



Sunbury Shores  
Arts and Nature Inc.  
139 Water St.  
St. Andrews  
E5B 1A7

506.529.3386  
[sunburyshores.org](http://sunburyshores.org)

**2022 Annual Report** | 59th Annual General Meeting, September 14, 2023

## Annual Report Contents

59th Annual General Meeting Agenda	2
Executive Director's Report	3
Treasurer's and Financial Auditor's Report	6
Nomination Committee Chair's Report	8
Chair's Report	9
ADDENDUM: Minutes of 58th Annual General Meeting	11

## Agenda (September 14, 2023 at Sunbury Shores Arts and Nature Centre Inc.)

Chair's Welcoming Remarks	Sharon McGladdery	6:00 – 6:10
Approval of Agenda		6:10 – 6:12
Motion to Approve Minutes of 58th AGM		6:12 – 6:15
Executive Director's Report	Gerald McEachern	6:15 – 6:30
Treasurer's and Financial Auditor's Report	Keith McQueen	6:30 – 6:45
Nominating Committee Chair's Report		6:45 – 6:50
Chair's Report	Sharon McGladdery	6:50 – 7:00
Other Business		TBD
Adjournment		

Questions, omissions? Motion to approve agenda. *Call for the vote. Carried.*

## **Executive Director's Report (on 2022)**

Gerald McEachern

### OVERVIEW

The effects of COVID-19 on operations from March, 2020 were still being felt by the end of 2022. Among the effects were revenue challenges, Board and staff fatigue, reduced visitations, rebooting public-facing programs, and looming pressure related to repaying the COVID loan.

Another administrative result was the delaying of the last AGM until November 17, 2022. This has resulted in blending 2021 financial data with 2022 operational data. It is the aim of management and the Board to move the AGM up in the calendar closer to the December 31 year-end, which will ensure 2023 financial data will align with operational data in the same year.

In summary, operations conducted in 2022 were fully reported by the previous executive director at the last AGM and are captured in the the minutes and meeting records.

As summary of information for the fiscal year 2022 is as follows:

#### **1. Acknowledgements (2022)**

##### **Staff:**

Artistic Director Caroline Walker, Operations Coordinator Florence Small, Bookkeeper Mary Wobma

##### **Instructors:**

Chantal Vincent, Theresa MacKnight, Emmaline Mortimer, MJ Edwards, Lorna McMaster, Ted Michener, David LaFlamme, Ann Johnston, Ruth Dunfield, Leo Depres, Brigitte Clavette, Michelle Bruce, Renata Britez, and Judith Brennan, among others...

##### **Studio Members:**

Alanna Baird, Ann Bonfanti, Michelle Bruce, Kate Giles, Avril Bull Jones, Susan Kelly, Ann Manuel, Brian and Lorna McMaster, Emmaline Mortimer, Susan Greenbank, Katherine McCord, Florence Small and Helen Soucoup.

##### **Volunteers:**

Sue Rangeley and her team of 39+ local supporters

##### **Supporters:**

Members, funders, donors and patrons like you.

#### **2. Scope of Business**

- Operations
- Human Resources
- Marketing and Communications
- Finance and Administration
- IT, Technology and Facilities
- Research and Development

### **3. Operations**

**General:** Attracted 9300 visitors over the course of 2022

**Exhibitions:** 17 gallery exhibitions with 176 artists represented, 980 works exhibited, 239 sold.

**Programs:** 39 courses and programs with 444 paying attendees

**Education:** CLASS art instruction to 170 students in local schools, SCAMPS 8-week summer programs for kids, After School programs in St. Andrews, and professional development with the Critically-Acclaimed Artists Program featuring internationally recognized artist-instructors, and Artists-in Residence Program supporting Susan Greenbank.

**Events and Meetings:** 11 opening receptions, Paddlefest, EarthFest, gin tasting fundraiser, Tidings & Tinsel fundraiser, one book reading, three artists' talks, writers group meetings 2x per month, meditation group sessions 3x per week, dance and voice lessons, photo club meetings, Dog Park fundraiser, non-profit organization AGMs, and private venue rentals.

### **4. Human Resources**

Artistic Director Caroline Walker appointed in September, 2022.  
Executive Director Angela McLean resigned in December, 2022.

The changes in senior staff presented transitional challenges as Sunbury Shores entered 2023.

Florence Small (acting as Operations and Gallery Assistant) completed her 4th year with Sunbury Shores and provided stability and institutional memory.

Once again, volunteers were essential to the smooth delivery of operations, especially for openings, fundraising and special events in 2022.

### **5. Marketing and Communication**

Social media (Facebook and Instagram) were the primary platform for marketing and communication, and played a significant role in attracting visitors and promoting exhibitions, programs, fundraising and events.

Local posters were used to support social media, as well as email blasts and postings on the Sunbury Shores website. By the end of the year the website was in need of a facelift and updating.

### **6. Finance and Administration**

Several factors affected financial performance.

Unlike the previous year COVID relief funds (\$49,672) were not available this year.

Additionally, there was a downturn in investments resulting in a \$56,972 loss on the investment portfolio.

Deferred revenue (\$59,350 for 2022)—monies received earmarked for projects but unspent—was used to maintain operational cashflow, which pushed the responsibilities for the expenditures to deliver these projects into 2023.

Finally, securing public (i.e. government) support for operations, though appreciated (\$17k from the province) has always been a limiting factor and an operational challenge.

Administratively, the resignation of the executive director directly affects the delivery of administrative processes in 2023. The Board took action in late 2022 to refill this position.

## **7. IT, Technology and Facilities**

Modest investments in general maintenance and upkeep (painting, cleaning, maintenance contracts, licensing, etc.) were made throughout 2022.

## **8. Research and Development**

The executive director undertook and completed work on a “Four Pillars Strategy” that was presented at the last AGM. Some of R&D duties regarding grants, funding, exhibitions and programming were taken on by the incoming Artistic Director in the last quarter of 2022, results to be forthcoming in 2023.

Looking to the future, there have been considerable actions and enhancements undertaken as the organization moved into and through 2023, from branding and marketing to program delivery and updates to the facility. There will be much more to report on these at the next AGM earlier in 2024—our 60th anniversary year!

Questions/concerns? Motion to accept the Executive Director’s Report. *Call for the Vote. Carried.*

**Treasurer's and Financial Auditor's Report (2022)**

Keith McQueen, Teed Saunders Doyle Chartered Professional Accountants & Advisors  
Gerald McEachern, on behalf of Board and Treasurer position

**Statement of Financial Position**

	2022	2021
Assets	\$ 1,126,620	\$ 1,276,474
Liabilities		
Current	109,215	115,564
Long term debt	–	40,000
Deferred contributions re: capital assets	<u>489,001</u>	<u>515,846</u>
Total liabilities	<u>589,216</u>	<u>671,410</u>
Net Assets		
Unrestricted net assets	38,009	111,781
Invested in capital assets	12,652	15,615
Endowment net assets	<u>477,743</u>	<u>477,668</u>
Total net assets	<u>528,404</u>	<u>605,064</u>
	\$ 1,126,620	\$ 1,276,474

**Statement of Operations**

	2022	2021
Revenue	\$ 312,559	\$ 335,774
Expenses	<u>332,332</u>	<u>301,082</u>
Excess (deficiency) of revenue from operations	(19,763)	34,692
Unrealized gain (loss) on investments	<u>(56,972)</u>	<u>49,272</u>
Excess (deficiency) of revenue over expenses	\$ (76,735)	\$ 83,964

## Statement of Cash Flows

	2022	2021
Operating activities		
Excess (deficiency) of revenue	\$ (76,735)	\$ 83,964
Items not affecting cash	<u>(16,800)</u>	<u>40,663</u>
Changes in non-cash working capital	<u>(45,799)</u>	<u>43,039</u>
Cash flow from (used by) operating activities	<u>(62,599)</u>	<u>83,702</u>
Investing activities	<u>(24,957)</u>	<u>(37,084)</u>
Increase (decrease) in cash	(87,481)	49,110
Cash, beginning of year	<u>164,359</u>	<u>115,249</u>
Cash, end of year	\$ 76,878	\$ 164,359

### Remarks:

2022 was a financially difficult year, principally due to the aftereffects of COVID-19. Unlike the previous two years federal COVID relief funding was not available.

However, grants improved by some \$34,000 over the year before, though donations were down by some \$11,000. Retail sales were also down by \$10,000 though other sources of revenue were up by about \$14,000, more than offsetting the shop sales decline.

Expenses also increased, most notably in gallery and exhibition expenses, up by over \$31,000, and professional fees, up by just over \$8,000.

Finally, the post-COVID equities market turndown resulted in a \$56,972 reduction on the endowment portfolio.

Questions/concerns? Motion to approve accountant's report. *Call for the Vote. Carried.*

## **Nominating Chair's Report (2022 to 2023)**

Catherine Hamilton

### BOARD OF TRUSTEES 2022 – 2023

Name	Year Nominated	Year Departed/To Expire
Amy Ash	2021	April, 2023
David Bruce	2021	February, 2023
Angelique Commins	2021	July 2023
Ambre DeVolpi	2021	July 2023
Catherine Hamilton	2018	2024 (second term)
Gerald McEachern	2022	January 2023 (to assume ED position)
Sharon McGladdery	2022	2025

### APPOINTMENTS (ratified at this 59th AGM)

Clare Bridge	2023	2026 (first term)
Diane Ganong	2023	2026 (first term)
Sara Brinkhurst	2023	2026 (first term)
Kate Giles	2023	2026 (first term)
Susan Lazor	2023	2026 (first term)

Questions/concerns? Motion to ratify the appointment of the slate of Trustees for 2023/2024 as presented by the Nominating Committee and appointed to the Board as per Article VI.2.ii of Sunbury Shores By-laws. *Call for the Vote. Carried.*



## **Chair's Report**

Sharon McGladdery

### **Staff:**

Gerald has presented our 2023 Staff Team, who, as a Board, we love working with.

### **Volunteers:**

"Sue's Troopers". We simply could not hold a functional event, opening, front-desk back-up, without Sue Rangeley or them. We thought we knew volunteer stuff before Sue... evidently, we knew NOTHING!!

### **By-laws:**

We have some by-law amendments for Member approval. Hard copies are available with underline additions and strikethrough deletions. Note that only Members can vote on these changes to bring them into force. Members have cards to help us with this.

Mandate - editorial change: Deleting handicrafts and nature conservation & replacing with arts and crafts inspired by our natural environment. We have some great conservation organizations in this area. We support them wholeheartedly, but are not one of them.

Article VI - Sub-section 3 - delete date.

Sub-section 4 (iii) - delete specific committees and add Board Chair and Executive Director as ex officio on all committees (except the Executive Committee described under Article VII).

Sub-section 4 (v) - address a typo & the need for regrets to be sent if a meeting will be missed - 'for the record'.

Sub-section 5 (i) - change 8 meetings per year to 6 - We need to give committees time to make progress to report between Board meetings.

Sub-section 5 (ii) - special meetings of the Board need 3 (not 5) Trustees to make that request.

Sub-section 6 - Advisors - add advisors to, or members of, Standing or as hoc committees (as a small Board, we would like to call on community expertise to support our recommendation platform)

Article VII - Sub-section 1 (& throughout) change President to Chair (& Vice-President to Chair) - *simply an aesthetic change.*

Article VIII - Sub-section 2 - change ratification of executive appointments at AGM to better reflect our practice over the last many years, where Members ratify the Board; and the Board then appoints the Executive.

Sub-section 3 - Executive position - may be renewed by majority approval of the Board for the duration of the Board Trustees term of office. Goes without saying, but these are by-laws!

Sub-section 6 (iii) Treasurer roles - simplified roles to remove over-detailed and outdated specifics under (b), (c) and (i).

Sub-section 6 (iv) Secretary roles - remove redundant section (b) noting coverage under (c) (= new (b)). Reduce 20 days notice of AGM to 14 days notice - reflects use of email, in addition to traditional contact methods.

Sub-section 4 - edit 'entitled persons' to 'persons present and entitled to vote'.

Article X - Correct Article XI to Article X - Contracts, Bills, Cheques. How many years have we missed that typo!!?

Wording changed to note signature by Executive Director and one of the Exec (Chair, Vice-Chair or Treasurer). Add that, in the absence of the ED, two of the three named Exec may sign.

Lastly! Article XI - delete (iii) issue securities - outdated.

Questions/concerns? Motion to approve amended By-Laws. *Call for the Vote. Carried.*

### **Our 60th Anniversary**

We celebrate our 60th Anniversary in 2024!

The Huntsman Marine Science Centre will host our celebratory event on July 25th AND the Saint Andrews Brew Company is sponsoring our foamy libations!

As much as I'd like to say I am not older than Sunbury Shores, I can't, but I'm not MUCH older so am looking forward to the event theme. Be prepared... it's The Sixties!

## ADDENDUM

### **Minutes of 58th Annual General Meeting**

5:00 p.m. on Thursday November 17, 2022 At the Centre with electronic attendance

Present: Catherine Hamilton (President); Chris Costello (Vice-President); David Bruce (Treasurer); Michelle Mackay (Secretary); Ambre DeVolpi (Board Member); Angela McLean (Executive Director); Caroline Walker (Artistic Director); 24 SSANC Members

Regrets: Amy Ash (Board Member); Angelique Commins (Board Member)

#### **1. President's Welcome** (Catherine Hamilton) – 5:03 p.m.

A warm welcome was extended by Catherine Hamilton to attending Sunbury Shores Arts and Nature Centre (SSANC) members, who were either present in person or attending via Zoom. Catherine introduced Caroline Walker, the Centre's new Artistic Director. Caroline assumed the position in August of this year, and members responded to this announcement with enthusiasm.

#### **2. Approval of the Agenda** (All)

Motion: That the agenda for the 58th AGM, November 17, 2022 be approved. Moved: Catherine Hamilton Seconded: Ambre DeVolpi

Carried

#### **3. Approval of the Minutes** (All)

Motion: That the minutes of the 57th AGM, November 18, 2021 be approved. Moved: Catherine Hamilton Seconded: Chris Costello

Carried

#### **4. Report of the Director** (Angela McLean, Executive Director) – 5:09 p.m.

The year began with another mandated closure due to Covid-19, and further pandemic restrictions followed. Overall, visitor numbers were down throughout the year by about 15%, and the pandemic was likely the cause of "participation reluctance" for courses and workshops.

Government funding for Covid support ended this year and, along with a tumble in financial market performance, largely contributed to our weaker financial position. We are also challenged by a changing donor profile and competition for donations, and by competing program offerings online.

Highlights of the year included the hiring of our new Artistic Director, Caroline Walker. This position was left open when previous AD Joel Mason resigned in March. A tribute to the late artist Simone Ritter was presented last winter; Simone was a highly-respected local artist, as well as an instructor and active participant at Sunbury Shores. In late spring we were able to return to hosting fundraising events, which had not been possible while pandemic restrictions were in place. This year also marked the 17th consecutive year of our CLASS program (Children Learning Art at Sunbury Shores), which is delivered to local elementary and high school students; this program is entirely donation-based.

In her PowerPoint presentation, Angela outlined the elements and figures that define the cultural and economic impact that Sunbury Shores had on the wider community over the past year, as well as community partnerships, programming, and exhibitions undertaken. She listed maintenance work and improvements to our facility; membership figures; marketing initiatives; income from donations and grants; and governance item updates. Finally, Angela presented an overview of our Strategic Plan and its four pillars, and a list of new initiatives planned for the future.

#### **5. Report of the Treasurer (David Bruce) – 5:29 p.m.**

A. Financial Report – The SSANC Statement of Financial Position for the fiscal year ending on December 31, 2021 is available to all members. As of this statement, and as a cost-saving measure, Sunbury Shores has opted to have an Independent Practitioners' Review Engagement Report done, as opposed to an Independent Auditors' Report. This is an acceptable practice for non-profit organizations. The Review Engagement Report prepared for Sunbury Shores' Statement of Financial Position for 2021, provided by Teed Saunders Doyle, concluded that the SSANC financial position as of December 31, 2021 is presented fairly by the prepared financial statements.

Government funding support during Covid-19, which amounted to nearly \$80K in 2020 and \$50K in 2021, saw us through two years of the pandemic. However, this support ended in 2022, and with the continual increase in costs/expenses and a slump in market conditions for our investments, SSANC is facing a deficit of close to \$50K. The Board is challenged to address the gap between expenses and income with robust fundraising efforts.

B. Comments from the Auditor (Andrew Logan, for Teed Saunders Doyle) – Andrew reiterated Dave's explanation of a Review Engagement Report, saying that more and more Non-Profit Organizations are adopting this option over a full audit, which is much more costly.

In light of the financial success realised by SSANC during the pandemic years, Andrew also commented on the question of whether or not NPO's should have been beneficiaries of government assistance. His position is "an absolute yes"; the Centre will have to contend with after-effects of pandemic restrictions and resulting loss of community participation for some time yet, and owing to government assistance, will be in much better condition to do so.

Motion: That the Treasurer's Report be approved as presented. Moved: David Bruce Seconded: Chris Costello

Motion: That Teed Saunders Doyle be re-appointed as the accounting firm for the review of the accounting books for the 2022 fiscal year.

Moved: David Bruce Seconded: Catherine Hamilton

Carried.

**6. Report of the Nominating Committee (Catherine Hamilton) – 5:42 p.m**

*The Nominating Committee presented for ratification the slate of names of current and new members of the Board of Trustees. Current trustees are President Catherine Hamilton, Amy Ash, Dave Bruce, Angel Commins, and Ambre DeVolpi. Catherine introduced new trustees Gerald McEachern and Sharon McGladdery, and gave a brief outline of their individual experience.*

*Motion: To ratify the appointment of the Board of Trustees presented by the Nominating Committee for the 2022-23 season, as per Article VI Section 2 of the General Operating By-Law.*

*Moved: Michelle Mackay Seconded: Susan Rangeley*

*Carried*

**7. Report of the President (Catherine Hamilton) – 5:47 p.m.**

*Catherine acknowledged remarks made in foregoing reports regarding SSANC's financial position, and affirmed that financial stability and sustainability must be our watchwords during the next few years. She said the Board of Trustees is quite aware of this challenge, and continues to explore measures and means to ensure that it will be met.*

*As the community is enriched by the existence of Sunbury Shores, so Sunbury Shores can only thrive with the support and enthusiasm of the community. Input and suggestions from community members is welcomed, as is their participation in the committee work of the Board. Catherine stressed that any future action taken to bolster the financial stability and sustainability of Sunbury Shores will be taken in consultation with the community.*

**8. Other New Business (All) – 5:51 p.m.**

*None.*

**Adjournment – 5:51 p.m.**