

Roedde House Preservation Society – Annual General Meeting

MARCH 15, 2022



The Roedde House Preservation Society (RHPS) is committed to the process of decolonization, and reconciliation with First Nations and Urban Indigenous communities.

We acknowledge that we are on the unceded Territories of the Coast Salish Peoples, including those of the x^wməθk^wəyəm (Musqueam), Sk̓w̓x̓wú7mesh (Squamish), and səlilwətaʔ (Tsleil-Waututh) Nations. We are grateful to Indigenous Peoples who have cared for this land long before we called it home and we honour their resilience, wisdom and strength.

LAND ACKNOWLEDGEMENT

Annual General Meeting

March 9, 2021

6:00 pm – 7:00 pm

AGENDA ITEMS

1. Call to order – Billie-Ann Woo
2. Approval of Minutes of 2021 AGM
Motion: To accept the 2020 AGM minutes as prepared by Tanya McCarthy
3. 2021 Annual Report – Billie-Ann Woo
4. Financial Reports – Billie-Ann Woo, Sara Hepper
Presentation of 2021 Financial Statements
Motion: To accept the draft financial statements for the year end 2021
Presentation of 2022 Operating Budget
Motion: To accept the proposed operating budget for 2022
5. Presentation of 2022 Slate of Officers – Billie-Ann Woo
6. Call for further nominations from the floor (3 times)
Motion: to accept the Slate of Officers for the year 2022
7. Committee Reports & Other Updates
School Program – Jenny Yule, Diana Mogensen
JEDI – Sarah Wang
House Projects – Anthony Norfolk
Playwriting Contest – Joyce Cheung
Cinema Series – Ben Hutchinson
Programming Preview
8. Further Business
9. Adjournment



**ROEDDE HOUSE PRESERVATION SOCIETY
ANNUAL GENERAL MEETING
OF THE BOARD OF DIRECTORS**

Held on Tuesday, March 15th, 2022 at 6:00 pm (online)

AGENDA (v2)

1. **Call to order** – Board President, Billie-Ann Woo
2. Approval of **Minutes from the last AGM held on March 9, 2021** –Billie-Ann Woo
3. 2021 Annual Report – Billie-Ann Woo
4. **Financial Reports** – Billie-Ann Woo, Sara Hepper

Motion: To accept the Draft Financial Statements for the year end 2021 as presented

Motion: To accept the Proposed Budget for the year 2022 as presented

5. Presentation of the **Proposed Slate of Officers for the year 2022** –
Nominating Chair, Billie-Ann Woo
6. Call for further nominations from the floor (3 times)

Motion: To accept the Slate of Officers – Billie-Ann Woo

7. Committee Reports & Other Updates
 - a. School Program – Jenny Yule, Diana Mogenson
 - b. JEDI – Sarah Wang
 - c. House Projects – Anthony Norfolk
 - d. Playwriting Contest – Joyce Cheung
 - e. Cinema Series – Ben Hutchinson
8. **Further Business** – Board President, Billie-Ann Woo
9. **Adjournment**

Approval of 2021 AGM Minutes

- As prepared by Tanya McCarthy

ROEDDE HOUSE PRESERVATION SOCIETY ("The Society")
ANNUAL GENERAL MEETING
Held on Tuesday, March 9, 2021 at 6:00 pm

MINUTES OF THE 2021 ANNUAL GENERAL MEETING HELD virtually on Zoom on March 9, 2021 at 6:00 p.m.

PRESENT:

The following attendees recorded their attendance in the Zoom chat:

- | | | |
|----------------------|-------------------|------------------------|
| 1. Laurence Beauvais | 7. Johanna Hickey | 7. Elizabeth Peterson |
| 2. Paul Busch | 1. Ben Hutchinson | 8. Angela Raasch |
| 3. Barbara Dale | 2. Kelsey Johnson | 9. Elizabeth Roach |
| 4. Jim Gibson | 3. Anita Lee | 10. Alyssa Sy de Jesus |
| 5. Cindy Gustin | 4. Lloyd McGregor | 11. Sarah Wang |
| 6. Sara Hepper | 5. Tanya McCarthy | 12. Billie-Ann Woo |
| | 6. Josef Methot | 13. Katty WuWu |

The following people also attended but did not appear to record their attendance in the chat:

- | | | |
|--------------------|--------------------|---------------------|
| 1. H. Craig Boyle | 4. Parker McIntosh | 7. Shirley Sexsmith |
| 2. Cam Cathcart | 5. Anthony Norfolk | 8. Philip Waddell |
| 3. Jennifer Hamill | 6. Sheila Pepper | |

CHAIR AND SECRETARY

Billie-Ann Woo, President acted as Chair of the meeting and the meeting was called to order at 6:08 p.m. PST. The Chair acknowledged that the meeting was being held within the ancestral, traditional and unceded territories of the x̱m̱əθkwəy̱əm (Musqueam), Skwxwú7mesh (Squamish), and sel̓ilwítulh (Tsleil-waututh) Nations, and she welcomed all members, volunteers and community guests.

With the consent of the meeting, the Chair appointed Tanya McCarthy to act as Secretary of the Meeting.

QUORAM

The Chair reported that quorum of Members was present at the meeting and the meeting was regularly called and duly constituted for the transaction of business.

MINUTES OF THE ANNUAL GENERAL MEETING HELD ON MARCH 19, 2019.

UPON MOTION DULY MADE by Elizabeth Peterson and seconded by Paul Busch, IT WAS RESOLVED that the minutes of the Annual General Meeting held on March 10, 2020 be adopted and confirmed.

FINANCIAL STATEMENTS

The Chair presented the financial statements (unaudited) for the year ended December 31, 2020 for consideration.

UPON MOTION DULY MADE by Antony Norfolk and seconded by Elizabeth Peterson IT WAS RESOLVED that the financial statements for the year December 31, 2020 be adopted and confirmed.

BUDGET

The Chair presented the proposed budget for the upcoming year 2021 and called for questions.

UPON MOTION DULY MADE by Sarah Wang and seconded by Ben Hutchinson IT WAS RESOLVED that the 2021 Budget be accepted as proposed.

PRESIDENTS REPORT

The President, Billie-Ann Woo presented the report to the Members of the Society. It included the following:

- On March 13th, the museum closed to the public due to COVID-19 until mid-July.
- Monthly meetings were held virtually and Sara worked from the museum and focused on various projects. The coordinator's hours were scaled back to focus on health safety and appropriate distancing from contractors during this time.
- The President thanked staff and volunteers for their dedication and diligence to safety.
- Income was significantly reduced from \$19,076 in 2019 to \$4,740 in 2020.
- Most of the museum programming including concerts, school program visits, most rentals and community events were cancelled.
- There were 965 visitors in 2020, compared with 7,110 in 2019.
- A safety plan and supporting documents were developed and have been updated as new regulations have come out. We also created a Safety Committee.
- Several enhancements were made to the tour format to increase health and safety and make the museum more inclusive, including:
 - Audio guides & podcasts
 - Paper map & guide
 - Large signage for visitor guidelines and room information
 - Tea giveaways
 - Masks for sale
 - Continual communication with the community and stakeholders
 - Increased cleaning and sanitation and developed protocols
 - Transitioned to an online ticketing system

Staffing Update

- Sara Hepper had a very successful and challenging first year. She managed a large rental project and then pivoted to adapting to the pandemic.
- Sheila Grant, the Community Engagement Coordinator, left at the end of the summer and was replaced by Samantha Marsh. Samantha has recently left to take a full-time contract with the Powell Street Festival. A replacement is currently being recruited.

Programming

- In person Jazz concerts were put on hold indefinitely. Three virtual concerts are scheduled to meet grant requirements. Classical concerts were scheduled to end in March 2020.
- Due to the pandemic, all in-person school tours were cancelled. The McGrane Pearson Foundation kindly funded the development of an online video tour. A committee has formed to oversee the reconfiguration of the program.
- A series of videos were created for culture days, including Victorian hair and jewelry and Victorian fashion trends.
- Nina, our summer student, developed a series of videos on the museum

Fundraising

- The museum held its first fundraising event, a "Speakeasy" theme featuring items from Ivan Sayers' collection. The tour was focused on spacing out attendees, limited to 10 visitors at a time. 77 tickets were sold and the museum raised \$3,170.50 (\$1,627.50 in profit).
- In December, the museum partnered with Famous Artists to hold a 'Christmas Carol' tour that included audio and visual enhancements.

Volunteers

- We currently have 37 active volunteers including the Board of Directors (eight in person), and five committees (fundraising, programming, marketing, collections and house projects). There is also a school programs group.
- Volunteers are not providing tours. They are assisting with collections care, updating gift shop inventory and signage, packaging tea bags for visitors, recording podcast episodes, and translating signage and material.
- In lieu of a volunteer appreciation event, the museum distributed a holiday gift.

House Projects

- The city requires us to carry out annual improvements to the house annually. A plan is developed each fall and carried out pending funding in the following year (usually two rooms per year).
- To date picture rails have been added to the sewing room and the boys' room.
- Depending on funding, we plan to refresh the kitchen and woodwork throughout the house.

ELECTION OF DIRECTORS

The President thanked outgoing Board members Oksana Jdankina and Josef Methot who served on the Board.

The President presented the Proposed Slate of Officers for the Year 2021 and called for further nominations from the floor. Paul Busch and Elizabeth Roach nominated themselves.

UPON MOTION DULY MADE by Josef Methot and seconded by Elizabeth Roach, IT WAS RESOLVED that the following persons were elected to act as Directors for the 2021-2022 term until the 2022 Annual General Meeting:

1. Billie-Ann Woo, President
2. Katty Wu Wu, Treasurer
3. Tanya McCarthy, Secretary
4. Anthony Norfolk, Past President
5. Laurence Beauvais, Director at Large
6. Paul Busch, Director at Large
7. James Gibson, Director at Large
8. Benjamin Hutchinson, Director at Large
9. Anita Lee, Director at Large
10. Parker McIntosh, Director at large
11. Dr. Elizabeth Peterson, Director at Large
12. Elizabeth Roach, Director at Large
13. Sarah Wang, Director at Large

TERMINATION

There being no further business, UPON MOTION DULY MADE IT WAS RESOLVED that the meeting be terminated at 7:34 p.m. The meeting was followed by a social.

Billie-Ann Woo, Chair

Tanya McCarthy, Secretary

MOTION

To accept the minutes from the 2021 AGM as prepared

Who would like to move to make the motion?

Who would like to second this motion?

Is there any further discussion?

The poll will be launched – please indicate your vote within 60 seconds.

2021 Annual Report

- As prepared by Billie-Ann Woo



Roedde House Museum 2021 Report

Prepared for 2022 Roedde House Preservation
Society Annual General Meeting

January - December 2021



Roedde House Museum Annual Report

Roedde
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- Board Chair Message
- Manager's Message
- Mission
- Staff/Board/Volunteers
- Visitor Statistics
- Programming
- Exhibitions
- Restorations & Preservation
- Rentals
- Collaborations and Community Engagement
- Financial Highlights
- Grants





Board Chair Message

Billie-Ann Woo

It was another unpredictable year for the Roedde House Museum. As we closed 2020, there was both optimism and challenges in the year ahead of 2021. Vaccines were close to being ready for widespread deployment, but when? And would it work? Will we have another year of pandemic lockdown? While we were still very limited, we were able to keep our doors open the entire year.

The tourism, arts, and hospitality industry is still suffering with visitor numbers nowhere near 2019 - but there are signs of life. We have had to adapt to a reality where we can't depend on a steady flow of international tourists - we have to find different ways to attract a new audience.

And that has come in the form of new and unique programming such as the vintage fashion fairs and Creative Hours rental incentives. We have had new types of people come to the museum - if you attended any of our summer porch jazz concerts, they came in large crowds and were generous with donations.

We were also very lucky to have had generous grants and wage subsidies from the provincial and federal governments - we were able to end our year in a profit. But we know those grants and subsidies will not last forever, so we will continue to develop different ways to draw in our local community.

We have also continued to grow and develop valuable relationships and collaborations with other organizations in the city - and we are hopeful to all work together to continue to grow awareness of the museum.

I want to thank the hard work of our staff, board, and volunteers. Without them - the museum would not be able to stay open. To have our staff and volunteers continue to put in the hours and time is proof to me, and the rest of the community, that our presence is valuable and needed in a time where people need to find real life experiences again to connect with this city and their community.

Thank you to our generous donors - however large or small, and our grant funders, we are so grateful for your generosity and we hope to see you at the house soon.

We have some exciting events, initiatives, and collaborations coming up in 2022 - including working with our Barclay Square neighbors and UBC History Department. We have some other exciting plans with our School Program and bringing in more volunteers to bolster our team.

While the Roedde House Museum is rooted in the past - our future is bright and we invite you to come join us in this new year of opportunity.

Sincerely,

Billie-Ann Woo



Manager's Message

Sara Hepper

This last year was a busy one at Roedde House Museum. Our small staff team, which includes myself and our part-time Community Engagement Coordinator Joyce Cheung, were bolstered by the support of our volunteer board of directors and dedicated volunteers. Without the involvement of our many volunteers, we wouldn't be open!

In 2021 we continued to deliver our core programing including keeping the museum open for tours and extending our previously limited open hours. Our jazz series, overseen by our talented artistic director, Daniel Reynolds, restarted in-person concerts. Our school program remained virtual in 2021 while our school committee, overseen by our volunteer director, Jenny Yule, continued to meet monthly to discuss expansion of the program and a review of the curriculum.

The house continued to be available to the public for rentals including student films, and various photoshoots (all with special pricing to support our local artistic community). New volunteers joined us in 2021 and brought fresh perspectives to many of our longstanding programs and helped us deliver special events at the museum.

Continued on next page

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Manager's Message

Continued

We also partnered with fellow organizations in our neighbourhood and in the Arts and Culture community to deliver some delightful events. This included an event with our neighbours, West End Seniors Network (WESN) and Vancouver Friends for Life (VFFL), which brought awareness to our organizations. We also had the pleasure of hosting Vancouver City Opera for a unique pop-up opera on our porch, as well as hosting Pacific Baroque Orchestra for a harpsichord performance, as part of a German Heritage Tour organized by the German Consulate General.

We have had a great start to 2022, with the continuation of many of these partnerships, as well as new ones already underway. This will include working with our neighbours WESN and VFFL to produce community events in Barclay Heritage Square in the Spring and Summer, as well as hosting more concerts by Pacific Baroque Orchestra and City Opera Vancouver.

We will be partnering with the archivists down the street at King George Secondary for special exhibits, and welcoming new exhibit proposals to expand our current scope. This will be aided through work with UBC as we plan to have a summer student from their history department work with us to research and bring forward more community stories. This will go hand in hand with work by our JEDI committee, dedicated to bringing justice, equity, diversity and inclusion to our programs and operations.

All exciting initiatives that I am pleased to be a part of. Many thanks to all who continue to visit, support, and work with us to keep our programming vibrant and exciting!

Sincerely,

Sara Hepper

Mission

The Roedde House Preservation Society is dedicated to the preserving, maintaining and enhancing of the Roedde House Museum and to presenting heritage exhibits and programs reflecting the early history of Vancouver for the benefit and enjoyment of present and future generations.

Since the Museum's official opening in May, 1990, the Roedde House Preservation Society has run Roedde House as a threefold facility:

- a museum with tours, including a schools program,
- a venue for music and other cultural entertainment,
- a rental facility for small receptions and artistic projects.





Staff, Board & Volunteers

STAFF

We said goodbye & thank you to Sammy Marsh and Harper Wellman and welcome to Joyce Cheung!

BOARD

Thank you to our 2021-22 board!
Paul Busch, James Gibson, Ben Hutchinson, Anita Lee, Tanya McCarthy, Parker McIntosh, Anthony Norfolk, Dr Elizabeth Peterson, Elizabeth Roach Sarah Wang, Katty WuWu

VOLUNTEERS

44 active volunteers

MEMBERS

65 members (Mar 2022)

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Visitor Statistics

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Currently tours are still self-guided and capacities are still limited. Tea service has been paused and it will be reevaluated in the future. Guests are still gifted a sample of tea to enjoy at home.

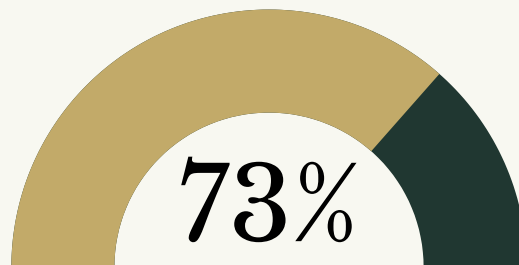
Masks and proof of vaccination are required to enter the museum.

Total: 1,052

Tours: 777

Events & Private

Tours: 275



2020: 965

2019: 7,110





Programming

We have had another year of excellent and diverse programming including:

- Free Family Day online content (funded by the Province of BC)
- Porch Jazz concerts during the summer
- Pop up opera from City Opera
- Halloween movie nights: Nosferatu & The Cabinet of Dr Caligari
- Vintage Fashion Fair Fundraiser
- Victorian Ghost Stories
- New Victorian-themed education videos

Events regularly sold out, indicating to us that our community is excited and wants more unique programming at the Museum.



Roedde House Museum Annual Report 2022

ROEDDE HOUSE MUSEUM

Movies at the Museum

1415 Barclay Street, Vancouver
www.roeddehouse.org

NOSFERATU
OCTOBER 28 7-9PM



CABINET OF DR CALIGA
OCTOBER 29 7-9PM



Roedde House Museum &

City Opera Vancouver **POP-UP OPERA** ON THE PORCH

A free outdoor concert



8 SEPT

2-3 PM

FLASHBACK FASHION FAIR FUNDRAISER

Private vintage shopping events
"Ask a Vintage Expert" Parker
McIntosh
Ivan Sayers Exhibition
Music - Refreshments - Door
Prizes

Tickets: \$20

Friday Oct 15, 2021
Multiple Vintage Vendors

Saturday Oct 16, 2021
Ivan Sayers & SMOC Finds!

Multiple Slots Per Evening -
Tickets & Info @ RoeddeHouse.org



BC Family Day Online Crafting Workshop



Roedde House Museum **CHRISTMAS GHOST STORY GAZETTE**

SUBSCRIBE NOW

TO RECEIVE AN INSTALLMENT OF AN AUTHENTIC
VICTORIAN CHRISTMAS GHOST STORY EVERY FRIDAY
FROM DECEMBER 3RD TO DECEMBER 17TH!





NAPLES - G.D. HOTEL DU VESUVE

From the collection of the
Cortes Island Museum

Exhibitions

Staff, board, and volunteers mounted several successful exhibitions including 'Wish You Were Here' - a celebration of the postcard. Museums and institutions across BC participated including: Buckley Valley Museum, Cortes Island Museum, Chase District Museum, Denman Island Museum, Gabriola Historical & Museum Society, Nikkei National Museum & Cultural Centre, Penticton Museum & Archives, Point Ellice House, Port Moody Station Museum, and SFU Rare Book Library.

The exhibition was featured in the Vancouver Sun, *"Vintage postcards make a perfect display for vintage house museum"*

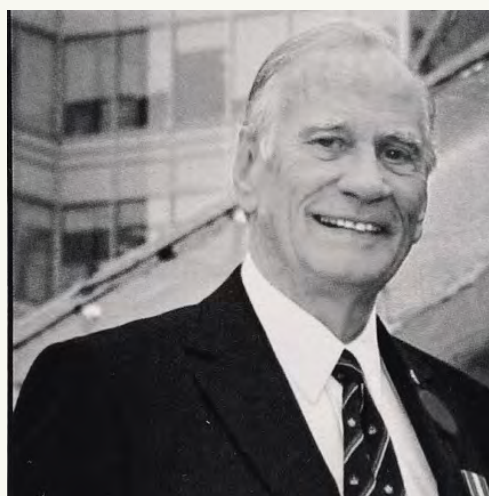




Exhibitions

Other exhibitions in 2021 also included:

- Roedde artefacts
- Remembrance & Cam Cathcart memorial - mounted by James Gibson
- Masquerade Fashion - mounted by and from the collection of Ivan Sayers



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Restoration & Preservation

Roedde House is now several years into the **Maintenance and Improvement Project**. We tend to focus on two rooms per year with some overlap and flexibility. In 2021:

- Enabled with a matching grant from the Vancouver Heritage Foundation, we **refreshed and returned all sash windows** in the house to full operation. This was done expediently and ahead of schedule.
- **Picture rails** were also **installed** to allow us to hang more pictures and artwork without causing damage to walls and wallpaper.
- **Floor coverings** were acquired strategically to minimize wear on our original fir floors: new carpets were source for the Girls' Bedroom.

Planning for 2022 commenced in the fall, with fundraising commenced on Giving Tuesday in November. Projects do not proceed unless fully funded. Thank you to our generous donors who make these restoration and preservation projects possible!



Rentals

We had a diverse range of rentals in 2021. We made a concerted effort to attract different types of rental customers. We launched 'Creative Hours' - shorter and more economically attractive rentals for photographers and other creatives.

2021 summary:

14 rentals & 2 booking deposits (2022)

\$6721:

6 photoshoots & 8 other events (filming, private





Collaborations & Community Partnerships

We participated in a Barclay Square organization event, the "Barclay Heritage Square Meet & Eat" where each building hosted a station featuring some information and an activity. We look forward to collaborating with the other two organizations more in 2022.

A collaboration that started in 2020 is finally bearing fruit - we are working with Benjamin Bryce of UBC - he is using the museum as a way for his students to develop a project that could be exhibited this year to explore Vancouver's history. We are also being sponsored to hire a UBC history student summer intern to support programming and perform research work.





Financial Highlights

Grants exceeded expectations with the extension of the Federal government Emergency Wage Subsidy program (CEWS). CEWS funding made up for 25% of our 2021 income with Grants overall making up 65% of museum income.

For 2021, we had big goals for donations and special events but fell short of our budget. We were limited in terms of numbers and we hope that the opening up of restrictions in 2022 will allow more visitors and ticket sales.

Tour income was a pleasant surprise, we exceeded our budget goal by 55%.

Expenses for the most part stayed the same - there was some accounting miscategorization for payroll (Canada Revenue Agency remittances) which artificially inflated the budget payroll. We continue to work towards a sustainable wage for staff and budget incremental increases when possible.

For House Restoration projects, they are only completed when fully funded through fundraising.



Grants

Total: \$69,998.94

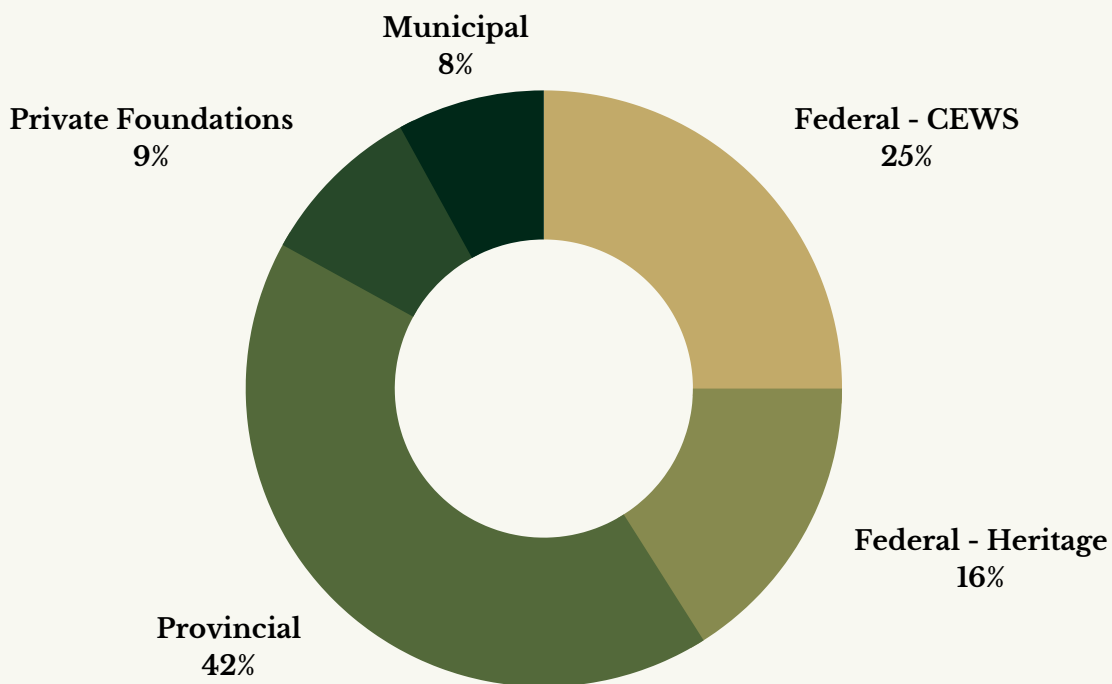
Federal: \$28,696.44

(CEWS: \$17,691.44)

Provincial: \$29,700.00

Municipal: \$5,502.50

Foundations: \$6,000.00





Roedde House Museum 2021 Report

Thank you for your support, trust,
encouragement and patronage!



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Financial Reports

To be reviewed:

Draft financial statements for the year end 2021

- Prepared by Billie-Ann Woo, Sara Hepper, Katty WuWu

Proposed operating budget for 2022

- Presented by Billie-Ann Woo, Sara Hepper, Katty WuWu
- Prepared in consultation with the Roedde House Preservation Society Board

Financial Statements (Unaudited, prepared by Museum Manager)

**ROEDDE HOUSE
PRESERVATION SOCIETY**

Year ended December 31, 2021

ROEDDE HOUSE PRESERVATION SOCIETY

Statement of Financial Position (Unaudited)

December 31, 2021, with comparative figures for 2020

	2021	2020
Assets		
Current assets:		
Cash (note 3)	\$ 70,876	\$ 55,630
Short-term investments (note 4)	10,000	10,000
Accounts receivable (note 5)	189	3,898
GST / HST receivable	1,450	1,134
Prepaid expenses	2,316	1,535
Uncategorized asset (VanCity credit arrangement)	-133	-
	84,698	72,197
Capital assets (note 6)	-	-
	\$ 84,698	\$ 72,197
Liabilities and Net Assets		
Current liabilities:		
Accounts payable and accrued liabilities (note 7)	\$ 360	\$ 7,534
Deferred restricted contributions (note 8)	1,035	1,035
GST Payable	-14	-
	1,381	8,569
Net assets:		
Accumulated operating surplus	16,810	14,786
Internally restricted capital (note 9)	10,000	10,000
	26,810	24,786
	\$ 28,191	\$ 33,355

See accompanying notes to financial statements.

ROEDDE HOUSE PRESERVATION SOCIETY

Statement of Operations (Unaudited)

Year ended December 31, 2021, with comparative figures for 2020

	2021	2020
Revenues:		
Grants (note 10)	\$ 70,000	\$ 83,459
Concerts	1,956	877
Tour income	7,693	4,740
Distribution from Vancouver Foundation	10,656	10,391
Donations	4,961	7,350
Subsidized School program (note 11)	-	1,140
Rental income	6,721	5,373
Special events	4,362	8,156
Gift shop sales	828	2,134
Membership	826	676
Interest income	-	185
Uncategorized Income (Vancity Error)	458	-
	108,461	124,481
Expenses:		
Payroll	56,232	67,847
Concerts costs	3,283	5,198
House operations and maintenance	9,011	9,004
Subsidized School program costs (note 11)	-	1,373
Office and administration	3,218	4,702
Accounting Services	231	789
Advertising and promotion	-	25
Insurance	3,852	4,463
Exhibits	550	500
Subscriptions and membership dues	547	1,034
Telecommunications	1,695	1,457
Special events	2,356	939
Collections management and acquisition	563	1,535
Miscellaneous (Staff, Board and Volunteers)	934	1,290
Rental Cost (COVID-closure deposit refund)	-	862
Tour costs	340	1,117
Gift Shop	104	890
House improvements	8,734	2,517
Uncategorized expense	-	4,153
	91,650	109,695
Annual operating surplus/(deficit)	\$ 16,811	\$ 14,786

The accompanying notes are an integral part of these financial statements.

ROEDDE HOUSE PRESERVATION SOCIETY

Notes to Financial Statements

Year ended December 31, 2021

1. Organization information

Roedde House Preservation Society (the "Society") is an organization that exists to celebrate the social history of Vancouver and to make it accessible to the future generations through the operations and maintenance of the restored late-Victorian home built in 1893 in Vancouver. The Society is a registered charity under the *Income Tax Act*, and as such, is exempt from income tax and capital taxes, and is able to issue donation receipts.

2. Significant accounting policies:

(a) Basis of presentation:

These financial statements have been prepared in accordance with Canadian accounting standard for not-for-profit organizations ("ASNPO").

(b) Cash:

Cash balances include cash on hand and cash at bank accounts. These amounts are available on demand and are subject to an insignificant risk of change in value.

The Society receives income distribution from externally restricted trust funds held by a third-party organization. These trust funds are not recorded on the Society's statement of financial position, as the Society does not have control over such funds.

(c) Capital assets:

Purchased capital assets are recorded at cost. Contributed capital assets are recorded at fair value at the date of contribution. The Society records amortization on its assets on a straight-line basis over the useful life of the assets as follows:

Computers	3 years
Office furniture	3 years

Roedde House Museum building and the collections are owned by the City of Vancouver and therefore are not recorded on the Society's statement of financial position.

(d) Revenue recognition:

The Society follows the deferral method of accounting for contributions which include donations, government grants and other contributions restricted for specific purposes.

Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

ROEDDE HOUSE PRESERVATION SOCIETY

Notes to Financial Statements

Year ended December 31, 2021

Externally restricted contributions are recognized as revenue in the period in which the related expenses are incurred.

(e) Asset and service contributions:

Volunteers contribute a significant amount of time each year to assist the Society in carrying out its programs and services. Because of the difficulty of determining their fair value, contributed services are not recognized in these financial statements.

Contributions of assets, supplies, and services that would otherwise have been purchased are recorded at fair value at the date of contribution, provided a fair value can be reasonably determined.

(f) Collections:

The Society collections are comprised of period pieces consistent with the era of the Roedde House. Acquired collection items are recorded at cost and are included in the expenditures of the Society. Proceeds from disposal of collection items are recorded as revenue and are used to acquire new collection items or to cover the costs of maintaining the collection.

3. Cash:

	2021	2020
Chequing account	\$ 70,721	\$ 54,605
Gaming grant account	5	875
Cash on hand	150	150
	<u>\$ 70,876</u>	<u>\$ 55,630</u>

4. Short-term investments:

	2021	2020
Term deposit	\$ 10,000	\$ 10,000
Cashable 90 Term Deposit – Cultural Project Grant	-	-
	<u>\$ 10,000</u>	<u>\$ 10,000</u>

ROEDDE HOUSE PRESERVATION SOCIETY

Notes to Financial Statements

Year ended December 31, 2021

5. Accounts Receivable:

Accounts Receivable (amounts cleared in 2021 but paid in 2020)

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	2021	2020
	\$ 189	\$ 3,898
	\$ 189	\$ 3,898

6. Capital assets:

2021

Computers
Office furniture

Cost	Accumulated amortization	Net book value
\$4,700	\$ 4,700	\$ -
10,163	10,163	-
\$ 14,863	\$ 14,863	\$ -

Capital assets (continued):

2020

Computers
Office furniture

Cost	Accumulated amortization	Net book value
\$ 4,700	\$ 4,700	\$ -
10,163	10,163	-
\$ 14,863	\$ 14,863	\$ -

7. Accounts payable and accrued liabilities:

Accounts payable and accrued liabilities
Payroll liabilities

2021	2020
\$ 460	\$ 284
-101	7,250
\$ 360	\$ 7,534

ROEDDE HOUSE PRESERVATION SOCIETY

Notes to Financial Statements

Year ended December 31, 2021

8. Deferred restricted contributions:

Deferred restricted contributions consist of externally contributed funds restricted for specific purposes. These deferred contributions will be recorded as revenue in the statement of operations when the related expenses are incurred. Contributions received without external restrictions or stipulations are recognized in revenue when received.

2021	2020	Contributions received	Revenue recognized	2021
Gaming grant	\$ -	\$ (29,000)	\$ (29,000)	\$ -
Concerts series			()	-
Janet Bingham memorial	1,035	-	-	1,035
McGrane-Pearson grant	-		()	-
Cultural Project grant		-	()	-
Deferred Revenue	-	-	-	0
	\$ 1,035	\$ (29,000)	\$ (29,000)	\$ 1,035

2020	2019	Contributions received	Revenue recognized	2020
Gaming grant	\$ -	\$ 29,000	\$ (29,000)	\$ -
Concerts series	1,801	7,932	(15,587)	-
Janet Bingham memorial	1,035	-	-	1,035
McGrane-Pearson grant		6,631	(8,348)	-
Cultural Project grant	7,000	7,000	-	-
	\$ 12,208	\$ 50,563	\$ (52,935)	\$ 9,836

9. Internally restricted capital:

A) Internally restricted capital \$10,000 continued as a City requirement to maintain an adequate reserve.

B) Provision of funds for implementation of the annual Maintenance and Improvement plan required by the City. Funds are raised for this at the end of one year for expenditure in the next, funds are therefore limited to that purpose.

Closing Balance 2021	Opening Balance 2022
\$ 383.00	\$ 383.00

ROEDDE HOUSE PRESERVATION SOCIETY

Notes to Financial Statements

Year ended December 31, 2021

10. Grants:

	2021	2020
Federal: Young Canada Works (CMA)	\$ -	\$ 7,076
Federal: CEWS (wage subsidy)	17,691	26,121
Federal: Canadian Heritage	11,005	11,005
Provincial: Community Gaming Grant	29,000	29,000
Provincial: BCCMA Resilience Fund, BC Family Day	700	2,200
Municipal: Vancouver Heritage Foundation	3,003	-
Municipal: Community Arts / Cultural Grants	2,500	4,000
Private Foundations: GMR Foundation	5,000	3,500
Private Foundations: McGrane Pearson (Jazz Series)	1,000	(1,000)
Corporate grants	100	557
	\$ 70,000	\$ 42,756

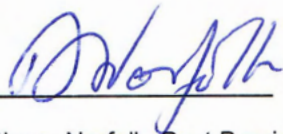
11. Subsidized school Program:

Subsidized school program is sponsored by McGrane-Pearson fund and provides schools with the most need, with tours to Roedde House and Stanley Park Ecological Society, and transportation on the day of the tour.

Private Foundation: Vancouver Foundation: McGrane Pearson	\$ -	\$ 1,140
	\$ -	\$ 1,140


Billie-Ann Woo (Mar 10, 2022 12:47 PST)

Billie-Ann Woo, President



Anthony Norfolk, Past President

Mar 10, 2022

Date

Mar 11, 2022

Date

MOTION

To accept the draft financial statements for the year end 2021 as presented

Who would like to move to make the motion?

Who would like to second this motion?

Is there any further discussion?

The poll will be launched – please indicate your vote within 60 seconds.

Proposed Operating Budget for 2022

**ROEDDE HOUSE
PRESERVATION SOCIETY**

Year ended December 31, 2021
(rev1 Mar 13 2022)

ROEDDE HOUSE PRESERVATION SOCIETY

Statement of Operations - Budgeted

Year ended Dec 31, 2022, with comparative figures for 2021.

	2022 Budget	2021 Actual	Change
INCOME			
Concerts	\$ 2,500	\$ 1,956	\$ 544
Donations	6,500	4,961	1,539
Special Events	6,000	4,362	1,638
Distribution from Vancouver Foundation	10,656	10,656	-
Gift Shop Sales	1,000	828	172
Grants	60,000	70,000	-10,000
Interest Income	200	458	-258
Membership	750	826	-76
Rental Income	10,000	6,721	3,279
School Program (note)	500	0	500
Tour Income	8,500	7,693	807
	106,610	108,461	
EXPENSE			
Accounting Services	\$ 600	\$ 231	\$ 369
Collections	700	563	137
Communications	1,700	1,695	5
Concert Costs	7,800	3,283	4,517
House Operations and Maintenance	10,500	9,011	1,489
House Restoration, Repairs Refurbishments	5,500	8,734	-3,234
Insurance	4,633	3,852	781
Membership Dues	600	547	53
Miscellaneous Expenses	750	934	-184
Office Expense	1,750	3,218	-1,468
Payroll	62,000	56,232	5,768
Professional Development	500	0	500
Promotion and Advertising	500	0	500
School Program Costs	500	0	500
Special Event / Programming	3,500	2,356	1,144
Exhibitions	1,000	550	450
Gift Shop Supplies	400	104	296
Tour Costs	500	340	160
	103,433	91,650	
Annual Operating Surplus/deficit	\$ 3,177	16,811	

ROEDDE HOUSE PRESERVATION SOCIETY

Statement of Operations - Budget vs Actual, Year Ended Dec 31 2021

	Budget	Actual
INCOME		
Concerts	\$ 600	\$ 1,956
Donations	7,000	4,961
Special Events	10,000	4,362
Distribution from Vancouver Foundation	10,655	10,656
Gift Shop Sales	2,500	828
Grants (note)	46,000	70,000
Interest Income	75	458
Membership	700	826
Rental Income	10,000	6,721
School Program (note)	0	0
Tour Income	5,000	7,693
	92,531	108,461
EXPENSE		
Accounting Services	\$ 1,200	\$ 231
Collections	1,000	563
Communications	1,500	1,695
Concert Costs	2,500	3,283
House Operations and Maintenance	11,000	9,011
House Restoration, Repairs Refurbishments	5,100	8,734
Insurance	4,463	3,852
Membership Dues	1,179	547
Miscellaneous Expenses	300	934
Office Expense	1,200	3,218
Payroll	70,000	56,232
Promotion and Advertising	750	0
School Program Costs	2,500	0
Special Event / Programming	1,000	2,356
Exhibitions	750	550
Gift Shop Supplies	750	550
Tour Costs	400	340
	106,092	91,650
Annual Operating Surplus/deficit	\$ -13,561	16,811

ROEDDE HOUSE PRESERVATION SOCIETY ("The Society")
ANNUAL GENERAL MEETING
Held on Tuesday, March 9, 2021 at 6:00 pm

MINUTES OF THE 2021 ANNUAL GENERAL MEETING HELD virtually on Zoom on March 9, 2021 at 6:00 p.m.

PRESENT:

The following attendees recorded their attendance in the Zoom chat:

- | | | |
|----------------------|-------------------|------------------------|
| 1. Laurence Beauvais | 7. Johanna Hickey | 7. Elizabeth Peterson |
| 2. Paul Busch | 1. Ben Hutchinson | 8. Angela Raasch |
| 3. Barbara Dale | 2. Kelsey Johnson | 9. Elizabeth Roach |
| 4. Jim Gibson | 3. Anita Lee | 10. Alyssa Sy de Jesus |
| 5. Cindy Gustin | 4. Lloyd McGregor | 11. Sarah Wang |
| 6. Sara Hepper | 5. Tanya McCarthy | 12. Billie-Ann Woo |
| | 6. Josef Methot | 13. Katty WuWu |

The following people also attended but did not appear to record their attendance in the chat:

- | | | |
|--------------------|--------------------|---------------------|
| 1. H. Craig Boyle | 4. Parker McIntosh | 7. Shirley Sexsmith |
| 2. Cam Cathcart | 5. Anthony Norfolk | 8. Philip Waddell |
| 3. Jennifer Hamill | 6. Sheila Pepper | |

CHAIR AND SECRETARY

Billie-Ann Woo, President acted as Chair of the meeting and the meeting was called to order at 6:08 p.m. PST. The Chair acknowledged that the meeting was being held within the ancestral, traditional and unceded territories of the x̱m̱əθkwəy̱əm (Musqueam), Skwxwú7mesh (Squamish), and sel̓ilwítulh (Tsleil-waututh) Nations, and she welcomed all members, volunteers and community guests.

With the consent of the meeting, the Chair appointed Tanya McCarthy to act as Secretary of the Meeting.

QUORAM

The Chair reported that quorum of Members was present at the meeting and the meeting was regularly called and duly constituted for the transaction of business.

MINUTES OF THE ANNUAL GENERAL MEETING HELD ON MARCH 19, 2019.

UPON MOTION DULY MADE by Elizabeth Peterson and seconded by Paul Busch, IT WAS RESOLVED that the minutes of the Annual General Meeting held on March 10, 2020 be adopted and confirmed.

FINANCIAL STATEMENTS

The Chair presented the financial statements (unaudited) for the year ended December 31, 2020 for consideration.

UPON MOTION DULY MADE by Antony Norfolk and seconded by Elizabeth Peterson IT WAS RESOLVED that the financial statements for the year December 31, 2020 be adopted and confirmed.

BUDGET

The Chair presented the proposed budget for the upcoming year 2021 and called for questions.

UPON MOTION DULY MADE by Sarah Wang and seconded by Ben Hutchinson IT WAS RESOLVED that the 2021 Budget be accepted as proposed.

PRESIDENTS REPORT

The President, Billie-Ann Woo presented the report to the Members of the Society. It included the following:

- On March 13th, the museum closed to the public due to COVID-19 until mid-July.
- Monthly meetings were held virtually and Sara worked from the museum and focused on various projects. The coordinator's hours were scaled back to focus on health safety and appropriate distancing from contractors during this time.
- The President thanked staff and volunteers for their dedication and diligence to safety.
- Income was significantly reduced from \$19,076 in 2019 to \$4,740 in 2020.
- Most of the museum programming including concerts, school program visits, most rentals and community events were cancelled.
- There were 965 visitors in 2020, compared with 7,110 in 2019.
- A safety plan and supporting documents were developed and have been updated as new regulations have come out. We also created a Safety Committee.
- Several enhancements were made to the tour format to increase health and safety and make the museum more inclusive, including:
 - Audio guides & podcasts
 - Paper map & guide
 - Large signage for visitor guidelines and room information
 - Tea giveaways
 - Masks for sale
 - Continual communication with the community and stakeholders
 - Increased cleaning and sanitation and developed protocols
 - Transitioned to an online ticketing system

Staffing Update

- Sara Hepper had a very successful and challenging first year. She managed a large rental project and then pivoted to adapting to the pandemic.
- Sheila Grant, the Community Engagement Coordinator, left at the end of the summer and was replaced by Samantha Marsh. Samantha has recently left to take a full-time contract with the Powell Street Festival. A replacement is currently being recruited.

Programming

- In person Jazz concerts were put on hold indefinitely. Three virtual concerts are scheduled to meet grant requirements. Classical concerts were scheduled to end in March 2020.
- Due to the pandemic, all in-person school tours were cancelled. The McGrane Pearson Foundation kindly funded the development of an online video tour. A committee has formed to oversee the reconfiguration of the program.
- A series of videos were created for culture days, including Victorian hair and jewelry and Victorian fashion trends.
- Nina, our summer student, developed a series of videos on the museum

Fundraising

- The museum held its first fundraising event, a "Speakeasy" theme featuring items from Ivan Sayers' collection. The tour was focused on spacing out attendees, limited to 10 visitors at a time. 77 tickets were sold and the museum raised \$3,170.50 (\$1,627.50 in profit).
- In December, the museum partnered with Famous Artists to hold a 'Christmas Carol' tour that included audio and visual enhancements.

Volunteers

- We currently have 37 active volunteers including the Board of Directors (eight in person), and five committees (fundraising, programming, marketing, collections and house projects). There is also a school programs group.
- Volunteers are not providing tours. They are assisting with collections care, updating gift shop inventory and signage, packaging tea bags for visitors, recording podcast episodes, and translating signage and material.
- In lieu of a volunteer appreciation event, the museum distributed a holiday gift.

House Projects

- The city requires us to carry out annual improvements to the house annually. A plan is developed each fall and carried out pending funding in the following year (usually two rooms per year).
- To date picture rails have been added to the sewing room and the boys' room.
- Depending on funding, we plan to refresh the kitchen and woodwork throughout the house.

ELECTION OF DIRECTORS

The President thanked outgoing Board members Oksana Jdankina and Josef Methot who served on the Board.

The President presented the Proposed Slate of Officers for the Year 2021 and called for further nominations from the floor. Paul Busch and Elizabeth Roach nominated themselves.

UPON MOTION DULY MADE by Josef Methot and seconded by Elizabeth Roach, IT WAS RESOLVED that the following persons were elected to act as Directors for the 2021-2022 term until the 2022 Annual General Meeting:

1. Billie-Ann Woo, President
2. Katty Wu Wu, Treasurer
3. Tanya McCarthy, Secretary
4. Anthony Norfolk, Past President
5. Laurence Beauvais, Director at Large
6. Paul Busch, Director at Large
7. James Gibson, Director at Large
8. Benjamin Hutchinson, Director at Large
9. Anita Lee, Director at Large
10. Parker McIntosh, Director at large
11. Dr. Elizabeth Peterson, Director at Large
12. Elizabeth Roach, Director at Large
13. Sarah Wang, Director at Large

TERMINATION

There being no further business, UPON MOTION DULY MADE IT WAS RESOLVED that the meeting be terminated at 7:34 p.m. The meeting was followed by a social.

Billie-Ann Woo, Chair

Tanya McCarthy, Secretary

MOTION

To accept the proposed operating budget for 2022 as presented

Who would like to move to make the motion?

Who would like to second this motion?

Is there any further discussion?

The poll will be launched – please indicate your vote within 60 seconds.

Proposed Slate of Officers for 2022

Executive:

President – Billie-Ann Woo

Vice President – VACANT

Treasurer – Jason Eckford*

Secretary – Tanya McCarthy

Past President – Anthony Norfolk

Directors at Large:

Sarah Wang

Anita Lee

Ben Hutchinson

Elizabeth Roach

James Gibson

Paul Busch

Diana Mogensen*

Taylor Tomko*

Lindsay McIntosh*

*new Board members



PROPOSED SLATE OF OFFICERS

NOMINATED FOR ELECTION TO THE BOARD OF DIRECTORS

AT THE AGM, TUESDAY, MARCH 15, 2022

Executive

PRESIDENT – Billie-Ann Woo

PAST PRESIDENT – Anthony Norfolk

TREASURER – Jason Eckford

SECRETARY – Tanya McCarthy

Directors at Large

Sarah Wang

Anita Lee

Ben Hutchinson

Elizabeth Roach

James Gibson

Paul Busch

Diana Mogensen

Taylor Tomko

Lindsay McIntosh

Further nominations from the floor

MOTION

To accept the Slate of Officers for 2022

Executive:

President – Billie-Ann Woo

Treasurer – Jason Eckford

Secretary – Tanya McCarthy

Past President – Anthony Norfolk

Directors at Large:

Sarah Wang

Anita Lee

Ben Hutchinson

Elizabeth Roach

James Gibson

Paul Busch

Diana Mogensen

Taylor Tomko

Lindsay McIntosh

Who would like to move to make the motion?

Who would like to second this motion?

Is there any further discussion?

The poll will be launched – please indicate your vote within 60 seconds.

Committee Reports & Other Updates

1. School Program – Jenny Yule, Diana Mogensen
2. JEDI – Sarah Wang
3. House Projects – Anthony Norfolk
4. Playwriting Contest – Joyce Cheung
5. Cinema Series – Ben Hutchinson

School Program Update (1/3)

The School Program at RHM “A place where curiosity and exploration meet”

The elementary school program:

The goal of the elementary school program is to give school-age children” a sense of life in Vancouver’s West end circa 1900. The content of the program meets the learning outcomes of the BC Ministry of Education Social Studies 5 curriculum.

Programme and content– 2020

Artefacts, house tour, art component

Role of docents

Feb 2020 – September 2021: Impact of covid

September 2021 – June 2022



School Program Update (2/3)

March- 2022 - Status of programme

In process and outcomes to date: it is hoped that tours will resume but in the meanwhile we are looking at the following:

- **Programme content:** review, research and broaden- others who influenced the Roedde family
- **Research opportunities:** UBC, Langara , High school student Artefacts kits: assess artefacts kit# for use beyond the grade 5 classroom. Review content and make more user friendly for teachers, include stories on selected artefacts ,prepare activity sheets
- **Challenges:** transportation,how to attract schools, docent shortage
- **Develop** a user friendly on-line programme



School Program Update (3/3)

Youth program:

In contrast to the elementary school program, the youth program will focus on students volunteering and practically, supporting the day to day operations of the museum.

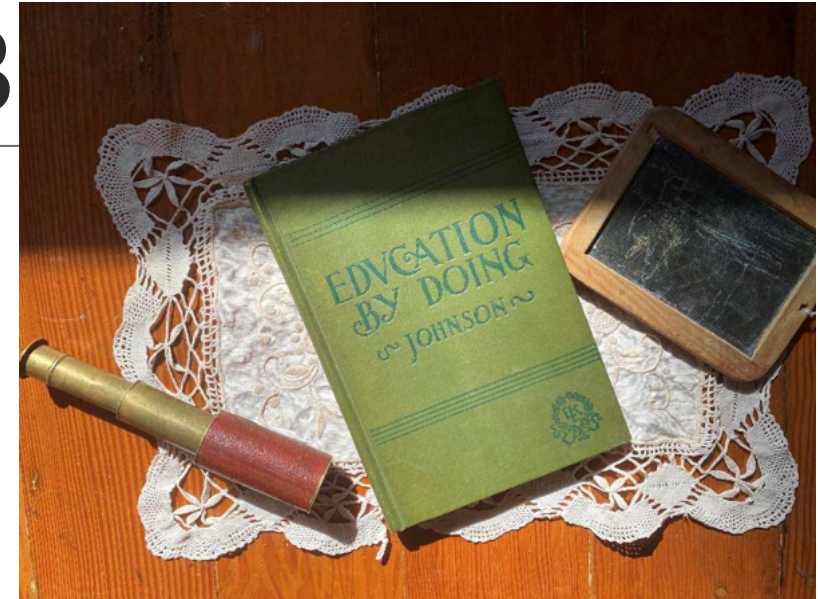
Our **goal** is to deliver a unique community service/volunteer experience to youth in a museum setting.

Students will:

- **Maintain** and organize the school artefacts kits
- **Assist** with special events and with Sunday operations
- **Gain** knowledge through practical involvement of behind the scenes involvement in operational aspects- the museum as a community resource and a business

Status of program: Youth program is an early development stage. The short term immediate goals are listed above. Long term goals **may** include involving students collaboratively to hone leadership skills to help create unique, youth programming, develop a youth blog and special youth events.

Challenges: Connection during Covid, resources and limitations re:staffing



JEDI

The Roedde House Museum Justice, Equity, Diversity, Inclusion (JEDI) Committee formed in early 2022 and meets every month. We are looking for members interested in expanding JEDI principles in a variety of House areas – tours, collections, programming, outreach.

Priorities this year is to create a cultural safety plan and an organizational JEDI policy to guide Board, staff, and volunteers.

- A critical first step is to work on language used about the Museum and make sure that the diverse communities we serve feel included, safe, and empowered engaging with the Museum and its programs.

Provide opportunities for professional development and training for Board, staff, and volunteers regarding JEDI-related issues and historically marginalized communities.

Align with sector standards on JEDI principles.

A BIG thank you to Sara Hepper and Joyce Cheung for spearheading this effort and exemplifying best practices in the everyday operations of the Museum.

2022 House Projects

Projects for 2022 will cover the Girls' and Parents' Bedroom:

- Acquire a washbasin for each room (one has been acquired from auction, final display location TBD)
- Wallpaper repair in Parents' Bedroom & Den
- Reupholster two chairs (Parents' Bedroom)
- Girls' Room: replace chimney cover that is exposed, chimney maintenance
- Carpet for Parents' Bedroom, Boys' Room
- Refreshed lighting & plexi plastic drawer inserts
- Deep cleaning of rooms

Playwriting Contest

To present Joyce's slides.

ROEDDE HOUSE MUSEUM

PLAYWRITING CONTEST

SUBMISSIONS OPEN: MARCH 1, 2022 TO MAY 31, 2022

*Best original interactive play using the historic
Roedde house building as the stage!*

Using the word “**Haunted**” as a theme, we encourage writers to create an interactive play that leads the audience through our heritage Queen Anne Revival style Victorian home on a journey of your own creation.

THE CONTEST IS OPEN FROM MARCH 1 2022 TO MAY 31, 2022 WITH THE
WINNING SUBMISSION BEING ANNOUNCED LATE JUNE / EARLY JULY 2022.



The Winner will receive an honorarium of \$400 (sponsored by Ghostly Vancouver Tours) as well as **the opportunity for the play to be produced** and run at Roedde House Museum during the Fall of 2022.

Submission Requirements:

- Play must be within a maximum run time of 60 minutes and up to 4 actors in the script
- Can be an adaptation of an existing work (rights must be held by author) or an original work
-

Judging Criteria: (Adjudicators: Bill Allman, Kat, Possibly Joel Grinke)

- Space (How well does the play fit into the house?)
- Quality of Drama
- Does it honour the history of Roedde House and Vancouver?
- Does it have an educational component (*bonus)
- Budget Conscious

Contest & Play Rough Timeline

- March 1 - May 31 - Contest open for submissions, open house for writers
- June 1 - 15 - Adjudication: 1st pass
- June 15 - early July - Adjudication: 2nd pass
- July - Play Production begins (Bill Allman & Kat producing)
- July - August - Hiring actors, rehearsing (Liaise with West End Seniors Troupe)
- September - Rehearsals
- October - Play Opening, run through October

Cinema Series

The goal will be this year to have 5-6 movie nights (including ones already in place) in 2022 and growing in following years showing films that relate somehow to the House, Period, or exhibition.

Collaborators: Black Dog Video & Glen Wickens

Ideas for upcoming events : Rattenbury introduction by a local Rattenbury enthusiast and the film "Cause Celebre"; working with German Consulate to identify an evening to showcase German heritage, Silent Era Comedy night, Live Piano accompaniment to silent era film, and more!

Programming Preview

Jan	Feb	Mar	Apr	May	June
-	Tin-type Valentine's Family Day Embroidery	Mystery March Sherlock movie Eve Lazarus Mystery Tour King George Exhibition	Tourism Challenge?	Raven's Veil Collab Victoria Day Natural dyes	Strawberry Festival Spring Fashion Fundraiser Porch Jazz
July	Aug	Sept	Oct	Nov	Dec
Dog Show Canada Day Porch Jazz	Porch Jazz	Culture Days Ivan Sayers Fashion Show? Marbling workshop? Book Fair	Witches Market Movie Nights Paranormal Night	Remembrance	Christmas Ghost Stories Caroling

Adjournment

Thank you!