment and Furniture	7,035	4,852	1,747
Telephone	5,800	2,298	2,768
Travel, Conferences and Professional Development	3,470	3,493	2,662
Wages and Benefits	173,318	166,180	161,271
Various Programs	5,000	5,283	8,442
Heritage Advisory Committee	7,840	6,769	6,049
Gift Shop	3,500	3,721	7,231
Gallery Development	1,000	1,182	-
Board Expenses	600	811	287
Amortization Expense	14,100	14,073	14,545
Debenture Interest	2,806	2,806	1,207
	282,424	265,594	236,052
Net Revenue (Expenditure)	(153,521)	(149,389)	(143,880)
FINANCING AND TRANSFERS			
Transfer from Town General Operating Fund	139,421	139,421	131,930
Net Financing	139,421	139,421	131,930
Change in Fund Balance	(14,100)	(9,968)	(11,950)
Fund Balance, Beginning of Year	6,938	6,938	4,343
Amortization Included in Expenditures	14,100	14,073	14,545
Fund Balance, End of Year	\$ 6,938	\$ 11,043	\$ 6,938

TOWN OF BRIDGEWATER
Schedule of Financial Position - Operating Reserve Fund
As at March 31, 2011

	Bridgewater Museum Commission	Bridgewater Museum Commission Endowment Fund	General Operating Reserve	2011 Actual	2010 Actual
ASSETS					
Cash	\$ 9,241	\$ 13,124	\$ 754,485	\$ 776,860	\$ 84,453
Due from Own Funds	-	841	519,494	520,335	995,756
	9,241	13,965	1,273,979	1,297,185	1,080,209
LIABILITIES					
Due to Own Funds	-	-	-	-	923
Fund Balance	9,241	13,965	1,273,979	1,297,185	1,079,286
NET MUNICIPAL POSITION	\$ 9,241	\$ 13,965	\$ 1,273,979	\$ 1,297,185	\$ 1,080,209

APPENDIX D

Town of Bridgewater
Fiscal Year Period April 01, 2011 To December 31, 2011
FUND05 - Museum Fund

Income & Expense Statement

Printed: 11:05:41AM 01/17/2012

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Account	Account Name	Period YTD	Current Month	Fiscal YTD	Commitment	YTD Budget	Annual Budget	% Used
EXPN	EXPENSES							
E549	Museum/carding mill expenditur							
E580	Dean Wile Mill							
E 05-26003-100	Salaries/Hourly Charges - Dean Wile Mill	\$29,937.75	\$60.80	\$29,998.55	\$0.00	\$29,891.00	\$ 29,891.00	100.36
E 05-26003-123	Custodian Salaries	2,099.21	0.00	2,099.21	0.00	1,530.00	2,040.00	137.20
E 05-26003-125	Labour - Overtime	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E 05-26003-140	Professional Development	196.03	0.00	196.03	0.00	100.00	100.00	196.03
E 05-26003-145	Equipment Operation/Maintenance	2,045.54	0.00	2,045.54	0.00	751.00	1,000.00	272.38
E 05-26003-150	Office Supplies	385.24	0.00	385.24	0.00	100.00	100.00	385.24
E 05-26003-160	Travel	606.83	24.83	631.66	0.00	450.00	600.00	140.37
E 05-26003-166	Vandalism Damages	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E 05-26003-174	Advertising	176.95	450.00	626.95	0.00	483.75	645.00	129.60
E 05-26003-175	Telephone Services	331.01	33.72	364.73	0.00	309.78	413.00	117.74
E 05-26003-177	Internet/Network Access	348.78	45.95	394.73	0.00	375.03	500.00	105.25
E 05-26003-206	Electrical Services	406.58	460.17	866.75	0.00	513.00	684.00	168.96
E 05-26003-208	Water & Sewer	512.01	0.00	512.01	0.00	369.00	492.00	138.76
E 05-26003-210	Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E 05-26003-215	Janitorial Services/Supplies	536.91	0.00	536.91	0.00	250.00	250.00	214.76
E 05-26003-220	Alarm Maintenance/Service	381.97	34.23	416.20	0.00	0.00	0.00	0.00
E 05-26003-297	Smocks & Name Tags	28.00	0.00	28.00	0.00	200.00	200.00	14.00
E 05-26003-311	Program Activities	311.44	0.00	311.44	0.00	400.00	400.00	77.86
E 05-26003-496	Storage Fees	409.20	0.00	409.20	0.00	471.00	471.00	86.88
E 05-26003-592	PW Equipment/Labour Charges	582.97	0.00	582.97	0.00	0.00	385.00	0.00
E 05-26003-620	Pass Expenses	12.46	0.00	12.46	0.00	0.00	0.00	0.00
E 05-26003-793	Administration Fee	17,215.00	0.00	17,215.00	0.00	17,215.00	17,215.00	100.00
E 05-26003-850	Costs of souvenir Sales	211.40	0.00	211.40	0.00	500.00	500.00	42.28
E 05-26003-999	Other	6.00	0.00	6.00	0.00	0.00	0.00	0.00
Totals For: E680 Dean Wile Mill		\$ 56,741.28	\$ 1,109.70	\$ 57,850.98	\$ 0.00	\$ 53,908.56	\$ 55,886.00	107.31
Totals For: E648 Museum/carding mill expenditur		\$ 56,741.28	\$ 1,109.70	\$ 57,850.98	\$ 0.00	\$ 53,908.56	\$ 55,886.00	107.31
Totals For: EXPN EXPENSES		\$ 56,741.28	\$ 1,109.70	\$ 57,850.98	\$ 0.00	\$ 53,908.56	\$ 55,886.00	107.31
INCM	REVENUE							
I549	MUSEUM/CARDING MIL - REVENUES							
I561	Grants							
I 05-16003-355	Grants Province Of Nova Scotia	\$27,722.00	\$0.00	\$27,722.00	\$0.00	\$53,586.00	\$ 53,586.00	51.73
Totals For: I681 Grants		\$ 27,722.00	\$ 0.00	\$ 27,722.00	\$ 0.00	\$ 53,586.00	\$ 53,586.00	52.29
I562	Admissions							
I 05-16003-359	Museum Site Passes	43.00	0.00	43.00	0.00	0.00	0.00	0.00
I 05-16003-360	Admissions	898.29	0.00	898.29	0.00	1,000.00	1,000.00	89.83