



**Jasper-Yellowhead
Historical Society**

**2016
Annual Report**

**Jasper-Yellowhead Museum & Archives
Annual General Meeting
March 23, 2017**

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Attached Financials



JASPER YELLOWHEAD HISTORICAL SOCIETY
ANNUAL GENERAL MEETING AGENDA
7:00PM MARCH 23, 2017

- 1) Call to Order
- 2) Approval of Agenda
- 3) Approval of AGM Minutes April 19, 2016
- 4) Reports
 - 4.1 President's Report
 - 4.2 Treasurer's Report
 - 4.3 Museum Manager's Report
 - 4.4 Staff Reports- Collections, Archives, Exhibits
- 5) Business Arising from the Minutes
 - 5.1 Election of Directors/Officers
 - 5.2 Appointment of Auditors
 - 5.3 Membership Fees
- 6) New Business
 - 6.1 Awards
 - 6.2 Adjournment

Special Presentation by Tom Vincent Jr.



Jasper Yellowhead Historical Society
Annual General Meeting Agenda
Minutes
**Annual General Meeting Tuesday April 19, 2016. Bridgland Room,
Jasper Museum**

Jasper Yellowhead Historical Society (JYHS) Board members for 2015/2016	
Herb Robinson – President	Mike Wasuita – board member
Mike Cameron – Vice President	Tracy Maple – board member
Warren Waxer – Treasurer	Nancy Robbins - board member (absent)
Michelle Booth-Uyeda – Secretary (absent)	Andy Klimach - Manager
Wayne Kennedy – Historian	Helen Kelleher-Empey – Municipality of Jasper
Twila Paterson – board member (absent)	Kevin Gedling – Parks Canada

Tonight's sign in sheets had a total of 47 members and 20 non-members in attendance. Sign in Sheets on File.

1) Call to order – 7:05 pm Herb Robinson.

2) Approval of agenda – Moved by Mike Cameron, seconded by Warren Waxer, approved. Only current members of the JYHS can vote.

3) Approval of minutes from the AGM April 7, 2015 – Moved by Glenda Cornforth, seconded by Tracey Maple and approved.

4) Reports

4.1 Presidents Report – Herb Robinson. Report Submitted. Herb led off with a picture of the original 1963 JYHS board of directors. 2 of those members – Bob Dowling and Tom Peterson are present tonight. We strive to follow the Alberta Museum Association strategic plan to provide a quality museum. We continue to need your ideas to promote our culture and your help in fundraising esp. with Canada Day and our ongoing chocolate sales.

4.2 Treasurer's Report - Warren Waxer. Circulated the financial statements for the JYHS to December 31, 2015. Fundraising provides 30% of our income. With our deficit we need to increase our support either through the Municipality of Jasper or corporate sponsors or reduce services. Motion to accept the financial report – Anita Robinson, seconded Tracey Maple and accepted.

4.3 Museum Manager's Report – Andy Klimach. Report Submitted. People here make the museum happen!

4.4 Staff Reports – Dee Dee Bartlett, collections and archives and Carla Slover, exhibits, submitted their reports. Karen Byers, gift shop and archives, led us through the extensive donation path for artifacts that are donated to the museum. Kudos to the staff were received from the attending Fitzhugh reporter for their invaluable assistance to their paper. Motion to accept the Manager and Staff reports - Tracey Maple, seconded Anita Robinson and accepted.

5) Business arising from the minutes.

5.1 Election of Officers – Mike Wesbrook.

Called for nominations 3 times from the floor. Board Slate is presented as:

Warren Waxer – President (acclamation)

Mike Cameron – Vice President (acclamation)

Treasurer – Nancy Robbins (acclamation)
Secretary – Michelle Booth-Uyeda (acclamation)
Historian – no nominations
Director – Michal Wasuita (acclamation)
Director - Wayne Kennedy (acclamation)
Director – Tracey Maple (acclamation)
Director – no nominations from floor, Trish Brewster (not present) has expressed interest.
Ex – Officio – Herb Robinson (confirmed)
Motion by Herb Robinson to accept 2016/2017 JYHS slate as presented, seconded Joan Dillon and accepted. Thanks to all who have committed to supporting our historical society. Helen Kelleher-Empey will represent the Municipality of Jasper for her term and Kevin Gedling will continue to represent Parks Canada.

5.2 Appointment of Auditors. Helga Wilkinson offers and Mike Cameron nominates Herb Robinson.

5.3 Membership Fees. Motion to increase JYHS individual membership fees to \$30 (from \$25). Loni Klettl moves, seconded Shelley McQueen and passed. Family, Patron and Life Memberships to increase proportionally. Daily admission fees to the museum also need to increase. (Of the approx. 250 members on our rolls approx. 150 have a current status)

6. New Business

6.1 Special Resolution: Adoption of Revised JYHS Bylaws. Moved by Glenda Cornforth to adopt, seconded Bob Baxter. Discussion then led to a motion by Jack Templeton to increase the frequency of audits to every 3 years, seconded by Shelly McQueen, defeated. Motion to adopt the Revised Bylaws as presented then passes with a recommendation to strike the membership with the Alberta Historical Society.

6.2 Awards – Warren Waxer. The Moses Award for the Volunteer of the Year goes to Fred MacMillan for his friendly and efficient manner esp. with the Canada Day BBQ. Warren presents this year's "Brianiac" Award to Andy Klimach and Karen Byers for their team effort in bringing back Karen.

6.3 Adjournment. Prior to adjourning Mike Cameron thanks Herb Robinson for his decades of service to the JYHS, as president and a committed member. Bob Baxter moves to adjourn at 8:30 pm, Mike Cameron seconds and carried.

Special Presentation – Rod Wallace – Amigos on the Trail. Rod, a retired Parks Warden, frequently referred to as The Rotten Cabin Specialist, gave a slide show and talk on his pack horse trip from Jasper to the Ya Ha Tinda Ranch and onto Banff in the late summer of 2001 for 21 days. Rod followed the old pack trails through Jasper and Banff Parks. Mac Elder was hoping to join Rod with stories but is getting into high mileage and sadly couldn't make it.

President's Report
Warren Waxer

Once again the Jasper-Yellowhead Historical Society Board has had a very busy year.

After updating the Bylaws at two Special Meetings as well as at last year's AGM , the Bylaws are now complete, up-to-date and filed with Corporate Registries. Now, slowly the Board is undertaking the work of updating the Policy and Personnel manuals. It is tedious but necessary work.

In the fall the Board updated its 3-Year Plan. The plan reiterates goals that reflect the ongoing challenges facing the Society: *Organizational Stability, Financial Stability, Revitalization of the Museum and Archives and Relocation and Use of the Spare Lot.* If they sound familiar it's because they are perennial challenges that will be with us for the foreseeable future.

However, what *is* starting to change, is the way we are approaching them .

An important part of the work of the Society has been and always will be, fundraising. I believe we excel at that. (approx. \$42,000 raised each of the last 2 years) . With the Canada Day BBQ and Beer Garden, Festival of Trees, Hop Scotch Festival, Jasper in January Street Party , and the Hotdog Cart we have done our share to support community events and our organization. But these street level fundraisers are time and labour intensive. The Society has a good volunteer base but the pool must be replenished and diversified to prevent volunteers from becoming weary. It is also critical that we begin to explore fundraising strategies that have a smaller time investment and a bigger pay off .

The Board must now be more creative with its operations as grants become scarcer and costs increase, . The services offered by the Museum and the Society are valued but many are not revenue generating. We are exploring whether a better balance between revenue generation and community service can be found.

And lastly the Board must explore the big question of whether our location at the back of town is a hindrance to admissions and the even bigger question of the fate of our empty lot. Is there a financially realistic alternative to our current location? The empty lot represents a potential source of income that could make the difference between struggling and being comfortable however there are so many possibilities that making a decision is daunting. Daunting and exciting!

After Museum Manager Andy Klimach left the position last spring the Board took the vacancy as an opportunity to review the Society's needs and its budget for this position. After much deliberation a consensus was reached to change the Manager's position into a part-time Operations Manager/Comptroller position, concerned only with staff supervision, bookkeeping, payroll, grant writing and building maintenance. This new position would have no responsibility for exhibits, programming or the Archives.

Despite a widespread posting there was no one interested in such a position at part-time wages. We did however attract a number of candidates well-qualified in overall museum operations who were pursuing full time employment. As a result the Board reconvened and made the decision to revert to the recruitment of a full time all round Manager. While this decision would cost more than originally budgeted the Board believed it would result in improved operations that would ultimately improve the overall financial situation.

Thus, the Board is happy to announce that Robert Hubick will be starting as Museum Manager on April 1st. Robert has a background in both business and museums. Most significantly he was the Executive Director of the Friends of the Royal Saskatchewan Museum in Regina. His experience there encompassed financial management, fundraising, grant writing, membership services and public programming. He is looking forward to the challenges presented by the Jasper Museum and is enthusiastic about relocating to Jasper.

On another optimistic note the Jasper Yellowhead Historical Society has two more exciting and interesting projects on the go this coming year.

The first one will be an unveiling ceremony of our garden statue, Kookum. This project was executed in partnership with the Aseniwuche Winewak First Nation, Parks Canada and Conoco Phillips. The Board intends to celebrate this collaboration, and the first bronze statue in Jasper, sometime this summer.

The other project will be the development of brand new geological displays in Jasper. This undertaking was made possible through a generous donation by the family of the late Eric Mountjoy, a prominent Canadian geologist. Still in the planning stages this project will have two components: an exhibit in the Permanent Gallery on the history of mining and geological surveying in Jasper National Park, as well as a geological interpretive display/ outdoor rock garden.

The coming year promises to be equally challenging as the past year but still there is much to look forward to. As always the Board appreciates the support, participation and ideas from the membership. It guides us, it lightens the load and often it helps us distinguish the forest from the trees. Here's to a great year!

Warren Waxer

Treasurer's Report
Warren Waxer

Since September 2016 the Society's Board of Directors has been without a Treasurer. For the past 5 months day to day banking was handled by acting Manager Karen Byers and GICs in the reserves were handled by President Warren Waxer.

After last year's Financial Review by our accountant Mark Schonken he informed us that the Society would have to register for GST/HST having exceeded \$250,000 in total revenues. The GST bill to the Canada Revenue Agency was backdated to the beginning of 2015 and totaled \$ 2,800 after GST credits were considered.

Reserve Funds

January 01,2016

Internally Restricted Fund	\$87,771.31
Brewster Fund	\$ 6,049.94
Mountjoy Fund	\$82,431.87
Casino Fund	\$3,000.00
Total	\$179,253.12

December 31,2016

Internally Restricted Fund	\$62,760.54
Brewster Fund	\$ 15,044.02
Mountjoy Fund	\$82,600.43
Casino Fund	\$ 3,000.00
Total	\$163,404.99

After several years of having Internally Restricted Fund allocated to categories that were not relevant in amounts that were no longer supported by GICs, the Board reallocated the Fund accordingly.

January 01,2017

Archives and Collections Fund	\$23,000
Museum Building Fund	\$57,000
Re-capitalization Fund	\$13,425
Casino Fund	\$ 3,000
Museum Operating Fund	\$40,000
Total	\$136,425

October 11,2017

Museum Building Fund	\$40,000
Recapitalization Fund	\$15,000
Lot Development Fund	\$11,069
Casino	\$ 3,000
Total	\$69,071

Submitted by Warren Waxer
March 20, 2017

Interim Manager's Report
Karen Byers

When I started to fill in as manager in late April, the year was pretty much mapped out and it was just a matter of completing projects and tidying up loose ends. The board has done most of the heavy lifting this year, working on a three year plan, presenting to council and searching out a new manager with the qualifications to take us into the next decade.

It was a busy summer of exhibits and outings, punctuated by fundraising and other special events. Carla Slover was responsible for our well received summer exhibit featuring the research of Brian Luckman. Our visitors also enjoyed This Wild Spirit in the alcove gallery during the summer months and the excellent line up of artists that preceded it this spring. As 2016 drew to a close we got the bad news that we would lose our Exhibits Coordinator. We have had two wonderful years of exhibits thanks to Carla's hard work and will miss her.

Down in the Collection and Archives, Dee Dee Bartlet has been continuing to work tirelessly to make order out of chaos. She coordinated a reorganization of our backlog when we installed some much needed shelving from the Municipal Library. Dee Dee also wrote two successful grants this year –a de-accessioning project for Val and an access to holding grant for me.

Val Delill returned to the fold in early summer, working on a de-accessioning grant and pulling lots of shifts in the gift shop. We are happy that she has written several grants to keep her busy this summer and hope she will find time to do some of her excellent programming for us.

We were delighted to have Jacquie Foley join our team in July. She has worked wonders in the gift shop and created a welcoming environment in the gallery. She has also taken on the task of membership for the society and also spent many hours updating our disaster plan. Sarah Warren was back to assist Jacquie one day a week and that was wonderful as well.

We had an amazing group of fundraisers lead by Anna-Marie & Sheila Couture who worked tirelessly selling the last boxes of chocolate almonds, hot dogs & hamburgers, beer & wine, castor tails and then, as the year drew to a close, they were busy planning for our long anticipated casino.

As always, our museum volunteers have been the lifeblood of our operation Pat Bell, our long time archives volunteer, continues to keep things in order in the basement every Tuesday. Karen & Evan Reed, our Florida volunteers, will be sorely missed as this was their last summer in Canada. Janice Yeaman & Wayne Kennedy once again organized an amazing evening with fabulous food for our Festival of Trees and Wayne has also put his creative genius into facebook and the Signal newsletter. David Harrap helped keep the summer book sale looking fresh every day which had a big impact on sales. Rieko Okazaki, Noriko Stevens, Rogier Gruys and Deb Joly worked many hours for us during special events. When Sheila Couture found a spare minute from fundraising she also created the excellent displays at the activity centre. Many other volunteers worked quietly behind the scenes helping with programming and displays. We know who you are and really appreciate your work!

Programming continues to be a bright spot in our organization. We had some excellent talks, coffees and outings throughout the year. Attendance at our historical events continues to grow and Sheila Couture's (JYHS) spring outing to Red Pass in collaboration with the Valemout Historical Society was a wonderful event. The fall outing (JYMA) at the Maligne Range was a big hit due to our host, Jim Chesser and we also had an opportunity to thank retiring Mike Dillon for all his hard work on our behalf. Throughout the summer and fall, the mini outing line up took us to many interesting homes and businesses in the town site. We hosted many senior tours over the summer as well as local & visiting school groups during the spring and fall. I have especially enjoyed connecting with Kathryn Howe's grade four class this year.

It has been a challenging year for the museum but as it draws to a close I hope that things are well organized for our new manager who starts next month. I'm really looking forward the prospect of new ideas and energy!

Collection Manager and Archive Clerk

Dee Dee Bartlett

Collection Manager

- 350 artifacts from the artifact collection and backlog were catalogued and added to the collections database.
- Karen has taken over the accessioning of new artifacts. This includes chairing the Accession Committee meetings. I help out where needed and continue to sit on the committee. We also work together to finalize the accessioning backlog.
- I attended many meetings throughout the year including monthly staff meetings and Accession Committee meetings. Also meetings for disaster planning, storage planning, de-accessioning, the Mountain Portal project with Christy Urban from the U of A, CN Storage Container with John Ogilvy, Exhibits Committee, Personnel Committee and the JYHS AGM
- I have covered some shifts at the front desk where needed.
- I helped out where needed with feedback and information regarding the business plan.
- We received an AMA Institutional Grant for a "Deaccession & Storage Reorganization Project" \$5964.00. Val Delill completed this project under my supervision. The project including updating the de-accessioning policy, de-accessioning artifacts that were not relevant or were duplicates and reorganizing storage space made available. We also visited the Musée Héritage in St. Albert to research storage ideas.
- I participated in the Alberta Museum Association (AMA) site visit on April 1st. This was a very informative session. In addition to touring our guest through the exhibits and storage areas we were able to ask lots of questions.
- I hosted several coffee hours presenting various topics including Otto's Hall, the Chaba Theatre, movies, Kobasa Kapers and Show 'N' Tell.
- I hosted the June mini-outing featuring the 600 block of Connaught Drive plus attended and photographed the others.
- I attended the Spring Outing at Red Pass and Fall Outing at the Maligne Range taking lots of photos for our records.
- I helped with the installation of the Brian Luckman exhibit as well as picked up the "This Wild Spirit" exhibit in Edmonton.
- I helped with minor repairs around the building and storage reorganization.

Archives Clerk

- 7 entries were added and 18 entries were updated on the Archives database.
- Over 90 photos from the backlog were added to the photo database and 2 updated to reflect new information.
- We received an ASA Backlog Reduction Grant \$1146.60 for the Willi Pfisterer fonds - Arrangement and Description project. Karen completed the project under my supervision.
- I attended the Archives Society of Alberta (ASA) Conference in Canmore which consisted of several information sessions, the ASA AGM, a members forum, and a training workshop for Alberta On Record online database. The database has been undergoing some upgrades over the last few years. This was a worthwhile conference for the information alone but by my attending on behalf of the JYMA it will count towards extra points when applying for grants from the ASA next year.

- I submitted a selection of archival photographs to the ASA for their Archives week project. This also gives us extra points towards grants.
- The Disaster Kits have been updated with the new materials from the ASA Flood Advisory Programme and are safely stored in the CN Storage Cache in case of emergency.
- The newspaper collection has been re-housed and stored safely in archival boxes following the recommendations from the ASA. They also supplied the boxes.
- I handled a few archive requests when Karen was unavailable.
- I catalogued a large collection of archival material donated by Mary Porter.
- I have begun a project to scan the JYMA Accession Register. In the past we have kept a photocopy offsite as backup. We have been advised by the ASA to create a digital backup for offsite storage.
- I have been sorting Jasper Booster photos which were given to the archives when the newspaper folded.
- I facilitated a site visit from an audio visual expert hired by the ASA to help evaluate the condition of our AV material. She taught me a lot about the material we have and will be sending a report with recommendations on improvements for their storage and preservation.
- We received some used shelving from the library which we have made use of it in various spaces in the museum. I have been doing a little reorganizing to make better use of these.
- I catalogued and re-housed a collection of plans regarding the town water supply.
- Scanning has started on an armed forces binder that was created from material collected by Sheila Couture and Hugh Conway for a display at the Activity Centre. During recent Remembrance Day preparation it was identified as one of the most concise record regarding Jasper's contribution to the armed forces. By scanning it we will become more accessible and we will be able more easily share it with the community organizations.
- Volunteer Pat Bell continues to update the archives information files. She also helped with the newspaper collection, organized a collection of interpretive photos to make them more accessible, helped with the water supply plans, labelled envelopes for the town site photo project and reorganize several boxes of photos that were incorrectly filed.

Parks Canada

- Congratulations to Mike Dillon on his retirement from Parks Canada's as the Cultural Resource Specialist. He has been the liaison with the JYMA for several years. Mike Dillon and I communicated regularly regarding the management of the Parks Canada collection and to finalize a few items prior to his retirement.
- I packed the Swift artifacts for return to Parks Canada. They had been on temporary display at the museum while renovations were carried out at the Palisades Centre where they are normally on exhibit.
- I updated our oral history inventory for a comparison with Mike Dillon list from Parks Canada to identify any gaps in the collection.
- I gave feedback regarding the renewal of our working agreement with Parks Canada.
- I was able to sit in on a portion of the (FHBRO) Federal Heritage Building Review Office workshop held at the museum for Parks Canada staff.
- I have also met with Mike Eder to locate various Parks Canada artifacts at the museum.

Accessions & Archives
Karen Byers

This was my first full year of accessioning and it was really a challenge to keep on top of things. According to Dee Dee, it was an average year with 96 accessions. Some of the highlights this year were:

- “My Trip to Jasper”- a 1941 photo album
- tree and rock samples from 2016 exhibit *Scientific Adventures in the Rockies*,
- an iron crib from Seton Hospital
- a railway tie from the Whirlpool River
- Pyramid Hotel Golf Trophy
- a set of hobbles
- a radiator from 812 Geikie Street
- Seton Hospital recipe book
- photos of Jasper High School variety show
- A “spy” camera
- Pyramid Barber Shop comb
- Slides of a Wilmore hunting trip
- two framed paintings of Jasper Park Lodge golf course
- Peace Robinson photo album
- water, sewer & garbage bill and plan for the Jackman House
- Rae Milligan golf clubs
- Kobasa Kapers poster
- 1970 parks pass

The archives research requests were pretty quiet this year. I handled 98 research requests and generated \$ 800.

