

WOLFVILLE HISTORICAL SOCIETY

REFERENCE MANUAL

**MANAGEMENT AND OPERATION OF
THE SOCIETY
AND
THE RANDALL HOUSE MUSEUM**

Revised April 2016

ABBREVIATIONS USED IN THIS MANUAL

CHIN	Canadian Heritage Information Network
CMAP	Community Museums Assistance Program
CCI	Canadian Conservation Institute
CPP	Canada Pension Plan
CRA	Canada Revenue Agency
ECWA	Esther Clark Wright Archives
EI	Employment Insurance
ANSM	Association of Nova Scotia Museums
HST	Harmonized Sales Tax
KHHC	Kings Hants Heritage Connection
NSM	Nova Scotia Museum
RHMC	Randall House Management Committee
WHS	Wolfville Historical Society

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SECTION 1 INTRODUCTION

1.1 PURPOSE OF THE MANUAL

The manual describes the organization and management of the Wolfville Historical Society. It contains those practices and procedures which have been developed formally and informally over the lifetime of the Society by the members. They are recorded, now for the first time, in a comprehensive manual to ensure that they are not lost or overlooked. In effect the manual is the Society's institutional memory.

The manual is not intended to place present or future members in an operational straight-jacket, but to provide guidance for the proper continuation of the Society in the future. As time passes, new members will bring new skills, knowledge, vigour and commitment to the Society. They will undoubtedly introduce new ideas and will adjust the policies in accordance with the culture of the day, but they will be enabled through the manual to build on the past.

At the time the manual was completed in 2006, the Society did not employ a professional curator. The manual therefore was designed to guide untrained students and Society volunteers to use first class practices. When a professionally qualified curator is employed, he or she will operate according to his or her training and experience, consulting the manual for local information and practice. But because the Society does operate year round, and statutory and other duties are still required in the closed season, the manual is still necessary to members both present and future. Circumstances around the operation and continued success of the Society change over time as well, and the manual should be regularly reviewed and updated.

Every board member and the chair of every committee will have a copy of the manual for the term of their office. Other members of the Society are also encouraged to become familiar with it. A printed copy will be found in the Randall House office. It will be important information for the Society's stakeholders who require assurance that the Society is responsibly managed.

1.2 FOUNDATIONAL STATEMENTS

The following foundational statements have been extracted from the Strategic Plan, 2009-2012, which was formally adopted by the members of the Society at the Annual General Meeting on January 20, 2010.

MISSION

The Wolfville Historical Society is committed to preserving and to cultivating an appreciation of the heritage of Wolfville and the surrounding area.

VISION

Our community is actively engaged in and values its heritage and recognizes the Wolfville Historical Society as a leader in the preservation and interpretation of that heritage.

MANDATE

The Wolfville Historical Society's mandate is:

- To tell the history of Wolfville and the surrounding area by collecting, preserving and interpreting artifacts, archival material and intangible forms of heritage.
- To cultivate a greater understanding of the people and events that have shaped the area from the earliest inhabitants to contemporary times through research, publications, exhibitions, public programs and other activities.

VALUES

We value:

- History and historical knowledge
- High professional and ethical standards
- Physical and intellectual accessibility
- Collaboration and partnerships
- Community engagement
- Accountability to our stakeholders

In carrying out this mission, the Society

- employs staff and trains volunteers to operate the Randall House as a seasonal museum;
- collects and preserves records and objects of historical interest which are related to the life and history of the Town of Wolfville and its surrounding communities¹;
- encourages membership in the Society and interest in the museum and in local history by means of meetings, historical addresses, and the reading of prepared historical papers and advises the Town Council of Wolfville, or any of its commissions or committees, on matters related to preservation and presentation of the history of Wolfville, including the naming of streets and parks and the preservation of buildings.

1.3 A BRIEF HISTORY OF THE SOCIETY

A meeting to establish the Wolfville Historical Society was first held in August, 1941 at the home of Mrs. Charles Wright. Rosamund DeWolfe Archibald and others were concerned about the proposed demolition of the historic Thomas Andrew Strange DeWolf house, built in 1817, on the northeast corner of Main Street and Gaspereau Avenue. The house, in addition to its connection with one of the Town's founding families, contained a room displaying the beautiful pictorial wallpaper said to have been given to Judge Elisha DeWolf by Prince Edward, Duke of Kent, as a wedding gift for his son, Thomas Andrew Strange DeWolf.

Through the efforts of the members (among them Mayor W.K. Fraser, president; Rosamund Archibald, secretary; photographer Edson Graham, vice-president; Professor J.I. Mosher, treasurer; with the Reverend C.H. Johnson, Dr. Ronald S. Longley, Miss D.A. West, and Wolfville Acadian editor H.P. Davidson) the DeWolf House was saved for six years, and

¹ The area which the Society considers to be its primary geographical area of interest encompasses Wolfville, Port Williams (Church Street and Starrs Point), Greenwich, White Rock, Gaspereau, Melanson, Brooklyn Road, Avonport and Grand Pre.

operated as a town museum with Mrs. May (Pratt) Starr acting as curator. Members and friends from near and far loaned artifacts for summer exhibits, and donated portraits, textiles, furniture and books which still form the nucleus of the museum collection.

When the Wolfville Fruit Company required the land on which the DeWolf house stood, it offered the house to the Society on the condition that it be moved off the site. This proved to be too expensive and the Society, with the help of the Nova Scotia government, procured the Randall House instead. The Wolfville Historical Society was incorporated in 1947 and opened the new museum two years later.

Randall House opens to the public from June to September, with a small paid staff to greet visitors and operate the museum. Volunteers work year round on fund-raising, social events, exhibit planning and collections management. In the fall, winter and spring, guest speakers address the monthly meetings on topics of historical interest which the public is encouraged to attend. A grant from the Community Museums Assistance Program of the provincial government is received annually and the Town of Wolfville assists the museum both financially and through grounds maintenance and other shared projects. These grants supplement the income received from membership dues and gifts and Society fund-raising events.

Former presidents of the Wolfville Historical Society have made significant contributions to the museum and the community. A yearly history prize is awarded to a graduating student of the Horton District High School in memory of Doctor Watson Kirkconnell, President of Acadia University. The Society's memorial foundation, instigated by Robbins Elliott, has compiled a handsome memorial book commemorating outstanding citizens of the town. The Rev. James D. Davison edited the first town history, "Mud Creek" and produced "What Mean these Stones" a record of the old burying ground at the foot of Highland Avenue. Several other members of the Society write and publish regularly on historical topics.

1.4 BRIEF HISTORY OF RANDALL HOUSE

This property, like all the other land in Horton Township, was granted to the New England settlers known as Planters, who arrived from Connecticut in the 1760s after the expulsion of the Acadians. A house on the property is mentioned in the deeds as early as 1769 but it is likely that the large and imposing eight room residence with full attic and cellar was built at least a generation later by more established settlers. Aaron Cleveland, a cooper, lived here with his family from 1809 to 1812, during which time he took out a large mortgage, and it is possible that he was the builder. The house, which overlooked the harbour, the wharves and the bustling commercial centre of Lower Horton or Mud Creek, was strategically situated to be at the hub of village life.

The term "the Randall House" was first used in 1812 when Charles Randall, carpenter, coachmaker and member of another Connecticut Planter family, purchased it from Cleveland. His wife Sarah Denison died shortly after the birth of their only child, Charles Denison Randall, and for a time father and son lived here alone. They later moved to a smaller house on the property and rented the Randall House. Among their tenants was the Rev. John Pryor, principal of Horton Academy and one of the founders of Acadia University, who is described as "a

cultivated, courtly man". He and his family lived in the house and may also have used it as temporary classroom space for the Academy. From 1835 to 1845 Mrs. Henry Best, widow of a Halifax naval officer, operated a seminary for young ladies in the building.

Charles D. Randall bought the house from his father in 1844, and moved there following his marriage to Nancy Bill, the daughter of a prosperous farmer and member of the Legislative Assembly. Members of the Randall family continued to live in the family home until 1927 when Eardley and Anna left the Randall House for the last time. Eardley's initials can still be seen carved into the wall of the attic staircase.

The Charles Patriquin family purchased the house in 1927, restored it and installed its first bathroom. The Patriquins are still remembered for their warm-hearted interest in young people: there was a dress-up box for local children from which they could create Hallowe'en costumes, while Charles taught them how to care for wounded birds and animals. He also looked after the ducks who spent the summer in the Duck Pond (the old harbour) and grew a productive garden nearby. It was the Patriquins who expressed the wish that the house should remain unchanged in the community as a reminder of past times. With the help of the Nova Scotia Government the Society was able to rent the property in 1947, opening the new museum two years later. In 1973 the Society was able to purchase it and now own it outright. The Randall House received Provincial Heritage recognition on 19 January, 1987.

Photographs of the Society's original museum, the T.A.S. DeWolf house, now hang in the front hall with a framed square of the pictorial wallpaper. The Randall House is arranged and furnished as an early Wolfville residence and most of the furniture and artifacts have been donated by local people. A temporary exhibit room in the back parlour features changing displays which relate to the town and surrounding communities.

1.5 ACTIVITIES AND SERVICES OF THE SOCIETY

Introduction

The purpose of this section is to answer the question "what do you do?" It is intended to assist both old and new members in understanding the scope of expertise and effort needed to run the Society. It is hoped that everyone will be enabled to discover the things which they themselves might do to help keep the Society true to its mission.

1.5.1 Randall House and Contents

The Randall House, because of its age and fine state of preservation, contributes to the unique character of the Town. The most important obligation of the Society arising from its mission statement is the conservation of the Randall House and its contents, and the presentation of the whole as a community museum. The Board has delegated authority to the Randall House Management Committee (hereafter RHMC) to have responsibility for the Randall House and its contents.

The house, being over 200 years old, demands constant attention, and the work of conservation must be done with appropriate knowledge. As a historic house, ca. 1810, the fabric of the house and the workmanship involved in its construction, will be of interest to many.

It has a fascinating collection of domestic objects: furniture, textiles, costumes, china, toys, paintings and books, some of which belonged to former residents. All have some relevance to the people of Wolfville and its surrounding communities, and have been arranged in the rooms of the house to reflect the domestic life of earlier times. As historical artifacts these objects require a high standard of care and management.

A library and research office provide information for genealogists and local history researchers.

The museum shop has books on local history, cards, notes and local crafts.

The museum grounds are cared for by work crews from the Town of Wolfville and by a group of volunteer gardeners from the Society. The Town provides regular lawn care and help with major landscaping projects, while the volunteers plan, plant and maintain the paths, shrubs, trees, flower, herb and vegetable beds. The grounds committee has selected 1830-1850 as the time frame for the garden, and is planting the beds with material closely related to plantings of that time.

There still remains much to be discovered about the history, the former occupants and the collections of the Randall House, and members of the Society are encouraged to add to the knowledge.

1.5.2 Exhibits

The Randall House itself is the Society's most important exhibit. More than 5000 artifacts comprise the collections of the Society. These are on display in the rooms, in storage or on rotating display. Special temporary exhibits take place on a regular basis throughout the summer season which have relevance to the history or people of the Town and the area. Themes are suggested, and the exhibits designed and curated either by staff members or volunteers from the Society, and sometimes by individuals from the community, under the guidance of the curator or in the absence of a curator, then a committee of the RHMC.

1.5.3 Program

The museum is normally open to the public from late spring to early autumn each year, but regular Society activities take place year round. These are advertised through the Society newsletter, on its website and through local media and community groups.

From early autumn to late spring the Society holds regular monthly meetings which feature speakers on a topic of current historic or heritage interest pertinent to Wolfville or Nova Scotia generally. A party for members is sometimes held at Christmas. The annual general meeting is held in January.

Other elements of the program activity include publication of books (such as "Wolfville's Architectural Heritage", 2012), oral history, interaction with the local schools and recreation departments, as well as house tours with visiting groups.

1.5.4 Social Events

In the summer, a number of events take place in the garden organized by the events or social sub-committee which are open to the public. During the Town's Mud Creek Days, the Society often holds an ice cream social or there may be a tea or other event in conjunction with the opening of one of the temporary exhibits. Other opportunities are taken to hold events as circumstances arise, such as the launch of a book.

1.5.5 The Civic Memorial Book

This is an ongoing research, writing and publication project, initiated by the Society in 1993 with the object of accumulating a memorial fund, the interest or dividend income from which provides the Society with an independent revenue source. The book contains citations for past residents of Wolfville and area who in their lives contributed to the life of the Town. The title "Civic" distinguishes the Society's book from a similar "Book of Remembrance" of military personnel maintained and kept in Acadia's Manning Chapel.

The Civic Memorial Book is displayed in Randall House in the summer and otherwise is kept at the Esther Clark Wright Archives (hereafter ECWA) at Acadia University with the Society's archival collection. From time to time it is also displayed at other sites.

1.5.6 Archives

The Society is fortunate to have an excellent relationship with the ECWA which stores the Society photographs and archival collections in secure, environmentally controlled surroundings and provides access to authorized persons from the Society by arrangement. In addition several of the Society's important fonds are part of a joint custody agreement (see appendix 1) in which the material, while remaining in the ownership of the Society, may be accessed and made available to faculty, students and the general public under the supervision of the ECWA staff.

1.5.7 Outreach

The Society has established a website, communicates with the public via various social media, publishes a newsletter and also has collection of books, photographs, and research files which can be consulted by the public at Randall House. The Society responds to general enquiries about local history, and also refers the public to other local sources of historical and genealogical information such as the Genealogy Committee of the Kings County Historical Society and the ECWA. Members of the Society and staff are available to address outside groups or to arrange displays on local historical subjects.

In addition, members assist the Town of Wolfville when an opportunity arises. For example a task force of the board examined and sorted the documents and arranged for a full archival inventory and report on the accumulated papers of the Town, when they were returned by the provincial archives a number of years ago. A member of the Society sits on the Town's built heritage sub-committee to advise the Town's planning committee.

1.6 GOVERNANCE DOCUMENTS

1.6.1 Memorandum of Association of the Wolfville Historical Society

1. The Name of the Society is The Wolfville Historical Society
2. The Objects of the Society are:
 - a) The collection and preservation of records and objects of historical interest which are related to the life and history of the Town of Wolfville and the County of Kings.
 - b) The encouragement of interest in local history by means of meetings, historical addresses, and the reading of prepared historical papers;
 - c) The operation and maintenance of Randall House Museum for the benefit of the members of the Society, the residents of Wolfville and vicinity, and visitors;
 - d) To acquire by way of grant, gift, purchase, bequest, devise or otherwise real and personal property and to use and apply such property to the realization of the objects of the Society;
 - e) To buy, own, hold, lease, mortgage, sell and convey such real and personal property as may be necessary or desirable in the carrying out the objects of the Society;
 - f) The provision of advice to the Town council of Wolfville or any of its commissions or committees on matters related to preservation and presentation of the history of Wolfville, including the naming of streets and parks and preservation of buildings.

Provided that nothing herein contained shall permit the Society to carry on any trade, industry, or business and the Society shall be carried on without purpose of gain to any of the members and that any surplus or any accretions of the Society shall be used solely for the purposes of the Society and the promotion of its objects.

Provided, further, that if for any reason the operations of the Society are terminated or are wound up, or are dissolved and there remains, at that time, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall be made over to the Municipality of the Town of Wolfville, or in the event that said Town of Wolfville declines, then to some other charitable organization in Canada, having objects similar to those of the Society.

3. The activities of the Society are to be carried on within the Town of Wolfville and the County of Kings.

January 18, 2006

1.6.2 By-Laws of The Wolfville Historical Society

Definitions

1. In these by-laws unless there be something in the subject or context inconsistent therewith:
 - a. "Society" means The Wolfville Historical Society.
 - b. "Registrar" means the Registrar of Joint Stock Companies appointed under the Nova Scotia Companies Act.
 - c. "Special Resolution" means a resolution passed by not less than three-fourths of such members entitled to vote as are present in person at a general meeting of which notice specifying the intention to propose the resolution as a special resolution has been duly given.

Seal

2. The Seal of the Society shall be in the custody of the Secretary and may be affixed to any document upon resolution of the Board of directors.

Membership

3. Any person supportive of the objects of the society may become a member on payment of the annual membership fee and on payment shall have his or her name entered in the Membership Register (the "Register"). The presence of a person's name in the Register shall constitute proof of membership. There shall be no limit to the number of members.
4. The Society may establish a variety of membership categories and the annual or one-time dues appropriate to each category, to suit its purposes from time to time.
5. Payment of the annual membership fee in any one year shall carry an individual's membership over into the year immediately following, in the expectation that the fee will be paid at some point during that year. If the annual fee for that year remains unpaid by 1 October, a written reminder will be sent to that individual. If the membership fee remains unpaid as of 31 December, the individual's name will be removed from the Register.
6. Membership in the Society shall not be transferable.
7. Every member of the Society shall be entitled to attend and vote at any meeting of the Society, but there shall be no proxy voting.
8. Every member shall have one vote.

Officers and Directors

9. Officers: The Officers of the Society shall be a President, a Vice-President, a Treasurer and a Secretary. The offices of Secretary and Treasurer may be combined.

10. Directors: The past president, together with up to seven other additional directors shall be elected from among the members of the Society to serve on the board of directors (the "board")
11. Officers and directors shall hold office for up to two years and shall be eligible for re-election. An officer or director of the Society may be removed by a special resolution.
12. The president shall preside at all meetings of the Society, and of the board; shall act as the chief correspondent of the Society and shall be a member ex officio of all committees of the Society.
13. The vice-president shall preside in the absence of the president.
14. The secretary shall record the minutes of all meetings of the Society and the Board and shall circulate the minutes of meetings to the board or others as the case may be, as soon after the meetings as possible.
15. The treasurer shall keep a record of all monies received or paid out; deposit all funds in a bank to be paid out as directed by the Board or the membership; arrange safe-keeping of the Society's investments; report regularly to the Board of Directors, and annually to the Society.

Fiscal Year

16. The fiscal year of the Society shall be the period of 1 January in any year to 31 December in that same year.
17. Annual General Meeting: The annual general meeting of the Society shall be held within one month of the end of each fiscal year. Ordinary meetings shall normally be held each month except for the months of July and August.
18. An extraordinary meeting of the Society may be called by the President at any time, and shall be called at any time if requisitioned in writing by at least ten members.
19. Notice of any meeting shall be given at least one week in advance by telephone or mail. The non-receipt of any notice by any member shall not invalidate the proceedings of any meeting.
20. No business shall be transacted at any meeting unless a quorum of members is present. A quorum shall consist of ten members.
21. The President shall preside at any meeting. In the absence of the President, the Vice-President shall preside. In the absence of both, the meeting shall elect a presiding officer.
22. The President shall have no vote except in the case of an equity of votes, in which case she or he shall have a casting vote.

Management

23. The board shall consist of the officers and directors.
24. The board shall meet as often as the affairs of the Society require and there shall be at least three of the board members present to constitute a quorum of any meeting of the board.
25. The activities of the Society shall be conducted by the board, which exercises the power and authority conferred by these by-laws and by statute including the business and management of the Society and its affairs.
26. The board may appoint a person to a vacant office in an acting capacity should circumstances so warrant pending an election. Notice of any such appointment or election as a director shall be filed with the Registrar within fourteen days of the change.

Annual General Meeting

27. At the annual general meeting, the president and each active committee of the Society shall submit a report to the members on the preceding year's activities
28. The election of Officers, Directors and committee chairs shall take place at the annual general meeting.

Committees

29. The standing committees of the Society shall be:
 - a. Randall House Management Committee
 - b. Program
 - c. Communications
 - d. Finance
 - e. Memorial Fund Trustees
 - f. Nominating
30. As necessary, sub committees shall be created to facilitate the work of the named committees and other committees may be created by the Board as circumstances require.

Audit of Accounts

31. The treasurer shall make a written report in the form of a balance sheet for the past year at the annual general meeting, showing the general particulars of its financial liabilities and assets and a statement of its income and expenditure in the preceding year.
32. The balance sheet shall be signed by the treasurer, indicating the approval of the finance committee and, following its acceptance by the annual general meeting, it shall be signed by the president.
33. A copy of the balance sheet shall be filed with the Registrar within fourteen days after the annual meeting in each year, to the Charities Directorate of the Canada Revenue Agency, to the Nova Scotia Museum and to others, in accordance with their requirements.

34. The board may from time to time engage the services of a chartered accountant to independently examine the Society's financial records and book-keeping practices and to verify the correctness of that particular year's balance sheet.

Miscellaneous

35. The Memorandum of Association and the By-Laws of the Society may be amended at any meeting of the Society by the passing of a special resolution.
36. The Society shall file with the Registrar with its Annual Statement a list of its directors with their civic addresses, occupations, and dates of appointment or election, and within fourteen days of a change of directors, notify the Registrar of the change.
37. The Society shall file with the Registrar a copy in duplicate of every special resolution within fourteen days after the resolution is passed.
38. The current books and records of the Society may be inspected by any member at any reasonable time.
39. Unless otherwise resolved by the directors, contracts, deeds, bills of exchange and other instruments and documents may be executed on behalf of the Society by either the President or the Vice-President together with either of the Secretary or the Treasurer.
40. The borrowing powers of the Society may be exercised by Special Resolution.

Museum

41. Artifacts offered to the Museum and which it desires to accession shall only be accepted as outright gifts. Seasonal loans of artifacts from other museums may be arranged from time to time for display purposes. Short-term loans from individuals will only be accepted on terms recommended by the Randall House Management Committee.
42. The Society may engage and pay a curator or manager and a museum assistant for the summer period during which the museum is open to the public.

Date: January, 2013

1.6.3 Certificate of Incorporation

The certificate of incorporation, No. 606, dated 18 June 1970, is kept in the Society Archives at the Esther Clark Wright Archives, with a copy in the Secretary's files.

1.7 THE STRUCTURE OF THE SOCIETY

Introduction

An organization chart of the Society appears on the following page. It shows the Society's stakeholders, its elected officers and chairpersons, appointed officials and committees.

1.7.1 Stakeholders

The stakeholders are

- the members of the Society who have agreed to carry out its objectives and bear the burden of public trust that is implicit in ownership of the Randall House and its contents;
- the federal and provincial government departments which have regulations concerning the operation of the Society as a charitable organization;
- the Municipality of the Town of Wolfville, Town residents and visitors, and
- heritage organizations which provide services to the Society

1.7.2 Society Organization

The board of directors provides the essential leadership of the Society and is responsible to the members. It is comprised of four officers - the president, vice president, secretary and treasurer, and directors made up of the past president and other directors as authorized by the bylaws. Standing committees report to the board.

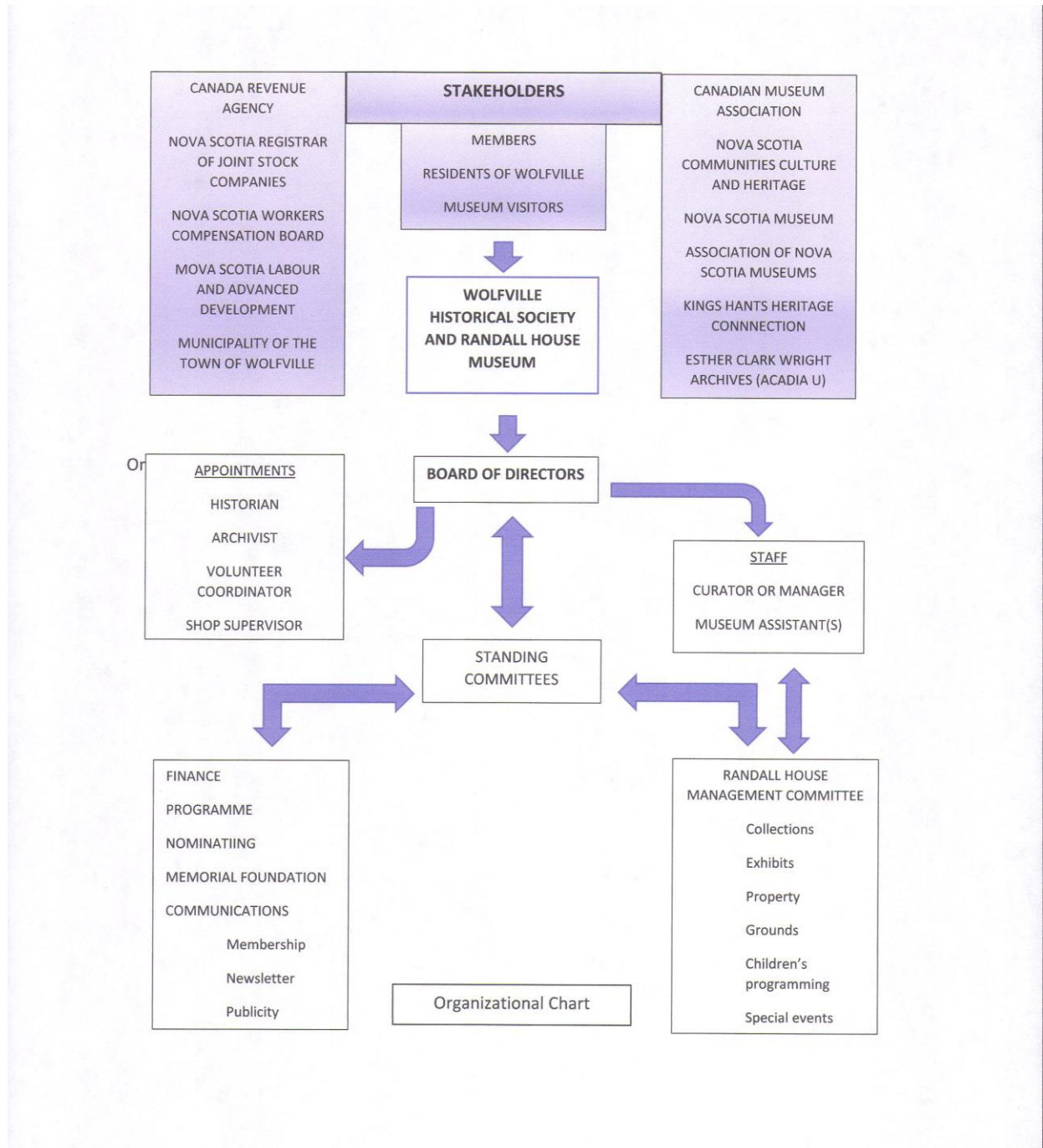
The standing committees are:

- Randall House Management Committee (RHMC), which operates with sub-committees for collections, exhibits, property, and grounds.
- Program Committee
- Communications Committee, which operates with sub-committees for membership, newsletter and publicity
- Finance Committee
- Memorial Foundation
- Nominating Committee

Other members of the Society are appointed as historian, archivist, volunteer coordinator, shop supervisor and photographer as need arises.

To manage the Randall House Museum the Society employs either a curator, who is charged with a wide range of professional museum management duties, or a manager who operates less independently, and museum assistant(s). The museum assistant(s) report(s) to the curator. The RHMC works closely with the curator who reports to the Board.

Organization Chart



1.8 THE SOCIETY'S RESPONSIBILITY & ACCOUNTABILITY TO THE STAKEHOLDERS

1.8.1 Federal, Provincial & Municipal Stakeholders

The Society's stakeholders were described in Section 1.7.1. The Society operates within the requirements established by a number of regulatory agencies. Failure to operate within their rules will result in a notification. The important points of observation have been included in the duties of the board and committees (SECTION 2 and SECTION 3 of the manual) and in the Policies and Procedures (SECTION 4). Furthermore, the perennial calendar includes reference in the appropriate month to the necessary acts required by the Society.

The Canada Revenue Agency

The Society is registered with the Charities Directorate of Canada Revenue Agency (CRA) as a charitable organization. This registration enables the Society to give receipts for tax purposes to donors of cash, gifts, and bequests and to donors of valuable artifacts for Randall House Museum. It also enables the Society to receive a rebate of part of the Harmonized Sales Tax paid during the course of its financial transactions.

To maintain this registration and the benefits, an annual financial statement must be filed with the Directorate. It is in a particular format and the required papers are automatically mailed to the Society just before the end of the Society's fiscal year.

Concerning the management of the museum's employee payroll, statutory employee deductions and employer's contributions for EI, CPP and Income Tax must be made according to a schedule agreed with CRA. At termination of employment certain forms must be completed and submitted on behalf of the employees.

CRA organizes local workshops on a regular basis concerning the requirements of the Charities Directorate and the Society is encouraged to attend to keep up-to-date with the regulations. Finally there is a further obligation to respond to the enquiries of Statistics Canada from time to time.

The rebate on HST paid has customarily been claimed using the appropriate form as soon as the Society's books for the year have been closed, but claims at other shorter intervals are also permitted.

Nova Scotia Registrar of Joint Stock Companies

The Society is incorporated in Nova Scotia under the Societies Act, administered by the Registrar of Joint Stock Companies. Incorporation provides certain protection under the law for the Society's members as a whole but particularly for its officers, directors and committee chairs.

Incorporation is maintained by the payment of an annual fee and by annual notification of the names and addresses of the Society's elected officers and directors, by notification of bylaw changes, if any, and by submission of an annual financial statement. The Society appoints one of

its members to be known as the Agent, for purposes of corresponding with the Registrar. The agent is customarily the treasurer.

A copy of the Society's the memorandum of association, the current bylaws and the certificate of incorporation appear in Section 1.6. The memorandum and the bylaws may be changed at any time in accordance with the bylaws and with the registrar's requirements.

Nova Scotia Workers Compensation Board

The Society voluntarily contributes a premium to the Nova Scotia Workers Compensation Board for Randall House Museum employees. Compensation is payable to the Society, enabling it to maintain payment of wages to an employee forced to be absent from work because of an accident on the job.

Funding Bodies Federal and Provincial

The Society applies for grants to various bodies in the heritage field for funding usually for student help in the museum or for special projects. Examples are Canadian Heritage (Young Canada Works Program), The Canadian Heritage Information Network, Service Canada (Canada Summer Jobs), and the Nova Scotia government Labour Market Programs Support System and Strategic Development Initiative.

Nova Scotia Museum

By virtue of being a community museum which adopts monitored standards of excellence, the Society applies for and receives an annual grant from the Nova Scotia Museum through The Community Museum Assistance Program (CMAP). This grant assists with the expenses of the operating the Randall House Museum. Several kinds of annual reporting are required in order to maintain good standing in the CMAP and the Society is expected to embrace the regular museum evaluations, which has the object of raising and maintaining museum standards throughout the Province. The rating arising from the evaluation is one of the factors influencing the amount of the Society's grant from CMAP.

Heritage Property Division of The Nova Scotia Department of Communities Culture and Heritage

The Heritage Property Division administers the Heritage Property Act (1990), to identify and protect built heritage of historical, architectural and cultural value in Nova Scotia. The Randall House has been registered under the Act as a Designated Heritage Property. The Heritage Property Program provides financial assistance to owners of Designated Heritage Properties, from which the Society has benefited when undertaking maintenance on the exterior of the house. Protection under the act also prohibits exterior alterations or demolition except by permit of the Nova Scotia Executive Council.

Municipality of The Town Of Wolfville

The Town of Wolfville is a valued partner of the Society and annually provides a cash grant towards the cost of general operations as well as assisting with grounds maintenance. The Society also enjoys the remission of the municipal residential tax on Randall House. Members of the Society sit on Wolfville's built heritage sub-committee to advise the town planning committee. Advice is given on heritage buildings as well as the naming of new streets, parks etc. Other opportunities to serve the Town arise from time to time.

1.8.2 Individual Stakeholders

The members of the Society, the residents of the local community, the visitors to the museum and guests at Society functions are a second group of very visible and important stakeholders.

The Members

Members expect their board of directors and committees to conduct the affairs of the Society in a businesslike, professional, prudent, lawful and ethical manner, and to maintain the reputation of the Society with all stakeholders. The board and committees carry out the members' wishes as expressed at the annual general meeting through the observance of the provisions of this manual, by regular reporting to the membership, publication of a newsletter and by an annual financial report.

Residents of the Community

Residents expect the Society to keep Randall House Museum, the second oldest house in the town, and its grounds, in good condition so that they are an authentic heritage asset of the community. The Society carries out scheduled maintenance according to a long range conservation plan, by fund raising in the community in support of that work, by the employment of staff, and by regular opening of the house. The community can learn about the heritage and history of the area by means of an ongoing program of speakers. The Society holds community social events enabling visitors to inspect and enjoy the house, and meet the members.

Visitors to Randall House Museum

Visitors can view the house, its contents and exhibits, enjoy the interpretations and the stories, and have their questions answered. They expect the presentations to be authentic and accurate. In return for the donation that visitors are encouraged to make, the Society continually strives to increase its knowledge of the history of the town, of the house, its former occupants and its contents and to present it.

1.8.3 Other Heritage Organizations

Organizations and societies having similar and shared interests are a third group of stakeholders. From time to time the Society may also become a member of other organizations whose purposes may benefit the Society, who will then become stakeholders.

The Association of Nova Scotia Museums (ANSM)

ANSM provides education, advocacy and communication services to its member societies. It is supported by provincial government grants and membership dues. The Society participates in the Passage Project (Digitization Project) and NovaMuse of ANSM.

The Kings Hants Heritage Connection (KHHC)

KHHC was formed by professional and volunteer workers in museums and heritage societies in West Hants and Kings Counties to encourage cooperation and joint action at the local level.

The Esther Clark Wright Archives (ECWA), Acadia University

The ECWA provides the Society with storage space for and professional advice about the Society's archival and photographic collections. A Joint Custody Agreement has been adopted which will give the archives staff access to some of the Society's collections held at the ECWA.

The Canadian Heritage Information Network (CHIN)

CHIN's mission is to promote the development, presentation and preservation of Canada's digital heritage for current and future generations of Canadians. As a benefit of membership in CHIN the Society may apply for a grant to offset internet costs.

SECTION 2 BOARD & COMMITTEE RESPONSIBILITIES

2.1 THE BOARD OF DIRECTORS

General

The board is responsible to the members and stakeholders for stewardship of financial resources and for the good name and management policies of the Society. It provides leadership in all matters and acts to fulfill the Society's aims and objectives.

Accordingly, the board will govern with an emphasis on

- outward vision rather than internal pre-occupation;
- strategic leadership more than administrative detail;
- clear distinction of board and standing committee/staff roles;
- collective rather than individual decision;
- future rather than past or present and pro-activity rather than reactivity;
- succession and intentional recruitment into the membership of individuals likely to assume leadership roles.

The board will direct, control and inspire the Society through the establishment of written policies reflecting the board's values and perspectives. The board's major policy focus will be on the intended long-term effects outside the Society, not on the administrative means of attaining them.

Board members must practice self-discipline in order to govern with excellence. This implies attention to matters such as preparation for and attendance at meetings, respect of standing committee/staff roles, and ensuring continuance by involving new members in the work of the Society.

Duties

The board of directors

- calls an annual general meeting of the Society and special meetings as required in accordance with the bylaws;
- meets monthly or otherwise as required by the circumstances;
- establishes annual objectives for itself and the Society;
- prepares an annual budget and establishes fundraising requirements;
- ensures that fund raising is undertaken in order to meet the budgeted requirements;
- keeps a perennial calendar up to date, for guidance of the board and committees in setting meeting agendas;
- writes terms of reference for, and appoints, ad hoc committees for special purposes;
- receives reports of the committees and acts on matters recommended in them;
- regularly reviews the volunteer requirements to ensure effective operation of the standing committees;
- evaluates board performance on a regular basis.
- evaluates staff performance by a performance review (see Policies & Procedures)

2.2 RANDALL HOUSE MANAGEMENT COMMITTEE

Introduction

One of the objectives of the Wolfville Historical Society in its memorandum of association is:

- The operation and maintenance of Randall House Museum for the benefit of the members of the Society, residents of Wolfville and its surrounding communities, and visitors.

This is the most important activity of the Society. The Management Committee's role is to

- preserve the Randall House, ca 1800, which was a private house for at least a century and a half;
- preserve, present and interpret within it those artifacts which have been accepted by the Society in such a way that visitors will gain increased understanding of the lives of our predecessors in the Wolfville area.

General

The committee is comprised of the chair, with the lead persons of the five sub-committees, and the president, treasurer and curator of the Society, ex officio.

The work is accomplished by means of the committee meeting as a whole and by the agreed independent work of the sub-committees, reporting to regular meetings of the RHMC.

The committee provides timely, copy-ready information concerning its events and activities to the communications committee for publicity purposes, in the newsletter, on the website, in the Town kiosks and elsewhere.

The Society annually employs a curator, or manager. One or more museum assistants are also employed, to be present at the museum during the open period. Members of RHMC should become familiar with the employees' responsibilities and terms of engagement.

Members of the RHMC should become familiar with the entire manual, in particular the responsibilities of the other standing committees.

2.2.1 Committee of the Whole

Duties

The committee of the whole

- meets monthly, or as required by circumstances, records the proceedings and files a copy with the board secretary;
- reports to the board monthly and to the annual general meeting;
- submits to the board a list of proposed RHMC expenditures for incorporation into the Society's annual budget and acts to carry out those items approved;
- submits promptly any business requiring board resolution;
- ensures that grant applications for employment of one or more museum assistants are made in accordance with the requirements of the funding bodies.

- if successful, advertises the job opportunity, interviews applicants, selects one (or more) and hires the selected person(s) for the season;
- meets with the employees and determines jointly the objectives and task priorities for the term of employment;
- in the absence of an employed curator, supervises the other employees and receives the senior employee's regular reports.
- in the absence of an employed curator, reviews the other employees' performance at the October meeting of the RHMC;
- in the absence of a coordinator, arranges for the training and attendance of volunteer members of the society at the museum on weekends or at other times when required.
- co-ordinate any required social events in connection with museum activities. In the past this was undertaken by a special social committee.

2.2.2 Property Sub-Committee

The property sub-committee

- ensures that utilities and fuel oil deliveries are maintained;
- follows the spring and fall property checklists (at the back of the manual) to ensure that the house is made ready for the open season and protected for winter prior to final closing.
- arranges work parties as required for special cleaning, for re-arrangement of furniture or to assist in display set-up (at the curator or manager's or exhibits sub-committee's request); and for minor maintenance or activity preparatory to contracted work;
- ensures that garbage and compost is put out for pick up on garbage day;
- arranges for snow removal, ensuring that access to the oil tank and the front of the house is kept open, and that snow is not ploughed against the side of the house;
- ensures that both the interior and exterior fabric of the Randall House is conserved and maintained, consistent with the period of the house and in accordance with the long range plans noted in SECTION 6 of this manual .
- becomes familiar with the data loggers, fans and dehumidifiers. Instructs the staff in the monitoring, recording and interpretation of environmental conditions in the museum.
- ensures that suitable loss and liability insurance is always in effect;
- becomes familiar with programs of the Heritage Division of the Provincial Department of Tourism, Culture and Heritage, including the procedures for applying for financial assistance for maintenance work on the house;
- ensures that applications for approval and claims for any grant of money awarded are made promptly;
- identifies professional persons and tradespeople knowledgeable about and experienced in maintaining period houses;
- prepares a plan of work each year, complete with work description and cost estimates or firm quotations for incorporation into the RHMC budget submission to the board;
- obtains firm quotations for doing work on the house approved in the budget. It is important that work be properly described in writing to each tradesperson interested in quoting. Contractors must confirm prior to engagement that their workers are covered by the Workers Compensation Board. This has nothing to do with Employment Insurance (EI);
- arranges for approved work on the house to be carried out, and provides sufficient inspection to ensure that it is being done as intended. There may be members within the Society capable of this type of inspection;

2.2.3 Grounds Sub-Committee

The grounds sub-committee

- ensures that the house grounds are maintained and presented appropriately
- regularly communicates with the Town Works Department;
- prepares a plan of work for the year with estimates of cost of garden supplies for incorporation into the RHMC budget submission to the board;
- carries out spring clean-up, bed cultivation, planned planting and related work, maintenance through the season, and clean-up at the end of season;
- cuts grass prior to garden social events if needed.

2.2.4 Collections Sub-Committee

The highest attainable standards must always be applied to the record keeping and management of the artifacts owned by the museum. See the collections management procedures in Section 5.2 which explain how this is done.

The collections sub-committee with the curator or museum manager will

- acquire, assess, evaluate, accession, recommend deaccession, conserve, display and store artifacts, archival documents, books and photographs;
- provide estimates of the cost of supplies and services required for conservation and record keeping for incorporation into the RHMC budget submission to the board.
- follows spring and fall collections checklists (in the CHECKLISTS section of the manual) to ensure that the collections are made ready for the open season and protected for winter prior to final closing.

2.2.5 Exhibits Sub-Committee

If a professional curator is employed he/she will normally lead this sub-committee.

The exhibits sub-committee, in consultation with the collections sub-committee, will

- select topics for temporary displays in Randall House or elsewhere; consult with, advise and supervise all volunteers involved in exhibit preparation to ensure that the exhibits meet the standards set down in the exhibits guidelines in Section 5.3;
- undertake or assist with exhibit design, construction and installation of displays as required;
- interpret Randall House and interpret and display artifacts within its rooms;
- ensure that museum summer staff are involved in the design, construction and installation of displays as part of their training and help them prepare to interpret the displays to visitors;
- provide estimates of cost of the supplies and services required for the planned program of exhibits for the year, for incorporation into the RHMC budget submission to the board.

2.2.6 Children's Program and Special Events

Duties

The children's program and special events sub-committee

- works with the curator or manager to plan and carry out programs and museum visits for children and youth, both during the summer open period, and at other times, if required.
- provides estimates of cost of the supplies and services required for the planned program of events for the year, for incorporation into the RHMC budget submission to the board.

2.3 PROGRAM COMMITTEE

Introduction

The second objective of the Society in its memorandum of association is the encouragement of interest in local history by means of meetings, historical addresses and the reading of historical papers.

This objective is fulfilled by the program committee. Its goal is to engage the attention of the community and sustain and renew the membership.

General

The committee is comprised of the chairperson, elected for a term of two years and eligible for re-election together with at least two other members selected by the chair. Others may be added depending upon interest and the amount of program activity which it is proposed to undertake.

The program committee is responsible for selection of topics and speakers, and for the planning and making of all necessary arrangements in connection with the following Society activities and events including

- monthly Society general meetings of the members in February, April, May, October, November and (with the President) the annual general meeting in January;

Other activities which will be co-ordinated by the Program Committee as suitable and interested persons are available are:

- arranging for the collection and transcription of oral histories by means of taped interviews;
- co-ordinating the research, writing and publication of books, booklets, articles, pamphlets and monographs;
- soliciting articles for publication in the Society newsletter and responding to requests for articles in other publications.

Duties

The program committee

- meets monthly, or regularly at suitable intervals;
- reports to the board monthly and to the Society's annual general meeting;
- submits a general outline and ideas and proposals for the year's program, which will include a reasonable forecast of required expenditures, to the board at its February meeting.
- makes known the marketing and publicity requirements for all events and coordinates with the board and other committees to ensure that meetings are suitably advertised in the community. Contributes all program information to the newsletter and the website;
- agrees with the speaker concerning payment of an honorarium or fee and other expenses.
- ensures that the treasurer is provided with the information to pay the bills;
- ensures that a letter of thanks is sent to the speaker;
- submits to the board in November a list of proposed committee expenditures for incorporation into the Society's annual budget.

2.4 COMMUNICATIONS COMMITTEE

Introduction

The Society wishes to reach out to and involve the community, to explain its purposes, objectives and activities and to establish itself as an essential, well recognized, respected and broadly valued community organization. Therefore the Society communicates its activities to members (internal communication) and to the wider community (external communication).

General

The communications committee consists of the chairperson, elected for a term of two years, and eligible for re-election, together with the lead persons of the three sub-committees, who are selected by the chair.

There are three areas of responsibility: membership, newsletter and publicity. The work is accomplished by means of the committee meeting as a whole, and by the independent work of the sub-committees who report to it.

2.4.1 Committee of the Whole

Duties

The committee of the whole

- meets monthly or as required, records the proceedings and reports to the board monthly and to the annual general meeting;
- consults and co-ordinates work with the board and other committees, responding as needed to their communication requirements;
- submits to the board meeting in February the proposed committee expenditures for incorporation into the Society's annual budget.

2.4.2 Membership Sub-Committee

The sub-committee

- recruits other members to assist with sub-committee work as required;
- produces, distributes and receives membership applications and distributes receipts;
- advises the board and committees of the particular Society activities in which a new or renewing member wishes to participate;
- keeps up-to-date a membership register. Uses various means to ask those who have not renewed to do so;
- keeps an up-to-date non-member supporters list for selected mail-outs;
- provides name and address labels and an email group list to the editor for newsletter distribution and publicity mailings;
- makes telephone calls to members and supporters reminding them of upcoming meetings and events, and makes other calls when requested;

2.4.3 Newsletter Sub-Committee

The lead person of the newsletter sub-committee is the newsletter editor. The sub-committee

- publishes four newsletters a year to be received quarterly. (see Section 4.3.5);
- recruits other members to assist with sub-committee work as required;

- receives, solicits, writes and edits information for publication designing the material into the newsletter format;
- obtains mailing labels for the current membership from the membership sub-committee if required;
- prepares and mails or emails the newsletter and
- produces 20 copies of the newsletter for Randall House during the summer season and additional copies at the request of the program and publicity committees.

2.4.4 Publicity Sub-Committee

In consultation with the board and other committees the sub-committee

- prepares material for and uses appropriate media to advertise Society events and speakers, to make historical or heritage commentary and to insert notices of various kinds;
- if required produces, arranges for display and distributes posters for selected Society events in store fronts and the Town kiosks;
- insures that the website is kept current by providing copy ready material on paper to the website contact persons; and
- keeps an up-to-date email group list of organizations such as Kings Hants Heritage Connection, Kings, WestHants & Fieldwood Historical Societies, Wolfville Newcomers Club, Acadia Adult Learning and media organizations to publicize Society events

2.5 FINANCE COMMITTEE

General

The Society's members and stakeholders need to be assured that the Society finances are carefully and honestly managed. The annual financial statement, suitably verified by this committee, is the means by which that assurance is provided.

Furthermore, it is necessary for the long term continuity of the Society that there be funds in reserve for paying for large cost items associated with the maintenance of Randall House, for regular ongoing activities and for other purposes from time to time. The Society therefore raises funds by a variety of means including seeking assistance from partners in carrying out occasional projects. Surpluses and directed donations are saved to investment accounts. Transfers of capital and earned interest from these reserves to the operating account are made when budgeted.

Accordingly the Society will annually elect a finance committee, comprised of three members, one of whom shall be the Society's treasurer who will act as chair. The committee will be responsible for oversight of the treasurer concerning the Society's records and practices and the investment of the Society's reserves, bequests and donations.

Duties

The finance committee

- becomes familiar with the treasurer's book-keeping and account keeping practices;
- meets in early January in order to approve the treasurer's draft annual financial statement, including a report of the Society's investments, all of which will be presented to the members at the AGM in January;

- meets with the investment advisor, as required, to review the performance of the various investments and to make appropriate and prudent changes;
- carries out the work of the committee in accordance with this reference manual and the policies and procedures for investment in particular;
- provides assistance to Society fundraising activities.

2.6 NOMINATING COMMITTEE

Introduction

The ongoing success and continuance of the Society depends on the quality of the individuals who become members and contribute their interests, talents and time for the benefit of the Society. Accordingly, a nominating committee does not restrict its search for candidates to the existing members, but looks widely in the community for suitable individuals who might be persuaded to join the Society and assume leadership positions. In other words, the nominating committee's activity should be year round, guided by the board's annual action plan, the long range plan and other objectives arising from the general duties and the actual and proposed activities of the board and standing committees.

General

The chairperson of the nominating committee is the immediate past president of the Society and is responsible for recruiting three others to the committee. Together they should be familiar with all the Society members and the non-member supporters, as well as knowing and being known to many members of the Wolfville and Eastern Kings County community.

Duties

The nominating committee will

- at the outset, prepare a list of the positions of those completing a term of office at the end of the year, for which new candidates are required;
- consult with the board concerning the board's objectives and the action plan for the year. Solicit the board's opinion of the qualities and skills required of candidates and take note of the names of persons whom the board believes to be suitable for board membership;
- become familiar with the policies and procedures manual and ensure that prospective candidates understand the responsibilities of the committee in which they are interested, the duties of the chair, the number of meetings to be attended, the amount of time involved and the type of work arising;
- be aware of opportunities that exist for non-elected committee member positions that might be described to someone wanting to participate but not interested in the position of chair. These persons should be introduced to the new committee chairs following the election;
- submit a nominating committee report to the January meeting of the board, containing the names of the candidates, brief biographical information and the office or position for which they are recommended. Present the report at the annual general meeting, but be prepared to conduct an election by secret ballot if additional candidates are nominated from the floor;
- submit an election report to the secretary for incorporation into the minutes of the annual general meeting;
- if elected candidates are not at the meeting, advise them of the outcome and the person to whom they will need to respond once committee activity begins. Arrange for an introduction if required.

2.7 THE MEMORIAL FOUNDATION

Introduction

It is not uncommon for historical societies or museum organizations in Canada to establish trusts or foundations with the objectives of securing, through interest and dividend payments, long-term, non-governmental financial support from the community at large and as measure of fiscal independence.

On June 24th, 1993, at a meeting of an ad hoc committee to consider long-term operations of the Society, the treasurer announced that a donation of \$1,000 had been received from Donald and Jean (Cochrane) Machum of Edmonton in memory of their respective parents, Mr. & Mrs. D. Ross Cochrane and Mr. & Mrs. Donald Machum. Both families had played an important part in the development of the community over the previous half century. The committee agreed that this donation be publicized and that a book of remembrance be created to honour them with other prominent local residents and to properly record donations.

The general membership of the Society subsequently approved the formation of a four member foundation trust according to the following statement:

That the Wolfville Historical Society, in the final decade of the 20th Century, and in recognition of the celebration of Wolfville's Centennial of Incorporation in 1993, establish a Memorial Foundation for the purpose of receiving contributions in memory of deceased former citizens of Wolfville, and establishing a Book of Remembrance which will record and preserve their life-time contributions to the community. The Foundation would offer an opportunity to family, friends or community organizations to memorialize that community service in a form for present and future generations to read, understand and appreciate. Each entry in the Memorial Book would occupy a single page, including a photograph where available. The Book of Remembrance will be a permanent record of the community service of Wolfville residents rendered from the nineteenth century on.

At a meeting of the board of directors of the Society on December 4, 2002 it was agreed, at the recommendation of the chair of the trustees, that the Book of Remembrance in future be known as the Civic Memorial Book, in order to distinguish it from the Book of Remembrance in Manning Chapel, Acadia University, which celebrates the members of the military from Wolfville who gave their lives in the wars of the 20th century. At the same meeting, at the recommendation of the chair of the trustees, it was agreed to reduce the number of elected trustees to three and the term of office to three years, the terms being staggered by one year to provide continuity.

General

The foundation is managed by three trustees and the Society's treasurer ex officio. A trustee is elected by the members of the Society at the annual general meeting for a term of three years, so that each year a new trustee replaces one completing his/her term.

The trustees shall be responsible for the upkeep of the Civic Memorial Book, for adding names, for soliciting donations and bequests, for supervising the memorial foundation fund and exhibiting the book in the Randall House and elsewhere in Wolfville on appropriate occasions.

The capital of the memorial fund shall not be expended, except by a resolution of the board, and never in contravention of the rules of directed donations required by Canada Charities Directorate. Income from investment of the capital of the fund shall be paid annually to the Society's general operating account, for its unrestricted use, in accordance with the spirit expressed in the introduction. Such expenditures from the account pay for the costs of preparing the copy ready citations.

Duties

The trustees will

- appoint their own convener for a term of one year at their initial meeting of the new year. The initial meeting shall be convened by the treasurer following the Society's annual general meeting and the treasurer will advise the Society's secretary of the name of the person appointed;
- adopt an annual plan with measurable objectives concerning addition of citations to the book and contribution of bequests and donations;
- do research, contact families and heirs, solicit bequests and donations, compile and complete citation texts, and produce pages for insertion into the book. The trustees may also recruit other members of the Society to assist in carrying out this work;
- establish rules, guidelines and procedures for writing citations in order to ensure consistency of style throughout the book, regardless of author; for independent verification of facts; for correction and recording of new facts found subsequent to publication of a citation and for archiving material accumulated during research on names;
- maintain a record of bequests, donations, expenses and transfers of investment income to the Society's general account;
- report to the Society's annual general meeting.

SECTION 3 RESPONSIBILITIES OF OFFICERS, DIRECTORS, COMMITTEE CHAIRS, OTHER APPOINTEES & STAFF

3.1 OFFICERS AND DIRECTORS

3.1.1 President

General

The president, as the principal officer of the Society and chair of the board, is elected for a term of two years, is eligible for re-election and is a member, ex officio, of all standing committees.

The president is the Society's leader, will be recognized in the community and will have, or develop, a large number of contacts in the community. With the support and confidence of the Society members, the president will actively represent the Society to the community.

Duties

- The president leads the board and committees and takes on all the commonly accepted functions of the chair. In consultation with members of the board and committee chairs, he/she establishes the agenda for the meetings he chairs. He/she ensures that all committees are active by including a place on the agenda for committee reports and items for board decision; conducts meetings fairly and openly, insisting on due process and rules of order; and keeps in view the memorandum of association, the bylaws, the approved policies, and the meeting agenda in the determination of discussion content.
- The president has a responsibility to be familiar with all the Society's activities, many of which recur annually. He/she ensures that all necessary business is conducted in a timely manner, especially that business respecting the statutory requirements and rules of agencies supporting and regulating the Society.
- The president presides at board meetings, special meetings, ordinary meetings of the members and the annual general meeting, and reports to all of these.
- In the event of a crisis or unusual business, the president has the responsibility of convening the board in a timely manner and establishing ad hoc committees or otherwise ensuring that appropriate action is taken.
- With a clear understanding of the direction of the Society during the period of his/her term of office, the president shall ensure that the board adopts an annual action plan. The plan shall reflect the priorities expressed in the long range plan, by Society members, the president and the board. The plan must be communicated to the members, the progress shall be regularly reviewed by the board and the results shall be reported in the president's annual report.

3.1.2 Vice President

General

The vice president is one of the four officers of the Society, is elected for a term of two years and is eligible for re-election.

Duties

- The vice president takes over the president's duties in the absence of the president. Therefore the vice president must be thoroughly familiar with the president's duties and be able to act in that role, at short notice.
- Because of the vice president's familiarity with the president's duties, he/she may be regarded as a potential future nominee for Society president.
- The vice president must attend board meetings and will be expected to contribute to the proceedings. Without any other specific duties, he/she will be expected to accept board duties such as appointment to an ad hoc committee, or attend to new business in order to facilitate the board's work.
- The vice president generally promotes the interests of the Society in the community and identifies persons whose prominence, skills or interests would be beneficial to the Society.

3.1.3 Secretary

General

The secretary is elected for a term of two years and is eligible for re-election.

Duties

- The secretary is responsible for taking minutes at all meetings of the board of directors, and both general and special meetings of the Wolfville Historical Society. Minutes of the board are circulated to board members as soon after the meeting as possible. A file copy of all minutes, including those of standing and board committees, and other Society papers will be kept by the secretary and will form part of the active files of the Society. Together, the active and inactive files will be organized by the secretary and kept according to the procedures outlined for society papers (see Section 5.4)
- The secretary holds the key to the Society's mail box at the post office, and is responsible for collecting the mail, opening it, and for sending a copy to the board or to an officer or committee chair for appropriate action. When directed to do so the secretary will also respond to incoming mail.
- In addition to minutes and correspondence, the secretary is responsible for communications, electronic or otherwise, from the ANSM and the NSM, and for seeing that their records about the Society are updated when necessary.
- The secretary will be responsible for ensuring that new members receive a copy of the Reference Manual (either digital or paper) and collecting paper copies from members who are leaving the Board.
- The secretary may be requested by the board or any committee chair to write a letter, on behalf of the Society or the committee, the contents and the name and address of the recipient to be provided.
- At the end of the Society year, the secretary will collect all material of a permanent nature held by other officers and committees and, with the Society archivist if one is appointed, will review and sort it according to the procedures outlined for Society Papers (see Section 5.4).

3.1.4 Treasurer

General

The treasurer is elected for a term of two years, is eligible for re-election and is a member ex

officio of the finance committee (of which he/she is the chair), the RHMC and the memorial foundation trustees.

The treasurer is responsible for developing, maintaining and improving a system through which the Society's financial transactions and information are accumulated, classified in the accounts, recorded in the various books of account and reported in the financial statements of the Society.

The system should be in accordance the best usual book keeping practices and with the publication "Standard Accounting Guidelines for Museums in Nova Scotia", a requirement of the Community Museum Assistance Program (CMAP), administered by the NSM.

The treasurer will render a current report on finances, oral or written as appropriate, at monthly meetings of the Society, at meetings of the board of directors and provide an annual report and an annual financial statement.

Duties

Annual Statement

- This is normally presented to the annual general meeting of the Society held each January.
- The statement should reflect the end of the year balance in each of the bank or investment accounts maintained by the Society. Schedules should be attached showing all investment instruments, separated into their separate funds; the shop and book inventory at cost; a statement of property assessment and insurance coverage on Randall House and a statement of the balance of the Accessions fund.

Annual Budget

- As soon as possible following the annual general meeting the treasurer shall prepare and recommend to the board an annual Society budget. Other officers of the Society and certain committee chairs contribute to the budget by making known to the treasurer the amounts needed to carry out their approved programs.

Community Museum Assistance Program (CMAP)

- The treasurer must submit to the body responsible for CMAP a report on the previous years' activities together with a copy of the annual statement as part of the CMAP application. The first installment of the annual CMAP grant will not be paid until this submission has been made.
- Each autumn the treasurer must submit to CMAP a proposed operating budget for the coming year. This forms part of the CMAP review process which determines the amount of the Society's grant for the coming year.

Registered Charity

- The Society is a registered charity under the rules of the Charities Directorate of the Canada Revenue Agency (CRA).
- The treasurer must submit as soon as possible, but in any case no later than the end of June each year, the annual registered charity information form. This must be accompanied by a copy of the most recent financial statement.
- As soon as the financial statement is accepted by the membership at the annual general

meeting, the treasurer shall apply to the CRA Tax Centre for a rebate of part of the HST paid on the year's transactions (the rebate is currently 50% of the tax actually paid).

- Tax receipts can be issued to members for their annual dues and for cash donations from any source. Tax receipts can be issued for gifts in kind only when they have been accessioned in accordance with Society policy and independently appraised for fair market value. Tax receipts are kept separate from ordinary receipts. They are serially numbered and bear the Society's registered number. The long standing policy of the Society is to issue receipts for amounts of \$10.00 value or more. The duty of issuing receipts may be delegated to another member of the Society.

Registry of Joint Stock Companies

- The Society is registered under the Societies Act of the Province of Nova Scotia.
- The treasurer is the Society's agent (as defined by the registrar) and is responsible for paying the annual registration fee, and sending with it a list of the Society officers and directors and a copy of the financial statement.

Paid Staff

- The treasurer is responsible for keeping the payroll information for paid staff and for paying wages on a bi-weekly interval, while retaining from wages the requisite amounts for CPP, EI and Income Tax if applicable.
- On a schedule agreed with CRA, the treasurer remits the deductions from employees' wages together with the statutory contributions of the Society as employer.
- When an individual's employment terminates, the treasurer must notify CRA and complete and distribute the necessary record of employment forms, the T-4 summary and individual T-4 forms.
- The treasurer initiates workers compensation insurance for the Society's employees each year and is responsible for remitting the assessed premiums.

Audit

- The annual financial statement, signed by two officers of the Society and accepted by the membership at the annual general meeting, is sufficient for purposes of complying with the requirements of the CRA Charities Directorate, CRA tax centre (re HST rebate), the Registrar of Joint Stock Companies, the curator of the CMAP and others. An audit is not a requirement.
- From time to time however, the Society may deem it prudent to have its books and records examined by a chartered accountant on the basis of a review engagement (the customary service for societies such as Wolfville Historical Society) or a full audit, for either of which a fee is payable. In this case it becomes the treasurer's responsibility to select and recommend to the board a suitable firm, to confirm the engagement and subsequently to provide the documentation required for the firm's work.

Investments

- The treasurer, in consultation with the finance committee, makes investments of the Society's funds in accordance with the policy herein.

3.1.5 Directors-at-Large

General

Directors-at-large are elected for a term of two years and are eligible for re-election.

A member of the Society with an interest in becoming involved in board work, or a member with particular skills or knowledge, may be elected as a director-at-large, for example when the annual plan contains activities which would be improved by having those interests, skills or knowledge available on the board.

Duties

- A director-at-large must become familiar with the contents of the Society Reference manual, attend board meetings and contribute to the proceedings.
- Directors generally promote the interests of the Society in the community and identify persons who may be encouraged to become members.
- Without any other specific duties, directors accept board tasks as required, such as appointment to a committee, take on responsibility for new business etc. in order to facilitate the board's work.

3.2 STANDING COMMITTEES

3.2.1 Chair Randall House Management Committee

General

The Randall House and its contents are the focus of the Society's activity. In the absence of a professional curator the RHMC is responsible for the management and operation of the museum and the conservation and display of the collections. When a professional curator is employed the RHMC becomes a resource and support network.

The chair is elected for a term of two years and is eligible for re-election. When a curator is employed many of the functions of the chair will be undertaken (by mutual agreement) by the curator.

Duties

The chair of the RHMC

- appoints lead persons for subcommittees and adds additional committee members as required;
- calls meetings monthly or as required. Establishes the agenda and ensures that the proceedings are recorded, distributed to committee members with a copy to the Society secretary;
- ensures that cost information related to the committee's annual plan of events and work are provided to the treasurer for inclusion in the Society's annual budget;
- reports to board meetings, with request for items requiring board decision to be placed on the agenda;

- reports to the annual general meeting of the Society.

Lead Person RHMC Property Sub-Committee

General

The lead person of the property sub-committee serves for the calendar year (or for longer by agreement).

Other members of the property sub-committee are enlisted by the lead person for the calendar year (or for longer by agreement).

Duties

The lead person

- becomes familiar with the long range and conservation plans for Randall House in SECTION 6, the check lists for the seasonal closing and opening of Randall House and the responsibilities of other committees;
- calls meetings or work parties of the sub-committee, as required, and keeps a record of activities. In general ensures that the planned activities and the associated work on the building are on-going and achieve their intended outcome;
- keeps a maintenance log of all work done in the house, complete with date, description, cost, and the name of contractors, if involved;
- ensures an annual conservation and maintenance plan is prepared, costed and submitted to the RHMC in November for approval and inclusion in the annual budget for the following year;
- ensures that grant aid is applied for from the provincial department of Tourism, Culture and Heritage under their Heritage Property Program and is responsible for observing the conditions of the grant, for reporting completion and for claiming the approved monies;
- ensures that contractors employed by the Society are registered with the Workers Compensation Board of Nova Scotia, and that a certificate to that effect is provided prior to any contract work being done;
- attends meetings of the RHMC and reports.

Lead Person RHMC Grounds Sub-Committee

General

The lead person of the grounds sub-committee serves for the calendar year (or for longer by agreement).

Other members of the grounds sub-committee are enlisted by the lead person.

Duties

The lead person

- calls meetings of the sub-committee, keeps a record of activities agreed on and in general ensures that the planned activities and the associated work are on-going and achieve their intended outcome;

- selects the tasks to be accomplished for the following year and ensures that costs associated with the work are submitted to the RHMC in November for inclusion in the Society's annual budget for the following year;
- becomes familiar with the responsibilities of, and involves other officers and committees in completing this sub-committee's work (i.e. treasurer, communications, property etc.);
- attends meetings of the RHMC and reports.

Lead Person RHMC Collections Sub-Committee

General

The lead person of the collections sub-committee serves for the calendar year (or for longer by agreement). When employed the professional curator will lead this committee.

Other members of the collections sub-committee are enlisted by the lead person for the calendar year (or for longer by agreement).

Duties

The lead person of the collections sub-committee

- is responsible for seeing that all collections management policies as outlined in Section 5.1 and collections management procedures as outlined in Section 5.2 are being followed by staff and volunteers;
- ensures that general costs for materials for the conservation and upgrading of the collection are given to the RHMC in November for inclusion in the budget for the following year;
- attends meetings of the RHMC and reports regularly.

RHMC Lead Person Exhibits Sub-Committee

General

The lead person of the exhibits sub-committee serves for the calendar year (or for longer by agreement). When employed the professional curator will lead this committee.

Other members of the exhibits sub-committee are enlisted by the lead person for the calendar year (or for longer by agreement).

Duties

The lead person of the exhibits sub-committee

- ensures that at least one temporary exhibit is mounted in the temporary exhibit room at the Randall House during the summer season.
- checks the boxed, framed display at the Tourist Bureau each spring, and updates if necessary;
- ensures that the summer staff are involved in the preparation and mounting of the exhibits as part of their required training;
- is responsible for seeing that all temporary exhibits meet professional standard. (some exhibits procedures and guidelines are in Section 5.3 if required);
- is responsible for arranging small temporary displays of clothing, china, accessories etc. in appropriate rooms of the house each year, paying close attention to security of the artifacts;

- ensures that general costs for the preparation and mounting of the planned exhibits are given to the RHMC in November for inclusion in the budget for the following year;
- attends meetings of the RHMC and reports regularly.

Lead Person RHMC Children's Program & Special Events Sub-Committee

General

The lead person of the children's program and special events sub-committee serves for the calendar year (or for longer by agreement). When employed the professional curator undertakes these duties as part of her programming plans.

The lead person or the curator may ask for the assistance of other members of the Society as needed.

Duties

The lead person of the children's programming and special events sub-committee

- plans children's programming both at the museum and, if possible, in the schools.
- plans other special events
- keeps a record of activities and in general ensures that they are completed as planned;
- ensures that an indication of likely costs involved in the programs are submitted to the RHMC in November for inclusion in the Society's annual budget;
- attends meetings of the RHMC and reports.

3.2.2 Chair Program Committee

General

The chair of the program committee is elected for a term of two years and is eligible for re-election. Several other members are selected by the chair.

Duties

The chair of the program committee

- reports to the board meetings and gives an annual report to the annual general meeting of the Society;
- ensures that regular meetings of the committee take place, that proceedings are recorded and copied to the secretary's file, and that committee work is coordinated and on-going;
- ensures that suitable speakers are identified for the regular meetings of the Society, invites them to speak and writes a letter to confirm the arrangement and a letter of thanks afterwards;
- consults with the communications committee to ensure that notices of forthcoming programs appear in the Society's newsletter, on the web site, on social media, and are advertised in newspapers and elsewhere;

As suitable, interested persons become available

- initiates and co-ordinates projects for oral history and publications;
- identifies persons (not necessarily restricted to Wolfville & Kings County) who might be asked to contribute history/heritage/environmental articles or points of view to the newsletter (solicit board assistance if required).

3.2.3 Chair Communications Committee

General

The chair of the communications committee is elected for a term of two years and is eligible for re-election. The chair selects suitable people to be the lead persons of the three important sub-committees for membership, newsletter and publicity.

Duties

The chair of the communications committee

- becomes familiar with the reference manual;
- chairs, prepares agendas for, and holds meetings. Records the proceedings in order to ensure that the committee operates effectively and sends a copy to the secretary;
- actively solicits and co-ordinates the requirements of other standing committees and sub-committees concerning communication;
- ensures that the committee's expenditures are estimated and forwarded to the treasurer by November for incorporation in the Society's budget for the following year.

Lead Person Membership Sub-Committee

General

The lead person of the membership sub-committee is enlisted by the chair of the communications committee for the calendar year (or longer by agreement).

Additional members of the sub-committee are selected by the lead person.

Duties

The lead person will

- become familiar with the reference manual and the committee and sub-committee mandate detailed in SECTION 2, as well as the policies and procedures detailed in SECTION 4, in order to carry them out effectively;
- attend meetings when called by the chair and report sub-committee activities undertaken or in progress;

Lead Person Newsletter Sub-Committee

General

The lead person of the newsletter sub-committee is enlisted by the chair of the communications committee for the calendar year (or longer by agreement).

Additional members of the sub-committee are selected by the lead person.

Duties

The lead person will

- become familiar with the reference manual and the committee and sub-committee mandate detailed in SECTION 2, as well as the policies and procedures detailed in SECTION 4, in order to carry them out effectively;

- attend meetings when called by the chair and report sub-committee activities undertaken or in progress;

Lead Person Publicity Sub-Committee

General

The lead person of the publicity sub-committee is enlisted by the chair of the communications committee for the calendar year (or longer by agreement).

Additional members of the sub-committee are selected by the lead person.

Duties

The lead person will

- become familiar with the reference manual and the committee and sub-committee mandate detailed in SECTION 2, as well as the policies and procedures detailed in SECTION 4, in order to carry them out effectively;
- attend meetings when called by the chair and report sub-committee activities undertaken

3.2.4 Member Finance Committee

General

The treasurer is the chair of the committee and is responsible for calling meetings and recording the outcomes.

Two members are elected for a two year term and are eligible for re-election. .

Duties

Each member of the finance committee will

- become familiar with the reference manual, the Society's annual financial report, the annual budget and the investment account (see Section 4.3.1);
- become familiar with the treasurer's book keeping and record keeping practices;
- become familiar with the treasurer's cash control practices (cash generated by museum donation box and shop sales and from Society community social activities);
- review the treasurer's draft annual financial statement in order to be satisfied that it is correct and can be recommended to the board and the annual general meeting;
- attend meetings called by the treasurer;
- be assured that decisions are in accordance with the investment policy at any meeting with the investment advisor which takes place to review or adjust the Society's investment holdings;
- provide assistance for Society fund raising activities.
-

3.2.5 Convener Memorial Foundation Trustees

General

At the annual general meeting, Society members present will elect one trustee for a term of three years, replacing a retiring trustee.

Following the annual general meeting, the trustees meet to elect their own convener from amongst themselves. The Society treasurer, as a trustee ex officio, is responsible for convening the first meeting.

Duties

The convener of the memorial foundation trustees

- calls meetings as required. Establishes the agenda, ensures that proceedings are recorded and that the trustees work is on-going;
- becomes familiar with the reference manual (Section 2.7);
- ensures that the trustees adopt an annual plan, with measurable objectives, concerning addition of citations in the civic memorial book, the solicitation of bequests and donations to the foundation and continuing research;
- reports to the board and to the annual general meeting of the Society.

3.2.6 Chair Nominating Committee

General

The chair of the nominating committee is elected for a term of two years and eligible for re-election. He/she should be aware of the interests and skills of individual members of the Society.

Duties

The chair of the nominating committee

- consults with the board of directors prior to beginning the search for nominees, to establish the positions for which nominations are required and their respective terms of office, and to receive the board's assessment of the Society's needs. Asks for additional meetings with the board if required as the work goes on;
- makes use of the reference manual in order to familiarize prospective nominees with the nature of the position they may take up. Ensures that nominees clearly give their consent to serve;
- seeks guidance from the standing committees regarding the volunteer needs of their respective sub-committees;
- ensures that notes of meetings with all prospective candidates approached during the search are kept;
- completes the committee's work and reports a slate in writing to the January meeting of the board of directors.

3.3 OTHER VOLUNTEER APPOINTMENTS

3.3.1 Historian

General

The historian should be qualified by being generally familiar with the history of Wolfville and of the Society. The length of the appointment is at the pleasure of the Society.

Duties

- The historian will be aware, and will make the board aware, of contemporary events of significance, concerning history, heritage and environment, happening in the Town of Wolfville and its surrounding communities. The historian may suggest ways in which such events can be commemorated or recorded for the future, for example by the taking of photographs for the Society's collection.
- The historian, in consultation with other knowledgeable members, answers genealogical and historical enquiries about persons, events and buildings associated with the Town of Wolfville and its surrounding communities, and can provide information for exhibits, articles, brochures and talks from the information available in the library and the research files at Randall House. Genealogical enquiries are also referred to the Kings Historical Society in Kentville which maintains more comprehensive records.
- The historian reports each year to the Society's annual general meeting on the events of significance in the Society and in the Town.

3.3.2 Archivist

General

The Society archivist should be qualified by being familiar with current archival procedures and willing to consult with the professional archivists of the ECWA for advice on archival matters. The length of the appointment is at the pleasure of the Society.

Duties

- The archivist collects, sorts and stores safely the historical and archival records of the Society, and maintains a finding aid for them, as laid out in the collections management policies and procedures.
- The archivist maintains a close working relationship with the secretary of the Society, the curator or manager of the Randall House Museum and the archivists of the ECWA at Acadia University so that the Society's archival collection is added to appropriately, and properly cared for. See the archival agreement with Acadia University (ECWA) in Appendix 1.
- The archivist reports each year to the Society's annual general meeting.

3.3.3 Shop Supervisor

General

The shop supervisor provides assistance to the Society's treasurer and relieves the curator or manager of some of the shop management. The stock is of some value and therefore the shop

supervisor must consult regularly with the staff to control the inventory, to ensure that the Society receives all money due and to make sure that all money owed to others is properly paid. In the absence of a shop supervisor the curator or manager will take on these duties.

Duties

- opens the stock boxes in spring to ensure that stock has not been removed over the winter;
- ensures that staff make proper sales records. All merchandise taken from stock or the shelves for sale, or as gifts for Society or museum purposes should be accounted for by means of an entry in the stock record book;
- when books or other merchandise are delivered to others off-site on account for resale, ensures that complete information - the date, the description and number of books, the name and address of purchaser, and the amount are entered in the stock record book;
- when books or merchandise are received for sale on consignment, ensures that a receipt is given which shows the date, the details of goods, the consigner's name and address, the consigner's price and our selling price. Makes an entry in the stock book;
- when the museum has closed for the season, does an inventory reconciliation (starting stock minus stock sold as recorded in the stock book equals remaining stock). Returns stock to boxes, seals the boxes and puts them away in storage for the winter;
- turns over an inventory report to the curator or manager and provides a summary of consignment items on which payment is due.

3.3.4 Volunteer Co-Ordinator

General

There must be at least two persons in the museum whenever it is open, both to greet visitors and to safeguard the contents. Most of the time, these persons will be the staff (the curator or manager and the museum assistant(s)). At weekends and sometimes in the week, one (or both) staff person(s) may be absent and in this case volunteer members need to be present. Recently pressure to have the museum open past the end of August when student help is no longer available, means that volunteer help is critical. When no volunteer Co-ordinator is appointed the curator or manager is responsible for arranging volunteer assistance.

Duties

- consults with staff which days will require volunteer help;
- solicits all members to try to fill the vacant times;
- assigns board and committee chairs to the remaining vacant times, until the schedule is filled.
- when the schedule is complete, ensures that everyone on it receives a copy. If afterwards a member has to withdraw, it is their responsibility to obtain a substitute;
- takes into consideration personal security concerns of volunteers by assigning appropriate partners;
- the curator or the manager will train a group of members if they would like training
- from time to time the board or the chairs of standing committee may have a need for volunteers and will require the coordinator's assistance.
- Ensures volunteers will have access to the museum. Staff have keys. A limited number of members have keys. The Tourist Bureau in Willow Park has a key for emergencies which can be borrowed, but which must of course be returned at the end of the day.

3.3.5 Photographer

Introduction

The Society possesses in its collection many fine photographs of the natural and heritage environment from the late nineteenth century, but few from recent times. Nor does it seem that recent images are being recorded or accumulated by others. The Society is attempting to remedy this situation by appointing a photographer, and beginning the systematic recording of the present day heritage scene, in Wolfville and its surrounding communities at first, but also in eastern Kings County generally.

In 2005 the Town of Wolfville recognized the value of this photography project and agreed to pay all the costs if the Society would manage the work and produce two sets of images. One set is to be suitably presented for Town purposes and the second is for the Society's own collection.

General

The person selected and appointed should be a member of the Society and be a competent amateur photographer possessing suitable equipment and facilities to enable the production of high quality film or digital images in both black and white and colour. The length of the appointment is at the pleasure of the Society.

Duties

The photographer

- becomes aware of changes, or planned and forecast changes, to the built heritage and natural environment and, in consultation with the board, agrees on subject matter;
- obtains approval to photograph where necessary and takes photographs as needed or as conditions and weather permit. In cases where this appears to present difficulty, refers the matter to the board. If the owner of the property requires a copy of the photograph as a condition of approval, the photographer may promise one. If more onerous conditions are imposed, advise the board before proceeding;
- provides to the Society negative and positive film images and digital images saved on a CD, together with black and white colour prints in sizes to be agreed with the board, all complete with identification as to subject and date;
- may claim expenses from the Society incurred in producing images, cost of printing, digital memory cards or CD stored images.

3.4 STAFF

3.4.1 Curator Randall House Museum

General

The curator is responsible for the operation of the Randall House Museum according to policies, directives and procedures established by the Society and set down in this Reference Manual. This includes planning, promoting, and delivering interpretative programs and services, such as events, workshops, and education programs, as well as interpreting the museum to visitors and groups. The position also involves supervising and scheduling of the museum assistant(s) and the volunteers, administrative and retail duties and care of the collections. The curator works closely with the RHMC and its sub-committees to ensure the smooth operation of the museum.

The curator will be a person with professional qualifications, obtained through a recognized program in museum studies. Experience in museum administration will also be required. Other qualifications may be stipulated in order to satisfy the requirements of a funding agency.

Duties

The most important duty of the curator is to ensure that the staff make visitors feel welcome and comfortable by

- communicating clearly an interest in them;
- informing them of how they can spend their time at the site;
- offering and leading guided tours of the house;
- ensuring that the visitor's experience and memories are positive by providing stories that are enjoyable and accurate using delivery techniques and content appropriate for the visitor.

The curator co-ordinates the delivery, maintenance and development of services and activities to visitors by

- setting up the museum at the beginning of the season, and closing it at the end of the season according to the guidelines provided by the RHMC
- developing and monitoring a work program and schedule with the museum assistant(s) and volunteers;
- working with the exhibits and collections committees to present an exhibit each month in the temporary exhibit room, and to have new small displays of clothing and artifacts in the rooms of the house each year;
- ensures records are kept of attendance and volunteers at Randall House during the season and reporting them monthly to CMAP on the appropriate form;
- mentoring the museum assistant(s), keeping in view the skills and work opportunities the Society is required to teach and provide according to the terms of any grant
- participating in selecting and training of the museum assistant(s) and volunteers;
- ensuring daily light housekeeping duties are done to keep the museum clean and tidy.

The curator cares for the museum collections, in co-operation with the collections committee, by

- regularly monitoring artifacts in storage and on display;
- ensuring that artifacts on display are protected and as secure as possible;
- ensuring regular rotating room inventories and checks are done each year;
- reporting all instances of breakage, wear, or "mysterious disappearance" to the RHMC, the Board or the RCMP as appropriate.

The curator ensures that museum interpretation is accurate, enjoyable and appropriate, by

- continually adding to knowledge and skills;
- reading, researching and sharing information about the collection, site, interpretive themes, and interpretive techniques.

The curator acts as custodian of the museum's collection by

- cataloguing artifacts, and maintaining records on the collection

- planning and setting up exhibits for the museum with the RHMC
- researching information on items relating to the museum and its collection
- maintaining accession records, gift and loan agreements, and data for the collection inventory;
- being knowledgeable about preventive conservation relating to the care and cleaning of the collection, and identifying artifacts requiring it;
- answering all inquiries relating to the museum;
- analysing the results of the CMAP triennial site evaluation, particularly those areas for which the curator is responsible, and recommending to the RHMC a three year plan for improvement if required

The curator ensures the security of the collection and the safety of visitors and staff by

- being familiar with emergency procedures relating to fire and security;
- knowing how to respond appropriately in everyday and emergency situations;
- identifying potential risks to visitors, staff, and the collection;
- promptly informing the appropriate people of risks, deterioration, losses, or vandalism.

The curator participates in retail sales and service by

- ensuring that the retail display is well stocked, neat and tidy at all times;
- cooperating with the shop supervisor in the operation of the museum shop;
- keeping proper sales records.

The curator works with the RHMC to display the permanent collection to its best advantage according to the collections and exhibits policies; suggests a timetable for the season and suggests display themes, which reflect the history of the Town of Wolfville and its surrounding communities. The curator plans, develops and arranges displays, involving the museum assistant(s) and the RHMC in their execution.

Formal Reporting

The curator prepares and presents a curator's annual report to the October meeting of the RHMC and to the annual general meeting of the Society. The report should contain the season's attendance record and an account of how responsibilities detailed in this document, particularly any matters selected for priority in the current year, have been fulfilled.

Employment Agreement

It is the practice of the Society to renew the employment agreement with the curator on an annual basis, the appointment being made at the annual general meeting. Following this, the formal agreement between the Society and the curator is signed, confirming the appointment and establishing the hours of work and the remuneration for the current year.

See also **Section 4 Policies & Procedures for the staff Performance Review.**

3.4.2 Museum Manager Randall House Museum

General

When the Randall House Museum does not have the services of a professional curator, it will employ a museum manager. The manager, with the assistance of the museum assistant(s) and the volunteers, under the direction of the Randall House Management Committee, is responsible for the operation of the Randall House Museum during the period of employment.

Duties

- setting up the museum at the beginning of the season, and closing it at the end of the season according to the guidelines provided by the RHMC;
- developing and monitoring a work program and schedule for the museum assistant and the volunteers, to insure that the staff members have proper time off and that there are always two people on duty while the museum is open;
- receiving donations of artifacts to the museum, providing receipts and obtaining information about the donation and the donor as required on the appropriate forms;
- opening and closing the museum each day at the appointed time;
- greeting visitors and ensuring that they have an interesting, informative and enjoyable experience at the museum. This necessitates becoming familiar with the history of Randall House and its former occupants as well as the general history of the area.
- conducting guided house tours as required, including appropriate stories for all ages;
- preparing a major exhibit each season for the temporary exhibit room, as well as smaller exhibits or displays in several of the other rooms of the house, with the assistance of the museum assistant and the volunteers;
- maintaining visitor and volunteer attendance records and remitting them to CMAP on the required forms on a monthly basis;
- looking after the proper display and routine cleaning of artifacts and furnishings according to guidelines provided by the Canadian Conservation Institute.
- reporting breakages, losses or other problems associated with the museum collection and furnishings to the RHMC
- overseeing retail sales and records in cooperation with the shop supervisor;
- assisting with special events;
- supervising daily routine cleaning;
- safekeeping and recording of monies received for admissions, shop sales, registration fees for museum programs and workshops, and depositing same with the treasurer on a regular basis.

3.4.3 Museum Assistant Randall House Museum

General

The student or students employed will assist the museum curator or manager and the Society volunteers to greet and inform visitors, interpret the museum and its contents, run children's and other special event programs and maintain the collections and records.

Duties

to assist the museum curator in all aspects of running the museum during the summer open season. Training will be provided before the museum opens and the student will be made familiar with the museum's Reference Manual. Duties may include:

- opening and closing the museum each day at the appointed time;
- greeting visitors and ensuring that they have an interesting, informative and enjoyable experience at the museum. This is the student's most important job.
- giving visitors an introduction to the area and the museum's history, layout and themes;
- conducting guided house tours as required, including appropriate stories for all ages;
- assisting the curator and volunteers in the preparation of temporary and permanent exhibits;
- maintaining visitor attendance records;
- looking after retail sales and keeping the gift shop area tidy;
- assisting with special events like teas, workshops and programs;
- attending to daily routine cleaning.
- Assisting with photography and data inputting via Collective Access
- Assisting with inventories
- Assisting with research
- Assisting with website and social media postings

SECTION 4 POLICIES & PROCEDURES

4.1 BOARD AND COMMITTEES

4.1.1 Annual Action Plan for The Board

Introduction

An annual action plan may be regarded as the Society's special mission statement for the year, which it is the board's duty to fulfill.

The board's action plan for the previous year is included under the "calendar" tab at the back of the manual.

Policy & Procedure

- The new board shall prepare an annual action plan for its activities following the elections, finalize it at its February meeting, promulgate it to membership and invite comment.
- The plan shall be expressed in such a way that progress can be measured and it shall be regularly reviewed by the board and progress reported to the membership.
- The outcome of the plan shall be reported by the president to the annual general meeting.

4.1.2 Perennial Calendar & Model Meeting Agenda

Introduction

The perennial calendar is used to organize and control the major recurring board and committee activities month by month for the entire year. It simplifies the planning of meetings and the preparation of meeting agendas, and enables board and committee members to prepare in advance for upcoming events.

Both the perennial calendar and a model meeting agenda can be found under the "calendar" tab at the back of the manual.

Policy

- The important and necessary actions of the board and all the committees shall be organized sequentially by month.
- The calendar and model meeting agenda can be used by all the committees as well as the board to facilitate the preparation of the several monthly meeting agendas.

Procedure

- Amend as required to keep the calendar up to date.

4.1.3 Procedures At Meetings

All meetings should be conducted in a fair, democratic, open and decisive manner.

4.1.4 Directors' Liability & Ethics Guidelines

A paper concerning Directors' Liability forms Appendix 5 in this manual. It also provides some guidance concerning ethics for Directors.

The Society has adopted for use, throughout all its undertakings, the Ethics Guidelines of the Canadian Museums Association. A copy of these guidelines forms Appendix 6.

4.2 THE HIRING & MANAGEMENT OF STAFF

The Society is an equal Opportunity Employer. A complete Human Resources Policy is under development.

4.2.1 The Performance Appraisal Interview

The following material may be used as a guideline for performance appraisals if considered appropriate.

The purpose of the performance appraisal interview is to evaluate the employee's performance annually on the basis of firm agreements on the work and results to be achieved. Agreements are also made for the future period. The job profile is the starting point for the agreements which the supervisor and employee make on the work and results. The support needed for this from the organization and the required knowledge and skills or competencies are examined as well. Agreements will be made on the employee's personal development and career prospects.

In short, by making clear agreements each year on tasks, results, working conditions and further development, the supervisor and employee know what to expect of each other. They can carefully evaluate performance and make specific agreements on it for the future. The agreements are set out in the report.

The performance appraisal interview is open in nature, whereby both the employee and supervisor have mutual input. It is important to know that a performance appraisal interview is *not* an assessment.; It may therefore not serve to take decisions on legal status.

Preparation

The supervisor makes an appointment with the employee for a performance appraisal interview as part of the annual scheduling of these interviews. There must be enough time for good preparation between making the appointment and the actual interview. The supervisor and employee can prepare themselves on the basis of the model form and this manual. If desired, they can exchange subjects for discussion which are not explicitly mentioned here several days in advance. The supervisor acts as leader of the interview and provides for the structure of the interview.

Prior to the performance appraisal interview, the employee describes the work he or she performed during the past year in the interview report. As a rule, agreements will have been made in the last performance appraisal interview on the work to be performed. When a supervisor is going to hold a performance appraisal interview with a subordinate supervisor, he/she can use the reports of the previous performance appraisal interviews as information. If a picture emerges from them that gives rise to questions for the higher supervisor, the higher supervisor can then actively gather information from the employees supervised by the subordinate supervisor.

Interview report for staff members

In the interview report for staff, the indication of result areas is left out because there are diverse staff jobs. It is possible that the supervisor and the employee have not made specific agreements before on the activities to be performed and performance in the context of the job profile. In that case, it is advisable for the supervisor and employee to determine the result areas and describe the work *during* the first 'new style' performance appraisal interview, before the evaluation. The number of result areas on the interview form can, of course be adjusted or increased. For the next interview, the staff member can fill in this report him/herself.

It sometimes happens that agreements on work made during the performance are adjusted in the interim in a progress interview, or that new work activities are agreed. In that case, these agreements are (also) mentioned and evaluated in the next performance appraisal interview.

The supervisor can prepare well for the interview on the basis of the employee's description of the work.

Within the faculty/service, agreements are made on the additional information needed for the interview. This could, for instance, be the report of the previous performance appraisal and assessment interview, the job profile. In the invitation to the performance appraisal interview, the employee is requested to describe the agreements made, work performed and results on the interview form (and to supply other information).

Holding the performance appraisal interview

This includes a list of subjects/questions which are brought up for discussion. These are general questions which are important for all jobs and about which the supervisor and employee can express themselves.

1. General review, evaluation of the agreements on working conditions

The supervisor and employee review the general aspects of the work and working conditions in the past year.

- How did the employee experience his/her work in the past years? Were there (special) circumstances that affected the work, privately or at work?

Various aspects of the work situation are then discussed. Agreements may have been made on this in the last performance appraisal interview. Aspects of the work situation are:

- provision of information, direction, coaching and feedback by the (hierarchical and/or job-related) supervisor
- cooperation with colleagues, the work atmosphere
- support by other departments
- pressure of work
- absence due to sickness and frequency of absence
- sideline activities
- plans to take holiday hours and saving up leave
- age-related human-resources policy.

2. Evaluation of work and results

The supervisor and employee discuss and evaluate the work and performance on the basis of the employee's description in the interview report.

- What do they think of the way in which the work was performed in the past period? Were the activities carried out as agreed, could the results be achieved? What went well and what did not? Why were certain results not, or not completely achieved?

3. Personal development plan and career prospects

It is important to realise that the supervisor cannot make any commitments in the performance appraisal interview if the employee has certain wishes regarding his/her career prospects. Agreements can, however, be made, for example on taking a study programme in the context of the career development path. It is a good idea to determine the period as well in the interview report within which these agreements have to be actualised.

- What are the employees strong competencies? Are there competencies which, in view of the

requirements of the current job, still have to be developed further or expanded through:

- study programme/course/training?
- participation in projects?
- secondment or rotation of tasks?
- does the present job offer enough challenge or prospects?
- do you have wishes with respect to the career:
 - in the short term, for the next 1 or 2 years?
 - in the longer term, for example for 3 to 5 years?
- is there a need to develop certain competencies in relation to future career wishes?

If agreements on competencies, further development and career were made in the last performance appraisal interview, these will be discussed and evaluated first.

4. Other subjects, comments and agreements

The employee and supervisor can present subjects themselves which have not yet been brought up in the interview. There will also be an opportunity to make additional comments and agreements. Possible differences of opinion between the supervisor and employee can be recorded here as well.

Agreements

Agreements for the next year can be made on all above-mentioned subjects. For each subject in the report, the supervisor must indicate clearly who must do what and when.

Post-interview procedure

After the end of the interview, the supervisor prepares the report of the performance appraisal interview and presents it to the employee. The employee signs the report as seen and the agreements for approval. The supervisor then signs the report, by which the report is adopted. The supervisor sends a copy of the report to the employee and the senior supervisor. The senior supervisor will provide for the filing of the report in the decentralised personnel file.

4.3 ADMINISTRATION

4.3.1 Investments

Policy

The Society invests funds surplus to the general operating account, income resulting from the activities of the memorial foundation trustees and other monies required to be reserved for specific objectives from time to time.

Capital funds of the Society may be invested in accordance with the provisions of Section 3 of the Nova Scotia Trustees Act, in particular. This requires adherence to "policies, standards and procedures that a reasonable and prudent person would apply in respect of a portfolio of investments to avoid undue risk of loss and to obtain a reasonable return."

Investment in any stock, bond or other investment instrument shall only be made following approval of the finance committee, except for the purchase of a guaranteed investment certificate with a term of five years or less, and an amount of no more than \$5,000, by the treasurer acting independently of the committee.

Procedures

The Society maintains investment accounts as follows:

- A general fund, in which are deposited the savings of the Society arising from all the activities of the Society.

- A memorial fund, in which are deposited donations and bequests arising from the activities of the memorial fund trustees in maintaining a civic memorial book. The policies and procedures governing the actions of the trustees and the disposition of investment income from this fund are set down elsewhere in this manual (Sect 4.4)
- The Watson Kirkconnell history prize fund, in which there is capital of about \$2,000, the interest from which is paid out annually to the Society's operating account to support the giving of a history prize in memory of Dr. Watson Kirkconnell. The policies and procedures governing the Society's management of this prize are set down elsewhere in this manual (Sect.4.3.2).
- The birthday fund was established in 1991 with a deposit of \$500, the intention being to allow this to compound until 2041, to ensure that funds will be available to support an unspecified project to celebrate the Society's first centenary.

The finance committee meets as required in response to the chair's request to consider the re-investment of guaranteed certificates or other instruments held in the several accounts.

Equity based investments are made through the bank which holds the Society investments (currently BMO).

The committee shall minute or report the proceedings of all of its meetings, including meetings with the investment adviser at the bank, and give the minutes to the secretary for placement in the permanent records of the Society. The treasurer will also make a report of the investment funds to the annual general meeting of the Society.

4.3.2 Prizes, Awards, Remembrances And Expressions of Concern

Policy

The Society wishes to commemorate or recognize members and individuals in the community, for outstanding service to the Society or for making a contribution to Wolfville's heritage. It does this by means of the following:

Kirkconnell History Prize

This prize, which is supported by its own investment account, shall be given annually to a student of Horton High School. The prize winner is selected by the school's history department, and the prize giving takes place in June, at the closing ceremonies. The prize commemorates the contribution of Dr. Watson Kirkconnell to the Society.

Armistice Wreath

A wreath shall be placed at the annual Armistice ceremony in Wolfville by a member of the Society.

Other Awards & Prizes

The Society may from time to time confer a prize or a certificate or plaque or scroll of merit or recognition or appreciation upon an individual, organization or identifiable group in order to acknowledge the performance of an outstanding service that is in keeping with the principles and purposes of the Society.

Without undue restriction on designation of each such presentation, the following gives an illustration of some of the endeavours the Society wishes to honour: long and devoted service in community volunteer work; leadership in a significant history project; significant accomplishment in a historical research endeavor; performance of a task that strengthens or advances or enhances the Society's operation or endeavor; a service that promotes the life, beauty or heritage of the community.

Expressions of Concern

The illness, distress or death of a member shall be recognized and a suitable expression of the Society's concern shall be made by a member of the Board..

Procedures

Kirkconnell History Prize

- The practice has been that the school contacts the Society each year to determine if the prize continues to be available, and if so, advises it of the winner's name, and the date of the ceremony.
- It was the practice in the past to give the winner a historical book with an inscribed book plate in addition to a cheque. In recent years however practice has been to give either a gift certificate or a cash award in an amount to be determined by the Board.
- The president of the Society attends the ceremony and personally makes the presentation.
- The Society keeps a record of the event and any correspondence which may arise from it.

The Armistice Wreath

- The board shall annually select a member or members to attend the Wolfville Armistice Day observance to place a wreath for the Society. The person selected is responsible for purchase of the wreath from the Legion and is reimbursed by the Society.

Other Awards & Prizes

- The nomination of a recipient may be made to the board by any member or committee.
- The board assesses the nomination and by vote determines a recommendation. If the vote is against, the board shall notify the nominator. If in favour, the board moves adoption of the recommendation at a general meeting of members. If the vote is in favour, the board accepts responsibility for fulfilling the decision, by selecting the nature of the award, arranging the occasion and making the award.
- The award or prize may be in the form of a plaque or scroll of merit and may be accompanied by a gift or flowers if appropriate. The board shall be responsible for the production of high quality certificates, plaques or scrolls. Copies of all such awards shall be preserved in the Society's archives

Expressions of Concern

- As soon as the Board learns of the distress of a member, it shall decide on an appropriate expression to that member or member's surviving spouse or family such as a card or letter, flowers, and offers of assistance if appropriate. A board member shall be designated to carry this out on behalf of the Society.

4.3.3 Training

Policy

The Society wishes to present and to conserve the Randall House Museum in the best, most professional way. Accordingly, improvement of members' knowledge on all aspects of museum management and operation is recognized as a necessary Society responsibility.

The Society receives notification of workshops, lectures, courses and seminars from several sources such as the Association of Nova Scotia Museums, the Nova Scotia Museum, Canadian Conservation Institute and others, and the Society will support active members wishing to take advantage of these training opportunities.

Staff members, when appropriate, may also take advantage of further training, if it does not interfere with their other duties.

The Society encourages its membership to take an active part in the management and operation of the museum and will support members wishing to receive training at workshops and the like held in the province. Staff members, when appropriate, may also take advantage of further training, if it does not interfere with their other duties.

Procedures

- The board assesses the relevance of any particular workshop or lecture and determines whether or not a member should attend and identifies the most appropriate member(s) willing to attend.
- On the forms provided by the organizer, the secretary registers the member(s) and pays the fee.
- The Society will also pay the individual's out-of-pocket expenses for gasoline consumed in driving from home to the site and home again, reasonable costs incurred for overnight accommodation when it is not practical to return home the same day, and reasonable costs of meals not included in the registration fee or taken while travelling. (Whenever possible members are encouraged to share driving etc. to keep the overall cost to the Society to a minimum).

Upon return, the member will:

- share the experience with the board or RHMC, by providing a report. Recommendations as to actions the Society might take to improve operations shall be mentioned.
- turn over to the secretary for filing in the Randall House office files any workshop hand-out materials.
- submit an expense claim together with appropriate receipts to the treasurer.

4.3.4 Membership

Introduction

A continual infusion of new members is crucial to sustaining the vision and the mission of the Society. The board, the committees, and indeed the members themselves, have an important role to play by regularly considering the volunteer needs of the Society and actively engaging the interest of particular individuals whom they identify as likely to join. Museum events, exhibits

and meetings, guest speakers, programs and dinners, which are presented throughout the year need to be actively promoted.

Policy

Membership in the Society is open to anyone who is interested in history and heritage, particularly that of the local area, or who otherwise wishes to support the Society. Residence in the Wolfville area is not a requirement for membership, nor is there limit on the number of members.

Membership shall be secured by payment of the annual or one time dues appropriate to one of the membership categories, for which a receipt for Canadian income tax purposes will be given.

The lead person of the membership sub-committee shall maintain an up-to-date membership register. At the end of each year the register shall be archived and a new register started for the following year.

Members will be invited to renew their memberships by reminders from the lead person of the membership sub-committee in accordance with the bylaws.

The membership categories and annual or other dues (current in 2016) for each category shall be as follows:

Individual Membership	\$20/calendar year
Family Membership	\$30/calendar year
Youth under 21	\$10/calendar year
Distance Member	\$10/calendar year minimum
Sustaining membership	minimum \$100/calendar year
Life member (individuals over 70 years of age)	\$500 (one payment)

Procedures

The lead person of the membership sub-committee shall:

- produce membership application forms, showing the year during which it will be used;
- send a membership application to all members. Thereafter, those remaining un-renewed will be reminded by the membership lead person by all means available.
- If the membership dues remain unpaid as of December 31st, the individual's name will be removed from the register;
- make membership forms available at Randall House; at every meeting of members and at every event.
- Members shall receive a receipt for tax purposes upon payment.

4.3.5 Newsletter

Policy

The Society will publish four newsletters a year to be received by members quarterly and others as required. The newsletter will contain notification of Society events and activities soon to take place, but it is also hoped to include invited articles and features on local history and heritage.

Some of these may express a point of view requiring a response, which the Society may print in the following newsletter. Members, or others, may be interested to write about the museum collections, or report on a community event. The object is to produce an interesting newsletter which, in addition to serving the members, may also be of interest to the wider community.

Procedures

Typical minimum content:

In or about February:

- news from the Society's AGM, such as names of the new boards and committees;
- names of the speakers and their topics for upcoming Society meetings if available;
- receipts for memberships renewed and reminders to renew can be in any mailouts.

In or about May:

- opening and closing dates for the museum;
- introduction of the Randall House Museum summer staff if available;
- calls for volunteers if required
- announcement of the summer program of exhibits and events, with dates;
- a renewal form for the current year (for members who have not renewed), receipts (for those members who have renewed) can again be included in any mailouts.

In or about September:

- names of speakers and their topics for the fall season;
- Report from the curator and wrap up of the summer season

December:

- official notice of Society's annual general meeting in January;
- information about the Society's Christmas Party or other Christmas Events.

Other Newsletters may be published at the request of the board.

- The lead person of the membership sub-committee keeps up-to-date contact lists.
- Produce 20 more newsletters than are required for membership to put into Randall House or for use by committees when requested. Ensure that the Society's secretary receives a copy for the archives.

4.3.6 Charges and Expenses Payments

Policy

Board, committee chairs, committee members, and volunteer members from time to time make purchases out of pocket in connection with their approved activities at Randall House and for other Society functions. These purchases will be made at several stores with whom it is not practical for the Society to maintain a charge account. In some instances purchases can be charged (for example for conservation supplies and books for resale). The curator or the manager will be advanced money by the treasurer, to be kept in a petty cash box at Randall

House and to be accounted for in the way described below for everyone.

The Society's policy is to reimburse individuals for such expenses made out-of-pocket. All charges of this kind should be made only against items for which the Society has budgeted in its approved annual budget or as part of an approved event.

When a member is asked by the board to attend a workshop, seminar or conference as a Society delegate, the registration fee will be paid, generally in advance. The cost of gasoline consumed on the trip and reasonable costs for accommodation and meals if required by distance or duration of the event will also be authorized by the board and paid for.

The curator or the manager will be advanced money by the treasurer, to be kept in a petty cash box at Randall House which is to be accounted for in the way described below.

- The purchaser is asked to make up a payment claim, saying for what activity or event or budget heading the purchases were made, for the Society's treasurer for payment. The claim should list the items with the cost, tax (if item is taxable) and the total (including tax), alongside each other in three columns, each column being totaled at the bottom, with the date and signature of the person claiming. Claims can be in the claimant's handwriting or can be typed.
- Receipts or a copy of the purchase order must be obtained for every purchase and attached to the claim. A record of the payment by means of the purchaser's credit card is not useful to the treasurer (nor to any auditor) because it does not indicate what the purchase was nor does it indicate the amount of tax included. The receipt must show what was purchased, the cost, the tax and the total. If the goods are identified by a code intelligible only to the store, then write on the receipt what the actual purchase was.
- For some purchases, the supplier may be willing to charge them on your authority and invoice the Society. The treasurer then pays the bill to the supplier directly, but it is still necessary for the purchaser to keep and submit to the treasurer a copy of the dated cash register tape or equivalent, indicating what was ordered or received.

4.3.7 Publicity for WHS Programs & Events

Policy

In addition to the Society's newsletter, which is distributed to members and supporters and posted on the Society's web site, programs and events will be broadly advertised.

Procedures

- Advertising can be obtained at no charge through use of the community service provisions of most of the media organizations. In addition, there are many groups of people connected by group e-mails which are prepared to receive information from an organization such as Wolfville Historical Society. Others, which publish newsletters, may be pleased to include information about our upcoming activities and exhibits.

Following are some of the publicity opportunities:

- The "coming events" column of the Advertiser;
- the Town publicity kiosks and the Wolfville Tourist Bureau;

- the Town office (councillors and staff);
 - the Town web site;
 - the "What's Happening in Wolfville?" group email from the Town Office;
 - community bulletin boards in the area (post office, grocery stores, churches);
 - the mailouts of the Acadia Adult Learners, with permission
 - the mailouts of the Newcomers Club, with permission
 - mailouts to special interest groups (e.g. the Red Hatters for the hat exhibit) Co-ordinate this with the curator.
 - CBC radio (the Wolfville community report on Information Morning and public service announcements throughout the day)
 - CBC TV for possible coverage of special events and exhibits
 - AVR radio
 - ATV for possible coverage of special events and exhibits
 - regular updating of the Society's website (through the curator or other designated person)
 - regular use of the Society newsletter (four times a year)
 - notice to individuals with a known interest in a particular program or event (e.g. seniors, Guides or Scouts)
 - other online outlets such as SMtheinsidescoop <theinsidescoop@scoopsmedia.ca>
 - The Grapevine
 - The Griffin. Published quarterly by Heritage Trust of Nova Scotia. heritage.trust@ns.sympatico.ca
- Members without email might need notices via telephone..
 - For each event or program, verify necessary information to be advertised in consultation with the speaker/organizer.
 - It is recommended that information be given to outlets in written rather than verbal form.
 - If community information is to be distributed in the form of a poster or 8-1/2 x 11 sheet, a consistent format would be useful, and would eventually become recognizable in the community. Information is preferably typed, computer generated, or compiled by a graphic artist. Use of colour will add to its effectiveness.

4.4 CIVIC MEMORIAL BOOK

Policy

The trustees of the memorial foundation, operating as a standing committee of the board shall be responsible for the upkeep of the civic memorial book (2). They will be responsible for writing and adding citations, for soliciting and keeping a record of donations and bequests, and for exhibiting the book, using it to inform and educate members, Wolfville residents, visitors and researchers in furtherance of the Society's and the foundation's objectives. (see Section 2.7 and 3.2.5)

In accordance with the recommendations of The Charities Directorate (Canada Revenue

² The Book was made by Legge Conservation Services, the pages by Steven Slipp of Semaphor Design.

Agency), those making bequests and donations shall be requested to make a "direction", by signing a reproduction of the form in the "forms" section at the back of the manual.

The capital of the fund shall not be expended, except by resolution of the board and with the acknowledgement of the Charities Directorate of Revenue Canada. Income from investment of the capital shall be paid annually to the Society's general operating account for its unrestricted use, in accordance with the intent expressed at the formation meeting in 1993.

General Procedures

- The trustees shall carry out research on persons whom they consider worthy of including in the book and write citations, either themselves or by inviting others for that purpose.
- Where possible, living descendants shall be consulted and the objects of the foundation explained. If there is an interest, they may be asked to provide information pertinent to the citation being prepared.
- While the trustees will make all dignified efforts possible to secure a donation or bequest from descendants or from a group with whom the person in the citation was associated, the absence of a donation or bequest shall not prevent the trustees from placing a citation in the book.
- Donors should be asked to complete a direction form when making their donation or bequest and asked if they would like their support of the citation to be noted in the text. The standard form to be used, as recommended by Canada Revenue Agency, can be found in the Forms section at the back of the manual. The treasurer (as a trustee) shall ensure that an official Society receipt for the donor's own tax purposes is issued.
- The trustees shall arrange for the display of the civic memorial book in the Randall House and elsewhere in Wolfville on appropriate occasions
- The trustees shall contact the curator and ensure that new citations are put onto the Society's web site.
- The trustees shall organize, identify and keep all documents accumulated in the course of research on individuals and place these in the Society's archives on an annual basis.

Procedure for Selection of Civic Memorial Book Entries

- keep up to date a list of names of potential candidates, with brief notes and aids to future research;
- candidates selected, both men and women, will be those who through personal effort during the years spent in Wolfville have helped make the community a better place. Wolfville-born persons who achieved success and recognition in other jurisdictions, but maintained their contacts with the town may also be considered;
- consideration should be given to candidates who served as Council members - this will include most Wolfville mayors since 1893 - or Town employees or others who were particularly active in local government or private sector initiatives;
- presidents of Acadia University, certain faculty members; school principals; members of the medical, architectural, engineering, law and accounting professions; long serving clergy, members of the cultural and artistic community, members of the provincial legislature, the House of Commons or Senate, etc. may be proposed for inclusion, as well as outstanding representatives from commerce, industry, agriculture, horticulture and economic development;
- well known and loved "characters" of the past, such as Charlie Delahunt, Katie Weston and

Fred Holloway for example, may be included.

Procedures for production of the book pages:

- The trustees shall be responsible for the production of high quality citations (the actual pages of the book), by having them made by a professional or fine arts designer. Having received a completed presentation page and before its incorporation into the book, the trustees shall:
 - ensure that the page designer/producer saves the text in archived files at his place of business;
 - make three colour laser copies, one for the sponsor, one for placing in the guardian book (which is intended for use by the board of directors when explaining the memorial fund, and to reduce wear and tear on the actual book), and one to be kept in the Society's archives;
 - scan the page and save it onto two discs, one to be kept in the Society's archives and the other kept with the trustees working documents.

SECTION 5 COLLECTIONS

5.1 COLLECTIONS MANAGEMENT POLICY

The Wolfville Historical Society acknowledges with gratitude the assistance and support of Rhianna Edwards, Deputy Archivist at Acadia University, in providing guidelines for these Collections Management Policies.

Scope

This policy statement covers all artifacts which the Wolfville Historical Society is considering for acquisition or which it has already acquired for its permanent collection. This policy also addresses all archival material which is offered to the Society.

This policy does not refer to other purchases the Society may make which are not intended for the permanent artifact collection.

Definitions

In this policy statement, the following terms are used with the meaning shown:

Accession: verb: To formally record or register an acquisition.

noun: All the material received at one time from one donor. When an object has been accessioned, it is systematically described on the computerized Accession and Registration Form. It now has a status beyond that of merely being the property of the organization and can only be disposed of by referring to the WHS Board of Directors.

Acquire: verb: To transfer legal ownership (title) of an artifact to the WHS

Acquisition: noun: An artifact deemed to fall within the collecting objectives of the museum and for which a decision has been made to legally obtain it for the collection.

Appraise: to examine an object offered to the museum to decide whether it meets the collecting objectives of the Society.

Archival Material: Any document made or received in the course of a practical activity by a person or organization, and preserved. Archive material may be in any media and includes, but is not limited to, textual documents such as correspondence, diaries and journals, as well as maps, plans, photographs, film, video and audio recordings, drawings, and charts.

Artifact: Something made or given shape by a person or organization, such as a tool or a work of art. In general, an artifact is three dimensional in nature.

Collection: The whole of the historically significant artifacts acquired by a museum

Collections Management Policy: An official statement detailing the general principles or rules by which a museum is guided in the management of its collection. In particular, it includes a policy statement identifying the kinds of materials a museum will acquire and the conditions or items which affect their acquisition and it ensures the effective documentation, preservation and access to artifacts in the collection.

Deaccession: The process by which a museum removes material from its collection.

Disposal: Once a decision has been made to deaccession an artifact, the method of disposing of it.

Incoming Loan: To obtain or receive an artifact for temporary use, intending to give it back.

Outgoing Loan: To permit the use of an artifact with the expectation of its return.

Conflict of Interest & Ethical Guidelines: The Wolfville Historical Society has adopted the Ethics Guidelines of the Canadian Museums Association, and operates in accordance with them. For conflict of interest guidelines for museum staff and volunteer workers, consult the Ethics Guidelines (see Appendix 6). The ethical guidelines which specifically relate to collections management have been incorporated into this policy

5.1.1 Administration

Sub-Committee Structure and Term

This policy is administered by the collections sub-committee of the Randall House Management Committee (RHMC hereafter) at regularly held meetings. The sub-committee consists of at least five members, with the curator participating as an ex-officio member. The board, acting through the nominating committee, appoints the chair of the RHMC. The chair then chooses the subcommittee members who are appointed for a one year term but are eligible for reappointment

Authorization

When the WHS employs a curator, this sub-committee has the authority to carry on its duties concerning acquisitions without consulting with the board of directors. In the absence of a curator, the RHMC may wish to consult the board if there are any questions concerning any acquisition. However, in all circumstances the sub-committee's final decision to deaccession and dispose of an artifact will be ratified by the RHMC and approved by the board. Only when there is disagreement between the board and the RHMC will the matter be referred to the Society members for a decision.

Assessment Decisions

The primary duty of the sub-committee is the assessment of artifacts for acquisition (whether through donation, trade, gift-in-kind, transfer from another institution, salvage, or purchase), and the assessment of artifacts for deaccessioning disposal.

Consensus

No decisions about an acquisition or deaccession will be taken unless all members of the subcommittee are present or have been consulted. A decision to acquire or to deaccession an artifact or archival material will be made on the basis of consensus whenever possible. If unanimity cannot be obtained, the matter will be tabled until further research and reflection can occur. If consensus is still not possible, the artifact(s) or archival material in question will not be acquired or deaccessioned.

Other Duties

In addition to administering the policy and making assessment decisions, the sub-committee will

- develop priorities for assessments;
- identify artifacts that require emergency preservation/conservation action;
- act in an advisory capacity to other Society committees and the board of directors about the use and preservation of the collection and about possible new collecting areas;
- encourage and solicit donations from the public by promoting the notion that the Society welcomes donations and will preserve and exhibit them in a responsible manner;

- review and revise this policy and its associated procedures annually;
- consider suggestions made by the membership;
- oversee administrative tasks related to the collection.

The sub-committee will use a transparent procedure for the assessment of artifacts and minutes of the Collection committee will be available.

Information about artifacts which have been offered but refused will not be made available. The names of donors who wish to remain anonymous will not be released.

5.1.2 Artifacts

Collection Objectives

The Wolfville Historical Society will collect historically significant objects that are representative of the popular culture and that best serve to illustrate the founding, settlement, and development of the town of Wolfville, Nova Scotia, and its surrounding communities. Priority will be given to artifacts which contribute to an understanding of past human behaviour, customs, activities, periods, episodes, institutions and personalities.

Acquisitions

Acquisitions may be made by the Society through gift/donation/bequest; purchase; exchange/trade; gift-in-kind; salvage; or transfer from another institution. All acquisitions must be consistent with the collecting objectives outline above. Artifacts will not be acquired and accessioned with the intent (deliberate or otherwise) of eventual deaccession. For this reason, careful consideration will be given to the long-term implications of acquiring each artifact.

Conditions

All acquisitions will be subject to the following conditions. The collections sub-committee will

- determine that the artifact is relevant to, and consistent with, the purposes and activities of the Wolfville Historical Society;
- ensure that the Society's collecting activities are focused, primarily, on the improvement of the collections by selective additions in areas where it already has strength and, secondly, on the development of new collecting areas which lie within the broad interests of the Society.
- obtain all available documentation as to the provenance of the artifact, and will ascertain that subsequent systematic research likely will establish a further worth in the Society's display, research and interpretive activities. However, the sub-committee may collect artifacts that have incomplete documentation as long as they contribute to a clearer understanding of the past;
- satisfy itself of the work's authenticity; that is, that it is not a fake or forgery;
- seek to acquire only objects with a view to permanency in the collection, and not with the intent of trading or selling;
- not collect more than one duplicate of an object already held within the collection, unless it serves a useful purpose, such as for extension program displays, travelling educational kits,

comparative research, etc., or unless it is part of a series. Any duplicate must have a specific function within the Society's program;

- determine that the artifact does not meet any of the criteria for deaccession. (See Deaccession and Disposal);
- determine by all reasonable means that the vendor or donor has legal title to the artifacts in question, and that they have not been collected under circumstances considered to be professionally exploitative, unethical, or illegal;
- ensure that all acquisitions involve a transfer of ownership to the Society and that all appropriate legal documentation to that effect is drawn up;
- determine that the artifact is received free and clear of restricting conditions as to use and future disposition. Where conditions are attached to an acquisition, every effort will be made to place a reasonable date on the time for which they shall apply and to define the conditions closely.
- Normally, a commitment to display particular objects from a donor will not be made;
- in the case of a purchase, determine the fair market value of the artifact prior to proceeding with a purchase;
- determine that, to the best of the Society's ability, the human and material resources are available to adequately document, display, protect and conserve the artifact under conditions that are consistent with professionally accepted standards for conservation and public access;
- ensure that the objects are in reasonable condition so that the Society may fulfil its goal of conservation with as little alteration to objects as possible. However, extremely unique or rare objects which are in poor condition or are incomplete may be assessed to determine if they fulfil the collecting objectives of the Society.

(See associated **Section 5.2.1.1 Procedures for Appraising Artifacts** and **Section 5.2.1.2 Procedures for Accessioning Artifacts**)

Deaccession and Disposal

From time to time, as the RHMC deems prudent, on the recommendation of the collections subcommittee, and with the decision ratified by the board, the Society may deaccession objects from its collection and dispose of them by exchange, trade or destruction. In all cases the deaccession and disposal of artifacts will comply with the Ethics Guidelines of the Canadian Museums Association.

Conditions

All deaccession and disposal decisions will be subject to the following conditions. The collections sub-committee will

- come to a consensus (as described in previous section, Assessment Decisions) about the need to deaccession an artifact and about the method of disposal (see Disposal following);
- determine that no legal impediments exist to the deaccession and disposal of the object; for example, that there are no mandatory restrictions attached to a donation;
- ensure that the object meets one or more of the criteria for deaccession (see Criteria following);
- seek additional legal advice if the deaccession constitutes a major disposal problem;

Criteria

The following criteria will be considered in decisions related to deaccession:

- the object is redundant and of no significance to the collection;
- the object is in such poor condition that conservation or restoration will render the object false;
- the object is of poor quality, either intrinsically or relatively;
- the object is a fake or forgery.
- The object does not fit the Society mandate.

Disposal

Note that recent decisions from Revenue Canada state that it is not permissible to return a deaccessioned artifact to the original donor even if the donor did not receive an income tax receipt at the time of the donation. Revenue Canada considers "return to original donor" a separate transaction conferring a personal benefit on a private individual, which could provide grounds for revoking the museum's charity status.

If an artifact has been approved for deaccession then the object should be disposed of to the best advantage of the Wolfville Historical Society and the public trust. Disposal will be by one of the following methods. Although for most artifacts these methods are listed in order of preference, the Committee may determine which method is appropriate for specific objects, depending upon their significance.

- exchange or trade of the object to another public Canadian charitable institution. First consideration should be given to an institution that can provide the highest degree of care for or make the most appropriate use of the object. If feasible, an effort should be made to ensure that the object remains in (or is returned to) the province (or other location) of original acquisition. Every effort should be made to advertise the availability of the deaccessioned item(s) as widely as possible among appropriate sister institutions;
- destruction if the artifact is inappropriate for exchange or trade.

(See **Section 0 Procedures for Deaccessioning and Disposing of Artifacts**)

Incoming And Outgoing Loans Policy

Museum collections, generally, are both owned and borrowed. The responsibility for material placed under the custody of the Society on a temporary basis is regarded in the same light as the responsibility for permanent collections. Therefore all policy statements related to the care of the permanent collection also apply to incoming loans.

Incoming Loans

- Objects may be borrowed for temporary exhibition with specified time lengths according to loan conditions negotiated with the lender by the collections sub-committee and ratified by the RHMC.
- The Society will not consider permanent incoming loans but may consider long-term or renewable loans, depending upon the circumstances. Long-term loans should be reviewed and renewed on an annual basis, if such renewal is desirable. The intent of both lender and borrower must be clearly stated.

- To the best of the Society's ability, all artifacts will receive the highest possible standard of care and attention. The Society will not clean, repair or make changes to any borrowed item without the permission of the lender.
- The Society will pay all costs of packing, packing crates and materials, and of transporting the object(s).

Outgoing Loans

- The Society may loan objects for temporary displays or educational purposes off-site, according to loan conditions negotiated with the borrower by the collections sub-committee and ratified by the RHMC.
- The Society will not consider permanent outgoing loans but may consider long-term or renewable loans depending upon the circumstances. Loan agreements for objects loaned out on a long-term basis must be reviewed and renewed annually, if such renewal is desirable. The intent of both lender and borrower must be clearly stated.
- The borrower will pay all costs of packing, packing crates and materials, and of transporting the object(s).
- The borrower will provide adequate insurance for the artifacts, in consultation with the Society. (See **Section 5.2.1.4 Procedures for Incoming and Outgoing Loans**)

5.1.3 Archival Material

Acquisitions

The Wolfville Historical Society wishes to encourage and support the preservation of, and access to, archival materials such as family papers, deeds, business papers etc., which relate to the heritage of Wolfville and its surrounding communities. Because the Randall House Museum has neither sufficient storage areas nor environmentally controlled conditions, an agreement has been reached with the Esther Clark Wright Archives at Acadia University to store the archival and photographic collections of the Wolfville Historical Society. These collections remain in the ownership of the Society and are only accessible according to the terms of the archival agreement between Acadia University (the Esther Clark Wright Archives) and the Wolfville Historical Society.

(See **Appendix 1: Archival Agreement between Acadia University and the Wolfville Historical Society**).

Archival Material and Society Archives

The Society maintains an archival collection of historical items as well as an institutional archives consisting of inactive documentation of the Society's activities. This includes governance documents, minutes, financial records, correspondence, special events, property files, scrapbooks, photographs and newsletters. The Society's archival collections are stored at the ECWA under the terms of a special written agreement drawn up between Acadia University and the Wolfville Historical Society (see **Appendix 1**). A finding aid is maintained for both historical and institutional collections and for the photograph collection (see **Appendix 2**). Rules regarding access, copying and permission to publish are detailed in the agreement. The Society

charges an archival research fee (\$20 in 2016) for requests which take more than one hour of time to answer.

5.1.4 Books

The Wolfville Historical Society maintained a library at Randall House in the past, and appointed a Society librarian to care for it. Today the books owned by the Society are considered part of the collections of the museum, some as artifacts and some as reference resources. The catalogue for both accessioned and resource books needs to be updated. Accessioned books may not be borrowed, but may be consulted in the library/research office or at the Society collection at the ECWA. Resource books may be borrowed for one week by arrangement with the curator who will maintain a file on library loans. The curator's responsibilities include checking the books once a year for loss or damage and filing a condition report where necessary. A knowledgeable volunteer may assist the curator with this task. (See **Section 5.2.1.7 Special Procedures for Books**)

5.1.5 Photographs

The Society maintains a large photograph collection which is accessioned and housed with its archival collection at the ECWA at Acadia University. A finding aid is available (see **Appendix 2**). Photocopies of the images are kept in the library research office for the use of researchers but has not been updated. Inputting of the photographs to the Collective Access database continues. Images and descriptions for much of the collection are available on line, either on the Society Website, Nova Muse, or on the Canadian Heritage Information site. The originals may be copied at the discretion of the curator or archivist upon request, and they will ensure that proper credit is given for use. Photographs of the Wolfville Historical Society events and activities (mostly in colour) were separated from the historical photograph collection: some are identified and housed in albums in the Randall House library research office. Some housed at the ECWA are currently being processed.

(See **Section 0 Procedures for Recording Photographic Images**)

Copyright

The author of the photograph is the person who was the owner of the initial negative or plate at the time the negative or plate was made, or, if there is no negative or plate, the owner of the initial photograph. Transfer by deed of gift to the Society does not include the transfer of the copyright. Photographs taken on or before December 31, 1948 are in the public domain and no permission or payment is required. For photographs taken on or after January 1, 1949 the term of protection is life of the author plus 50 years.

Photographs may be used for research, private study, newspaper reporting, criticism and review without infringement of copyright. For any other use, including publication, written permission of the owner of the copyright is required.

Privacy

To reproduce photographs of living people, their written permission is required.

5.1.6 Other Matters**Storage**

To the best of its ability, the Wolfville Historical Society will ensure storage conditions that are secure, clean, safe and environmentally acceptable for its collections, whether onsite or elsewhere. The curator or lead person of the collections sub-committee will inspect all storage facilities on an annual basis and make recommendations for improvement to the RHMC, as necessary.

Records Management

The curator or collections sub-committee will be responsible for ensuring the maintenance of documentation files related to the collection, including but not limited to, records related to appraisals; evidence of legal ownership such as gift agreements; incoming and outgoing loans and condition reports. This includes digital files and the Collective Access database. Back up of vital files must be kept.

(See **Section 0 Procedures for Records Management**)

All records will be housed within the Society's filing system.

Accession and Registration

The curator or collections sub-committee will be responsible for ensuring that, within a reasonable length of time after acquisition, the artifact will be accessioned according to the Society's Procedures for Accessioning Artifacts.

Conservation

The curator or collections sub-committee will be responsible for ensuring that, within a reasonable length of time after acquisition, any necessary conservation measures are identified and carried out as soon as possible.

5.1.7 Study Collection

In 2008 the WHS approved the creation of a study collection. The main purpose of the study collection is to collect and care for artifacts that relate to the interpretative programs and research carried on at Randall House Museum, and to make this resource more accessible to the public for research and study.

The study collection may include any artifacts not accessioned and in the permanent collection that the public can use as a resource for information about materials, construction, tactile quality or texture and knowledge about how an artifact may operate. Books that are not deemed archival, in the permanent collection and housed in the museum's library, are considered part of the study collection.

The study collection is hands-on, allowing visitors, staff and volunteers the opportunity to

examine historical construction, pattern development and sewing techniques, to become familiar with an items' tactile quality, weight, mass or texture, or to experiment with the action and the workings of an object. Examples could include articles of dress, a metal clothes iron, a woven blanket, or a stereoscope.

Deaccessioned items from the permanent collection that no longer meet the criteria of the collection policy but may still have some value or use, in some cases may be added to the study collection. Duplicated artifacts with no provenance or items where the condition is deemed too poor are often suitable for close study. Deaccessioned items that have been removed from the permanent collection for reasons such as lack of provenance, poor condition, or replacement because of duplication may also be included.

Prior to acquiring an artifact from the donor, the WHS or its representative may feel that the item offered is best suited for use in the study collection, especially if it is deemed that the object is needed by the Society but does not meet the criteria of the collections policy. At this time the donor should be told how the Society wishes to acquire it.

(See **Section 5.2.1.8 Special Procedures for Numbering the Study Collection**)

5.2 COLLECTIONS MANAGEMENT PROCEDURES

The Wolfville Historical Society acknowledges with gratitude the assistance and support of Rhianna Edwards, former Deputy Archivist at Acadia University, in providing guidelines for these Collections Management Procedures.

Scope

These procedures cover all artifacts which are being appraised, acquired, and accessioned for the permanent collection of the Randall House Museum by the collections sub-committee of the RHMC, and those artifacts which are being deaccessioned or disposed of from the permanent collection. They also cover procedures for artifacts being loaned or received on loan, and the procedures for handling books, photographs and collections records.

Definitions

In this document, the following terms are used with the meaning shown:

Accession verb: to formally accept and record or register an acquisition. When an object has been accessioned it is systematically described on the computerized accession form.

noun: all the material received at one time from one donor

Acquire verb: to transfer legal ownership (title) of an artifact to the Society

Acquisition noun: an artifact deemed to fall within the collecting objectives of the museum and for which a decision has been made to legally obtain it for the permanent collection.

Acquisition Proposal: a document developed by the collections sub-committee as it appraises an object(s) to determine its suitability for inclusion in the Society's permanent collection.

Appraise: to examine an object offered to the museum to decide whether it meets the collecting objectives of the Society.

Archival Material: Any record made or received in the course of a practical activity by a person

or organization, and preserved. Archives may be in any media and include, but are not limited to, textual documents such as diaries, correspondence or journals, as well as maps, plans, photographs, film, video and audio recordings, drawings and charts.

Fair Market Value: the highest price available, estimated in a dollar amount, that the object would bring in an open and unrestricted market between a willing buyer and a willing seller who are both knowledgeable, informed, and prudent, and who are acting independently of each other.

Gift/Donation: a voluntary transfer of property to the Society's permanent collection, made without any expectation by the donor of benefit or advantage. A gift may be made during life or by will. A gift made by will is called a bequest.

Gift Agreement: a legally enforceable document containing the terms by which an artifact has been acquired by the Society from a source. The gift agreement substantiates the transfer of title of an object from the donor to the Society.

Incoming Loan: an artifact obtained or received for temporary use, intending to give it back.

Legal Ownership: a right of possession, enforceable in law.

Outgoing Loan: an artifact given to another institution for its use, with the expectation of its return.

Monetary Appraisal: the process of valuing an artifact(s) in dollars for taxation purposes.

Temporary Receipt: a written acknowledgement by the Society that physical delivery of an artifact(s) has been made. It serves to document objects of which the Society has been given temporary custody until an assessment by the collections sub-committee can be conducted.

5.2.1 Procedures

Appraising Artifacts for Acquisition

Note: As forms are developed a sample of the form will be placed in the FORMS section in this manual.

When an artifact is proposed for acquisition, whether by donation/gift/bequest, gift-in-kind, purchase, trade, transfer from another institution, or salvage, the curator or manager will:

- Issue a Temporary Receipt to the prospective source. See sample.

Note: in the case of salvage items, temporary receipts are not issued

Note: if there is more than one object or collection of related objects, attach a list to the temporary receipt which lists each individual object or collection of related objects.

- Accompanying the temporary receipt, issue an Initial Information Letter to the prospective source. This letter should inform the prospective donor of the appraisal process by outlining the duties of the collections sub-committee and the time required to properly appraise the object(s). It should also speak of the Gift Agreement, monetary appraisals and tax receipts. See sample letter.

- Start a temporary file, labelled with the source's name, in which the various documents can be filed until a final decision has been made.

- To ensure that the object(s) does not become separated from information about its source, tag it with the source's name or, in the case of a collection of artifacts, box them and mark the box with the source's name.

- Develop a written Acquisition Proposal, outlining in as much detail as possible the source, artifact provenance, history of use, and rationale for accepting or rejecting the artifact or collection of artifacts, and present it to the collections sub-committee. See sample acquisition proposal.

Note: remember it is necessary for the collections sub-committee to come to a consensus about recommendations. See collections management policy.

- If accepted, submit the acquisition proposal to the RHMC, for ratification.
- Once ratified by the RHMC, quickly inform the source of the acceptance with a Letter of Acceptance.
- If rejected, the chair of the RHMC will write a Letter of Rejection to the source explaining the reasons for the rejection. .
- In the case of a gift/donation/bequest, ensure that legal ownership is obtained by completing an authorized Gift Agreement. If the gift agreement hasn't been signed then the transfer of title hasn't taken place and a tax receipt cannot be issued. The lack of a gift agreement in the file makes it uncertain whether objects were loaned in the past and left there, or whether they were donated. Without proper documentation, the Society runs the risk of having a gift reclaimed by the donor or his/her heirs at some time in the future. See sample gift agreement.

Note: Always ensure the Gift Agreement is signed before issuing the tax receipt. Donors are more difficult to locate for signature after the tax receipt is given!

Note: In the case of a purchase, ensure that all copies of bills, purchase order numbers, receipts, etc. are properly filed. In the case of salvage, no further documentation is required.

- If the donor has requested a tax receipt, the Society must determine the fair market value of the object(s). Therefore, obtain a monetary appraisal to determine the fair market value, as follows, and document it on a Monetary Appraisal Form.

Appraisals

Revenue Canada permits monetary appraisals of up to \$1,000 to be made by a member of the Society if that person is knowledgeable and qualified to appraise the gift for its fair market value. However, to avoid even the appearance of conflict of interest, the Society requires that all monetary appraisals shall be made by an outside appraiser. Complications that might arise over an appraisal will then concern the donor and Revenue Canada, and will not involve the Society.

- Select a qualified appraiser. One outside appraisal is required for values between \$1,000 and \$3,000. Two outside appraisals are required for donations valued in excess of \$3,000. If the appraisal is contested the Society may be asked to explain the selection of the appraiser on the basis of reliability, competence and reputation. A qualified appraiser has knowledge of both the object and the market for the object.
- Appraisal costs will be paid for by the donor. However, it is advantageous to the donor if the Society incurs the appraisal cost and accepts a cash donation from the donor to cover its cost. The Society can then issue a charitable receipt to the donor for the amount of the cash

donation.

- Inform the Society treasurer of the amount and person to whom the Tax Receipt should be issued. The tax receipt should be accompanied by an Explanatory Letter
- If accepted, submit the source's temporary file with all its documentation to the person responsible for accessioning the artifacts. The temporary file will now become the permanent documentation file for the artifact(s). (See Section 5.2.1.2 Accessioning Artifacts)
- If rejected, staple together all documentation and file alphabetically by source name in a file labelled "Donations Rejected, (year)".

The following sample forms used in this section can be located in FORMS:

Temporary Receipt

Initial Information Letter

Acquisition Proposal

Gift Agreement

Incoming Loan Receipt

Outgoing Loan Receipt & Terms of Loan

Proposal to Deaccession

Files Kept in Secretary's Box

Memorial Fund Direction Form

(more may be added as the need arises)

Accessioning Artifacts

General Principles

An accession consists of all the objects received at one time from a single source. Therefore, an accession may have any number of artifacts.

Accessioning should take place as close to the time of receipt as possible. Each accession is assigned a unique accession number.

Accessions are recorded in an accession book and on a computerized form in numerical order as they are accepted. The same form is used for registering the artifact (see sample Accession Form). The accession form is a permanent, legal record which must be kept securely and never disposed of. One copy of the accession records electronic disk is therefore kept permanently with the Society's papers in the Acadia archives and updated at the end of the museum season. The working copy is kept at the Randall House and stored at Acadia in the off-season.

Once an artifact has been accessioned, it has a status beyond merely being the property of the organization and can only be disposed of by referring to the Society's board of directors..

(See Section **5.2.1.3- Procedures for Deaccessioning and Disposal of Artifacts**)

Procedures

For an accession number, use three sets of numbers separated by periods (e.g. 2016.21.8). The first set refers to the year it was accessioned and is recorded using four digits, followed by the number referring to the order of accession, which is assigned sequentially throughout a given year (e.g. 2016.1 is the first accession of 2016.) This is a new standard as previously only the last two digits were used for the year and will for the moment be kept for previous accessions. Also previously double digits were used for the second and third set of numbers using a zero to fill the spot for single digits. This is no longer required but will appear for older accessions. In the case of an accession with more than one artifact, each artifact within the accession is given a registration number which consists of the accession number plus a number beginning sequentially with 1. (e.g. 2016.1.4 would be the fourth artifact in the first accession of 2016.) In other cases letters are added to the end of numbers especially when numbering a series or a pair of identical things, eg a pair of shoes. In these cases capitals should be used (e.g. 2015.7.24A-B). Many previous accessions from the past have “abnormal” identifiers reflecting a long history of different accessioning procedures. For the moment neither the time nor resources exist in the Society to bring all these previous accession numbers into line with present policy but some efforts can be made as time goes on to adjust them when convenient and appropriate to do so.

Upon acquiring an artifact or group of artifacts belonging to one accession, consult the accession book to determine the next sequential number and assign it to the accession.

- Affix a temporary tag to the artifact, using string. Record the accession number on the tag.
- Decide on the location for the object (storage location, specific room display.)
- The object is now registered on the Society's computerized accession form. One copy of the electronic disk is kept permanently with the Society's papers in the ECWA and updated at the end of the museum season. The working copy is kept at the Randall House during the season and at Acadia in the off-season.
- Create a permanent accession documentation file for the accessioned object, which will include one paper copy of the accession form, the contents of the temporary file, together with the appraisal, bill of sale, a copy of the gift agreement, a list of artifacts within the accession, patent records, a condition report, research and/or newspaper articles pertinent to the artifact, photographs etc. as appropriate.
- There are special procedures for photographs, negatives and slides, archival material and books detailed later in this section.
- The permanent accession number is now affixed to the object. The method used to apply the number has to be reversible and in all cases the number should be legible, but small and neat, and placed in an unobtrusive place.

china, glass, ceramics: on the base of the object apply a layer of clear fingernail polish, write the accession number in black pen (or with white ink if the object is dark) and cover with another layer of clear fingernail polish.

wooden and metal objects: using the clear nailpolish/ink/nailpolish method, on an unpainted surface, write the accession number where it will not be seen by the public such as on the bottom of a drawer or under a chair seat.

textiles: write the accession number on a piece of cotton tape in black ink, and sew the tape to the object.

photos: using a soft pencil write the accession number on the back of the **photograph** in the top right hand corner. Do not use any kind of pen, ballpoint pen or marker. Any identification of the photograph should be recorded on the accession and registration form and not written directly on the photograph.

archival documents and paper: for paper such as Society records, letters, newspaper, etc. place the number in the upper right corner using a pencil.

books: write the accession number in pencil inside the back cover.

The following sample form used in this section can be located in **FORMS:**
Accession Form

Deaccessioning and Disposing of Artifacts

Procedures

- For each artifact, the collections sub-committee will prepare a written proposal to deaccession, outlining in as much detail as possible, the donor source, artifact provenance, history of use, and rationale for removing the object from the collection. If you do not have proof that the transfer of title occurred, the article may be on loan and may not be deaccessioned. The proposal will be accompanied by photographs, and copies of all legal documents. When appropriate, the collections sub-committee may seek the expert advice of third party to assist in reaching a decision. (See sample Proposal to Deaccession.)
- Should the collections sub-committee unanimously agree to deaccession, copies of the proposal and related documentation will be forwarded to the RHMC. Should the RHMC agree to the deaccession or disposal, the matter will be brought to the board for ratification. Only if the board disagrees with the recommendation of the collections sub-committee and the RHMC will the matter be brought before a general meeting of the Society for final decision.
- Before the object is deaccessioned and disposed of, the accession number is removed..
- At this point the original accession file (if there is one) containing all other information on the article and its disposal will become the deaccession file, and will be maintained on a permanent basis separate from the accession files. In addition the details of the deaccession will be written into a special section at the back of the accessions log. This will also apply in instances where a deaccession is due to accidental loss (mysterious disappearance, theft).
- The museum should be concerned about the public's reaction to the sale of objects which have been donated to them. If as a last resort it is decided that a deaccessioned artifact should be sold, the sale should not take place on the museum property, and no one connected to the museum staff or board of directors should be involved in the purchase.

The following sample form used in this section can be located in **FORMS:**
Proposal to Deaccession

Incoming and Outgoing Loans

General Procedures

Packing, unpacking, transportation, and installation of artifacts can present hazards, and even though insurance will provide some protection against financial loss, the destruction or deterioration of valuable museum objects is a serious matter.

Abundant padding and careful separation within a box will usually be sufficient packing. Unpacking and repacking of loans should be done by trained personnel because it is at these points that damage to artifacts is most likely. Repacking should be done by those who did the unpacking, and the same materials should be used.

The installation of borrowed artifacts is the responsibility of the curator of the borrowing museum and objects should be afforded the same protection as those of his/her own museum. All the arrangements should be clearly written down and agreed to by both parties.

The borrowing institution does not make any reproductions, casts, copies, or photographs (other than for the purposes of a condition report) of borrowed objects except as permitted by the lending institution or individual.

Procedures Specific to Outgoing Loans:

- A request for a loan from the Society's permanent collection must be made in writing. A request should include the purpose for which the requested artifact is needed, and the length of time the artifact will be required. Under normal circumstances the request will come from another museum, non-profit institution or educational institution and will be for the purpose of exhibition, study, or public education. Only in exceptional circumstances will loans to individuals, commercial or profit-making organizations be considered, and only in exceptional circumstance will requests for permanent outgoing loans be considered.
- Requests will be considered by a member of the collections sub-committee and the curator.
- The committee will consider the Society's need for the object in the time period requested. If there is such a need, then the request is denied. If it has no plans to exhibit the artifact within the time period the assessment continues.
- The committee then considers the physical condition of the artifact. If it is considered to be sound, stable and structurally strong enough to withstand travel and it can be properly packaged then the request is acceded to. Mutually agreed upon terms for the loan are then negotiated including loan term, copyright, packing and repacking, transportation, care, installation, exhibition and insurance.
- As our collection is not insured, the Society does not insure outgoing loans.
- Final approval for the loan and its negotiated provisions and terms is made by the RHMC
- The artifact is then photographed prior to packaging and a condition report is completed by the Society which describes any weaknesses, defects, repairs, etc. A copy of the condition report is included in the shipment of the object(s).
- All documentation on the artifact on loan will be placed in its accession documentation file. Outgoing loans will be listed in a loan file on the desktop of the computer, recording the accession number, the borrower, the date loaned and the date the item will be returned. The accession documentation file for the object will be placed temporarily in the outgoing loans file in the file cabinet and will remain there for the period of the loan.

- When the artifact is returned, its condition is evaluated and compared against its condition when it left the Society's premises. Any discrepancies are taken up with the borrowing institution.
- The artifact is put into storage or on display, the accession documentation file returns to its place, and the computer loan file is updated.

Procedures Specific to Incoming Loans:

- All requests to borrow an object from another institution must be made in writing. The request should include the purpose for which the requested artifact is needed and the length of time it will be needed. The request should be signed by a member of the collections sub-committee and the curator.
- If notified by the lending institution or individual that the request has been approved, mutually agreed upon terms for the loan are then negotiated between the Society and the lender. Joint approval of the collections sub-committee and the curator must be reached about loan term, copyright, packing and repacking, transportation, care, installation, exhibition, and insurance.
- The lending institution or individual will have the object(s) appraised for insurance purposes, if required. While every care will be taken to protect and preserve the borrowed item, The Wolfville Historical Society does not insure its own collection and therefore borrowed items will not be insured by the Society. This must be made clear to the lending institution or individual before the items leave their premises.
- The lending institution will draft an outgoing loan agreement, or similar legal document, which reflects all the terms agreed to by the two parties. A member of the collections committee or the curator will sign on behalf of the Society.
- The Society will complete two copies of the incoming loan receipt form (see sample Incoming Loan Receipt form) which will be signed by the curator on behalf of the Society and countersigned by an agent of the lending institution or individual. The terms of the loan will be stated on the loan receipt. One copy is given to the owner of the object and one retained by the Society, and placed in a file in the incoming loans section of the file cabinet. All subsequent documentation of the incoming loan will also be placed in this file.
- Upon receipt the curator will verify the condition of the object as it is described in the lending institution's condition report. If the curator does not concur with the condition report's description, the lending institution will be contacted and a settlement arrived at.
- If the condition report is accurate, the curator assigns a loan number. In order to keep track of all incoming loans and their numbers, each one is recorded in the Society's incoming loan file on the computer. Upon receipt of a loan, consult the loan file to determine the next sequential number, and assign it to the loan. Loan numbers use the same system as accession numbers but are preceded by the letter L. For example L2015.6.5 would be the fifth object in the sixth loan of 2015.
- The curator then writes the loan number on a paper tag and attaches it to the object with string, or in such a way that accurate identification is always possible.
Note: Loan number assignment should take place as close to the time of receipt as possible.
- When it is time to return the object, the curator will photograph it and fill out a condition report. After receiving and examining the object, the lending institution will sign and return the condition report to acknowledge that the object has been received in the condition

represented in the report. The computer loan file will be updated and the incoming loan file on the object will remain in the filing cabinet.

The following sample forms used in this section can be located in **FORMS**:

Outgoing Loan Receipt
Terms Governing Outgoing Loan
Incoming Loan Receipt
(more may be added as the need arises)

Special Procedures for Photographs

General Principles

Photographs in the collection fall into two groups - those which are created by the Society and generally document its events and social occasions (Society Photographs), and those which are historically significant and fulfill the collecting objectives of the Society (Historically Significant Photographs).

Society Photographs

- Each group of Society photographs is appraised and the best representative photographs are selected for the Society photograph albums or binders. The Society photographs, which are not accessioned, do not receive an accession number. Gradually those that have been accessioned in the past will be deaccessioned and filed in accordance with the new procedures.
- Place the photographs in an archivally acceptable photo sleeve or sheet protector in the Society photo binder which is organized chronologically by year. Do not write any information on the photograph itself. Although the photos have not received an accession number, a photo record sheet should be used to record all known information about the photograph, including the event, the date, the place and the people represented. File this copy next to the photographs it describes. The Society photo binders are kept in the library/research office during the museum season, and with the Society archives at Acadia during the off-season.

Historically Significant Photographs

- Historically significant photographs which meet the collecting objectives of the Society and which have been appraised and acquired will then be accessioned.
- Write the accession number in the top right hand corner on the back of the photograph, in soft pencil. Do not use regular ink, coloured inks or ballpoint pen.
- Place the original photograph in an archivally acceptable sheet protector and write the accession number on the top right hand corner of the sheet protector with a black pen. Never use pen on the photo, just on the protector. The number is added in the accession book. The photo documentation is added in the accession files at the museum and to the Collective Access database. The photo is scanned and added to the database. The photo is then sent to the ECWA for filing and storage with the Society's collection and addition to the finding aid kept by the archivist. *NOTE: in past years a binder of photocopies of photographs was kept in the Randall House library/research office but these are no longer updated.*

- The Wolfville Historical Society uses subject headings chosen from the Nova Scotia Subject Headings Authority with its photograph collection.
- For negatives of photographs of historic interest, place the negative in an archival negative preserver and write the accession number on the edge of the preserver using a black pen. File with the original photograph in the archival files at the ECWA.

Slides

- Write the accession number on the edge of each slide using a soft pencil. Place in an archival slide preserver. If appropriate (e.g. a collection of slides from a particular event) write the event or occasion and the date on the edge of the slide preserver.
- Place the slide preserver pages in the slide binder in the library/research office at ECWA.

Special Procedures for Archival Material

All work done on the archival collection is the responsibility of the Society archivist, and must be done by, or under his/her direction. He/she will seek advice as required from the archivists at the ECWA.

The Society archivist will be thoroughly familiar with Section 5.4, Society Papers, and will follow the guidelines and procedures set out there in dealing with Society archival material.

The following are procedures for material other than Society Papers.

Special Procedures for Books

- Books which are considered artifacts are first appraised and accessioned in the normal way. The accession number is written in soft pencil on the inside back cover. They are then stored at the ECWA.
- They are catalogued and documented in a similar way to artifact accessions.
- Books may be required for display or exhibit in the museum. When a book is signed out of the archives, a note of the book's location is made on the computer accession file and a note is also placed in the accession documentation file.
- Books which are accessioned as artifacts may not be borrowed.
- Resource books are not accessioned and any which have been accessioned already (before 2009) will be deaccessioned in time. Resource books will not be conserved but may be used and borrowed by Society members for a loan period of one week. All book loans must go through the curator, who will record the borrower's name in a book loan file and follow up to see that the book is returned on time.

Special Procedures for Numbering the Study Collection

Although the items in the study collection are not accessioned they will still be inventoried and therefore a numbering system will allow each item to have its own distinct identifying mark.

It is important that the numbering system for the study collection be different from the system used for the permanent collection. The following system has been chosen to mark objects and books: RH1, RH2, RH3...etc. Two capital letters followed by a single sequential number with NO spaces. Capital RH for Randall House.

There will be no catalogue work sheets per se, but an inventory book will be used, separate from the accession book, and kept at Randall House. The inventory book will list the item by object name and mark, a brief description, and the date on which it was acquired for the study collection

Once a year, at the end of the season, an inventory of the study collection should be performed by the curator.

Records Management

The records management of the collection will be comprised of two stages. The primary documentation stage will deal with the identification and proof of title for each artifact. The secondary documentation stage will begin following the issuance of an official gift agreement or receipt and will involve the preparation of finding aids and support files.

Primary documentation stage:

- If the source is a donor, issue a temporary receipt and an initial information letter. Develop a proposal for acquisition and determine if the artifact should be accepted or rejected.

If the object is rejected:

- the object is returned with a letter detailing the reason for rejection. File all documentation in donations rejected file for current year plus 6 years, then destroy.

If the object is accepted:

- a gift agreement is signed and returned, or a loan agreement signed and returned.
- an accession number or loan number is assigned and the artifact tagged with the accession number or loan number
- an artifact accession form is completed, or an incoming or outgoing loan form completed - both electronically and on paper.

Secondary documentation stage:

- Accession documentation file - filed by accession number: contains the accession form, appraisal, bill of sale, copy of gift agreement, list of artifacts within the accession, patent records, condition report, research and/or newspaper articles pertinent to the artifact, correspondence, receipts etc. as appropriate. This file is retained permanently. In addition a Collective Access digital record using the fields provided is created and enhanced with a photograph.
- Incoming and outgoing loan files - filed by loan number: contains the loan agreement, condition report, correspondence, receipts, photographs and any other information about the loaned or borrowed artifacts. This file is retained permanently.

5.3 EXHIBITS

Introduction

"Museums are about objects" someone once said, and the way in which the objects which form the collections are conserved, interpreted and displayed to the public, are at the core of what the Randall House does.

Policy

Exhibits should focus on the objects whenever possible rather than on written explanation, although concise, clear explanatory labeling is part of a good exhibit.

There are two types of exhibits at the Randall House Museum - permanent and temporary. Because the museum is arranged as a historic house the permanent exhibits are the large pieces of furniture in the various rooms, which are seldom if ever moved. Smaller items can be rearranged each year within the rooms and rotated back to the storage areas for necessary "rest" periods.

In order to attract new visitors to the museum, and to encourage persons who have visited before to return, it is important for new exhibits to be on display at the museum every year. These take the form of temporary exhibits which may be designed and mounted by the curator, the exhibits committee or volunteers supervised by the curator and the exhibits committee. Large temporary exhibits are displayed in the temporary exhibit room behind the parlour on the ground floor. Smaller exhibits can and should be arranged in individual rooms throughout the house and should be appropriate to the theme of the room, for example china and glassware in the dining room. Special mannequins have been made so that clothing can be displayed without damage. As mannequins become available, a few items of formal clothing can be shown in the parlour, for example nightclothes in the bedrooms.

5.3.1 Procedures**Permanent & Temporary Exhibits**

When items are being rearranged from room to room, or moved back and forth from storage, their new location must be noted both on the computer and the paper record, so that they can be located at all times.

Care & Diligence

The objects being moved, displayed and transported for exhibits must at all times be treated with the greatest care and diligence to avoid damage. Cotton gloves are worn when handling textiles, costume, photographs and paper artifacts to avoid oils from the skin touching the object. Costume sleeves, bustles etc. are padded with acid free tissue to avoid compression. When being transported they are packed in acid free tissue and surrounded by layers of bubble wrap or padding so that they do not move within the packing container. Large objects like furniture must be completely covered by a padded blanket. When on display, labels are never pinned or stuck to the object, but placed beside it.

Labeling

The number of explanatory labels within a room may be reduced in favour of a "room sheet". A general and brief explanatory label may be displayed on a stand near the entrance to the room, and several laminated sheets can be available for visitors to use while they are in the room, which give a more detailed description of items within the room. These sheets if used are left in the room when the visitor leaves.

Wherever possible no thumbtacks, pins or nails are to be driven into the woodwork of the house (i.e. mantels, windowsills, doors and doorframes). Where a label or sign must be attached, use non-staining sticky gum.

Wherever possible paper posters, notices and instructional labels are not to be stuck to the wall. When this is unavoidable any paper notice or label should be mounted on heavy paper or card and affixed with non-staining sticky gum.

Label Standards

Labeling throughout the house is standardized, on both permanent and temporary exhibits. What follows **is intended to give guidance to persons designing exhibits for the first time**, and to give uniformity and cohesion to the many different labels throughout the museum. **When a professional curator is employed the curator will be guided by his or her own training or other professional standards.**

- **Paper:** Labels should be typed on white or pastel coloured paper, and may be mounted on a contrasting, darker background. For permanent installation they should be printed off on self-adhesive labels, and then mounted on rigid foam core. Inexpensive plain paper labels can be mounted on coloured paper or other coloured backing for temporary exhibits as the designer chooses. Where paper labels and mounts are being made they must be carefully measured and cut with a guillotine (the museum has one) or paper cutter to ensure clean edges.
- **Margins:** There is a margin around all sides of permanent labels of at least ½". Caption labels may be less. Margins on the top and bottom should be equal in width and margins on the sides should be equal in width so that the label text appears in the centre of the space
- **Justification:** Label text is left justified or centred. Usually large explanatory labels are centred, while caption labels are left justified. The title appears in bold type on the first line of the label. Italics may be used for emphasis, for ship names, book titles etc.
- **Colour:** Coloured ink may be used, but generally labels will be in black ink.
- **Line length and Spacing:** the standard caption label is between 40 and 65 characters, including spaces, punctuation and letters. Text is single spaced.
- **Font Style** in permanent and temporary exhibits is Times New Roman. Occasionally other styles are used in temporary exhibits for specific purposes such as the script used in the Dear Dottie...exhibit for the old letters.
- **Affixing them:** Labels will be affixed to the bulletin boards in the temporary exhibit room with short black map pins (or another colour if desired to make them unobtrusive.) Where pictures need to be affixed to the plaster wall use non-staining sticky gum. Whenever possible labels for artifacts should be laid or propped next to the artifact, rather than stuck to it.

Label Types

The types of possible labeling for exhibits have been reduced to four :

- **The Title or Headline:** One per exhibit to attract attention. The largest in size and generally only used in the Temporary Exhibit Room, or on posters advertising the exhibit. (at least 72 point and bold)

- **The Secondary or Subheading:** Used as a title for different sections of the exhibit. At least 48 point or larger and bold.
- **The Main or Explanatory Label:** Used for explanatory text within the different sections of the exhibit. 24 point and bold.
- **Captions:** Used to explain individual pictures or objects in the exhibit. 20 point and bold for the caption title, 18 point for the text. Can also be used for pictures and objects requiring explanatory labels throughout the museum.

5.4 SOCIETY PAPERS

Introduction

The following refers to all Society papers with the exception of collections documentation, which is covered in Section **Error! Reference source not found.** of the Collections Management Policies and Procedures.

Paper documents and communications of all sorts are retained by the Society for three reasons: to show compliance with statutory requirements, for reference concerning completed, on-going or annually repeated activities, and for the historical record. Certain financial records are required by law to be kept for the period of statutory limitation.

Policy

The current, inactive and archival papers of the Society are collected and arranged according to the procedures which follow. The Society archives consist of records generated by the Society in the course of its day-to-day operation since its inception. Historical archival documents are accepted by the collections committee in accordance with the acquisition policy.

Procedures

At the end of each year the current records are collected by the secretary from all officers, board members, committee chairs and the memorial trustees. They are sorted to remove duplicates, material generated by other organizations such as ANSM, and material without permanent value, then arranged and stored as inactive files.

Because conditions at the Randall House constitute a risk for the storage of inactive and archival papers, an arrangement has been reached with Acadia University to store numbered and identified boxes in the ECWA as a courtesy to the Society, giving access by prior arrangement during regular hours. A written agreement exists between Acadia University and the WHS about the terms of the arrangement (see Appendix 1). A finding aid has been prepared to identify material held in the collection (see Appendix 2). Some fonds are part of a special joint custody agreement with the university but all Society material remains the property of the WHS.

Note: The WHS papers should not be confused with the Watson Kirkconnell papers, even though some WHS material, which originated during Dr. Kirkconnell's long presidency of the Society, is contained in them. The WHS may photocopy relevant material from the Watson Kirkconnell papers but has no claim to the originals which remain the property of Acadia University.

Annually, papers and documents aged three to six years, and material for permanent retention, will be sorted again and then deposited with the Society's archival collection by the Archivist.

5.4.1 Material which must be kept permanently

- legal documents (deeds, constitution, bylaws)

- all governance documents
- minutes of board and Society general and annual meetings
- minutes of the RHMC
- membership records
- annual reports and financial statements
- records of donations that are subject to a direction by the donor (e.g. the memorial foundation)
- financial ledgers, account books and journals

5.4.2 Material which must be kept for the time stipulated

- duplicates of receipts for a minimum of 2 years from the end of the calendar year in which they were issued
- invoices, bank statements, cancelled cheques and cheque stubs, and records of fundraising campaigns must be kept for a minimum of 6 years from the end of the fiscal period to which they relate

5.4.3 Other Material Which Should be Kept to give a Full Picture of the Society's life

- minutes of committees other than those mentioned above
- important correspondence
- newsletters
- copies of important talks
- histories of the Society and related publications
- scrapbooks and identified photographs
- film, sound, voice and video recordings
- property records, architectural and landscape plans
- research materials, photographs and other notes generated by the memorial fund trustees.

5.4.4 Records Which are not Retained in the Society Archives

- records which are not created by the Society, such as those from the NSM, the ANSM, the former FNSH and the CCI. Keep important correspondence between the Society and these groups, however.
- educational materials and bulletins from the above groups which are useful for museum management, collections documentation and care, or exhibit preparation. These should be kept in the office or in the research files at the Randall House.
- duplicates of Society materials

5.4.5 General Guidelines for Books, Archival and Research Papers

- Notes must be taken in pencil to avoid damage to the documents
- No marks or notes in either pencil or ink are to be made on any book or paper once it has been accessioned or archived
- Metal paper clips, staples and elastic bands will damage paper as they deteriorate. Plastic coated paper clips may be used
- Never use Scotch tape, masking tape, rubber cement or glue for mending or securing prints in albums. All of these will deteriorate and cause damage.
- Tie bundles of files or books together if necessary with cloth tape or strips of old sheeting rather than elastic bands and string. Food and drink are not permitted in the library research office at Randall House or at the archives at Acadia.
- White cotton gloves (supplied) are used when examining photographs.

5.4.6 What to Keep the Records In

- Acid-free containers, envelopes and files are the best storage materials. Use acid-free protection or mylar sleeves for the oldest and most valuable items. These are available from library and archival suppliers like Carr McLean, 461 Horner Avenue, Toronto, Ontario, M8W 4X2. Phone toll free 1-800-268-2138
- Photographs: Use archival quality plastic album pages, acid-free envelopes or archival quality page protectors for storage. The popular sticky-page albums will eventually damage the prints and should not be used. Because colour photographs fade more quickly encourage the Society to take at least some black and white photographs of contemporary events.
- Scrapbooks: Use an album with acid-free paper and use only archivally acceptable adhesives. Don't take old scrapbooks or albums apart but interleave the pages with acid-free tissue paper to slow the inevitable deterioration.
- Sometimes photos and cards can be removed from old black paper albums without damaging them. If this is done, keep the album separately and record the accession number on the page from which they were removed. This enables the album to be reassembled temporarily for an exhibit or other purpose.
- Newspapers and newspaper clippings: Modern newsprint deteriorates rapidly because of its high acidic content. Trim and photocopy all newspaper clippings onto good quality paper before filing. Write in pencil the name of the paper and the date in the margin before photocopying.

5.4.7 Storage of Computer Disks, CD's, Digitized Photographs, Tapes, Records etc.

Digital images of Collection items are maintained on the Collective Access database. CDs, tapes, records, DVDs which merit accession and contain material of historic interest will be stored at the ECWA. Procedures for proper storage are under investigation.

5.4.8 Disposal of Material

- At least three persons (the president, the secretary and the archivist) should have read these guidelines or taken professional advice and should agree before any records are destroyed.

5.5 CIVIC MEMORIAL BOOK

The Civic Memorial Book's compilation and updating is a special circumstance managed by the memorial fund trustees. See section 4.4.

SECTION 6 LONG RANGE PLANS

The Jost Report on the Randall House, prepared by H. Jost (Jost Architects Ltd.) 1996, is located in printed form in the Society Archives, in the Property Committees files and at the Randall House. A digital copy is also available.

The Kraus Preliminary Report on Character Defining Building Elements Conditions at the Randall House, 2008, is available in printed form in the Property Committee files and at the Randall House. A digital copy is also available.

The Strategic Plan for the Wolfville Historical Society, prepared by Arbic and Associates, and adopted by the Society in 2010, is in the Society Archives, and with the Secretary's files in print form. A digital copy is also available.

The Concept Plan for Interpretation at the Randall House Museum, prepared by Arbic and Associates in 2009, was received but not adopted by the Society. Copies exist in the Society Archives and in the Secretary's files and also in digital format.

APPENDICES

Appendix 1 **Archival Agreement between the Governors of Acadia University and the Wolfville Historical Society**

ARCHIVAL AGREEMENT

This Archival Agreement (the “Agreement”) is entered into the day of 2010
(the “Effective Date”)

B E T W E E N:

The Governors of Acadia University on behalf of
The Esther Clark Wright Archives
 (“Acadia”)

-and-

The Wolfville Historical Society
 (“WHS”)

WHEREAS WHS is the owner of various archival collections listed in Exhibit A (the materials listed in Exhibit A as that exhibit may be amended, from time to time, with the mutual written agreement of the parties, the “Collection”), which includes the materials listed in Exhibit B (the materials listed in Exhibit B as that exhibit may be amended, from time to time, with the mutual written agreement of the parties, the “Public Collection”) and wishes to store the Collection;

AND WHEREAS Acadia has expressed an interest in storing the Collection and has the staff and facilities to manage the Collection according to accepted archival standards;

NOW THEREFORE in consideration of the premises, the mutual covenants and Agreements herein contained, the parties hereto agree as follows:

1. Acadia hereby agrees to act as Custodian of the Collection through the Esther Clark Wright Archives (ECWA) as a courtesy and a gesture of good will toward WHS.
2. The Collection shall remain the property of WHS until such time as WHS is dissolved or ceases to exist, at which time WHS agrees that it will assign and transfer all right, title and interest it has in the remaining items in the Collection, not otherwise allocated by the Board before dissolution, including Copyright, to Acadia, and will execute, or cause to be executed such further instruments as may be reasonably necessary or appropriate to carry out this assignment. The parties

agree that any materials which WHS has not secured intellectual rights to, and which may be included in the Collection, are retained fully and completely by their creators.

3. Should Acadia or the ECWA dissolve or cease to exist, or should the mandate of the ECWA change from what it is at present, the WHS will consider this agreement void.
4. Acadia agrees that no material from the Collection shall be removed from Acadia without the written approval of WHS.
5. WHS agrees that Acadia will not be held liable for any damage to or loss of material from the Collection. WHS indemnifies, holds harmless and defends Acadia and its Board of Governors, directors, officers, employees, faculty, students, invitees and agents against any and all claims (including all reasonable legal fees and disbursements) arising out of this Agreement including, without limitation, any damages or losses, consequential or otherwise however they may arise.
6. Acadia and WHS agree to the following conditions regarding access to the Collection:
 - a. WHS and ECWA staff only shall have complete access to the entire Collection. WHS agrees to provide Acadia with at least 24 hours notice of its intent to access the Collection.
 - b. Access to the Public Collection will be provided to Acadia staff, faculty, students and the general public under the supervision of ECWA staff in accordance with ECWA's applicable policies.
 - c. All other access to the Collection shall require WHS approval.
7. This Agreement shall be for a term of five (5) years (the "Initial Term"), commencing on the Effective Date. Following the Initial Term, this Agreement shall automatically renew for additional five (5) year periods ("Renewal Terms") unless either party provides one (1) year written notice to the other party of its intention to terminate the Agreement. This Agreement may be terminated in whole, or as to any specific title comprising the Collection, at any time with the mutual agreement of Acadia and WHS. Upon termination, whether whole or with respect to any title of the Collection, WHS will be responsible for arranging for the safe transfer of the Collection materials.
8. Should any provision of this Agreement be held void or unenforceable, such provision shall be deemed omitted and this Agreement with such provision omitted shall remain in full force and effect.
9. This Agreement shall bind and inure to the benefit of and be enforceable by the parties and their respective heirs, successors and assigns. Neither party shall

assign or transfer this Agreement without the express prior written consent of the other, which consent shall not be unreasonably withheld.

10. This Agreement will be governed by and construed under the laws of the province of Nova Scotia and the applicable laws of Canada without reference to its conflict of law rules.

IN WITNESS WHEREOF the parties hereto have executed this agreement on the date first written above.

The Governors of Acadia University

By its duly authorized officer:

Signature: _____

Name: _____

Title: _____

Wolfville Historical Society

by its duly authorized officer:

Signature: _____

Name: _____

Title: _____

Addendum to the Agreement

between Acadia University and the Wolfville Historical Society
showing the extent of the collection

The Collection:

Box 1A to 1D, and 1E	Chronological Files, 1931-2004, 2005-
Box 2	Publications of the Society
Box 3	Subject Files
Box 4	Financial Files
Box 5	Minute Books, Financial Ledgers, Guest Books
Box 5A to 5C	Minutes of General Meetings, Board of Directors, House Committee and Randall House Management Committee, Collections Committee 1993-2006
Box 6A to 6L	Photograph Collection
Box 7	Photograph Albums
Box 8	Oversize photographs
wooden press	Lionel Pearman photographs, ca. 1950
Box 11	Inventories, Collection s Information, Gift & Loan Records
Box 14A	Archival Material
Box 14B	Oversize Archival Material
Box 15	Regan Family Papers
Box 16	property belonging to the Grand Pre Historical Society: cassette tapes and transcriptions of oral history interviews
Box 17	cassette tapes, oral history interviews by Heather Davidson video cassette, and WHS addresses and events on tape
Loose	bound ledger, Cochrane's Drugstore

The Public Collection:

Box 9	Helen Beals Greeting Card Collection
Box 12A to 12E	The Dottie Stewart fonds: original letters and other miscellaneous material
Box 13A to 13C	The W.H. Chase fonds: original letters, photographs, and other miscellaneous material
Box 14C	Robert Chambers cartoons

Appendix 2 Finding Aid: Archival Material at Acadia University

FINDING AID **WHS INSTITUTIONAL COLLECTION** **updated to May 1, 2016**

Box 1a

Chronological files, 1941-1970

- 1942 miscellaneous correspondence housekeeping
- 1943 correspondence housekeeping
- 1944 documents contributed by W.R. McLelland, Ottawa; financial statement 1943-44 (Mrs. Starr's rent); 1945
- 1945 correspondence
- 1946
- 1947
- 1948
- 1949 photocopy of newspaper article on opening of Randall House, 2 invoices
- 1950 housekeeping, invoices; correspondence;
- 1951 invoice R.W. DeWolfe (re fruit from Randall House orchard?) cheque book record,
1949-1951
- 1952 housekeeping records; receipts for donations (money and gifts)
- 1953 receipts for membership and donations;
- 1954 financial records including list of special donors
- 1955 correspondence with Treasurer
- 1956 bills and letters
- 1957 bills
- 1958
- 1959 invoices,
- 1960 invoice, letter re WHS representation by W.A. Dennis at the construction site for the
new plant opposite Palmeters, West Kentville - suspected archaeological remains of Col.
Noble's battle may be discovered.
- 1961 invoices; financial records; letters re claim of ownership of Newhaven clock in RH
collection.
- 1962 invoices; Curator report; financial records
- 1963 minutes of executive meeting to consider position of Curator; financial records.
- 1964 Duties of the Curator; invoices and financial records.
- 1965 correspondence, invoices and membership receipts
- 1966 correspondence: Mortimer Marshall re a school museum on RH property; NS
Museum letter from J. Lynton Martin re responsibilities of local museums; letters
re need for recognition of Abraham Gesner financial records and invoices.
- 1967 executive and current members; membership records, financial statements;
correspondence re marking of buildings more than 100 years old; museum has lowest
attendance of any in the province – ways to improve; invoices, correspondence:

remuneration of curators, destruction of the original Col. Noble monument at Grand Pre; further correspondence about Gesner monument; correspondence from UEL Asso. re Loyalists in Nova Scotia especially Van Blarcom, with article titled "Wolfville Schools Close" with prize lists grades 3 to 8..

1968 invoices, membership records; general correspondence

1969 invoices

1970 plaque unveiling of Gesner monument; invoices, list of executive 1970-71; membership list.

Box 1b

Chronological files, 1971-1984

1971 Program March 1, 1971; membership list, NSM directions for Collections ; NSM instructions for compiling an Inventory;

1972 invoices;

1973 invoices, agenda for meeting of Sept. 25th; agenda for meeting of Dec. 6th; pest infestation information from NSM;

1974 invoices; agenda meeting May 22nd; correspondence re accreditation;

1975 invoices; collections correspondence with NSM; notice of meeting; open house notice; assorted correspondence, colour postcards being printed;

1976 invoices; membership list; notice of Ron Peck talk on powder magazine at Fort Anne; correspondence re the Randall House sampler collection;

1977 list of executive, officers and committee members; Curator's report; correspondence re samplers for upcoming book by Hyla Fox; general correspondence; invoices; schedule for pony express ride, Joe Howe festival;

1978 general correspondence, report and correspondence on movement to establish heritage legislation; correspondence re Bates family of Black Rock; letters to and from NSM re assistance to replace Randall House windows.

1979 correspondence and historical enquiries; letter to membership re fundraising yard sale; collections information; report from National Museum mobile lab visit to Randall House; nomination of Esther Clark Wright to receive CHA award; correspondence with NSM re 30th anniversary of Randall House;

1980 report of historian E.L. Eaton; correspondence re paintings and mobile lab; info on mobile lab; grant application to Town; letter re Watson Kirkconnell scholarship; information on grants, miscellaneous correspondence, survey of heritage institutions

1981 invoices; historical, genealogical and society correspondence;

1982 genealogical, society correspondence;

1982-85 Mud Creek Committee record of meetings; Jim Davidson's account of the writing of the history;

1982-86 file on the New Horizon's grant correspondence re Mud Creek, Mud Creek financial report

1983 genealogical, society, property and collections correspondence; meeting agenda; useful letter re portrait conservation of DeWolf portraits; survey of heritage institutions

Box 1c

Chronological files, 1984-1989

1984a Dorothy Gow estate bequest

- 1984b Sally Starr estate bequest, historical, collections, national parks centennial, and society correspondence
- 1984c correspondence: general, from town re flower beds, Heritage '85, reports on condition of the building by Ron Peck
- 1985 [empty]
- 1986 correspondence; genealogical, historical, collections, society, employment phone list, lists of Wolfville artists; Statistics Canada Survey of Heritage Institutions, (Randall House) attendance records 1986; NSM advice on disposition of collection if Museum closes; assignment given to Wolfville school students after visit.
- 1987 correspondence: genealogical, Society business; financial statements;
- 1988 40th anniversary planning; invoices re renovation; correspondence: Spirit of Nova Scotia loan, historical, society business;
- 1989 correspondence: re Newcomb chair; Society business; NSM letter regarding WHS statement of purpose; presentation of municipal heritage property plaque; survey of heritage institutions, Stat Can.; museum attendance; 40th Anniversary of Randall House: slides, letters, documents

Box 1d**Chronological files, 1990-2004**

- 1990 correspondence: historical, genealogical, NS Museum; finances, registered heritage property grants; volunteers; attendance records, 50th anniversary planning
- 1991 Grand Pre House Tour, house descriptions; 50th anniversary; Helen Beals bequest;
Separate file on the 50th anniversary celebrations: meeting minutes, planning, correspondence, program, history of the Society
- 1992 copy of Wolfville Historical Calendar 1992, all from WHS photos
- 1993 descriptive notes on seven houses included in the Wolfville House Tour of 1993 by Allen Penney; copy of Wolfville Centennial Calendar 1993; Wolfville Centennial Souvenir Edition, Celebrating One Hundred Years of Incorporation; Centennial program
- 1994 empty
- 1995 annual report and statement of operations
- 1996 Victorian Tea recipes; 12 nights of Christmas brochure; correspondence: formula for provincial grant; program for annual dinner; article from the Griffin re Michael Bawtree receiving the 1996 Built Heritage Award
- 1997 Program for the year; Wolfville Historic House Tour file
- 1998 Christmas program A Dickens of a Christmas; correspondence re Wolfville High School Volunteer Committee, Hortonville Roads, Mona Parsons memorial; annual report and statement of operations.
- 1999 program clippings; correspondence: interpretive panels. CMAP, ultimate disposition of museum and contents, evaluation and grants; the Pony Express program.
- 2000 correspondence, invitation to Town Council to supper at Randall House; menu for annual dinner; annual meeting of FNSH in Wolfville.
- 2001
- 2002 WHS Orientation Kit, prepared by Roger Cann, given to all new members
- 2012 Correspondence 2012
- 2013 Correspondence 2013
- 2014 Correspondence 2014

2015 Presentation copies of Resolution No. 261 and 371 in the Provincial Legislature, moved by Keith Irving MLA, congratulating the Wolfville Historical Society for its 2014 commemoration of the beginning of the First World War *1914: War Comes to Wolfville*.

Box 1e**Chronological files, 2005-**

2006 Costume & Textile Report (CD) by Bonnie Elliot
2009 Randall House Museum, Concept Plan
2009-2012 Wolfville Historical Society, Strategic Plan
2008-2009 Passage Administration
2010
2011
2012
2013
2013 ANSM Award of Excellence in Museum Practices

Box 2**Publications:**

Silver Anniversary booklet 1941-1966, by Marietta Silver
Golden Jubilee 1991, J. Davison, masters (original typed pages)
Golden Jubilee 1991, 2 bound copies
Diamond Jubilee 2001, H. Watts, 1 copy
Diamond Jubilee 2001, (original pages)
History of the Randall House, H. Davidson, 1 copy
Diary of Elihu Woodworth, 1 copy
Wolfville's Historic Homes and Streets of Wolfville, 1 copy
Mud Creek, 1 copy
Centennial Clippings 1893, 1 copy
Gallery of Fashion: Victorian Dress 1850-1900 A Display of Men's and Women's Attire from the Permanent Collection Exhibit Catalogue 2011
(2 copies)
booklets and brochures

Box 3a**Subject Files A - C**

Acacia Villa School cairn
Deed
Archives: Society Historian, Society Archivist
Assessments (see Property)
Board & Executive Members: 1941-1991, 1994-1997, 1999-
Book of Remembrance: Manning Chapel only (see also Memorial Trustees & Civic Memorial Book)
Book Sales
Boundaries (see Property)
Cleveland House (see Randall House)
Collections: policies, correspondence

Concerts, Recitals

Curators: list of Curators, Assistants and Managers; letter of instruction to Curator 1987

Box 3b

Subject Files D –M

DeWolf House: history; insurance and maintenance;

Evaluation: 1995-1996, 1997, 2000, 2003,2006, 2009

Governance: Constitution and Bylaws; Certificate of Incorporation

Insurance Policies (see Property)

Jost Conservation Report (see Randall House: Jost Conservation Report)

Membership Lists: 1943, 1944, 1968-1970, 1986-1989,1990-1992, 1994, 1996-7, 1999-2001

Memorial Trustees & Civic Memorial Book: background reading for Civic Memorial Book, 1993; invoice for creation of the book 1994; policy and review process for selection (2002); report to the Board 2005; Committee Report 2011;

Box 3c

Subject Files N – P

Newsletters: 1994-96(2); 1997(1); 1998(3); 1999(2); 2000(3); 2002(3); 2004(1);

2006(1); 2007(3); 2008(2); 2009(3); 2010(1); 2011(2); 2012(1); 2014(3); 2015 (2)

Policies & Practices: Statement of, n.d.; Developing a Procedures Manual, by Jim Doig, 2000, see also the new Reference Manual, which followed it 2007; Organization of the Randall House Management Committee, draft by Heather Davidson

Prizes & Awards, Provincial

Prizes & Awards, Society

Box 3d

Subject Files P

Property (see also Randall House):

Assessments

Insurance Policies: 1948, '51, '52, '55, '56, '59,'70, '74, '84,'85,'86, '87, '88,'89,'91,'92,'93,'94,'95,'98,'99, 2000,'01,03,

Property Boundaries

Security

Property Maintenance:

Attic: gallery 1992, vents 1999, fan 2005

Carpentry

Cellar: oil tank 1991, floor support 1997-1999

Chimneys, Masonry Work

Drainage 1997

Garden, 1952 apple maggot spray, lawns, pruning

Electrical

Painting, exterior, 1996-97, (white)

Painting, exterior, 2005-2006 (yellow)

Painting, interior

Plumbing

Roof 1994

Temperature & Humidity

Windows

Box 3e

Subject Files P – R

Provincial Heritage Property

Randall House:

Note: from 1947 to 1967 Randall House was “rented” for \$1/yr from NS
Dept. of Highways & Public Works, with option to purchase going on
(1968--) That option was exercised and Randall House was then totally
owned by WHS.
agreement & lease, 1947
Concept Plan, 2009 for Randall House Museum
deeds, 1973; rental information 1948, receipts for rental 1952
history
Maintenance & Garden invoices: 1949, 1952
Jost Conservation Report 1995-96

Box 3f

Subject files S - W:

Seminary House dispute 1996: letters and copies of letters, legal documents, articles
Shop

Signage: general, and specific signs on the property and highway

Street Names

2012 letter containing much background information on the unsuccessful campaign to
have the new Clock Park named for Mona Parsons, and the role of the WHS in street naming in
the past.

Wolfville Historical Society:

Agreement with Town of Wolfville re transfer of lands bordering Willow Park
and proposed transfer of assets if Dissolution of the Society occurs (not
yet finalized as of 2010)
Grants and funding agreements with Town of Wolfville, 2001-2007
History
Strategic Planning Discussion Paper, March 2009
Strategic Plan 2009 to 2012 for the Wolfville Historical Society

Box 4 (2)

Financial Records (continued) (to be sorted)

Financial Records 1966, 1987, 1989, 1990, 1991-3,

Financial Ledgers

Receipts & Expenses 1941-1943

Cash Book 1950-1956

Receipts & Expenses 1956-1965

Cash Donations 1961-1963

Receipts & Expenses 1966-1968

(also contains membership list and dues 1965-1967)

Account Book 1969-1981
Account Book 1981-1989
Expense Book 1977
Record Book (mainly deposits) 1984-1993
Book Orders 1985
Cash Book 1991 (1 page only)
Account Book 1991-1995

Box 5 (1)**Minute Books**

Minute Book 1941-1952
Minute Book 1953-1966
Minute Book 1966-1970
Minute Book 1970-1975
Minute Book 1975-1990

(minutes are continued in boxes 5a, 5b and 5c)

Box 5 (2)**Guest & Visitors Books**

Register "De Wolf House" 1942-1950
Register of Visitors 1950-1955
Visitors Book 1956-1961
Visitors Book 1962-1966
Guest Book summer 1966
old ledger, unidentified, reused as a Guest Book 1967-1971
Guest Book 1971-1973
Visitors Book 1972 (includes visitor totals 1970, 1,545; 1971, 2,127)
Guest Register 1973-1975

Box 5 (3)**Guest & Visitors Books (cont'd)**

Guest book November 24-29, 1997, Victorian Christmas at Randall House
(accessioned as 98.11.1)
Guest book Nov. 23-28, 1998 "A Dickens of a Christmas" at Randall House
Guest book 2003-2004, 2005, 2006-2007

Box 5a

Minutes of General Meetings, Annual General Meetings, 1944, 1947, 1951, 1966-1983, 1990-1994, 1995-

Box 5b (1)

Minutes of the Board of Directors 1993-2010

Box 5b (2)

Minutes of the Board of Directors 2011-

Box 5c

Minutes of the House Committee 1966, 1994, 1997-98
Minutes of the Randall House Management Committee 2000-
Minutes of the Collections Committee 1997, 2001-2003
Minutes of the Communications Committee 2014
War Comes to Wolfville: Exhibits and Events in the Town 2014
Birth of a Festival: Exhibits and Events in the Town 2015

Box 11**Inventories**

Scribbler containing Inventory summer 1960
Scribbler containing Inventory (No date but detailed. Accession numbers go to 1982)
Notebook containing room inventory with accession numbers up to 1982
Loose leaf binder containing Inventory of Randall House, summer 1985, very detailed
Blue loose leaf binder containing:

- items at Acadia Archives (no date)
- titles of cylinder records and list of donations 1970
- inventory 1965, hand written and typed
- inventory or "operation documentation", 1979

Inventories, hand written, no date:

- kitchen, acc. numbers to 1999 excluding cupboards
- parlour chamber, acc. numbers to 1999
- dining room, acc. numbers to 2003
- front parlour, acc. numbers to 2003
- back porch, acc. numbers to 2003
- dining room chamber, acc. numbers to 2003

Shop Inventory, 2001
Book/Library inventories:

- list of books in the back of the Visitors Book for 1966; **box 5 (2)**
- list of books (undated, but only 153 books)
- undated inventory
- inventories dated 1975, 1975 revised to 1989, 1987, 1989

Collections Information

Notes for Mrs. Eaton, 1955 (some history, some accessions)
Accession Book (hard cover) January 1970-1984

- also contains lists of perfume bottles 1969, 1975

Notes on Collections Acquisitions

Gifts & Loan Records

Notebook with loose pages containing very detailed gifts and loans 1949
Scribbler containing list of loans 1950

- accession information report 1943
- list of missing items
- report 1955

Scribbler containing loans 1952

Scribbler containing gifts and loans 1954, 1955
Scribbler containing gifts and loans 1953, 1956 (loose),
Scribbler 1961-1962
Scribbler containing loans and gifts 1959, 1960

Box 20

Memorial Fund and Civic Memorial Book records (being worked on)

FINDING AID**SOCIETY HISTORICAL COLLECTION**

updated to May 1, 2016

Note: Boxes 9, 12, 13 14 and 15, marked thus **, are subject to the joint custody agreement between the Wolfville Historical Society and Acadia University (the Esther Clark Wright Archives). Their contents may be accessed by the archives staff and shown, under their supervision, to researchers, as detailed in the agreement.

****Box 9****Helen Beals Greeting Card Collection**

14.29

loose leaf binder with cards from the 1870s, 1880s, 1890s
loose leaf binder with cards from 1900s, 1910s, 1920s, 1940s
loose leaf binder with cards undated

2 album covers and some pages, from which cards had been removed
collection of notes and articles on the history of Christmas cards
packet of NUACE transparent mounting corners

****Boxes 12a, 12b, 12c, 12d****The Dottie Stewart Fonds**

05.5.1, 05.5.2, 05.5.3, 06.08

Binder of transcribed letters from Jack Johnson

Binder of transcribed letters from family & friends

Binder of transcribed letters from family & friends

Grand Pre House Guest Book

Material Relating to the 2006 museum exhibit on Grand Pre, based on the letters

CD of all the letters

****Box 12a****The Dottie Stewart Fonds**

05.5.1 transcribed letters from Jack Johnson 1874-1881 & undated letters

****Box 12b**

The Dottie Stewart Fonds

05.5.2 transcribed letters from other correspondents 1868-1879

****Box 12c****The Dottie Stewart Fonds**

05.5.2 transcribed letters from other correspondents 1880-1884 & undated letters

****Box 12d****The Dottie Stewart Fonds**

06.08 The Grand Pre House Guest Book (1893-1906 and 1958-1972) with signatures of Annie Sullivan and Helen Kellar in 1901. The book also contains a business card for the Grand Pre House ("driving tourists a specialty"); many business cards of guests; a photograph of the portrait of Elihu Woodworth (14x8cm) and the marriage certificate (1887) of Dottie Stewart and Willard C. Trenholm.

The guest book is in poor condition and should not be handled. There is a photocopy of the book and its loose contents, as well as a CD scan of the book in the box.

CD of all the Dottie Stewart letters

****Box 12e****The Dottie Stewart Fonds****Material related to the 2006 museum exhibit**

05.5.3 part of 2 (drafts?) letters from Dottie

record book of the transcription team

master list of the transcribed letters & the CD of all the transcribed letters

looseleaf folder containing printed extracts from the letters in the following categories:

Earning a Living	Love and Marriage
Travel	Childrens toys and Occupations
Dress and Fashion	Spring Cleaning and the Servant Problem
Food and Entertaining	Illness
Community Affairs	Shocks and Scandals
Books	

File: empty envelopes (could perhaps be reunited with their letters in time)

File: torn and partial bits of letters (could perhaps be reunited with their letters in time)

File: poems and songs

File: the Dottie Stewart Exhibit, 2006. Some copy prints, captions and extracts used in the exhibit.

File: Borden Family

File: Johnson Family

File: Patterson Family

File: Stewart Family

File: Trenholm Family

collection of 16 *Sunday School Journals for Teachers & Young People* 1875-1879. Not complete and some duplication

Boxes 13a, 13b, 13c

The W.H. Chase Fonds

****06.01**

Binder of photocopied original letters with transcriptions from 1915, 1916

Binder of photocopied original letters with transcriptions from 1917, 1918

Box 13a, Letters

1915 folder 06.01.02 to 06.01.07

1916 folder 06.01.08 to 06.01.50

1917 folder 06.01.51 to 06.01.87

1918 folder 06.01.88 to 06.01.118

- Personal Letters:
 - from Willie Chase on active service in First World War:
 - 27 to W.H. Chase 1916-1918
 - 67 to Mrs. W.H. Chase 1915-1918, motto, clipping
 - 28 to Miss Lalia Chase 1916-1918
 - 16 family letters, 1879-1933 (includes obituaries and memorial card for Henry B. Webster, letter and three photographs from Australia from Mrs. Chase's nephew [Barclay?])
 - 10 letters to Dr. Lalia Chase 1933-1954
 - cards, poems, mottoes, empty envelopes

Box 13b, Photographs

The identification of these photographs was done by a family member.

Folder 1

06.01.

- .1 two girls in front of the Chase home, Brightbank, Main Street, Wolfville.
- .2 girl sitting under flowering bush [probably Laleah]
- .3 young girl seated with picture book [probably Laleah] Lewis Rice photo
- .4 group on steps of Brightbank
- .5 William.H. Chase Jr. age 15 years 6 months, January 1910. Graham photo
- .6 Laleah Chase in academic robes. 2 copies
- .7 Laleah Chase, age 5-1/2, Willie (W.H. Jr.) Chase age 2 and 10 months. Lewis Rice, Windsor photo

- .8 two boys, on the left unknown, on the right W. H.Chase Jr. Will Robson photo
- .9 Mona Hogg (young girl). Kelley & Co. Halifax photo
- .10 [Ar?] D. Webster with Christmas greetings. E.R. Yerbury & Son, Edinburgh
- .11 to .21 as yet unidentified
- .22 man and woman on the front verandah of Brightbank
- .23 older and younger man at rustic cabin
- .24 postcard Barclay Webster with horse and buggy.
- .25 Ashford Chesley
- .26 Josephine Campbell with twins Sandy and Annie
- .27 Ina Barclay, our mother. Parish & Co. Halifax, photo
- .28 Lillie Webster Thomson, Ina Barclay Thomson. Gauvin & Gentzel, Halifax, photo
- .29 young woman "Aunt Fannie". Wm & James Notman, Saint John, N.B. photo
- .30 tintype. Young woman
- .31 young woman. Palace RR Photograph Car Co.
- .32 unknown man. William Notman photo
- .33 Arthur Douglas Webster, Kentville, N.S. J.G. Tunny, Edinburgh photo.
- .34 Aunt Annie, Notman photo
- .35 Arthur Douglas Webster, Mary Parsons Webster, Douglas Webster. J.G. Tunny Edinburgh photo.
- .36 Meeting in Montreal of the four Presbyterian bodies in Canada East and Canada West to consider church union, 1870. [The same photo appears in J.S.S. Armour, *Saints Sinners & Scots* with this information.] On the reverse of the photo is written "at the Synod in Montreal, Henry B. Webster" with an X, presumably marking his position with the seated men on the front, so he was possibly an observer or delegate at the meeting. James Inglis, Montreal, photo.
- .37 Annie. W.D. O'Donnell, Halifax photo
- .38 Lillie Webster. Notman photo
- .39 Laleah Chase with picture book. Lewis Rice photo

Folder 2

- .40 Lalia (sic) 7, Willie 4-1/2. W.W. Robson, Windsor photo
- .41 Jack, Betsy and Ned Chase. Photographer was their mother, Madelyn S. Chase
- .42 Three children on a shingle beach overlooking the water, 1946. [probably Jack, Betsy and Ned Chase photographed by their mother Madelyn S. Chase]
- .43 Ashford Chesley, Trot, Jerry Chesley, two unknown
- .44 older man and woman, younger man and woman sitting on lawn outside summer cottage
- .45 Don Paterson of Calgary, and his brother. Their mother was Marg Chase, Don Chase's sister
- .46 postcard, Jerry Chesley
- .47 to .49 unidentified.
- .50 Frances Barclay Chase

- .51 Frances Chase, daughter of Helen Webster and Dr. William Chase [sister of W.H. Chase who lived in Vancouver]. May 1945
- .52 group of girls at Branksome Hall School, Toronto. Frances was head girl
- .53 group of girls at Branksome Hall, another view.
- .54 Frances Chase
- .55 Frances Chase and friends
- .56 Frances Chase
- .57 Frances Chase
- .58 Frances Chase
- .59 The *Almena* (named after G. Chase's wife), used for shipping apples to Britain. [place and owner unidentified]
- .60 woman standing in orchard which is in full bloom.
- .61 head and shoulders studio portrait photo by Notman
- .62 oval studio portrait, Mona Barclay Hogg
- .63 tintype of small child seated in chair
- .64 tintype, girl standing beside large dog seated on a chair.
- .65 unidentified
- .66 on it is written faintly in pencil, Fannie Cogswell Webster, and in ink Laleah Webster, April 12, 1853. J.G. Tunny, Edinburgh, photo.
- .67 Christmas card. Don and Peg Paterson and young Donald Paterson. Message on reverse reads: Dear Lalia (sic): Looking forward to being in N.S. in June. Just wait til you see the "genius". Peg and Don
- .68 studio portrait (head only) of young woman, possibly Laleah. Mertens Toronto, photo
- .69 Barclay Webster and [Beverley?] Webster in uniform with "68" badge on their caps.
- .70 unidentified woman
- .71 and .72 Young man in military style uniform, with sword.
- .73 unidentified children
- .74 unidentified children
- .75 W.H.Chase. Sr. with grandson Bill (Dr. W.H. Chase, the donor of the collection)
- .76 unidentified children
- .77 Fanny (Webster) Chase. Fredricks' New York photo
- .78 studio portrait of unknown woman. Palace RR Photographic Car Co.
- .79 studio portrait of baby seated on fur rug. Lewis Rice & Co, Windsor, photo

Folder 3

- .80 Dr. Arthur Webster, Edinburgh. Barclay Bros. Edinburgh
- .81 young man probably W.H. Chase Jr. Graham, Windsor and Wolfville
- .82 studio portrait, unidentified woman, "sincerely yours, Rita"
- .83 studio portrait, unidentified man
- .84 boy and a girl in a donkey cart outside a house with wrought iron balcony
- .85a studio portrait Laleah Chase, photographer appears to be Harris.
- .85b loose in the above folder is another oval portrait of Laleah as a teenager.
- .86 snapshot of unidentified children on a beach

- .87 snapshot of unidentified baby on lawn
- .88 snapshot of Ashford Chesley, Jerry Chesley
- .89 snapshot, unidentified man
- .90 studio portrait, original and two copies. Laleah Barclay Chase, 6 months 21 days, July 1, 1892. Lewis Rice, Windsor N.S. photo
- .91 Aunt Willie (? her name was Wilhelmina) Mrs. William (Dr.) Webster, Kentville. Bogardus, New York photo
- .92 unidentified woman . Palace RR Photographic Car Co.
- .93 tintype? Alice Webster
- .94 studio portrait, Ina Webster. Millman & Ray Halifax, photo.
- .95 studio portrait, unidentified woman. J.G. Tunny, Edinburgh
- .96 studio portrait, Alice Webster. Palace RR Photograph Car Co.
- .97 studio portrait, Annie Webster. Notman photo.
- .98 snapshot of woman [in religious habit?] She has a large cross on a chain around her neck. On the back in pencil "hope you will recognize this enclosure."
- .99 snapshot of Brightbank with man and two ladies in front.
- .100 mounted photo of Brightbank, the Chase's house in Wolfville (now Victoria's Inn)
- .101 studio portrait of unidentified baby. Kelley & Co., Halifax photo.
- .102 studio portrait of unidentified young girl. K.W. Snider, Kingston, photo.
- .103 studio portrait of unidentified man. Fredricks, New York, 1887 photo.
- .104 studio portrait of unidentified young girl. Palace RR Photograph Car Co.
- .105 studio portrait of well dressed lady. Campbell, Winnipeg photo
- .106 head and shoulder studio portrait of W.H. Chase Sr. 5 copies.
- .107 head and shoulder studio portrait of W.H. Chase Sr. different angle from the above but seems to be taken at the same time as above.
- .108 snapshot of unidentified stone house
- .109 snapshot, Lalia and Teddy
- .110 snapshot, Lalia and Dan [appears to be in front of the barn at Brightbank]
- .111 studio portrait, unidentified woman
- .112 studio portrait, unidentified woman. William Notman photo
- .113 studio portrait, 2 copies, Laleah and W.H. Chase Jr. W.W. Robson, Windsor and Wolfville, photo
- .114 studio portrait, Grace E.M. Webster, Dec. '34. E.R. Yerbury & Son, Edinburgh, photo.
- .115 [painted photograph?] "Lalia B. Chase M.D. in color by Annie L. Prat 192"
- .116 studio portrait of Laleah Chase, W.H. Chase Jr., and unidentified boy.
- .117 studio portrait of young girl. Lewis Rice photo
- .118 snapshot "the Chestnuts Kentville, Nova Scotia photo taken in 1920. House built by Dr. Isaac Webster, early in or about 1811. Twice remodelled." Dr. Webster was Kentville's first physician, and Fanny Chase's grandfather]
- .119 snapshot "Old [house?] Chestnuts"

Folder 4

- .120 studio portrait W.H.Chase Jr., December 1923. Harry J. Moss
Halifax
 - .121 2 copies studio portrait, Laleah Chase. Gauvin & Gentzell, Halifax photo
 - .122 small postcard with photo of Zeppelin on front. On reverse "taken on Leas
25/5/16. Folkestone. Sunset"
 - .123 snapshot 2 soldiers, W.H. Chase and unidentified companion "In quad
Kings College Cambridge"
 - .124 snapshot 2 soldiers on open top deck of bus "Duncan Strachn & self on
top bus"
 - .125 snapshot. "From gallery, showing main floor British Museum Natural
History"
 - .126 "British Museum Natural History 'Mammoth Sloth' in background 9 feet
Evidently had a grouch on about that time."
- leather and metal bound photograph album with clasp, containing
33 mounted photographs, 12 loose photographs
 - 7 framed photos including tintypes
approximately 126 unframed loose photos
 - autograph book, Fannie C. Webster, 1877-78
containing clippings and 11 loose photographs
(the photos are not contemporary with the book)

Box 13c, Family & Business Papers

- Business papers:
 - 37 freight bills for shipment of potatoes and apples, 1918-1922
 - 13 empty envelopes 1919-1920, addressed to W.H. Chase from Box 1186,
Halifax (which fit the above bills)
 - financial statements Ilsley & Harvey Co. Ltd.: 1913, 1914, 1918, 1919,
in liquidation 1922
 - Profit and Loss statements Pickford & Black Steamship Co. Ltd.:
1912, 1913
- autograph book, W.H. Chase, 1877-1881
- The Halifax Chronicle November 26, 1930, containing editorial on a new method of
shipping apples and potatoes initiated by W.H. Chase
- The Wolfville Acadian, November 23, 1933, with photo and obituary and tribute to W.H.
Chase
- The Chronicle-Herald, February 5, 1960, containing editorial obituary and tribute to
George A. Chase "A Valley Giant"
- Birth certificate, Lalia Barclay Chase, December 14, 1892
- leather bound Bible, inscribed "for Laleah from Father, [?] 1904"
- Lalia Barclay Chase's Bachelor of Arts degree from Dalhousie, 1919
- paperback journal, 1946, containing Acadia University 78th anniversary programme
1916
- School report, Alice Webster, 1866

- "Piece of Grandmother's dress part of her trousseau, Ina Barclay"

Boxes 14a, 14b, 14c, 14d

Historical Collection

Box 14a (1)

- 917.16 book of photographs ca. 1900 *Through the Annapolis Valley, Evangeline Land*
- B38 (132) magazine *The Ladies Wreath a Magazine of Literature & Art*, edited by Helen Irving, J.M Fletcher, New York, 1852
- B56 (635.9 S) booklet of poems and flower paintings *A Bunch of Roses* arranged and illustrated by Susie B. Skelding, New York, 1885.
- B57 (238), (783.6 D) illustrated booklet *It was the Calm and Silent Night* by Alfred Domett, Boston, 1884
- B58; B59 2 Christmas cards [envelope was marked "Rosamond Archibald's Album"]
- B170 (971.634 T) illustrated booklet *Acadia Nova Scotia*. Story by Betty D. Thornley, coloured illustrations and descriptions by Bertha Des Clayes.
- B234 (278) booklet *Wolfville Nova Scotia Gateway to Grand Pre and the Home of Evangeline* published by the Board of Trade, ca. 1900
- B275 (CC117) booklet *Easter Flowers* arranged and illustrated by Susie B. Skelding, Troy N.Y. 1884
- P985.3.1 notebook compliments of Oak Grove Farm Co. Restaurant, 413 Washington St.. containing two coloured sketches and a note from someone who appears to be in their 83rd year, who sent it as a gift.
- P985.3.44 Note case
- 75D28 valentine card, handwritten love poem, (ca. 1820?)
- 75N13 part of a birthday card, pink flowers and green leaves "for dear James with Mother's love March 18, in her 74th year" on the back
- 75N28 greeting card with four coloured panels mounted with silk fringe, and again mounted in cardboard tasselled cover
- 75N30A coloured advertising card, 3 young boys in sailor suits. R.K. Smart, agent for Perfection Stoves, Ranges, Furnaces and Kelsey Warm Air Generators.
- 30B coloured advertising card, 3 young girls sashed and bonneted, R.K. Smart, agent [as in 30A]
a Raphael Tuck New Years card is firmly stuck to the back of the page which holds 30A, B. Also a loose small religious text neither of which has been accessioned.
- 75N31 collection of 88 printed and hand written calling cards (listed alphabetically in the file, many Wolfville names)
- 75N43 photocopy of letter from Experience Parker, 1797 [only copy original missing]
- 75P18 certificate of thanks for contribution to the King George V Silver Jubilee Cancer Fund for Canada, signed by Roberte, Lady Bessborough
- 77.10.3 Jerusalem Book of Flowers
- 77.18.6 rice paper menus
- 81.9.7 collection of 8 calling cards (6 are of Miss Annie L. Fitch) in leather embossed case

- 91.02.01 Abstract of Title of the lands of Willen van den Mude
(land and house on Main Street, formerly the site of the Baptist Parsonage, 1855-1913, which was later moved further north on the lot, then the lands and house of Herbert & Bessie Stairs, Edith Stairs, Shirley Foshay, Ethel Elizabeth Fairn, Willen van den Mude, who sold it to J. Sherman Bleakney)
- 92.7.1A birch bark letter: 1896, first page
.1B birch bark letter: partial additional page
.1C birch bark letter: envelope
- 92.19.27 Minutes of the WHS Boys' Athletic Association, 1931-32
- 92.19.29 program for opening of Wolfville High School Auditorium-Gymnasium and school extension, 1966
- 92.21.1 Program: Kings County Music Festival, 1952
- 92.25.1a, b Catalogue showing colour photos of two DeWolf envelopes (ca. 1851) which were sold at auction for their very valuable Nova Scotian stamps
- 93.14.3 bill from R.L. Hancock, grocer, 1948
- 96.9.1 *The Glooscap*, December 1941
.2 *The Glooscap*, Christmas 1944
.3 *The Glooscap*, Christmas 1945
.4 *The Glooscap*, Easter 1947
.5 *The Glooscap*, Easter 1946 [sic]
.6 *The Glooscap*, Christmas 1946
.7 Constitution of Student Union, Wolfville High School

Box 14a (2)

- 96.13.2 Memorial Record, Rev. Harley C. Newcombe, 1953 (missing)
- 97.7.4 Memorial Service, Robert M. Warren, 1945
- 97.7.5 Program: Cadet Inspection, 1946
- 98.3.4. Invitation (in verse) to Armistice Dinner, 1927
- 98.3.5 Program: Dominion Diamond Jubilee, 1927
- 98.3.6 movie advertising flyers or play bills from the Wolfville Opera House
- 6a Mary Pickford in the *Little American*
- 6b John Barrymore in *The Man from Mexico*, stamped Opera House 1915
- 6c Blanche Sweet in *The Warrens of Virginia*, 1915
- 6d Dustin Farnum in *The Virginian*, 1915
- 6e Mary Pickford in *Fanchon the Cricket*, 1915
- 6f Blanche Sweet in *The Captive*, 1915
- 6g Victor Moore in *Chemmie Fadden*, 1915
- 6h Hazel Dawn in *Clarissa*, 1915
- 6i Marguerite Clark in *Seven Sisters*, 1916
- 6j Blanche Sweet in *The Clue*
- 6k Mary Pickford in *Rags*
- 6l Marguerite Clark in *The Pretty Sister of Jose*
- 6m Alice Brady in *Bought and Paid For*
- 99.1.11 Program: Centennial Celebration commemorating the 100th anniversary of the naming of the Town of Wolfville, 1930
- 01.4.1 Program: "Yokohama Maid", Opera House, Wolfville N.S. with local cast
- 02.10.01 program, Opera House, Wolfville: W.S. Harkins Players in "Kick In",

- February 18, 1916.
- 03.1.38 cards of flowers, leaves & mosses, numbered 03.1.38a to 03.1.38z and 03.1.38aa to 03.1.38ii (some have initials ALP on the back so they may have belonged to Annie L. Prat).
- 03.1.93.a Article from Dalhousie Gazette: *Painted from Life*, by Marion Elliot
- . 93.b envelope "to my most appreciative friends, the Johnson sisters" signed ME1955
- . 93.c pastel picture of the Nativity, mentioned in the article
- 03.1.172 navigational instruction sheet or examination paper "Oblique Trigonometry", "Plane Sailing"
- 03.6.3 map sheet 21 H, Wolfville, Department of the Interior
- 04.2.1 Souvenir Views Land of Evangeline, Nova Scotia, Canada
- 04.3.2 pocket account book, 1908
- 04.18.14 Minute Book of the First Wolfville Troop of the Canadian Boy Scouts
- February 24, 1912
- 04.18.15 Minute Book of the First Wolfville Troop of the Canadian Boy Scouts, Volume 2, from May 1932 to January 16, 1951
- 07.1.1 Christmas card, black and white lino or woodcut by Helen Beals, of Randall House from the Duck Pond, published as a fund raiser by the CFUW, Wolfville Club, ca. 1967. Also contains an enlarged image of the woodcut.
- 07.23.3 Boy Scout and Wolf Cub Proficiency Badge Reference Book, signed Alan Burton Forbes Connelly at Wolfville
- 07.23.9A Boy Scouts Asso. Kings District Newsletter, March 1961
- .9B District Newsletter, May 1961
- .9C form for Basic B Training Course for Troop Scouters, June 1961
- 07.33.1 Program: Centennial Celebration commemorating the 100th anniversary of the naming of the Town of Wolfville, 1930, Margaret Godfrey copy
- 07.34.1 The Munro Papers; textual material on the Munro family
- .2 good photocopy on cardstock of George Colin Munro with the wooden chain he had made as a hobby.
- note: a snapshot of the Munro house (across from Randall House) has been placed in the photograph collection
- 08.08.01 (missing)
- .02 (missing)
- .03 The Glooscap, Vol. XV, No. 3, June 1949
- .04 The Glooscap, Vol 20, No. 3, June 1954
- 08.10.1 Calendar: Grand Pré National Historic site, many photos, historic and modern
- 09.20.01A program, The Opera House, for "Common Clay", "The Knickerbocker Buckaroo", "The Knockout", "Turf Conspiracy", "Oh Judy, How Could You". Coming: Young-Adams Company. January (no year).
- .01B duplicate of 09.20.01A
- .01C duplicate of 09.20.01A
- .01D duplicate of 09.20.01A
- .01E program, The Opera House, for "The Law of the Great Northwest", "East Lynne", "Not Guilty", "Double Adventure", "The Price of Redemption", "Comedy". Coming: Mary Pickford in "Pollyanna". October (no year).
- .01F duplicate of 09.20.01E

- .01G program, The Opera House, for “The Road Called Straight”, Canadian Weekly News, “The Vanishing Dagger”, 5 Reel Feature, “Choosing a Wife”, Two Reel Comedy. October (no year), Eddie Polo in “Vanishing Dagger”. missing,
- 09.20.02A Perez Coldwell memorial booklet
- .02B program for Perez Coldwell memorial service
- .02C letter from L. Ross Potter re Perez Monument Committee
- 09.29.02 William Marshall Black: Masonic obituary 1917; confidential and secret papers concerning his appointment as censor during the first world war
- 09.30.02A-G Christmas cards based on old postcards used by Harry & Juanita How
- .02A first hydroelectric project in the Annapolis Valley, White Rock, 1921
- .02B Wolfville post office, completed 1912, demolished 1971
- .02C Main Street, “A busy day in Wolfville, 1926”
- .02D “1957 – The last year steam engines ran through the Valley”
- .02E First Acadia University Hall (then called “College Hall”)
- .02F coloured photo of Old Covenanter Church, Grand Pre, completed 1811
- .02G “The Kipawo, The Wolfville-Parrsboro motor ship 1926-1940”

Box 14a (3)

- 10.2.1 A. McN. Patterson files of correspondence 1860s (includes letter from Rev. R. Sommerville and leaflet for dedication service of the Presbyterian Church, Hillside, Wolfville, January 2, 1870), receipts
- 11.10.1 Journals of the Maritime Tuxis and Older Boys’ Parliament, [held in Wolfville] December 28-31, 1943
- 12.12.1 Journals of Melissa MacRae 1912-1938, and transcript of the journal.

“Daily Doings at Willowbank Farm”

- Folder 1 originals Jan 1, 1918 – Feb 23, 1921
Feb 24, 1921 – Jul 19, 1922
- Folder 2 originals Jul 20, 1922 – Jan 20, 1924
Jan 21, 1924 – Nov 21, 1924
hard cover account book originals, Nov 22, 1924 – Aug 14, 1927
- Folder 3 originals Aug 15, 1927 – June 4, 1928
June 5, 1928 – June 3, 1931
- Folder 4 originals June 9, 1931 – May 11, 1932
May 12, 1932 – Dec 29, 1938
- Folder 5 Christmas lists, poems, garden lists, church collection lists, newspaper clippings, children of Thomas Lynch and Margaret Annand (d. 1876). All found inside the covers or beside the originals.
- Folder 6 Dr. Chase’s Calendar and Almanac: 1912, 1913, 1914, 1915, 1916, 1917, 1918

Box 14a (4)

- 14.1.1a booklet, unveiling of plaque Acadia Ladies Seminary, 2000
- .1b invitation to ceremony
- .1c program for the ceremony

- 14.2.1 program for the banquet given in honour of returned soldiers, by the Citizens of Wolfville, August 29, 1919
- 14.8.1 record book: Wolfville Amateur Athletic Association 1946-1948: general meeting minutes, financial records, executive meeting minutes; receipts and correspondence 1946-47 season; Wolfville Hockey Club: Correspondence, 1947-48 Wolfville Hockey Club: receipts and vouchers, 1947-48
- 14.11.1 tourism booklet: Welcome to Wolfville in Evangeline Land
- 14.12.1 Memorial Service program, Robbins L. Elliott, 1920-2003
- 14.13.1 "The Ghosts of Kirkconnell House", poem by Watson Kirkconnell, 1975
- 14.14.1 property assessment, 1898, Mrs. E.D. Prat,
- 14.19.3 program: Centennial Celebration Commemorating the 10th anniversary of the naming of the town of Wolfville, August 13, 1930
- 14.19.4 The Glooscap, Vol.1, no. 1, June 1934
- .5 The Glooscap, Vol.1, no. 2, Nov. 1934
- .6 The Glooscap, Vol. 1, no. 3, Mar. 1935
- 14.19.7 The Glooscap, Vol.24, no. 1, Christmas 1957
- .8 The Glooscap, Vol. 24, no. 2, Easter 1958
- 14.19.9 The Glooscap, Vol. 25, no. 1, Christmas 1958
- .10 The Glooscap, Vol. 25, no. 2, Easter 1959
- .11 The Glooscap, Vol. 25, no. 3, June 1959
- 14.19.12 The Glooscap, Vol. 27, no. 1, December 1960
- .13 The Glooscap, Vol. 26, no.1, December 1959
- .14 The Glooscap, Vol. 26, no. 2, Spring 1960
- 14.19.15 program, Centennial of Confederation 1967, Opening of Willow Park by Mayor M. MacLeod
- 14.21.1 *Land of Evangeline* tourism booklet of colour photographs published by Valentine & Sons
- 14.22.4 Captain John L. Newman of the *SS Fenay* seated at a banquet held in Tokyo in his honour. Other guests, reclining on the floor, are identified.
- 14.26.1 Wolfville Holland Bakery paper bread wrapper
- 14.27.1 receipted bill to R. Prat from Fred J. Porter's grocery business, 1895
- 14.28.1A WW2 temporary Canadian ration card James W. Featherstone, HMS [S----ria?] staying in Wolfville, no date, for 16 days
- 1.B WW2 temporary Canadian ration Card for J.W. Featherstone, HMS Liscombe, staying in Wolfville, June 22, 1943 for 2 weeks
- 14.33.1 legal document re John Sedgewick and George Johnson, signed by Nathan DeWolf, clerk, 1775
- 2015.5.1 Maritime Telegraph & Telephone Co. Western District Telephone Directory, March 1934
- 2015.6.1 postcard from France in 1918, embroidered insert with Allied flags and the date 1914-1818, addressed to Walkerville, Ontario," with Christmas greetings from Gordon"
- 2015.10.1 school account book, Lower Wolfville School
- 2015.11.1 program of the service of Praise and Thanksgiving, 150th anniversary of the Town of Wolfville, sponsored by the Wolfville Inter-Church Council

- 2015.11.2 program for Mud Creek Days 1980, 150th anniversary of Change of Name to Wolfville
2015.17.1 letter (Georgie to Fan) from student at Acadia Ladies Seminary, October 14, 1919

Box 14a (5)****Box 14b****Archival Oversize Material**

- 233/B238 Alumni News (Dalhousie) Vol. 2, No. 1, 1938, obituary of Dr. W.H. Chase
CC559 *The Acadian*, November 11, 1898
75.6.21/B289 Holy Bible, signed Minnie Withrow, also A Maude Robinson, Elm Cottage, Cornwallis, May/64 from her Aunt Rebecca
77.19.1/B287 *Holy Bible*, Rebecca M Dewolfe's book, Greenwich Station, July 15, 1846
78.32.5 Camp Fire Girls Scrapbook
93.21.1 reduced drawings and elevations of Randall House by Ron Peck, 1984
full size drawings and elevations of Randall House by Ron Peck, 1984. (8 sheets, rolled, wrapped in tissue and tied)
95.13.3 article on the T.A.S. DeWolf house *Home & Fireside Family Herald & Weekly Star* (original) October 2, 1946
96.2.12 Alphabet for Ledger F (index? lots of local names, n.d. but early 19th century at least)
96.2.25 *The Young Acadian*, April 1883
96.2.39 *A Snowball* Vol. 1, No. 1, March 8, 1905 local paper (original)
98.14.1 period calendar in colour from the Acadia Dairy
98.29.1 calendar, Blomidon Naturalists, 1998
01.12.05 photocopies of Herald clippings, 1940s
01.28.1 photocopies of Herald clippings 1940s
.2
.3
.4
07.3.1 poster of group in front of Civic Building "Wolfville is Where It's At"
07.3.2 poster of group at Wolfville lighthouse "Wolfville Still Is !"
07.11.1 calendar: Wolfville Centennial, 1993
07.22.2 large paper Valentine card "To Isobel from Ruth, July 24th 1924"
.3 cardboard box containing the Valentine card
07.25.1 Wolfville Charity calendar "What our Men are Made of", 2007
07.37.1 scrapbook
.2 scrapbook
07.38.01 hard cover notebook with what appear to be notes from a domestic science course
2015.12.1 Wolfville Boy Scout Troop Charter, April 1911

****Box 14c**

Robert Chambers Cartoons

- 06.02 original cartoons by Robert Chambers, 1957:
- 06.02.01 "Are you sure that's oil?"
- .02 "Speaking of anti-climaxes"
- .03 "A study in ambidexterity"
- .04 "Don Quixote rides again"
- .05 "Oh well, it was fun while it lasted"
- .06 "Nearing the tape"
- .07 "Voodooism"
- .08 "Step on it Noah - the tide is rising"
- .09 "Cold, cold world, 1957 version"
- .10 "The innocent condemned"
- .11 "Guardian of the Muses"
- .12 "Expatriates return"
- .13 "Babes in the Woods"
- .14 "So much to do, so little time"
- .15 "the crammers"
- .16 "Operation Peeping Tom"
- .17 "Take it easy Uncle Santa"
- .18 "11th hour electioneering"
- .19 "Still afloat - but just barely"
- .20 "Stop you're murdering me"
- 06.05. original cartoons by Robert Chambers, 1962 (showing E.G. Haliburton):
- 06.05.01 "I didn't take office to be wet nurse to a deer"
- .02 "Compromise"

****Box 14d****Robert Chambers coloured drawings, Christmas scenes**

10.7.1 to 10.7.19

FAMILY PAPERS**Box 15a****Regan Family Papers**

- 88.10.18 Diary of Willie J. Regan 1899, during service in the Boer War
- 88.10.20 William J. Regan military papers
- 88.10.21 5 property deeds to Regan properties in Wolfville
 - transcription of the diary
 - Boer War medal, CD of the diary
 - marriage certificate, William.James Regan & Elizabeth Marion Murray
 - baptismal certificate, William James Regan (St. Joseph's, Kentville)
 - baptismal certificate, Elizabeth Murray (St. Mary's, Mabou)

Box 15b**Gates Family Papers (to be further sorted)**

Women's Institute 75th Anniversary
Doll competition, July 19, 1988

Munro Family Papers

- 07.34.1 textual material on the Munro family
- 07.34.2 a good photocopy on cardstock of George Colin Munro with the wooden chain he had made as a hobby
- 07.34.3 snapshot of the Munro house (across Main Street from Randall House) has been placed in the photograph collection.

Godfrey Family Papers**Folder 1**

set of Harry & Juanita How Christmas cards
old, faded photo of the Godfrey House, Main Street
other cards: Robie Davison Mill, Black River, Covenanter Church with cows, Avonport covered bridge, the Kipawo, the post office, the *William D. Lawrence*
Frank L. Godfrey, Commercial Travellers' Asso. certificate, 1924, 1925, 1931, 1932, 1938-1942
Frank L. Godfrey, driver's license 1941
photocopies of newspaper clippings, including obituaries of family members

Folder 2

genealogical material:
"The Godfreys of Chatham, Mass" The New England Historical and Genealogical Register, Vol. 126, no. 4, October 1972.
extracts from The Annals of Liverpool, and Queen's County (typed)
several detailed letters of enquiry from Miss Marion M. Payzant of Wollaston, Mass.
further unsorted drafts of letters with members of the Payzant, Swanson, Fowler families and, Mrs. McCarthy
brief biographical sketch of John Fowler Godfrey by Margaret Godfrey
commercial printed account of the Godfrey Coat of Arms
typed extract from the Wolfville Acadian, March 6, 1894, on the Fowler property
hand written notes on the Fowler property
hand written p.24 from unknown draft records later history of the Godfrey property

Folder 3

[being worked on]

Bishop Family Papers**BOOKSHELF #1****Theatre Books**

- B243c Bell's British Theatre, [pages missing: probably Comedies, no vol. no] with bookplate of Andrew Belcher
- B243d Bell's British Theatre, [pages missing: probably Comedies, no vol. no.]

- B243i Bell's British Theatre, vol 16, published London, 1777
B243j Bell's British Theatre, vol. 17, Comedies, published London, 1777
B243k Bell's British Theatre, vol. 18, Tragedies, published London, 1778
with bookplate of Andrew Belcher

Cook Books

- B65 Marie Nightingale, *Out of Old Nova Scotia Kitchens*. Petheric Press, 1970. First edition, belonged to Helen Beals
B67 *The Wolfville Baptist Church Cook Book*. 1954. Has local advertisements.
99.15.1; second copy B276 (poor condition) with some photocopied missing pages:
The Red Cross Book on Cookery. Wolfville, Nova Scotia, 1915. Recipes followed by the name of the contributor. Advertisements for Wolfville shops and services.
641A ; 76.5.6 Rosamond M. deWolfe Archibald, *Things That Mother Made*, (also called *Mother and the Things she used to Make*) gift book, 1948. Signed copy No. 8 of 100. (see also Archibald Family books)
87.04.03 *Excellent Recipes for Baking Raised Breads*. Fleischmann, 1917
87.04.04 *Knox Gelatine Dainty Desserts Candies Salads*. 1931
87.04.05 *Magic Baking Powder Cook Book*. Standard Brands, no date [ca. 1932]
87.04.06 *Ogilvie's Book for a Cook*. Ogilvie Flour Mills, 1931
87.04.08 *The New Banana*. United Fruit Co., 1931
87.04.09 Mrs. Charles B. Knox, *Meals for Three*. Knox Gelatine, 1932.
87.04.10 *65 Apple Recipes*. Produced by the NS Ministry of Agriculture (John A McDonald, Minister) and approved by the NS Fruit Growers Association. no date [ca. 1930?]
07.28.4 *Five Roses Cook Book*. Lake of the Woods Milling Co., 1915

Religious Books

- B4 *Methodist Hymn-book*, inscribed Mrs. Benjamin Shaw, Lochartville
B 110 *Inattention at Church* (tract). London: 1844, Society for Promoting Christian Knowledge.
14.22.1 Bible, signed by T.A.S. DeWolf, sent to his niece

Prat Family books

- B.1; 232 H Newman Hall, *Come to Jesus*. New York and Boston: American Tract Society, n.d., with covering note from A.L. Prat enclosed
B5 I. Watts, *A Short View of the Whole Scripture History*. London: 1838. Signed J. Prat September 1, 1838, Grammar School, Chard.
B8 Anna Katharine Green, *The Doctor His Wife and the Clock*. New York and London, 1895. Inscribed M.S. Prat, from [?], The Rectory, 12.Mar.95
B12 James McHenry, *The Blessings of Friendship and Other Poems*. London: 1825. Signed Annie L. Prat, Oct. 1900.
B21; 942T *History of England*, 1823. Owned by George Prat

- B25 *The Newbery Spelling Dictionary* (1765) Isabella Prat inscribed on several of its pages [entered in this list as 423N – but can't find that accession number on the book]
- B26 *The English Language, its History and Structure* London: 1882
Signed Minnie S. Prat and Annie L. Prat
- B51, B52; 786.2 B J.F. Burrowes, *The Piano-Forte Primer*, Philadelphia, n.d.
Inscribed Miss Anna Morse to Miss A.L. Prat her niece. 2 copies.
- B60, 242H *Golden Milestones*, illustrated L.K. Harlow. Boston: 1888. Signed Annie L. Prat, Wolfville, N.S.
- B87 *Clarke's Short Voluntaries for the Organ*. Boston: 1870.
Signed A.L. Prat, Wolfville, N.S.
- B88 B.F. Baker, *Baker's Theoretical and Practical Harmony*. Boston: 1870.
Inscribed "Marion Rosina Morse, her book, used in her study at Boston Conservatory of music", to Annie L. Prat (her niece and her pupil in music.)
- 09.01.01 Brown Brothers Company Nurserymen, Ltd. (catalogue). Signed Annie L. Prat Kings College, Windsor, N.S., 1920
- 14.9.1 Sermon preached at Fredericton Cathedral, September 1, 1889 by Rev. G.G. Roberts on the death of the Rev. Canon Medley. Inscribed Saml. Prat, the gift of G.B Roberts 1889

McKittrick Family books

- B101 *Holy Bible*. Inscribed James McKittrick Family Bible.
folder of small tracts and mottos found within the Bible
- B114 *Presbyterian Book of Praise*. Inscribed James McKittrick, 1897
- B115 *Holy Bible*. Inscribed Nina McKittrick, 1876
Holy Bible. Inscribed Frederick McKittrick, 1879
- B116 *Psalms of David* in metre

Rosamond M. DeWolfe Archibald books

- B71 Paul Gallico, *The Small Miracle*. London, 1951. Signed by Rosamond Archibald.
- B293, 428A Rosamond M. Archibald, *The Kings English Drill*. copyright 1921.
Signed by Enid Davison.
- B294, 428A Archibald, *The Kings English Drill*. 1921, 5th edition 1931. Inscribed by Rosamond to Mrs. B.C. Silver
- B181a and B181b, 428.2A *The Kings English Drill*. 1921, 4th edition. Inscribed by Rosamond.
- B181c, 428A Archibald, *The New Kings English Drill*, 1921. 6th and expanded edition 1948, third printing 1950.
- 99.14.1 Booklet: Rosamond deWolfe Archibald, *Better English Games*
illustrated by Robert W. Chambers
- 04.21.7 Archibald, *Things That Mother Made* copyright 1948. [see also Cook Books]

Starr Family books

- B83 bound book of musical selections arranged for the piano;
inscribed: "owned by Mother, Sara E. Belcher, Halifax" signed by Sara
Starr and Gladys Starr, Wolfville.
- B64 autograph album inscribed Gussie A. Starr, Starr's Point, N.S. Acadia
Seminary, Wolfville. April 14, 1882. Many entries from Seminary
students and the Pratt sisters, 1 photograph
- B72 Samuel Butler, *A Sketch of Modern and Antient Geography for the Use of
Schools*. London: 1846. Signed R.W. Starr

Miscellaneous books

- B61 Commonplace Book (ca. 1830s to 1860s) no i.d., good condition
- B92A *Canada in Khaki: a Tribute to the Officers and Men now serving in the
Canadian Expeditionary Force. Toronto, 1917*
- B139 *Memoir of Mrs. Eliza Ann Chipman, Wife of the Rev. William Chipman of
Pleasant Valley, Cornwallis*. Sold by John Chase, Wolfville.
- B274; 242P *The Path of Hope. A Daily Companion containing Scripture Texts and
Hymns for a Month.*
*The Golden Way. A Daily Companion containing Scripture Texts &
Hymns for a Month*
- B278, 87.4.2 H.P. Peet, *Course of Instruction for the Deaf and Dumb*, New York: 1873.
Belonged to Jane Payzant
- B63; 88.13.01 Autograph Book, Miss M. Harvey. Mostly Seminary 1880s.
- B271, 88.13.02 Autograph Book, Maggie Harvey 1884, many pages from Brooklyn.
- 14.10.1 "Choice Selections, Written and Illustrated by S. & M." rebound book of
poetry with beautiful hand painted illustrations and hand lettered text.
- 14.22.1 Bible signed by T./A.S. DeWolf, sent to his niece

Ledgers

- B113, 229 bound alphabetical ledger, no owner named, many entries of names
1863-1906 (not continuous)
- 07.2.1 bound ledger from Cochrane's Drug Store, 1927-1933
not accessioned Day Book, George H. Hamilton, general grocer, 1891
- 93.23.1 bound ledger of Edward DeWolf, 1796 with summary of accounts and
index

Scrapbooks

- B49 Sketch Book, containing family crests, armorial bearings, seals, book
plates, municipal, military and naval crests. Gift of Dr. Arthur
Wentworth Hamilton Eaton.
- B85 written on slip of paper loose inside book: "Gift of Prof. M.S. [sic]
Bancroft. Scrapbook made by his Aunt (Mrs. Starratt?) in
Paradise, Anna. Co. Pasted over account book of store kept by
George A. Balcom, Paradise, 1865-1866." [This should probably

be Prof. Merle Fowler Bancroft, Acadia class of 1911. In 1923
Geology Professor at Acadia, after whom Bancroft House is
named.].

B966 *Fisher's Drawing Room Scrap-book*, published London 1842
 contains prints, poetry, biography, essays, travel
not accessioned Scrapbook of Irene L Eaton, Centreville, 1889
not accessioned "To Dear Grandmama with love from Maude, Xmas 1884

Box 16

Archival Material owned by the Grand Pre Historical Society in the safekeeping of the Wolfville Historical Society Archives

Cassette Tapes of oral history interviews
Typed Transcripts of the Tapes

Box 17

Heather Davidson interviews for *Civvy Street* on cassette tapes:

Thelma Bishop January 17, 1993
Bob Oulton
Doug Hergett
Tom Allen, November 1997
Nan Elliott
Peter Voss
Eileen Bishop
Joy Cooper
Mary Ganong
Russell Elliott

Video Cassette T120:

Access Information Corner interview with Heather Davidson & Jeanette Denton

WHS addresses and events on tape:

"Lumsden by Lovesey", address, April 1996
"Story of Shipping", January 25, 1980
Readings from *R.A. Jodrey, Entrepreneur*, WHS 1980
WHS Anniversaries November 29, 1979, 30th & 38th (?)

Acadia University celebration of Dr. Leverett Chipman's 100th birthday

Historical Society celebration at Berwick

Cassette tape of the conversation at the Gladys Forman tea at Randall House, August 2007.

Gladys Forman used to visit Randall House in the earlier part of the 20th century and describes it.

Box 18a

Larger Sheet Music, some paper collections of songs, not accessioned

folder of single pages and scraps of music

folder: The Victor Dance Folio, No. 3

folder: Jigs and Reels, Academic Edition, Vol. 2

folder: The Etude

folder:

Over There

La Marseillaise

Good-bye, Good Luck, God Bless You

It's a Long, Long Way to Tipperary

Heroes and Gentlemen

So Long, Mother (Al Jolson's Mother Song)

America, Here's My Boy

I May Be Gone for a Long, Long Time

Men Wanted (Canada's Cry to her Men and Boys)

And He's Say "OO-LA-LA WEE-WEE"

Laddie in Khaki (The Girl Who Waits at Home)

Comrade O'Mine

The Rose of No Man's Land [O. Rex Porter's copy]

Where Do We Go From Here [O. Rex Porter's copy and one marked MLG]

Take Me Back to the Banks of Killarney'

Carry On [O. Rex Porter's copy]

Say a Prayer for the Boys "Out There"

"O Canada, Mon Pays, Mes Amours" Land of all that I Love An English Translation of the Old French Canadian Song. Words by Sir George Etienne Cartier, 1834.

Just a Baby's Prayer at Twilight (for her Daddy over there)

Sons of the Sea, 1914 War Version [O. Rex Porter's copy]

Somewhere in France is the Lily.

Sweet September

Its a Long Way to Berlin but we'll get there (1916)

Just round the Corner from Broadway (1914 Review)

Yaka Hula Hickey Dula (Hawaiian Love Song)

Tired Hands

Sing Me the Rosary

For Me and my Gal

Murmuring Winds Waltz

Keep Your Eye on the Girlie You Love, (1916)

When I First Met You

Someone (When Someone's in love with Someone)

Beautiful Star of Heaven

I'm Tired of Living Without You

Down in Jungle Town

Casey Jones

Garden of Dreams

Bridal Roses Waltzes

When the Harbour Lights are Burning

Back Home in Tennessee

I've Lost You so Why Should I Care

That Old Girl of Mine

Beautiful Ohio
Tipperary March
I'll Sit Right on the Moon and Keep my Eyes on You (cover only) Good-Bye Boys (page only)
Silver Heels
Purple Pansies Waltz
Roses Bring Dreams of You
Love and Tears
That International Rag
Mammy's Little Coal Black Rose
My Little Girl
Bridal Roses
To Have, To Hold, To Love
If I Knock the 'L' out of Kelly, It would still be Kelly to Me
Honey Can't You Hear Me Callin'
In the Shade of Maple by the Gate (signature of Lillian Gourley)
I'd Love to Live in Loveland With a Girl Like You
Oysters and Clams / or the Ragtime Oyster Man
I'm on my Way to Mandalay
Louisiana Lou
The Green Grass Grew All Around
I Wonder How the Old Folks Are at Home
Just Awearin' for You
Starlight Waltz
The Cubanola Glide
Narcissus
I'd Love to Live in Loveland with a Girl like You
Beautiful Thoughts of Love

Box 18b**Sheet Music: most not accessioned except where noted****Sheet Music Folder 1:**

Am I Blue
Tears
One Alone (1926)
Play, Fiddle, Play
Down the Trail to Home Sweet Home (1920)
Ship Ahoy (All the Nice Girls Love a Sailor) words only
Just for Me and Mary
Have a Smile for Everyone You Meet
It Seems Like Ages and Ages, (1920)
She is Ma Daisy, by Harry Lauder
A Convict's Dream
Carolina Sweetheart
Just Give me the Girl

Swingin' in a Hammock
Isle of Joy Waltz
Mickey
Let me Linger Longer in your Arms
That Tumble Down Shack in Athlone (1918)

Sheet Music Folder 2:

Little Fairy March
Sugar Moon
Cielito Lindo (Beautiful Heaven)
Sweet Genevieve
The Jolly Boatman
In Sweet Dream
Little Grey Home in the West
Neath Loves Window
Beautiful Blue Danube
Oh Dem Golden Slippers (signed Irene Gourlay)
That Certain Party
Let's Talk About my Sweetie
Careless Hand (signed O.Rex Porter)

Sheet Music Folder 4:

Miami Waltz
I'd Like to Tie You to my Heart Strings
Try a Little Tenderness
Hold Me
Just a Little Home for the Old Folks
Blue Hawaii
If I Had a Girl Like You
Daddy You've Been a Mother to Me
Jigs and Reels (not complete)

The Star Dance Folio, arranged for Piano Solos, Remick, New York, n.d.
Waltz Time, a selection of 18 favorite American Waltzes
Popular Songs, No. 2 (9 songs published by Leo. Feist, n.d. no cover)

01.4.2 Arthur A. Penn, Yokohama Maid, a Japanese Comic Operetta. 1916
01.24.1 Dominion Music Books No. 1
 Famous Classics and Recreation Pieces, first Grade Introductory,
 Frederick Harris Co., 1964

Box 19

**98.18.35 Picturesque Canada: the Country as it Was and Is. Edited by George
 Munro Grant, DD. Toronto: Belden Bros. 1882
 Parts 1-36, missing parts 16 & 21
 Identified as belonging to A.L. Prat from J.E.M. Jan. 1894.**
98.18.1 Part 1: Quebec

- .2 Part 2: Quebec; Quebec Picturesque & Descriptive
- .3 Part 3: Quebec Picturesque & Descriptive; French Canadian Life & Character
- .4 Part 4: French Canadian Life & Character; Montreal
- .5 Part 5: Montreal
- .6 Part 6: Montreal; the Lower Ottawa
- .7a Part 7: Lower Ottawa; Ottawa
- .7b (duplicate of 7a)
- .8 Part 8: Ottawa; the Upper Ottawa
- 98.18 .9 Part 9: Upper Ottawa; Lumbering
- .10 Part 10: Lumbering; the Upper Lakes
- .11 Part 11: the Upper Lakes; the North-west: Manitoba
- .12 Part 12: the North-west: Manitoba; the North-west: Red River to Hudson's Bay
- .13 Part 13: the North-west: Red River to Hudson's Bay; the North-west: the Mennonites; the North-west: Winnipeg to Rocky Mountains
- .14 Part 14: the North-west: Winnipeg to Rocky Mountains; the Niagara District
- .15 Part 15: the Niagara District
- .16 back cover only, rest (missing)
Part 17 was never accessioned but it is part of the set: Toronto & Vicinity
- .17 Part 18 Toronto and Vicinity; from Toronto westward
- .18 Part 19: from Toronto westward
- .19 Part 20: from Toronto westward
- .20 Part 21: from Toronto westward
- .21 (missing)
- .22 Part 22: from Toronto westward; from Toronto to Lake Huron
- .22 duplicate #22 is Part 23: from Toronto to Lake Huron
- .23 Part 24: Toronto to Lake Huron; Georgian Bay & the Muskoka Lakes
- .24 Part 25: Georgian Bay & the Muskoka Lakes
- .25 Part 26: Georgian Bay & the Muskoka Lakes; Central Ontario
- .26 Part 27: Central Ontario; Eastern Ontario
- .27 Part 28: Eastern Ontario; South-eastern Quebec
- .28 Part 29: South-eastern Quebec; the Lower St. Lawrence & the Saguenay
- .29 Part 30: the Lower St. Lawrence & the Saguenay
- .30 Part 31: the Lower St. Lawrence & the Saguenay; New Brunswick
- .31 Part 32: New Brunswick
- .32 Part 33: New Brunswick; Nova Scotia
- .33 Part 34: Nova Scotia
- .34 Part 35: Nova Scotia; Prince Edward Island

Appendix 3 Finding Aid: Research Files at Randall House

RESEARCH FILES AT RANDALL HOUSE

updated to November 3, 2010

- | | |
|--|--|
| Acaciacroft (Planters' Barracks) | Methodist, Horton |
| Acacia Grove, see Prescott House | marriage register 1826-1904 |
| Acacia Villa School | Presbyterian, Chalmers, Horton |
| Acadia University | Presbyterian, Covenanters, Grand Pré |
| Acadia Buildings | Presbyterian, Wolfville |
| Acadians | Roman Catholic |
| Apple Blossom Festival | United, Wolfville |
| Apple Industry | Cleveland, Aaron Family |
| Archibald, Rosamond | Cochrane's Drug Store |
| Avery, Samuel | Coldwell, Perez |
| | "the man from Gaspereau" |
| Baldursson, Gunn | Colville, Alex |
| Barbie Birthday Exhibit | Covered Bridges |
| Baronets of Nova Scotia | Crane, Mrs. Bessie, diary |
| Beals family | |
| Best, Henry & Isabella | Davidson, Heather |
| Birds, Bird Counts, Ornithologists | Davison, James D. |
| Births, Marriages, Deaths, Wolfville | Death & Mourning |
| selected from the Higgens Diary | Dendrochronology, see Tree Ring Dating |
| 1881-1905 | Denton, Dr. George |
| Bishop family | DeWitt, Dr. George E. |
| Blacks | and Dr. C.E. Avery |
| Blomidon Inn | |
| Boy Scouts/Cubs | DeWolf(e) family, genealogy |
| Boy Scout Photos | DeWolf, Dr. Albert |
| | murder/suicide, 1879 |
| Calendar, Perpetual | DeWolfe, Rev. Charles |
| Camp Fire Girls, see also Give Service | DeWolfe, Elsie |
| Girls, after 1917 | DeWolf, Vice Admiral Harry |
| Canning | DeWolfe, R.W. |
| Cavanagh Building dispute | DeWolfe/Sleep/Cavanagh building |
| Cemeteries: see Wolfville, cemeteries | DeWolf, T.A.S |
| Chipman/Hamilton Letters | DeWolf, T.A.S., house |
| Chipman, Isaac | Doll Exhibit 2005 |
| Chipman, Leverett | Domestic Skills |
| Christmas | Duncanson, Evelyn |
| Christmas Cards | Dykes, Bishop Wickwire, Wellington |
| Church, Ambrose | Dykes; Photographs (photocopies) |
| Churches: | |
| Baptist, Wallbrook | Elizabeth II Jubilee 2002 |
| Grand Pré churches, history | Elliott, Russell |

Elliott, M. Robbins
Elliott, Shirley B.
Erskine, John, Rachel and Tony
Etna, (aka Greenfield) community of

Fairn, C.W. (03.18.1)
Fairn, Leslie
Fales family and house
Fire Department
Fitch, Edwin O.
Fossil
Freeman family
Fuller family
Fur Farming Exhibit 2000

Gardens
Gaspereau
Genealogy
Geology
Gerritse, Alf
Gesner, Abraham
Ghost Stories, see also Randall House
 Ghost Stories
Gillmore family
Girl Guides
Give Service Girls, see also Camp Fire Girls
Godfrey family
Graham, Edson
Grand Pré Heritage
 Conservation District
Grapenut Ice Cream, see
 Palms Restaurant
Greenough, George
Greenwich History
Hamilton, Charles S.
Hancock, Glen
Harris House, Hortonville [missing 2010]
Hats (Randall House hat exhibit, 2007)
Haycock, Maurice
Herbin family
Hill House, Highland Avenue
Historic House Tours, Kings County
Holland Bakery
Horton Carver, the
 see Wolfville: Cemetery
 Old Town Burying Ground
Hydroelectric Power

Imperial Order Daughters of the Empire
 (IODE)

Jello Exhibit 1997
Jodrey, R.A.
Johnson, William, house, 402 Main Street

Kent Lodge
Kendall, Dicky
Kenny family
Kenny, Samuel Raymond
Kings County History
Kings Hants Heritage Connection
Kinsman, William Henry
Kipawo ferry

Lighting
Lumsden, Rev. Clarence B.

McCurdy, William Macintosh
McKittrick family

Marsters family
Masons and Odd Fellows
Merchant Marine (2 files)
Mi'kmaq
Military Exhibit 1995
Mud Creek Days
Munro family
Murphy, Vernita
Museums, general

Natural History
Newcomb family
New Minas
North Grand Pre Women's Institute,
 History
Nova Scotia history, general
Nowlan's Canteen

Oliver family

Painted Rooms
Palmer family
Palms Restaurant, the; grapenut ice cream

Parsons, Mona
Patriquin family
Peck, Ron exhibit
Photographs
Planters
Pony Express
Poor Farm Cemetery, Greenwich
Porter family
Port Williams: bridge, shipping
Postal Service
Prat Exhibition, PANS, 1980
Prat family
Prescott House (Acacia Grove)

Rainbow, America Cup, 1934
Railroads
Randall family
Randall House
Randall House, ghost stories

Roads: Great Roads of N.S.
Ruffee, George

Saxby Gale
Shaw family, Avonport
Sheriff, Jack
Ships & Shipping
Shipmodels
Shipwrecks
Sinclair, Prince Henry
Skoda Building
Spinney Stories (99.26.1)
Spirit of N.S. Exhibit, AGNS, 1986
Sport
Starr family
Starr, Evelyn
Stewart family of Grand Pre,
 letters Daniel, Robert
Swastika

Telephone history
Temperance
Tourism, early
Townsend, Bill
Travel, 1750-1950

Tree Ring Dating (Dendrochronology)
Troyte-Bullock family
Tufts, Robie

Wade, Bill
Walking Tours, Wolfville
Wallpaper, Economy, Cumberland Co.
War Service of local people
Warren, Robert Maurice
Weatherbee, Hon. Sir Robert L.
Weston, Katie Mae
Wheels of Wolfville Exhibit
Whidden, Mrs. D. Graham
Wickwire family
Willow Pattern, the (on china)
Wolfville:
 Architecture
 Businesses
 Banks: Peoples Bank, Bank of Montreal
 Cemetery: Old Town Burying Ground
 St. John's Anglican
 Willowbank, Gaspereau Ave.
Heritage Properties
Harbour
History
Hospital, Eastern Kings Memorial (EKM)
Hotels: Wolfville Hotel
 Evangeline Inn
Library/Station
Nursing Home
Schools
Service Stations
Sports, early cycling
Street Names
The *Wolfville* ship
Wolfville Historical Society
World War II: The Home Front
Wright, Dr. Esther Clark

Appendix 4 Article: Directors' Liability: a Discussion Paper

NOTE: This paper was downloaded from the Volunteer Canada website

The overarching requirement of directors' actions is that of "standard of care" and if this is of high quality, a director can rest easy. WHS is now well on the way to embedding a high quality of "standard of care" in its operations through the writing of a resource manual. As well, the Society is incorporated, carries Public Liability Insurance and may have its financial records independently audited.

Incorporation is singled out as the simplest and most effective way of minimizing the liability of directors (see article 10). Since "WHS Incorporated" can under the law be sued (and can itself sue of course) as if it were a real person, then through the public liability insurance held, WHS has reasonably covered itself against that kind of suit.

However, the document is well worth reading carefully. In my opinion Directors and Officers Liability Insurance is excessively expensive for our exposure (see article 9). By constant reference to the manual which insists on ALL meetings being recorded as minutes, ALL actions being approved by motion and so on, any "errors, mis-statements, misleading acts, omissions, or breaches of duty" will be evident to the elected members, providing ample opportunity to rectify these things before damage is done and liability established.

Derek Watts, Treasurer
13 March 2006

Directors' Liability: A Discussion Paper on Legal Liability, Risk Management and the Role Of Directors in Non-Profit Organizations

Funding for this resource is provided by the Government of Ontario,
Ministry of Citizenship – Voluntarism Initiatives

According to the 2000 NSGVP, about 41 percent of Canadian volunteers serve on boards and committees. Despite their deep commitment to countless causes and organizations many board members may be unaware of the legal ramifications of their volunteer work. Personal liability has become an area of increased concern for board members of not-for-profit organizations. This important resource informs board members about their legal duties and obligations, and offers them a practical 'prevention checklist' to help minimize personal liability.

Financial support for the development of this resource was provided
by the Government of Ontario through the Ontario Screening Initiative.

The views expressed herein are those of the author and do not necessarily reflect those of
Voluntarism Initiatives Unit, the Ministry of Citizenship or the Government of Ontario.

1st edition

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1. Introduction

According to the 2000 National Survey of Giving, Volunteering and Participating, over 40 percent of Canadian volunteers hold positions on boards and committees.¹ Despite their deep commitment to the effective governance of voluntary organizations, many board members are unaware of the legal ramifications of their volunteer work. As our society becomes more litigation-oriented, the public expects non-profit organizations to be more accountable and businesslike in managing their affairs. Volunteer board members are right to be concerned about their personal liability.

Directors' Liability A Discussion Paper on Legal Liability, Risk Management and the Role of Directors in Non-Profit Organizations informs board members about their legal responsibilities and provides practical suggestions for managing risks and minimizing personal liability. Although this discussion paper contains legal information, it does not provide legal advice. Neither its authors nor Volunteer Canada are in a position to determine whether organizations or individuals have fulfilled their legal duties or satisfied the applicable standard of care in every circumstance. Individuals and organizations seeking specific advice should consult with a lawyer.

This discussion paper is not intended to deter people from volunteering as board members with their favourite voluntary organization or charity. Risk and responsibility are facts of life, and every activity we undertake involves a certain amount of risk. The volunteer director needs to understand the risks involved in the position so that he or she can act reasonably and appropriately. The purpose of this paper is to raise awareness of the legal risks facing directors, and to offer directors and organizations some practical suggestions for minimizing these risks.

2. What is an organization?

Organizations come in a variety of types and sizes, under a variety of names. In this discussion paper, the generic term 'organization' is used. Some organizations are small with no staff and no office, some have a few staff, and some are large entities with many staff and volunteers.

An organization can be 'unincorporated,' and thus have no legal status, or it can be 'incorporated' as a corporation under federal or provincial statutes. This corporation can be for-profit (that is, organized to pursue commercial objectives), or it can be non-profit (that is, organized to fulfill benevolent or charitable purposes).

A non-profit organization can be referred to as:

- a club;
- an association;
- a society;
- a corporation;
- a league, or

- a committee (as in the Canadian Olympic Committee).

1 Statistics Canada. *Caring Canadians, Involved Canadians: Highlights from the 2000 National Survey of*

Giving, Volunteering and Participating (Ottawa: Minister of Industry, 2001), p. 41. To download the full report,

3. What is a board?

Some organizations are governed by administrative or 'hands-on' boards while others are led by policy-governing boards. Both boards may be called a board of directors, a board of governors or a board of trustees. The responsibility of an organization's board is to:

- provide leadership and direction to the organization; and
- govern the affairs of the organization on behalf of its shareholders (in the case of a for profit corporation) or its members (in the case of a non-profit organization).

4. What is a director?

A director is an individual who is a member of a governing board of an organization.

Directors of non-profit organizations are volunteers and are rarely paid for their services, while directors of for-profit corporations are usually compensated. As a rule, directors are elected or appointed to their positions on the board. They may also be officers, where an officer fulfills certain corporate roles and functions (such as those duties of a 'president,' 'treasurer' or 'secretary' of the organization). Officers can also be senior staff persons, and in rare circumstances, staff persons can also be directors.

Regardless of the name, size, or type of organization, the role of the director remains fairly constant. Directors and officers of non-profit organizations are responsible for governing the affairs of the organization on behalf of its members. Directors and officers have a relationship of 'trust' with the members of the organization, and it is from this trust relationship that certain important legal duties arise.

5. Legal duties of directors

The basic responsibility of directors is to represent the interest of the members in directing the affairs of the organization, and to do so within the law. This legal duty is described in statutes (such as the *Canada Corporations Act*, provincial business incorporation statutes and provincial societies or non-profit organization statutes) and has been expanded and interpreted in the common law.

In representing the members of the organization and acting as their 'trustee,' directors have three basic duties:

1. The duty of *diligence*: this is the duty to act reasonably, prudently, in good faith and with a view to the best interests of the organization and its members;
2. The duty of *loyalty*: this is the duty to place the interests of the organization first, and to not use one's position as a director to further private interests;
3. The duty of *obedience*: this is the duty to act within the scope of the governing policies of the organization and within the scope of other laws, rules and regulations that apply to the organization.

It is important to note that the duties of directors of non-profit organizations are essentially no different than the duties of directors of for-profit corporations. These duties extend broadly, and are owed to:

- the organization as a whole;
- the organization's members, participants, clients, staff and volunteers;
- other directors; and
- anyone else who may be affected by the decisions of the board and the activities of the

organization, including the general public.

These three duties are discussed more fully below.

5.1 Duty of diligence

Diligent directors always act prudently and in the best interests of the organization. When performing their duties as directors, they are expected to exercise the same level of care that a reasonable person with similar abilities, skills and experience would exercise in similar circumstances. If a director has a special skill or area of expertise, such as an accountant or lawyer would have, he or she has a duty to achieve a standard of care that corresponds to his or her professional abilities.

Directors have a responsibility to act cautiously and to try to anticipate the consequences of their decisions and actions before they undertake them. They are honest and forthright in their dealings with members, with the public and with each other. Directors are also well-informed about the activities and finances of the organization. They have an obligation to foresee potential risks inherent in a situation and to take reasonable steps to manage those risks.

5.2 Duty of loyalty

Directors are required to put the interests of the organization first. These interests will always take precedence over any other interest, including a director's personal interests. As well, directors who are involved in more than one organization may find that they cannot be loyal to both.

Loyal directors will avoid putting themselves in a situation of a conflict of interest. When this is unavoidable, they will act properly in disclosing the conflict and ensure that they play no part in discussing, influencing or making decisions relating to that conflict.

Confidentiality is also an important aspect of the duty of loyalty. Directors have an obligation to keep organizational business private, and to not discuss certain matters with people outside the organization. Confidential matters may include:

- information about personnel; and
- information about clients served by the organization, the organization's finances or legal matters.

A board acts as one entity. Loyal directors support the decisions of the board, even if they might not personally agree with the decisions and might not have voted to support the decisions in the board meeting.

5.3 Duty of obedience

Nearly all non-profit organizations are 'private tribunals' (that is, autonomous organizations that have the power to write rules, make decisions and take actions that affect their members and participants). Legally, private tribunals are recognized as having a contractual relationship with their members. This relationship is defined in the organization's governing documents, which include:

- its constitution;
- bylaws;
- policies, and
- rules and regulations.

Directors have a duty to comply with the organization's governing documents, and to ensure that staff and committees of the organization do as well. Over time, organizations may move away from their legal purpose, and policies may become out of date and no longer reflect the practices of the organization. Obedient directors ensure that governing documents remain current and accurate, and oversee the process that is used to amend and update governing documents.

Directors also have a duty to obey external laws and rules that are imposed upon organizations. A wide range of laws and statutes apply to corporations and individuals: the obedient director ensures that the organization complies with these. In particular, an organization that is an employer has many statutory responsibilities to its employees. These responsibilities include:

- paying wages;
- providing paid time off for holidays;
- making deductions from wages and remitting these to the government;
- providing a safe workplace; and
- protecting employees from discrimination and harassment.

6. Liability of directors

A director who fails to fulfill his or her duties as outlined above may be liable. The term ‘liability’ refers to the responsibility of directors and organizations for the consequences of conduct that fails to meet a pre-determined legal standard. Usually, the term ‘consequences’ refers to damage or loss experienced by someone, and being responsible for such consequences means having to pay financial compensation.

Liability arises in the following three situations:

1. When a law (*statute*) is broken. The consequences of breaking a law are:

- paying a fine;
- having restrictions placed on one’s rights or privileges; or
- being imprisoned.

2. When a *contract* is breached or violated, where a contract is a legally enforceable promise between two or more parties. The consequences of breaching or violating a contract are:

- correcting the breach through some form of performance or service; or
- paying financial compensation.

3. When an act, or a failure to act, whether intentionally or unintentionally, causes injury or damage to another person (*tort*). The consequence of intentionally or unintentionally injuring or damaging another person is:

- payment of a remedy in the form of financial compensation.

These three situations are discussed more fully below.

6.1 Statute

There are a variety of federal and provincial statutes that impose liability on directors in specific circumstances relating to managing the affairs of the organization. Thus, directors have specific statutory obligations relating to:

- the election and appointment of directors and officers;
- calling meetings of members;
- paying taxes to government and submitting employment-related remittances;
- keeping minutes of meetings of directors and members;
- reporting and disclosing prescribed information about the corporation to authorities;
- paying wages and salaries;
- maintaining a safe workplace; and
- activities of the organization that cause pollution or other environmental damage.

6.2 Contract

Directors are responsible for ensuring that the organization’s contractual obligations are fulfilled. This includes contracts with employees and independent contractors.

6.3 Tort

Directors are responsible for ensuring that they, as well as the organization's volunteers and staff, do not behave negligently. Negligence refers to the duty that we all have to ensure the safety of those persons affected by our actions. Directors, volunteers and staff are at all times expected to act in a reasonably diligent and safety-conscious manner so that others affected by our actions (for example, fellow employees, volunteers, participants, clients, the public) will not face an unreasonable risk of harm.

The concept of negligence also applies to 'wrongful acts'—these are:

- errors;
 - omissions; and
 - actions or decisions that harm others, not through damaging their property or their physical person, but through interfering with their rights, opportunities or privileges.
- Wrongful acts relate primarily to how directors govern the organization, manage its funds, supervise its staff and make decisions that affect members, clients and the public.

7. Indemnification

Clearly, volunteer directors take on a range of legal responsibilities and face many potential liabilities. Non-profit organizations recognize that this can be quite daunting. As a result, it is almost universal practice for these organizations to 'indemnify' their directors for liabilities that they might incur in carrying out their duties as directors. To 'indemnify' means to put someone back in the same financial position as they were in before. An indemnified director would be compensated for the following:

- legal fees;
- fines that were paid under a statute;
- a financial settlement that resulted from a lawsuit; or
- any other legal obligation that a director was required to fulfill.

Incorporated organizations are required by law to indemnify their directors for such losses. There is no such obligation imposed upon unincorporated groups, but most groups do offer indemnities because it is a good policy to do so. Just remember: the indemnification is only as good as the organization's financial ability to pay it. This is where insurance comes in (see *Directors' and officers' liability insurance* in section nine of this discussion paper).

8. Avoiding liability through risk management

There is risk inherent in everything we do. Volunteers, employees and directors of organizations must always be mindful of risks—this means examining situations cautiously and thinking ahead to the potential consequences of decisions and actions. Most people manage risks most of the time, and they do so instinctively. However, it is always a good idea to take steps ourselves, and to encourage others to think about risks and risk management more systematically.

The process of risk management is a simple three-part activity. It involves:

1. looking at a situation and asking what can go wrong and what harm could result;
2. identifying practical measures that can be taken to keep such harm from occurring; and
3. if harm does occur, identifying practical measures that can be taken to lessen the impacts of harm and pay for any resulting damage or losses.

The practical measures that can be taken to manage risks fall into four categories:

- assume the risk (decide that the risk is minor and do nothing);
- reduce the risk (find ways to change people's behaviour or the environment in which people work so that the degree of risk is reduced);
- eliminate the risk (choose *not* to do something); and

- transfer the risk (accept the risk but transfer the liability associated with it to someone else through a written contract).

Every organization will face different risks and will plan and implement different measures to deal with these risks. The measures that are taken to manage risks are usually those that would be taken by any other prudent and reasonable person having the same skills, knowledge and experience as ourselves. This is why the practice of risk management is based in large part on common sense and is linked to the concept of ‘standard of care.’ These measures will tend to revolve around:

- training and educating staff and volunteers;
- enforcing reasonable rules;
- inspecting and maintaining facilities and equipment;
- screening and supervising staff and volunteers;
- properly documenting meetings and decisions; and
- meeting all statutory reporting requirements.

The final section of this discussion paper provides some practical measures that organizations, and individual directors, can take to manage the risks and liabilities faced by directors.

9. Directors’ and officers’ liability insurance

This section deals with insurance—a common risk management measure and one that is particularly important in minimizing directors’ liability. Insurance is one of many techniques used to manage risks—it involves transferring the liability associated with a risk to another party by means of a written contract. In the case of insurance, the party that the risk is transferred to is the insurance company, and the written contract is the insurance policy.

Transferring risks through written contracts is a very common business practice.

Directors’ and officers’ insurance is like general liability insurance, and covers costs that the directors and officers of an organization might become legally obligated to pay as a result of damages to another party. However, unlike a general liability insurance policy that covers losses arising from physical injury or property damage, directors’ and officers’ liability insurance covers only those losses arising from a director’s own ‘wrongful acts.’

In such an insurance policy, a wrongful act is defined as:

- an error;
- a misstatement;
- a misleading statement, act, omission; or
- other breach of duty by an insured person in his or her insured capacity.

The purpose of this insurance is to provide the financial backing for the indemnity that the organization provides to its directors. Directors’ and officers’ liability insurance is a fairly recent risk exposure for many non-profit organizations. The risk is not so much that a director will be found guilty of a wrongful act, but simply that there will be an allegation of a wrongful act. Although few claims against directors are substantiated and fewer of these result in large financial awards, the cost of defending any claim can be significant. This is where directors’ and officers’ insurance tends to prove its value.

Directors’ and officers’ insurance policies vary, and there is no standard level of coverage.

Importantly, many of these policies *exclude* coverage for:

- directors acting outside the scope of their duties as they are described in this discussion paper, including any actions that are dishonest, fraudulent or criminal;
- breach of contract, including wrongful dismissal of employees;
- fines and penalties under a statute or regulation; and

- complaints under a human rights code, including a complaint of discrimination, harassment or sexual harassment.

Insurance is a complex subject, and directors' and officers' insurance is especially so. For more information on this subject, consult with a lawyer or an insurance representative.

10. Incorporation

In this discussion paper, organizations have been described as being either incorporated or not incorporated. Many associations, societies, community groups and sport clubs are not incorporated and thus have no legal status. Yet the legal status of an organization can have a significant effect on the potential liability of directors, as described below.

The incorporation of an organization under a federal or provincial statute establishes the organization as a legal entity (almost an 'artificial person') that exists independently as separate and distinct from its members. This legal entity can:

- own property in its own name;
- acquire rights, obligations and responsibilities;
- enter into contracts and agreements; and
- sue and be sued as if it were a real person.

An unincorporated organization is not a separate legal entity and has no legal status apart from that of its members. While carrying out their duties on behalf of the members, directors can be held personally and jointly liable for the activities of the organization. For example, an unincorporated entity cannot enter into contracts of its own, so the directors or officers who execute the contract on behalf of the organization might be held to that contract in their personal capacities. Likewise, a third party cannot sue the organization (as it is not a legal entity) but can, and likely would, sue the directors collectively and individually.

An incorporated organization offers directors the protection of what is termed the 'corporate veil.' As a separate legal entity, the organization is one step removed from the directors and members. Lawsuits must be brought against the corporation, and directors of such corporations are, to a large extent, protected from liability for actions they took in their capacity as directors.

The minor costs and inconveniences of incorporation are far outweighed by the benefits that such incorporation provides to the members and directors. Incorporation can sometimes be the best, simplest and least expensive risk management measure for an organization to take. Incorporation notwithstanding, it must be noted that directors of corporations may be held personally liable, in their capacities as directors, for unpaid wages, holiday pay, employee benefits and taxes. This is of concern to directors of organizations who have large numbers of employees, especially if the organization is experiencing financial difficulties and may be unable to meet payroll and tax obligations.

11. Protecting yourself as a director

There is no substitute for knowledgeable governance and thoughtful risk management, and the organization that manages its affairs in a conscientious and responsible manner will reduce its directors' liability risks considerably. Nonetheless, the following practical tips will be helpful to all directors.

Before accepting a directorship with an organization, you should:

- Think about your reasons for becoming a director. Be sure you have the time, interest and commitment to do the job well.
- Learn as much as you can about the organization. What is its mission? What activities does it undertake? How is it perceived in the community?
- Ask for a written job description for the position of director.

- Educate yourself about your legal duties as a director by reading a discussion paper such as this one.
- Look at the composition of the entire board, and satisfy yourself that it can govern effectively and provide competent direction to committees, staff and volunteers within the organization.
- Confirm that the organization indemnifies its directors (either through its bylaws, through policy or by means of a written contract) and that it carries directors' and officers' liability insurance. Ask about the scope of coverage and any exclusions to this insurance.

Once you have accepted a directorship, managing your personal liability risks is an ongoing process. The following guidelines will help you to take steps to manage these risks as they relate to issues such as policy, finances, meetings, personnel, and training.

11.1 Meetings

- Attend meetings, be prepared to discuss the items on the agenda and participate fully in decision-making.
- Provide your reports to the board in written form.
- Ensure that minutes reflect abstentions from votes, votes for and votes against motions.
- If you have any real or perceived conflict of interest, declare it when the issue first arises, and do not vote, participate in or influence the decision-making process. Have your disclosure recorded in the meeting minutes.
- Do not rush important decisions. Ensure that board members receive meeting materials in ample time to digest them. If important information is lacking, postpone the decision until this information can be obtained.
- Keep your own personal copies of key documentation and minutes of controversial meetings.

11.2 Finances

- Take an interest in finances by reviewing regular financial reports, and approving and monitoring the organization's annual budget.
- Use a professional, independent accountant to perform an annual audit of the organization's finances.
- Know who is authorized to sign cheques and for what amount.
- Do not be shy about asking questions and seeking clarification on financial matters from staff.
- With the assistance of your auditor, develop a list of statutory reporting requirements and assign a staff person or director to monitor that these requirements are being fulfilled.

11.3 Contracts

- Ensure that all contracts the organization enters into are carefully reviewed by staff or by counsel.
- When the organization partners with other entities on joint projects, or enters into agreements be sure that all terms and conditions are clearly expressed in a written contract, and that risks and liabilities are appropriately shared.

11.4 Policy

- Ask for a copy of the organization's policy manual. If the organization does not have a policy manual, develop a work plan for staff (or others, as appropriate) to prepare one.

- Be familiar with the content of the organization's constitution and bylaws. If they are out of date, or no longer adequately reflect the mandate and activities of the organization, then undertake to update them.
- On important matters and for decisions that have the potential to adversely affect someone, ensure that the organization's policies are adhered to as written. If the policy is unsuitable for dealing with the particular circumstance, then take steps to change the policy for the future.
- Commit staff and volunteer time and financial resources to developing risk management policies.

11.5 Personnel

- Ensure that all staff and volunteer positions have written job descriptions.
- Insist that the organization develop a clear personnel policy and ensure that staff evaluations are performed at least annually or as required by the policy.
- Be sure that suitable screening measures are in place for those staff and volunteer positions that involve interaction with children, youth, seniors or other vulnerable persons in positions of trust.

11.6 Insurance

- Ask for copies of the organization's insurance policies and become familiar with their scope of coverage.
- Consider asking the insurance broker to meet with the board and make a brief presentation on these policies.

11.7 Training

- Support professional development for staff and training for volunteers.
- Encourage the board to engage in training. Bring in a board development instructor or a facilitator to help the board improve its effectiveness.
- Offer board members training opportunities in association with board meetings or annual general meetings.
- Commit resources to the development and updating of board and staff orientation materials.
- Leave aside a short portion of every board meeting to allow the board to evaluate its effectiveness in conducting the meeting and making governance decisions.

11.8 General

- If the organization is unincorporated, consider incorporation. As a risk management measure it is well worth the expense and inconvenience.
- If you suspect that something is not right, go with your intuition and check it out! Be curious. Remember, as a director you will be held responsible for circumstances and situations you *ought* to have known about, whether or not you actually did know about them.
- Do not speak negatively about the organization to the public. Publicly support the board's decisions, even if you might have voted against the majority of directors.
- If the organization needs to deal with a complex matter in which staff or directors lack expertise, consider the services of an outside professional (for example, a lawyer, financial advisor, human resources consultant, risk management specialist, or engineer).

12. Summary

There are tens of thousands of voluntary organizations and charities in Canada that undertake important work in every community in the country. Volunteer board members are to be

applauded and supported for their willingness to take on the responsibilities associated with directorships and the corresponding risks.

This discussion paper is meant to inform directors of the legal dimensions of their voluntary contribution. It is Volunteer Canada's view that an informed director is a more confident and competent director.

The most widely available, most effective and least expensive risk management technique is common sense. Voluntary organizations can capitalize on this common sense by:

- recruiting capable board members and well-qualified staff;
- providing an orientation program for all new people;
- putting on paper clear job descriptions and sound policies;
- supporting professional development at all levels of the organization; and
- creating an organizational culture that emphasizes and rewards risk management thinking and behaviour.

Common sense arises from a mix of knowledge and experience. Most people become directors because they have abundant experience with an organization or the cause to which it is committed, or because they feel that they can bring professional and work-related experience to a rewarding voluntary position. This experience, coupled with the knowledge that can be gained from this discussion paper, will well equip directors to perform their duties effectively and capably.

13. Additional Resources

13.1 References

Corbett, Rachel. *Insurance in Sport and Recreation: A Risk Management Approach*.

Edmonton: Centre for Sport and Law Inc., 1995.

<http://www.sportlaw.ca>

Corbett, Rachel, and Hilary A. Findlay. *Managing Risks: A Handbook for the Recreation and Sport Professional*. Edmonton: Centre for Sport and Law Inc., 1993.

<http://www.sportlaw.ca>

Kelly, Hugh M., and Mark R. Frederick. *Duties and Responsibilities of Directors of Non-Profit Corporations*. Toronto: Printwest, 1999.

Kitchen, Joni, and Rachel Corbett. *Negligence and Liability: A Guide for Recreation and Sport Organizations*. Edmonton: Centre for Sport and Law Inc., 1995.

<http://www.sportlaw.ca>

Minnesota Office of Citizenship and Volunteer Services, Minnesota Department of Human Resources, Minnesota State Bar Association. *Planning It Safe: How to Control Liability and Risk in Volunteer Programs*. Minnesota: Minnesota Office of Citizenship and Volunteer Services, Minnesota Department of Administration, 1998.

<http://www.admin.state.mn.us>

Rurka, Brian P., and Allan J. Guty. "Avoiding the Liability Traps," *LawNow* (June/July 1999), pp. 20-22.

<http://www.extension.ualberta.ca/lawnow>

White, Leslie T., John Patterson and Melanie L. Herman. *More Than a Matter of Trust: Managing the Risks of Mentoring*. Washington, D. C. : Nonprofit Risk Management Center, 1998.

<http://www.nonprofitrisk.org>

13.2 Electronic References

Baker, Allyson L. *Directors' and Officers' Liability Insurance: An Overview*. Vancouver: Clark, Wilson, 1998.

<http://www.cwilson.com/pubs/insurance/alb1/Index.htm>

<http://www.boarddevelopment.org> (a website on board development training, accountability and governance in the Canadian voluntary sector)

Ontario Ministry of the Attorney General website

<http://www.attorneygeneral.jus.gov.on.ca>

United Way of Canada / Centraide Canada website

<http://www.unitedway.ca>

Voluntary Sector Roundtable (VSR) website (the VSR website is hosted and maintained by United Way of Canada / Centraide Canada—see web listing above)

<http://www.vsr-trsb.net/main-e.html>

Volunteers and the Law: A guide for volunteers, organizations and boards. (a web document prepared by the People's Law School)

<http://www.publiclegaled.bc.ca/volunteers>

Appendix 5 Ethics Guidelines of the Canadian Museums Association

The Wolfville Historical Society has adopted the Ethics Guidelines of the CMA

NOTE: The latest guidelines can be downloaded from the Canadian Museums Association website.

FORMS

Note: These forms are stored in the Randall House computer, and in paper form in the Randall House files. As new forms are developed they will be added.

Temporary Receipt

Initial Information Letter

Acquisition Proposal

Gift Agreement

Incoming Loan Receipt

Outgoing Loan Receipt & Terms of Loan

Proposal to Deaccession

Memorial Fund Direction Form

**WOLFVILLE HISTORICAL SOCIETY
RANDALL HOUSE MUSEUM**
259 Main Street, Wolfville, NS, B4P 1C6
(902) 542-9775

www.wolfvillehs.ednet.ns.ca
randallhouse@outlook.com

TEMPORARY RECEIPT

Object/Collection/Description: -----

Source/Donor: _____

Source Address: _____

Source Telephone: _____ **Email:** _____

Method of Proposed Acquisition (circle one):

Donation/Gift/Bequest; Purchase, Transfer from another Institution; Trade; Salvage

Physical Condition: _____

Authorized Signature, Randall House Museum: _____

Authorized Signature, Source/Donor: _____

Date: _____

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INITIAL INFORMATION LETTER

Date:

Dear _____

The Wolfville Historical Society is pleased that you are considering a donation of item(s) to the Randall House Museum. As mentioned, we have a procedure which the society undergoes in acquiring objects for our permanent collection that determines whether we can accept the item(s) or not. The following is an outline of this procedure which I hope will help you better understand the process and explain why it takes several weeks to hear about a decision.

All proposed artifacts for donation are reviewed by the Collections Committee which meets once a month. This committee prepares an acquisition proposal describing the artifact and studying it for its relevancy as it applies to our collection policy. Once a decision is made to accept a donation, the Randall House Management Committee then must ratify the decision. Once ratified, a letter will be sent to you informing you of their decision. If it is decided that we should accept your kind offer, we will ask you to sign a Gift Agreement which transfers ownership to the Society. After you sign the Gift Agreement and if you wish a tax receipt, we can discuss having a professional monetary appraisal arranged. You should hear back from us by _____.

Most of the time, the Society is very pleased to receive your gift. However there are times when due to shortage of storage space, or the poor condition of an artifact, that the society must turn your offer down. Sometimes the object does not meet the criteria of the acquisition policy, and in this case we must also turn it down.

Thank you for your interest and generosity in thinking of the Randall House Museum. Please feel free to call me at any time regarding the above at the Randall House Museum, 542-9775 in open season, or by email at Randallhouse@outlook.com with any questions or concerns you might have.

Yours sincerely,

----- Curator
Randall House Museum

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randallhouse@outlook.com

ACQUISITION PROPOSAL

Object/Collection: _____

Source/Donor: _____

Source Address: _____

Source Telephone: _____ **Email** _____

Method of Proposed Acquisition (circle one):

Donation/Gift/Bequest; Purchase, Transfer from another Institution; Trade; Salvage

Physical Condition: _____

Provenance: _____

Justification: _____

Collections Management Committee meeting date: _____

Committee members present: _____

Reason Accepted: _____

Reason Rejected: _____

Income Tax Receipt Requested? ____ Yes; ____ No

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randallhouse@outlook.com

GIFT AGREEMENT

Donor Name: _____

Donor address: _____

Donor Phone: _____ **Email:** _____

I certify that I am the legal owner of the artifact(s) described below. I give them unconditionally to the Wolfville Historical Society and agree that they may, at the discretion of the Society, be utilized, displayed, loaned, or disposed of in such manner as may be in the best interests of the public.

<u>Accession Number</u>	<u>Description</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Date: _____ **Donor Signature:** _____

Acknowledgement:

On behalf of the Wolfville Historical Society, I hereby acknowledge receipt of the artifacts listed above, being the gift of _____
to the Wolfville Historical Society.

WHS representative's signature: _____

Date: _____

One copy of this agreement is to be retained by the Society and one given to the donor.

WOLFVILLE HISTORICAL SOCIETY

RANDALL HOUSE MUSEUM
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INCOMING LOAN RECEIPT

Lender's Name: _____

Address: _____

Telephone: _____ Email: _____

Purpose of loan (circle one): Exhibition Display Educational To Reproduce

Duration of loan: from _____ to _____

Date of loan: _____ Return date: _____

Items Borrowed:

<u>Accession Number</u>	<u>Object Name</u>	<u>Condition</u>
-------------------------	--------------------	------------------

I have agreed to loan the item(s) described above to the Wolfville Historical Society at the Randall House Museum for the time and purpose specified. I understand that the Wolfville Historical Society will give the highest possible standard of care and attention to the objects(s) and will not clean, repair or make changes to any borrowed item without my permission. I also understand that the Society does not insure its own artifacts and that it will not be responsible for insurance on any item I have loaned.

Signature of Lender: _____ Date: _____

Signature of Museum Representative: _____ Date: _____

.....

Signature of Lender confirming return: _____ Date: _____

Signature of Museum Representative: _____ Date: _____

Sign two copies, one to be given to the lender, one to be retained by the Museum.

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**OUTGOING LOAN RECEIPT &
TERMS OF LOAN**

The following object(s) are loaned subject to the terms described on the reverse of this form.

Borrower's Name: _____

Address: _____

Telephone: _____ Email: _____

For the purposes of: _____

Duration of Loan: from: _____ to: _____

Approved by: _____

Items Loaned:

<u>Accession No.</u>	<u>Object Name</u>	<u>Condition</u>
----------------------	--------------------	------------------

_____	_____	_____
-------	-------	-------

_____	_____	_____
-------	-------	-------

_____	_____	_____
-------	-------	-------

Date: _____ Signature of Borrower: _____

Name of Institution: _____

Release of Object: _____ Signature of Curator: _____

Date Returned & Received: _____ Signature of Curator: _____

Sign two copies, one to be given to the Borrower, one to be retained by the Museum.

OUTGOING LOAN RECEIPT (continued)**Terms of Loan:**

In these Terms of Loan, the word Museum means the Randall House Museum and the word Curator means the Curator of the Randall House Museum.

I, the undersigned, agree to the following conditions:

- a. Maximum security must be provided for the loan while in transit or on exhibit. These measures and procedures must be submitted for approval to the Curator.
 - b. Any damage or loss to the artifact(s) must be reported immediately to the Curator.
 - c. No cleaning or repair work may be done on any object without written permission from the Curator.
 - d. All packing and transportation costs and insurance will be paid by the borrower or borrowing institution.
 - e. The borrower may not reproduce objects in any media including photography for purposes of sale, nor any such objects be subjected to technical examination of any type whatever without prior written permission of the Museum.
1. The date of the loan will commence with the date of shipment from the Museum and will terminate when the object (s) is/are returned to and received by the Museum.
 2. No loan agreement will exceed one year, but the loan may be renewed upon application by the borrower to the Museum.
 3. The Museum maintains the right of immediate recall or substitution of any or all items on loan.
 4. The Museum reserves the right to request the placement of full insurance coverage by the borrower.
 5. In the event of any loss or damage to the borrowed object(s), the borrower shall be financially responsible to the Museum on the basis of the insured value, for all or any portion of such loss or damage not paid by said insurance proceeds. However, said responsibility shall not relieve the borrower from obtaining insurance as provided above.

Initials of Borrower: _____

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PROPOSAL TO DEACCESSION

Accession Number _____
Object _____
Object Description _____

Physical Condition _____

Original Donor _____
Donor Address _____

Proposed Method of Deaccessioning (circle):
Transfer to another institution trade sell destroy

Justification _____

Approved by consensus of Collections Committee on _____ **(date)**

Committee Members present at meeting _____

Ratified by Randall House Management Committee on _____ **(date of meeting)**

Ratified by WHS Board on _____ **(date of meeting)**

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**WOLFVILLE HISTORICAL SOCIETY
MEMORIAL FUND**

INFORMATION FOR PROSPECTIVE BENEFACTORS

The Society is registered with the Canada Revenue Agency (CRA) as a Charity. This enables the Society to receive bequests, donations and gifts and to provide a receipt for income tax purposes to benefactors.

To maintain charitable status the Society makes an annual financial return to CRA, an important part of which is the calculation of a "disbursement quota". The quota is the percentage amount (80%) of its annual income that must be expended on the Society's charitable purposes. In effect this limits the amount of savings the Society may wish to make. Failure to meet the quota risks the loss of charitable status.

Donations to the Memorial Fund can be excluded from the quota calculation if benefactors provide a "direction" instruction when making a gift, bequest or donation.

The instruction requires that the Society hold the donation for 10 years or more. This is in fact not a problem for the Society - the policy is not to expend capital from the fund. Only the interest and dividends from the investment of the capital is paid out to the Society for its general purposes, this being the original objective.

Benefactors are asked to complete the attached Direction Form when remitting.

Please complete the information below and return the entire form with your gift.

Thank you

WOLFVILLE HISTORICAL
SOCIETY
MEMORIAL FUND

DIRECTION FORM

I hereby give \$.....
to The Memorial Fund of the Wolfville Historical Society under the specific instruction that this
gift or any property substituted therefore be held in the Memorial Fund by the Wolfville
Historical Society for a period of 10 years or more.

.....Name of Donor

.....
Signature of Donor

.....
Date

CHECKLISTS & GUIDELINES

Collections Sub-Committee Fall Closing Checklist

Property Sub-Committee Fall Closing Checklist

Collections Sub-Committee Spring Opening Checklist

Property Sub-Committee Spring Opening Checklist

Museum Cleaning Guidelines

Protection of Artifacts for Social Events

Collections Sub-Committee FALL CLOSING CHECKLIST

Inventory

Arrange for a joint inventory check on the rooms and storage areas, noting anything requiring cleaning or repair. Check that all borrowed library books have been returned.

Cleaning

Arrange for a thorough cleaning of the museum, including attic and cellar. Make sure the cleaning person has a copy of the cleaning guidelines and understands their importance for the artifacts.

Dust Sheets & Windows

Drape upholstered furniture and clothing and mannikins in dust sheets. Draw all heavy curtains or drape windows, including the office window, to exclude light. Close blinds.

Small Rugs

After the rugs have been vacuumed with a fine screen over them to prevent pulling of the fabric, take up and roll on tubes for the winter.

Pictures

Remove paintings and pictures from outside walls. To reduce light damage some can be placed face downwards on flat surfaces such as the covered display cases, or covered table in the dining room. If the paintings are stacked against an inner wall be particularly careful that the canvas is not punctured or the frames chipped. Foam core can be used to separate pictures.

Artifacts

Dust and put away small fragile artifacts in their permanent storage locations. Leave drawers and doors slightly open for air circulation.

Electronic equipment:

Unplug and store all equipment such as computers, cameras, projectors and televisions out of view.

Plants

Remove any plant material.

Record Keeping

Make sure all borrowed artifacts have been returned and documentation filed. Check that all assessments of donated artifacts have been completed and documentation filed. Check that all accessioned artifacts have been entered in the Collective Access database.

Society Photograph Albums & Civic Memorial Book

Take the Society photo albums from the library and the Civic Memorial Book which has been on display all summer, to the Esther Clark Wright Archives for temporary winter storage with the Society records.

Chimney Insulation & Office Door

Check that fiberglass insulation in all chimney openings in Kitchen, Dining Room, Parlour, and upstairs rooms with open fireplaces remain in place. Check that Styrofoam insulation has been fixed in the doorframe of the office and back porch.

Door Closing, Windows & Temperature

Close the doors to the pantry, the back porch and the office. All other doors in the museum are to remain open. Make sure all windows are closed and locked, including the windows in the cellar which are left open in the summer. Set the thermostat at 50 F degrees for the winter.

Property Sub-Committee FALL CLOSING CHECKLIST

Doors

Remove front and back screen doors and store in cellar. Install front and rear storm doors which have been stored.

Eave Troughs

Clean out eave troughs and down spouts before frost.

Attic Fan & Eave Vent

The attic fan is in the window of the small left-hand room at the west end of the attic, on its specially built wooden platform. The control switch is on the doorframe. Disconnect the fan as follows: make sure the fan is switched off. Raise the window sash and secure with the small latch hook and eye. Carefully slide the heavy fan box back out of the window opening, release and close the window sash. Standing behind the fan, look up and to the right until you see the vent in the outside wall, just above the wall partition. Replace the wooden cover which was taken off in the spring.

Furnace Inspection

Have the furnace inspected and cleaned, and the oil tank inspected in the late summer. Set the furnace fan switch back to the furnace position. (See the instruction plate below the push-button switch on the front of the furnace, lower right). Recently and independent service company has been engaged to do this work.

Refrigerator & Freezer

After the fall cleaning has been done check that all food has been removed from pantry, and that the refrigerator and freezer are empty, clean, unplugged, and left with the door or top open for ventilation.

Snow Removal

Contract for snow to be cleared from the east side of the house, from sidewalk to oil tank, and from Victoria Avenue to the front porch.

Highway Signs

Remove signs at east and west ends of town and store in cellar (if installed)

Christmas Candles

Set battery Christmas candles (stored in the attic) into windows visible from the street, replacing batteries as needed.

Water Supply

Turn off the hot water heater by means of the two labeled breaker switches on the panel in the back porch. Have the Town turn off the water at the street. Have a plumber drain and winterize the system.

**Collections Sub-Committee
SPRING OPENING CHECKLIST**

Quilts, Coverlets

Place some quilts from storage on beds for display. Vary actual quilts either from month to month or year to year.

Dust Sheets & Windows

Remove cotton dust sheets from furniture. Store out of sight. Open heavy drapes and blinds and remove any extra window coverings that were placed there in the fall. Put Christmas candles back in the attic.

Small Rugs

Unroll the small rugs and place on the floors out of the foot traffic areas.

Pictures

Hang pictures and paintings on walls, checking that hanging wires and hooks are solid and can support the weight.

Artifacts

Replace artifacts that have been stored in the winter into rooms for display, marking their new location into the database. Close the bureau drawers, but leave cupboard doors open or ajar.

Electronic equipment:

Set up computer, printer and scanner, and check that all are functioning. Call telephone and internet provider to begin service again for the season.

Plants

All flower arrangements should be made up outside if possible, not in the rooms. Flowers such as peonies and nasturtiums which usually harbor well hidden ants and aphids should not be used.

Society Photograph Albums & the Civic Memorial Book

Pick up the Society photograph albums, the Dottie Stewart Exhibit Album and the Civic Memorial Book from the Esther Clark Wright Archives at Acadia and return them to the Randall House Library and the display stand.

Dehumidifiers, Fans, Hygrometers

Set one hygrometer in the north east bedroom and one in the parlour. Check readings and set up the two dehumidifiers if necessary and the two oscillating fans. (Check on current practice for use of these items)

Room Displays

For rooms which are on display, pay particular attention to storage of necessary modern items and place working materials out of sight if possible, where they will not interfere with the period atmosphere.

Cleaning

Arrange for thorough cleaning of museum when everything is in place. Make sure the cleaning person has a copy of the cleaning guidelines and understands their importance.

Property Sub-Committee SPRING OPENING CHECKLIST

Water Supply

Have the Town turn on the water supply at the street. Have plumber turn on water, clear any air in the system and check for leaks. Turn on hot water tank and check that it heats. The hot water heater for the faucet in the kitchen sink can be turned on by means of the two labeled breaker switches on the panel in the back porch.

Doors

Remove front and back storm doors and store in cellar. Install front and back screen doors which have been stored.

Furnace

The furnace fan should be turned on and left on for ventilation. (See the instruction plate below the push-button switch on the front of the furnace, lower right).

Attic Fan & Eave Vent

Connect the large fan in the west window of the small left-hand attic room when the weather warms up as follows: raise the window sash and secure with the latch hook and eye. Clean the inlet grill housing on the fan, and carefully slide the heavy fan box forward until it fits snugly into the window opening. Release the window sash and let it down onto the sealing strip. Standing behind the fan, look up and to the right. There is a vent on the outside wall just above the wall partition boards. Remove the wooden cover over the vent, store, and replace in the fall. The control switch for the fan is on the doorframe.

Refrigerator & Freezer

Plug in the refrigerator and freezer and check that they work. The freezer can then be unplugged again if there is nothing stored in it.

Highway Signs

Obtain permits from Town Hall if required, then install highway signs at east and west ends of town.

Randall House Museum Cleaning Guidelines

1.

In the spring, before opening the museum, a thorough cleaning takes place. This includes the rooms, porch, pantry, storage areas, cupboards, and attic. At the present time it is not possible to clean in the cellar but the stairs should be swept. All mats and carpets should be vacuumed, all bare floors swept and vacuumed, all surfaces dusted, walls, ceilings, mouldings and light fixtures vacuumed. When vacuuming the small hooked rugs a piece of fine screen should be laid over the rug first to prevent fibres being sucked into the vacuum. The bathroom and kitchen are thoroughly cleaned, including the cupboards and shelves, and the windows are cleaned on the inside.

The work is done by an outside cleaning person, who is paid by the Society. The cleaning person will be contacted by the curator, when the house is ready. Fragile or intricate artifacts like glass, china, the sewing machines etc. should be cleaned by the curator or by volunteers under the supervision of the collections sub-committee. Any problems discovered during cleaning should be reported to the sub-committee.

Following the guidelines of the Canadian Conservation Institute (CCI), cleaning will be accomplished by use of soft brushes, dusters and a vacuum. Dust in crevices should be removed by warm, damp cotton wool on a toothpick. No scrub brushes are to be used, no metal polish or oil, no harsh chemicals, no wax or polish on wood furniture. If textiles are so dirty that they require washing this should be arranged for by the collections sub-committee and done following CCI guidelines.

2.

During the summer season the curator or manager and the museum assistant look after day-to-day cleaning tasks, including keeping the floors swept or vacuumed, dusting, keeping the toilet and sinks clean and any other small tasks that are necessary. It is particularly important to see that food crumbs and spills resulting from public afternoon teas are cleaned up on a daily basis to prevent pests.

3.

An outside cleaning person will clean the museum again in the fall, when the museum closes, following the same procedure as the spring. The refrigerator and freezer should be switched off at this time, cleaned and left open.

4.

If the museum is opened during the closed season, before the water is turned off, the person in charge of the event is responsible for leaving the museum in the condition that it was left after the fall cleaning. (Of course after the water has been turned off, no events can be held). For the prevention of pests and vermin this last cleaning is perhaps the most important of all because the museum will now be closed for six months. Decorative branches and flowers, all food and all garbage is removed from the building, floors thoroughly vacuumed, spills wiped up, kitchen and bathroom cleaned, and the refrigerator and freezer left empty, clean, open and unplugged. If necessary the organizer will arrange for the outside cleaning person to come again.

Protection of Artifacts for Social Events

Policy

When public events are held on the ground floor of the museum, special precautions must be taken to protect fragile artifacts and furniture from damage. When the Society caters an event the museum's "working" china, glassware, tablecloths and chairs are used, not the museum's accessioned items.

Procedures

- Put away all fragile chairs and other fragile furniture. Rope off any accessioned furniture downstairs which cannot be moved.
- Replace the museum chairs with the black folding metal chairs, or borrow chairs from the Wolfville Fire Department, as needed.
- Cover vulnerable fabric upholstery, tablecloths etc. Remove the drugget from the parlour carpet, if needed, and store.
- Museum ornaments, knick-knacks and china should be kept out of harms way.
- The working collection of tea cups and glassware is kept in lidded plastic storage boxes in the dining room cupboard. When the china and glass are washed they should be returned to the boxes and replaced in the cupboard.

CALENDAR AND MODEL AGENDA

CALENDAR

JANUARY

ITEM	RESPONSIBILITY
<ul style="list-style-type: none"> • Receive, reports for the annual general meeting (AGM). Determine how many sets are to be printed. <ul style="list-style-type: none"> • Prepare recommendation for the next year's Board of Directors concerning the Curator and Management staff • Forward ideas for the annual Action Plan to incoming board members following the AGM • Compile budget recommendations for Society programs, works and expenditures for consideration of the new board at the February meeting. • Send out digital versions of the Society's Reference Manual or provide printed versions to new board members and committee chairpersons following the AGM. <ul style="list-style-type: none"> • Confirm mailing of notice of AGM • Reproduce reports for AGM • Compile updated list of officers and directors and distribute to new board, all committees, NSM, ANSM, and Randall House office • Gather all non-active files from board members and active committees for processing by the archivist • Send volunteer hours to CMAP office • Pay ANSM dues and Passage renewal fee; claim HST • Send updated list of officers and directors, and the annual financial report to the Registry of Joint Stock Companies 	<p>President, Treasurer and all committee chairs</p> <p>President & Board</p> <p>President & Board</p> <p>President, Board and all committee chairs</p> <p>Board</p> <p>Secretary</p> <p>Secretary</p> <p>Secretary</p> <p>Secretary</p> <p>Secretary</p> <p>Treasurer or Board</p> <p>Treasurer (as Agent)</p>
<ul style="list-style-type: none"> • Newsletter: A newsletter should be prepared about this time, committees and the board to provide information to be published in copy ready form to the editor by the deadline. 	<p>Newsletter Editor, Board and Committees</p>

FEBRUARY

ITEM	RESPONSIBILITY
<ul style="list-style-type: none"> • Review the minutes of the January AGM 	President & Board
<ul style="list-style-type: none"> • Discuss and take action on previous board's recommendations for hiring staff 	President & Board
<ul style="list-style-type: none"> • Establish the procedure for membership renewal and fundraising for the year. 	President & Board
<ul style="list-style-type: none"> • Prepare new board Action Plan 	President & Board
<ul style="list-style-type: none"> • Send volunteer hours to CMAP office 	Secretary
<ul style="list-style-type: none"> • Present a draft budget for decision by the board 	Treasurer/Board
<ul style="list-style-type: none"> • Send CMAP the annual financial report and the budget 	Treasurer
<ul style="list-style-type: none"> • Complete Charities Directorate annual report by deadline 	Treasurer

MARCH

ITEM	RESPONSIBILITY
<ul style="list-style-type: none"> • Receive regular monthly reports 	Officers, and all committees
<ul style="list-style-type: none"> • ANSM AGM and Conference (April): decide on delegates and others to attend 	Board & all committees. Secretary/treasurer to see to registration
<ul style="list-style-type: none"> • Send volunteer hours to CMAP office 	Secretary

APRIL

ITEM	RESPONSIBILITY
<ul style="list-style-type: none"> • Receive regular monthly reports 	Officers & all committees
<ul style="list-style-type: none"> • Expect to receive approval of grant applications for summer students. If not received, follow up. Interview and select candidates for museum assistants and prepare a recommendation for the board. 	RHMC/Curator/Manager
<ul style="list-style-type: none"> • Contact Horton High School about the Kirkconnell History Prize if they have not contacted the Society 	Board
<ul style="list-style-type: none"> • Send volunteer hours to CMAP office 	Secretary
<ul style="list-style-type: none"> • Submit application for financial assistance to CMAP 	Treasurer
<ul style="list-style-type: none"> • Newsletter must be received by the members by May 1st. Deadline for submissions April 20th. 	Newsletter Editor

MAY

ITEM	RESPONSIBILITY
<ul style="list-style-type: none"> • Report re status of Horton High and Kirkconnell history prize (see April) 	Board
<ul style="list-style-type: none"> • Receive regular monthly reports 	Officers & all Committees
<ul style="list-style-type: none"> • Send volunteer hours to CMAP office 	Secretary
<ul style="list-style-type: none"> • Expect this month to hear from CMAP regarding the CMAP grant 	Treasurer
<ul style="list-style-type: none"> • Carry out spring opening procedures according to both property and collections check lists 	RHMC/Curator/Manager
<ul style="list-style-type: none"> • Arrange for house cleaning according to the cleaning check list 	RHMC/Curator/Manager
<ul style="list-style-type: none"> • Ensure that plans are in place for summer exhibits and events. Submit to newsletter and publicity lead person 	RHMC/Curator/Manager
<ul style="list-style-type: none"> • Receive publicity requirements for summer exhibits and events from RHMC/Curator/Manager and put in place 	Communications Committee
<ul style="list-style-type: none"> • Make sure the summer events listings on digital publicity outlets are up to date. 	Communications Committee
<ul style="list-style-type: none"> • Newsletters should go out prior to museum opening. 	Communications Committee
<ul style="list-style-type: none"> • Consult with curator or manager to ensure that two persons are always on duty at Randall House and appoint volunteers to fill in where necessary. 	Volunteer Co-ordinator

JUNE

ITEM	RESPONSIBILITY
<ul style="list-style-type: none"> • Receive regular monthly reports 	Officers & All Committees
<ul style="list-style-type: none"> • Board chooses its representative to attend the award ceremony to make the Society's presentation of this year's Kirkconnell History Prize (treasurer to provide cheque.) 	President or Named Person
<ul style="list-style-type: none"> • Send volunteer hours to CMAP office 	Secretary
<ul style="list-style-type: none"> • Send yearly fee to Registry of Joint Stock Companies (note the deadline) 	Treasurer (as Agent)

JULY

ITEM	RESPONSIBILITY
• Receive regular monthly reports	Officers & All Committees
• Send volunteer hours to CMAP office	Secretary

AUGUST

ITEM	RESPONSIBILITY
<ul style="list-style-type: none"> • Receive regular monthly reports 	Officers & All Committees
<ul style="list-style-type: none"> • Send volunteer hours to CMAP office 	Secretary
<ul style="list-style-type: none"> • Expect to receive CMAP(2) application form for assistance for next year. Deadline for submission, usually mid October² 	Treasurer and Board
<ul style="list-style-type: none"> • A newsletter is to be received by the members about this time to report on the summer season and any fall programs. Copy ready material to be given to Editor by deadline. 	Newsletter Editor

²This application is, in fact, a budget for the following year. All committees will need to provide some reasonable forecasts of their programs and expenses to enable the treasurer and the board to complete the application by the end of September.

SEPTEMBER

ITEM	RESPONSIBILITY
• Receive regular monthly reports	Officers & All Committees
• Send volunteer hours to CMAP office	Secretary
• Fall/Winter program of speakers available (advertising)	Program Committee

OCTOBER

ITEM	RESPONSIBILITY
<ul style="list-style-type: none"> • Receive regular monthly reports 	Officers & All Committees
<ul style="list-style-type: none"> • Board brainstorming on nominations for the new year elections 	Board & Nominating Comm.
<ul style="list-style-type: none"> • Order a Remembrance Day wreath from The Canadian Legion (Wolfville Branch) and appoint a WHS representative to attend and lay the wreath at the ceremony Nov. 11th 	Board
<ul style="list-style-type: none"> • Arrange for assessment of staff performance 	Board
<ul style="list-style-type: none"> • Send volunteer hours to CMAP office 	Secretary
<ul style="list-style-type: none"> • Submit application for assistance for next years CMAP grant by the deadline 	Treasurer

NOVEMBER

ITEM	RESPONSIBILITY
<ul style="list-style-type: none"> • Receive regular monthly reports 	Officers & All Committees
<ul style="list-style-type: none"> • Remembrance Day: WHS representative to attend and lay wreath (see October) 	Board
<ul style="list-style-type: none"> • Make any necessary corrections to the Reference Manual, so that it can be turned over to the new Board in January 	Board
<ul style="list-style-type: none"> • Send volunteer hours to CMAP office 	Secretary
<ul style="list-style-type: none"> • A newsletter is to be received by members about this time to publicize the Christmas events contain notice of the AGM and an invitation to members to renew their membership for following year (send renewal form) 	Newsletter Editor
<ul style="list-style-type: none"> • Interim report on nominations 	Nominating Committee
<ul style="list-style-type: none"> • If there are no Christmas events at the Randall House, ensure that the fall closing procedures for property and collections take place and that a cleaning according to the cleaning guidelines is done. 	RHMC

DECEMBER

ITEM	RESPONSIBILITY
<ul style="list-style-type: none"> • Receive regular monthly reports 	Officers & All Committees
<ul style="list-style-type: none"> • Prepare for Society's AGM (3rd Wed. in Jan.) 	Board
<ul style="list-style-type: none"> • Assess this year's Action Plan. How well did the board do? Review and make recommendations for the new year 	Board
<ul style="list-style-type: none"> • Complete revisions to Reference Manual 	Board
<ul style="list-style-type: none"> • Write written reports for the AGM meeting to be brought to the board meeting in January. 	President, Officers, Committee Chairs, Historian and Archivist
<ul style="list-style-type: none"> • Sends volunteer hours to CMAP office. 	Secretary
<ul style="list-style-type: none"> • Treasurer starts preliminary work on the annual financial report 	Treasurer
<ul style="list-style-type: none"> • Progress report and consideration of individuals to fill positions still available 	Nominating Committee
<ul style="list-style-type: none"> • Membership application forms for next year: create, produce and make ready for use as soon as possible. 	Communications Committee

MODEL AGENDA FOR BOARD & COMMITTEE MEETINGS

1. Call to Order:

Announce any member regretting his/her unavoidable absence. Declare quorum (or not as the case may be). Secretary records those present, those sending regrets, the absentees and the quorum.

2. Agenda:

This has been sent to the board members several days before the meeting. Ask if any member has business to add and if so, add as the last item of New Business. Ask for a motion to adopt the agenda.

3. Minutes of the (previous) Meeting of (date):

The minutes had been sent to the entire board by the secretary within a few days of the last meeting. Enquire if a reading of the minutes is required. If so, ask the secretary to read them. Ask if any errors or omissions were detected. Ask for a motion to adopt the minutes (as circulated or as read) with correction of the errors and omissions.

4. Business Arising from the Minutes:

The president and secretary should examine the previous minutes while making up the agenda in order to bring out business to be dealt with here.

5. Correspondence:

The secretary reads any correspondence received since the last meeting, reporting any action taken and by whom, and requesting board approval of the action taken or for a decision on those pieces of correspondence remaining.

6. Regular Reports of the Committees:

Committee chairs should summarize their reports in words and list matters in their report that require a board action or decision. Ask for a motion to receive the various reports. The board debates the recommendations and provides decisions as required. A copy of the full report should be given to the secretary for incorporation into the minute book and to any board member wanting a copy.

7. New Business:

Refer to the perennial calendar concerning the "must do" things for this meeting. Also introduce other business which the president, or any other member, wishes to be addressed.

8. Volunteer Hours:

The secretary takes note of the time spent by the board members on museum business and by the committees (reported by their respective chairs) and sends this on to the CMAP Manager at the NS Museum.

9. Next Meeting:

Board agrees on the place, date and time. Secretary records this.

10. Adjournment:

Moved by (name) at (time).

Action Plan 2016

Society:

- Increase membership, especially sustaining memberships and target late renewals
- Negotiate with the Town regarding funding reduction for 2017
- Work on a fund raiser (Historic post cards) similar to the Christmas cards sales last year in cooperation with Box of Delights
- Work on evaluation documents, especially Human Resources Policy and Marketing plan
- Survey attendees at Program meetings to determine why they attend and where they found out about the presentation
- Explore the possibilities for new space either an annex addition or other work space for the Society.

Randall House

- Apply for grants for 3 students
- Apple Blossom mini-exhibit end of May as museum opens
- Open main exhibit (Railway and Joe Howe) June 25
- Plan and implement events in the town connected with the exhibit theme- talks, films nights, model railway layouts as a way of reaching out into the community
- Continue offering tea at the museum
- Participate again in July 1st celebrations with the scouts
- Assist with Pre evaluation documents
- Seek alternative storage space for the textile collection