



55th Annual General Meeting
at
Sunbury Shores Arts and Nature Centre,
139 Water Street, St. Andrews, NB
on
Thursday, November 14th 2019, 5:00 – 7:00 pm

Present: Caroline Davies (Chair), Theresa MacKnight (Vice-Chair), Angela Honey (Secretary), Susan Dewar (Treasurer), Marie LaForest, Catherine Hamilton, Sara Brinkhurst, Angela McLean, Mark Blaggrave, Chelsea Martin, Michelle MacKay, Caroline Walker, Katherine McCord, Mark Blaggrave, Jessie Davies, Dave Archambault

1. Welcome Caroline Davies

Chair Caroline Davies extended a welcome to all in attendance.

2. Approval of the Agenda All –
MOTION - to approve the agenda as presented – Catherine Hamilton;
seconded Theresa MacKnight. Carried.

3. Approval of the Minutes from the 54th AGM 2018 All –
MOTION - to approve the minutes of the 2018 AGM – Chelsea Martin;
seconded Jessie Davies. Carried.

4. Report of the Executive Director Sara Brinkhurst

Sara presented a broad overview of the activities of the last year. She mentioned that there had been a partnership with eh boys and girls club for the children’s outreach program.

There was a variety of course offered this summer with a reflection on how to better schedule programming.

There is a new programming initiative for children’s programming with Kingsbrae, Kiwanis and Huntsman to provide programming every day throughout the summer. The initiative would be funded by private funding

to ensure that programming will go without worrying about minimum numbers.

The critically acclaimed artist program (CAAP) had three classes this year. All were filled with students travelling from distances across Canada and into the USA. All programs are heavily subsidized because the instructors are expensive, but the classes are very well received on the student side.

Seniors programming was minimal due to lack of funding but a wellness grant was used to fund a mindfulness program this fall and will run into the winter.

Next year there is a plan to find funding for an open studio program with paid studio technicians to help in the studios.

There has also been a grant application for a stairlift to open up the second level studios.

Studio by the Sea - artist in residence offered in partnership with Windsor House. Six students participated last year, and one has applied for the next year.

The Beaverbrook Canada foundation has also an artist in residence program which allows for a grant to the artists. One has been assigned this year already.

There have been 19 exhibits so far this year including community, artist group NB, emerging artist, and a retrospective show. There were also nine solo shows. These shows featured a wide variety of mediums. Currently, 60 artists registered to participate in the Deck the Walls coming up in December. Exhibit sales were down this year but this has been a trend within most NB arts centers.

The bursary program is to support both kids at risk and underfunded artists. Along with prize money to students at SJDA.

As an enhancement to special events, the permanent liquor license has been approved which allows for more than two licenses per month under the old temporary permit. Many groups use Sunbury for all types of events and this license allows them all to serve alcohol should they wish.

The Two Meadows trail is currently in need of new signage and Sara is looking for a grant. There was some maintenance done to the trail with volunteers. There is a plan for a map to be posted online.

Fundraising events included the Rossmount dinner, plant and yard sale and Making Waves. Making Waves had over 800 people through the exhibit over four days and the new format went well.

Sunbury Shores membership is currently under review. There is a plan to roll memberships to the calendar year to avoid the tracking issue with expiry dates. There is a need to review the member benefits for enhancement opportunities.

Donations and grants - many grants are in process. A Tourism, Heritage and Culture grant was received and was an increase over last year. Grants were also received from the Shelia Hugh McKay Foundation. Sponsorship opportunities are also being explored.

Marketing and promotions - Florence is on staff working on marketing and promotions. Doing this work in house allows for a quick response to needs in the moment. Thanks to Florence for updating and releasing promotional material.

There has also been a production of brochures and catalogues for the exhibits.

It was noted that Mabel Ketchem and Frankie Remer both passed away. There is a plan with the family to have a celebration of life at Sunbury in the new year.

Thank you to Sue Rangeley and Sharon McGladdery for their volunteer work and coordination. Volunteers get the activities off the ground.

5. Report of the Treasurer & Susan Dewar
Presentation of Financial Statements

The full financial statement is available for review at Sunbury. Susan provided a summary for the meeting.

She reviewed the summary line by line for 2018

Susan commented on 2019. She noted that the exhibit sales are down and the donations are unpredictable.

David Archambault spoke to the audit of the 2018 finances. Susan was able to ensure that the statements that the auditors received were complete so ANR was able to move forward with the review of internal controls. David felt that the internal financial controls were all good.

MOTION - to accept the treasurer's report - Susan Dewar; seconded Angela Honey. Carried.

6. Report of the President Caroline Davies

Caroline reported on her last report for her term. She thanked the board members that have served through her term.

Sara has been Executive Director for almost a year at this point and it has been a good year of continued growth.

Janie was thanked for her time at Sunbury and Angela M was welcomed as a new staff member.

Caroline acknowledged all the volunteers who make contributions, especially those in the room - Alana and Ann for their work in the redo of the print shop; Steve for his bartending and Sue Rangeley for her volunteer coordination.

Donors are also very appreciated and special to Sunbury. Many exhibits are not for sale and so it is the donors who provide the support that keeps the doors open.

7. Eidlitz Awards..... Sara/Caroline

Sunbury Shores actually has two awards to present. The first one is Commitment to the Arts - awarded to Robert Van der Peer who has been at Sunbury for twenty-two years. He moved the print shop to a nontoxic chemical process which allows the high school students to use the print studio. He has raised awareness of what the print studio can do. He has been a link to Cuba and last year brought a couple back as artists in residence.

The Eidlitz award goes to an individual who brings the link between arts and nature to the fore. The award will be presented to Ann Manual. In addition to her robust career, Ann has served on the board of Sunbury, sharing her experience both as an artist and as an arts educator.

8. Report of the Nominations Committee Angela Honey

The following slate was presented:

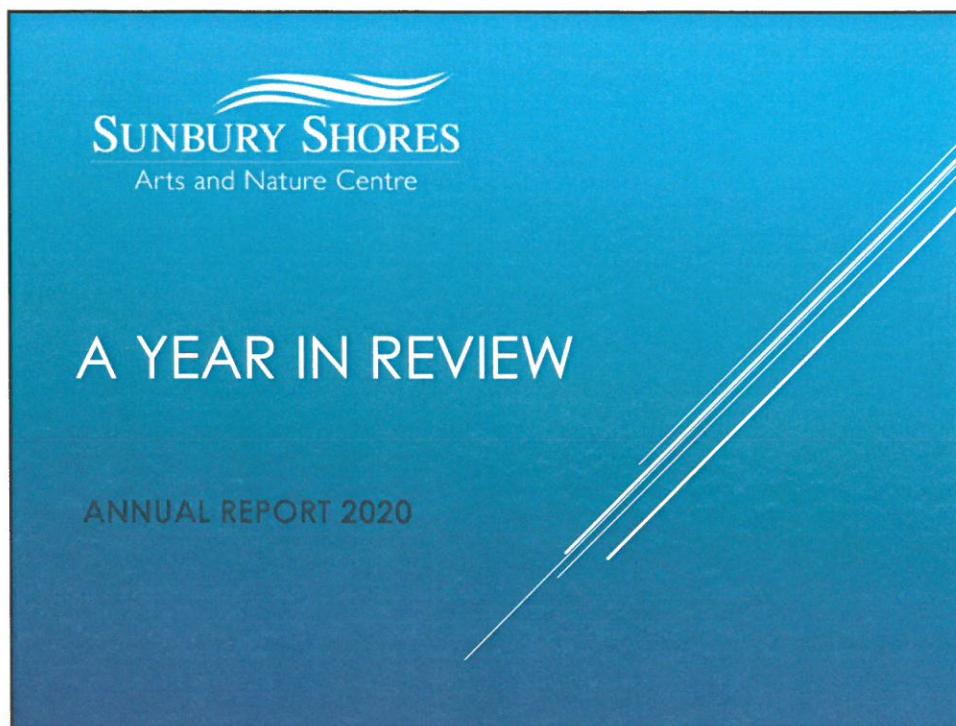
Name
1. Catherine McCord
2. Mark Blgrave
3. Michele MacKay
4. Caroline Walker
5. Susan Dewar (Treasurer)
6. Chelsea Martin
7. Marie Laforest
8. Catherine Hamilton (President)
9. Angela Honey (Secretary)
10. Theresa MacKnight (Vice President)

MOTION: to accept the slate as presented - Angela Honey; seconded Chelsea Martin. Carried.

9. New Business

Presentation of the new Chair, Catherine Hamilton.

*Move to adjourn AGM 2019 by Theresa MacKnight.
Meeting adjourned 5:56 pm.*



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THE COVID EFFECT:

Closed to the public March 17 - June 1st

8 major exhibitions cancelled / postponed

Spring & Summer instructor contracts renegotiated / cancelled / new schedule

COVID Operating Plan developed, incl. 2nd office built

Major fundraising events cancelled

New approach to Exhibition Opening events (limited access)

Visitors down 33% (to Oct.31), membership base consistent

COVID grants / wage subsidy / loan accessed

New initiatives to engage public: Artists in the Window, on-line COVID gallery, Art Attack interviews, on-line store

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FINANCE

New auditor – Teed Saunders Doyle and Company

New Point of Sale system (SQUARE)

Federal COVID Wage Subsidy Program

Several COVID grants accessed

Jay Dampf Memorial Scholarship Fund established

Call for donations for shelter for Tom Smith kick wheel

Fundraising revenue and donations are down significantly

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FACILITY

Improvements made possible through Grants:

- Stairlift installed to second floor
- 2nd office built (due to COVID)
- Gallery hanging system; lighting upgrades (Harbour View Gallery)
- Art storage / wrapping table / plinths; shelving; washroom & kitchen
- Technology installed to deliver courses virtually

Other facility projects completed by volunteers:

Library organized, ceramics studio clean-up

Other:

- Exterior painting (approved in 2020 Budget, not completed by contractor)
- Security enhancements
- Fewer venue rentals, but increased studio use
- Long-term capital plan / asset management plan is a priority for 2021 (seeking community volunteers)

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FACILITY cont'd: Two Meadows Trail

- Board Committee formed
- Lease renewal with UNB sought but not approved at this time
- Significant accessibility and useability improvements required – funding options being explored

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FUNDRAISING

Fundraising Budget 2020: \$33,000
Fundraising Total YTD 2020: \$ 3,795 (SLAINTE)

Fundraising Events Cancelled due to COVID:

- Annual plant / yard sale
- Rossmount Dinner
- July 1st Gin-tasting event
- Making Waves (Major Annual Fundraiser)
- Limited access to Exhibition Opening events

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MARKETING: ENGAGEMENT & BRAND AWARENESS

Facebook	434 posts	3755 followers
Instagram	207 posts	1291 followers
Twitter	96 tweets	185 followers
Newsletters	24 issued	950 subscribers
Brochures / posters / flyers	43 designed	

Website: Re-fresh, navigational improvements, on-line shop added

Electronic Boards: schools, town offices in County, CHCO, Artsipelago

Radio / TV: CTV story, CHCO info-mercials / ad campaign / live call-in show, CBC radio stories, press releases

Other Print: Arabella

Special Initiatives: On-line COVID art gallery, Art Attack Interviews

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PROGRAMMING

	YTD 2019	YTD 2020
# Programs Run	29	43

- ▶ **Adults:** Adult Courses (general) – various media, skill levels
Critically Acclaimed Artists Program (CAAP) – 3 programs
In-Process Creative – 2 programs
Vulnerable Persons (planning)
- ▶ **Artists in Residence:** Beaverbrook Residency (2)
Studios by the Sea Residency (1)
Artists in the Window (6)
- ▶ **Kids:** CLASS – 183 students (formal curriculum - SJDA and VMES)
SCAMPS – 8 weeks July- Aug (new 2020), partners: KIRA, Huntsman
Outreach – 9 locations in 2019, on hold in 2020
March Break / Wed. after school / Saturday mornings
New weekly program being developed for CHCO
- ▶ **Seniors:** Meditation Group – ongoing twice weekly
Partnership with Passamaquoddy Lodge (new in 2020)
TAGS (Tuesday Art Group for Seniors) (new in 2020)

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HUMAN RESOURCES

- ▶ **Management Restructure (2 director positions)**
 - Creative Director (Sara Brinkhurst)
 - Operations Director (Angela McLean)
- ▶ Board approved budget for 3rd person for partial year (Gallery and Operations Assistant – Florence Small)
- ▶ SEED Funding for Summer Student for SCAMPS Program
- ▶ Volunteer Hours down from 2019 due to cancelled fundraising events

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LOOKING AHEAD:

- New Board Members to be elected Nov. 12
- Board Governance Training and Strategic Planning
- 2021 Budget
- Expanded use of technology for programming and exhibitions
- Focus on Donor Relations
- Fundraising in a COVID world?
- Explore options for Two Meadows Trail
- Capital Planning / Asset Management Plan

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THANK-YOU TO ALL OF OUR:

MEMBERS
DONORS, PATRONS AND FUNDING AGENCIES
VOLUNTEERS
STUDIO USERS
INSTRUCTORS & STAFF
BOARD OF TRUSTEES

Questions?

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SUNBURY SHORES ARTS AND NATURE CENTRE, INC.

Financial Statements

Year Ended December 31, 2019

SUNBURY SHORES ARTS AND NATURE CENTRE, INC.

Index to Financial Statements

Year Ended December 31, 2019

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INDEPENDENT AUDITORS' REPORT

To the Members of Sunbury Shores Arts and Nature Centre, Inc.

Qualified Opinion

We have audited the financial statements of Sunbury Shores Arts and Nature Centre, Inc. (the Organization), which comprise the statement of financial position as at December 31, 2019, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the *Basis for Qualified Opinion* section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the Organization as at December 31, 2019, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Basis for Qualified Opinion

In common with many charitable organizations, the Organization derives revenue from donations and fundraising, the completeness of which is not susceptible of satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the Organization and we were not able to determine whether any adjustments might be necessary to contributions, excess (deficiency) of revenue over expenses, current assets and net assets.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Organization in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

Other Matter

The financial statements for the year ended December 31, 2018 were audited by another auditor who expressed a qualified opinion on those financial statements for the reasons described in the *Basis for Qualified Opinion* section.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Organization's financial reporting process.

(continues)

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Saint John, New Brunswick
November 3, 2020



CHARTERED PROFESSIONAL ACCOUNTANTS

SUNBURY SHORES ARTS AND NATURE CENTRE, INC.

Statement of Financial Position

December 31, 2019

	2019	2018 <i>(Revised)</i>
ASSETS		
CURRENT		
Cash	\$ 29,663	\$ 26,448
Harmonized sales tax recoverable	2,497	3,226
Prepaid expenses	-	555
	32,160	30,229
CAPITAL ASSETS (Note 4)	562,388	593,702
RESTRICTED ENDOWMENT CASH (Note 7)	92,592	129,691
RESTRICTED ENDOWMENT INVESTMENTS (Note 7)	385,076	347,977
	\$ 1,072,216	\$ 1,101,599
LIABILITIES		
CURRENT		
Accounts payable	\$ 14,945	\$ 10,678
Employee deductions payable	2,641	4,041
Deferred revenue (Note 5)	39,679	76,683
	57,265	91,402
DEFERRED CONTRIBUTIONS RELATED TO CAPITAL ASSETS (Note 6)	538,454	566,525
	595,719	657,927
NET ASSETS		
UNRESTRICTED NET ASSETS	(25,105)	(61,173)
INVESTED IN CAPITAL ASSETS	23,934	27,177
ENDOWMENT NET ASSETS (Note 7)	477,668	477,668
	476,497	443,672
	\$ 1,072,216	\$ 1,101,599

ON BEHALF OF THE BOARD

Susan Dewar

Director

Catherine Hamilton

Director

SUNBURY SHORES ARTS AND NATURE CENTRE, INC.

Statement of Operations

Year Ended December 31, 2019

	2019	2018
REVENUE		
Donations	\$ 132,696	\$ 117,875
Grants and other contributions <i>(Note 8)</i>	63,686	79,371
Course fees	57,382	50,562
Special events and fundraising, net	23,037	20,955
Other revenue	15,193	13,817
Exhibition and gallery shop sales	14,639	28,314
Investment income and realized gain	14,297	15,403
Amortization of deferred contributions related to capital assets	28,071	29,449
	<u>349,001</u>	<u>355,746</u>
EXPENSES		
Salaries and wages	138,639	118,941
Instructor fees	61,583	63,196
Centennial House <i>(Note 9)</i>	25,666	22,589
Office and administration	17,855	13,871
Gallery and exhibition expenses	14,545	9,935
Course expenses	12,594	8,628
Professional fees	12,261	14,554
Advertising and promotion	10,192	13,047
Art supply and studio expenses	9,626	12,367
Investment management fees	6,837	6,901
Bank charges and merchant fees	4,703	6,840
Amortization of capital assets	31,314	33,325
	<u>345,815</u>	<u>324,194</u>
EXCESS OF REVENUE OVER EXPENSES FROM OPERATIONS	3,186	31,552
UNREALIZED GAIN (LOSS) ON INVESTMENTS	<u>29,639</u>	<u>(24,134)</u>
EXCESS OF REVENUE OVER EXPENSES	<u>\$ 32,825</u>	<u>\$ 7,418</u>

Report of the Nominations Committee
2020 Annual General Meeting

SLATE FOR BOARD MEMBERSHIP 2020-2021

(Three-year terms with one, three-year extension possible = six years. Option to re-offer each year)

NAME	YEAR NOMINATED	TERM EXPIRY
Catherine Hamilton (President)	2018	2021
Theresa MacKnight (Vice- President)	2015	2021
Susan Dewar (Treasurer)	2018	2021
Michelle Mackay (Secretary)	2019	2022
Stan Choptiany	2020	2023
Chris Costello	2020	2023

Motion: *To approve the slate of Board Trustees for 2020-21, as presented by the Nominations Committee.*

Moved: Theresa MacKnight

Seconded:

List of Proposed By-Law Amendments
AGM November 12, 2020

ARTICLE #	PROPOSED CHANGE	RATIONALE
V.1.iii	<p>Change minimum age of Board Members <u>Existing wording:</u> age of 16 <u>Proposed wording:</u> age of 19</p>	<p>To comply with the requirements of the NB Companies Act</p>
VI.1	<p>Change size of Board <u>Existing wording:</u> no less than seven (7) and no more than eleven (11) persons <u>Proposed wording:</u> no less than six (6) and no more than nine (9) persons</p>	<p>To enable more meetings (ie. easier to establish quorum), and to recognize the challenges in recruiting new Board Members in a small community.</p>
VI. 5.1	<p>Frequency of meetings of the Board <u>Existing wording:</u> shall meet a maximum of eight times per year <u>Proposed wording:</u> shall strive to meet a minimum of eight times per year</p>	<p>To allow for more business to be conducted throughout the year.</p>
VIII	<p>Remove Staff job descriptions from By-Law <u>Existing wording:</u> <i>Staff job titles and job descriptions described in By-Law</i> <u>Proposed wording:</u> <i>remove this article</i></p>	<p>To allow for flexibility in Staff job titles and duties, depending on changing needs of organization and skills of staff. (Note: detailed job descriptions are in place outside of By-laws, approved by the Board).</p>
XI.ii.	<p>Change wording for Staff signatory for contracts, bills, and cheques <u>Existing wording:</u> The Executive Director (<i>plus President and one assigned Board member</i>) <u>Proposed wording:</u> One senior staff person to be appointed by the Board (<i>plus President and one assigned Board member</i>)</p>	<p>To allow for more flexibility and efficiencies, in keeping with Staff job descriptions.</p>