

Friends of *The OPP Museum*

# Annual General Meeting

Via Zoom Meeting

Wednesday, May 19, 2021

# Friends of *The OPP Museum* – 2020 Annual General Report



## **VISION STATEMENT**

Friends of *The OPP Museum*, a non-profit charitable organization, is dedicated to supporting and promoting *The OPP Museum* helping it to achieve its long-term goals and financial stability. It supports the preservation of collections, research initiatives, education programming, and exhibits that celebrate the OPP's heritage. Friends of *The OPP Museum* is particularly committed to engaging communities throughout the province.

## **MISSION STATEMENT**

Friends of *The OPP Museum*, a non-profit charitable organization, supports and promotes *The OPP Museum*.

## **CONTACT INFORMATION**

Friends of *The OPP Museum*

777 Memorial Avenue Orillia, Ontario

L3V 7V3

Telephone: 705-330-4178

Email: [support@oppmuseumfriends.ca](mailto:support@oppmuseumfriends.ca)

Website: [www.oppmuseumfriends.ca](http://www.oppmuseumfriends.ca)

Charitable Registration # 81381 0819 RR0001

## Friends of *The OPP Museum* – 2020 Annual General Report

<b>2020 Board of Directors</b>		
<b>Board Executive</b>		
President	Matt Eade	2019 – 2022
Vice President	Peter McGuinness	2018 – 2021
Secretary	Judi Armstrong	2020 – 2023
Treasurer	Elfie Nunnikhoven	2019 – 2022
<b>Board Directors</b>		
Director	Angie Stirk	2019 – 2022
Director	Thomas Cull	2020 – 2023
Director	Sherri-Ann deGroot	2020 – 2022
Director	Eric Hatfield	2018 – 2021
Director	Derek Needham (COA Representative)	2020 – present
<b>OPP Staff Partners and Previous Board Members</b>		
Honorary Chair	Commissioner Thomas Carrique	
Honorary Director	Acting Superintendent Melissa Barron Corporate Communications & Strategy Management Bureau	
Honorary Director	Christine (Chris) Johnstone - Museum Curator (Museum Liaison Officer)	
Honorary Director	Nancy Merriman - Manager, Communications Support Unit, Corporate Communications (Corporate Communications Representative)	
Previous Presidents	Dave Osborne (2014-2017) Pat Bromley (2012-2014) Norm Feaver (2011-2012) Doug Cole (2009-2011) Dorothy Duncan (2008-2009) Sandra Stanton (2008)	
Previous Honorary Chairs	J. V. N. (Vince) Hawkes, OPP Commissioner (retired) (2014-2018) Chris Lewis, OPP Commissioner (retired) (2010-2014) Julian Fantino, OPP Commissioner (retired) (2008-2010)	
Previous Board Members	Paul Delaney, Paul Laing, Rod Williams, Linda Rodenburg, Rae Fleming, Bruce Waite, Angie Howe, Dorothy Duncan, Sandy Thomas, Dave Truax, Sandra Stanton, Norm Feaver, Terry Hehn, Doug Cole, Pat Bromley, Bernie Murphy, Len Aitchison, Lori Doonan, Jack Etherington, Angie McCollum, Cathy Bell, Lisa Darling, Ted McCollum, Stephanie Patterson, Mike Pilon.	

# Friends of *The OPP Museum* – 2020 Annual General Report

## 2020 Annual General Meeting Agenda

### Annual General Meeting

Wednesday, May 19<sup>th</sup>, 2021, 4:30 p.m.

Online Zoom Meeting

Meeting Chair – Matt Eade

#### Business

1. Call to Order – Annual General Meeting Package
2. Adoption of 2019 AGM Minutes
3. Commissioner’s Address – Commissioner Thomas Carrique
4. President’s Report & 2021 Strategic Plan – Matt Eade
5. 2020 Financial Statements & Appointment of 2021 Financial Review – Elfie Nunnikhoven
6. Nominations Committee Report and Elections (if necessary)
7. Other Business
  - a) Museum Report – Chris Johnstone
  - b) 2021 Fundraising Initiative Update – Elfie Nunnikhoven & Angie Stirk
  - c) Volunteer & Outreach Report – Judi Armstrong
  - d) President’s Vision for the Future – Matt Eade
8. Presentations and Board Appreciation
9. Business from the Membership
10. Social Gathering

# Friends of *The OPP Museum* – 2020 Annual General Report



## Annual General Meeting – Wednesday, September 30<sup>th</sup>, 2020

**Minutes** of the Annual General Meeting of Friends of *The OPP Museum* held via Zoom Meetings.

### Chair of the Meeting and Recording Secretary

Friends of *The OPP Museum* President Matt Eade chaired the meeting; Jennifer Bennett, Friends Executive Assistant acted as recording secretary. All board members were asked past and present to introduce themselves. Matt also informed the attendees that the meeting would be recorded for ease of record taking.

### In Attendance

Board Executive	Board of Directors
<ul style="list-style-type: none"><li>• Matt Eade (President) (M)</li></ul>	<ul style="list-style-type: none"><li>• Angie Stirk (M)</li></ul>
<ul style="list-style-type: none"><li>• Peter McGuinness (Vice President) (M)</li></ul>	<ul style="list-style-type: none"><li>• Sherri deGroot (M)</li></ul>
<ul style="list-style-type: none"><li>• Judi Armstrong (Secretary) (M)</li></ul>	<ul style="list-style-type: none"><li>• Thom Cull (M)</li></ul>
<ul style="list-style-type: none"><li>• Elfie Nunnikhoven (Treasurer) (M)</li></ul>	<ul style="list-style-type: none"><li>• Eric Hatfield (M)</li></ul>

### Also Present

<ul style="list-style-type: none"><li>• Jennifer Bennett (Friends Executive Assistant) (M)</li></ul>
<ul style="list-style-type: none"><li>• Thomas Carrique (OPP Commissioner) (M)</li></ul>
<ul style="list-style-type: none"><li>• Melissa Barron (OPP Acting Superintendent; Corporate Communications &amp; Strategy Management) (M)</li></ul>
<ul style="list-style-type: none"><li>• Nancy Merriman (Manager, OPP Corp Comm.; Honorary Director) (M)</li></ul>
<ul style="list-style-type: none"><li>• Chris Johnstone (OPP Museum A/Curator; Honorary Director) (M)</li></ul>

## Friends of *The OPP Museum* – 2020 Annual General Report

• Derek Needham (COA Representative) (M)	
• Karin Taylor (OPP Museum Collections Coordinator) (M)	
• Len Aitchison (M)	• Ellen Blaubergs (M)
• Jim Butticci (M)	• Angie McCollum (M)
• Faye Robertson (G)	

### Regrets Received

- Dave Osborne
- Ron Allen
- Pat Bromley

### Call to Order

Meeting chair Matt Eade called the meeting to order at 4:34 p.m. He thanked everyone for coming and welcomed all Friends members, supporters and guests. He thanked everyone for joining our first ever Virtual AGM.

### Commissioner Thomas Carrique

OPP Commissioner Thomas Carrique joined the meeting to convey congratulations to the Board and volunteers on their efforts to keep Friends thriving and consistently re-inventing itself. He recalled his first official Friends' event held at GHQ last year– “a birthday party for a boat!” This fun celebration marked the 70th anniversary of the first OPP marine vessel, Temagami. It was also an opportunity to engage new people through a membership drive. Commissioner Carrique also thanked Nancy Merriman and Melissa Barron for representing him on the Board along with Chris Johnstone and Karin Taylor in the Museum. He also thanked Jennifer Bennett from the Friends staff.

### Chair's Comments

Matt Eade thanked Jennifer Bennett (Friends Executive Assistant) for the very good Annual Report and reminded the group about the motions process. He thanked all our Board members past and present and all of our volunteers for the important work they do. Matt noted to the group that this Annual General Meeting had been delayed from May 2020 to September 2020 due to Covid-19. He did note that we had a special motion in May to extend Board terms so that we could delay the AGM until the Fall.

### Adoption of Previous AGM Minutes

Minutes of the AGM held on May 15, 2019, were presented by Secretary Judi Armstrong and were also circulated in the 2019 Annual Report package prior to the meeting to all members present.

## Friends of *The OPP Museum* – 2020 Annual General Report

**MOTION:** It was **MOVED** by Judi Armstrong and **seconded** by Sherri deGroot that the Minutes of the AGM held on May 15, 2019 be adopted as presented. **MOTION CARRIED.**

### President's Report

Matt Eade announced that it was his pleasure as President of the Friends of *The OPP Museum* to present the 2019 President's Report. Matt thanked the Board for all of their hard work over the past year. 2019 was a building year where we focused more on how to better reach our Members. We updated our website to something easier to use. We were able to do this with the help of the OPP Credit Union and our web designer Kevin Osborne. These changes would make our website easier to use for all. We also have put more of a focus on using an application called MailChimp to send out more frequent updates to our Members. This was something that had been mentioned in the past and we were able to execute it. It also allowed us to easily communicate with our Members during Covid-19.

Matt also updated the group on the new Strategic Plan which was included also with the AGM kit. This was something that the Board had wanted to update over the past few years. It has been fully updated and organized in a way that will be easy to update going forward. This plan will need to be updated yearly going forward.

### Summary of Reports - 2019

We remain committed to the promotion of education and the support of the Museum and celebrate more than a decade as a volunteer, non-profit, charitable corporation.

In 2019, there were fourteen fundraisers that raised just over \$28,000.00. After a successful 2018/19 fundraising initiative with the OPP Youth Foundation, we were able to support the Canine Calendar fundraiser. The calendar was designed in recognition of OPP dogs and their handlers in the Canine Unit.

In past years, the Friends' Communications Committee has produced 3-4 Newsletters each year, however, this resulted in a great deal of work for contributing members to complete "off the side of their desks." This was also a costly endeavour with hours worked between Friends staff, volunteers, Museum staff, OPP Graphic Designers, and mailing costs. A proposal was brought forward to the Friends Board regarding changes to how we push out communications in 2020. As a result, the newsletter would be pared down to an exclusively online format for members. This would facilitate easy upload to the new Friends website, and save significant mailing and production costs. This can be printed annually for the small contingent of Members who do not have email.

## Friends of *The OPP Museum* – 2020 Annual General Report

**MOTION:** It was **MOVED** by Matt Eade and **seconded** by Len Aitchison that the President's Report be received.  
**MOTION CARRIED.**

### Treasurer's Report and Reviewed Financial Statements

Treasurer Elfie Nunnikhoven presented the reviewed Financial Statements of Friends of *The OPP Museum* for the fiscal year ending December 31, 2019. These statements were included in the 2019 Annual Report package distributed to all present prior to the meeting.

Elfie Nunnikhoven reviewed the report from Hehn Trickey Professional Corporation. She also noted that this was our sixth year using QuickBooks and Jennifer did all the bookkeeping with no adjustments. Our account balance at the end of 2019 was \$141,611 (\$141,196 in 2018). We continue to have \$62,326 in a short-term deposit at the OPPA Credit Union.

**MOTION:** It was **MOVED** by Elfie Nunnikhoven and **seconded** by Peter McGuinness that the Financial Statements be adopted as presented. **MOTION CARRIED.**

**MOTION:** It was **MOVED** by Elfie Nunnikhoven and **seconded** by Jim Butticci that Hehn Trickey Professional Accountants be appointed to conduct the review of the Friends of *The OPP Museum* Financial Statements for the year ended December 31, 2020. **MOTION CARRIED.**

### Nominations Committee Report

Report as circulated.

The report of the Nominating Committee had been presented to the Secretary prior to the meeting as required by the bylaws. It was also distributed prior to the meeting. The terms of four Board of Director positions expire in 2020 and are subject to election. All these positions are three-year terms.

In accordance with our bylaws, the Nominating Committee has reported to the Secretary that Members Thom Cull, Sherri deGroot and Judi Armstrong have indicated that they will stand for re-election. After many years of service, Ted McCollum will be stepping down from the Board and Elfie Nunnikhoven has stepped into the role of Treasurer.

Following three calls for additional nominations from the floor, the members nominated were elected to serve for a three-year term.

## Friends of *The OPP Museum* – 2020 Annual General Report

Thom Cull standing for re-election – Elected

Sherri deGroot standing for re-election – Elected

Judi Armstrong standing for re-election – Elected

**MOTION:** It was **MOVED** by Matt Eade and **seconded** by Judi Armstrong that the Nomination Committee Report be received. **MOTION CARRIED.**

### Other Business

There was no additional business.

### Museum Report

Chris Johnstone thanked everyone for all their hard work over the past year. Chris said it is amazing what a small group of people can make happen. Chris spoke about the new exhibit which is currently under way. Chris and Karin are currently planning and researching for the new exhibit. There will be new display cases and even a new wall being added to the space. Many of the current gifts from Friends will remain on display and some will even have a new update going forward. Currently volunteers are not permitted to be in the building and therefore will not be able to help with the new exhibit. With the Museum closed, it is easier for staff to refresh the exhibits.

Chris also updated the attendees on the status of the Legacy Wall. They are currently setting up meetings with manufacturers. They currently have permission from building management for the construction of the wall. The next process will be choosing a designer. This would provide Friends with the opportunity to cement relationships with previous and future donors.

### Presentations

Matt acknowledged the following with a small token gift for their hard work and dedication:

- Nancy Merriman
- Chris Johnstone
- Karin Taylor
- Jennifer Bennett

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## **AGM Adjournment**

On a motion by Matt Eade, the Annual General Meeting of Friends of *The OPP Museum* was adjourned at 5:40 p.m.

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[President – Matt Eade]

## **Social Gathering**

Matt Eade invited everyone to stay, socialize virtually.

## **Attachments**

The Annual Report of Friends of *The OPP Museum*, provided to all members attending, and including:

- Board of Directors 2019-2020
- The Minutes of the May 15, 2019 Annual General Meeting
- 2019 President's Report
- 2019 Year-End Financial Statements
- 2020 Board Elections
- President's Report on Friends' Future
- Other Committee Reports

# Friends of *The OPP Museum* – 2020 Annual General Report

## 2020 President's Report

Submitted by Matt Eade

Welcome to the Friends' second virtual AGM! It was not that long ago that we were hosting our first virtual Annual General Meeting in October of 2020. Now only six short months later we reconvene, as they used to say in television, with our 'regularly scheduled program' and a May AGM.

I'm going to open my report on a sad note, and touch on the passing of dear colleague and friend Ted McCollum. Ted served on the board of Friends from 2010 and served for most of that time as our treasurer until stepping back from our board in 2019 after relocating to Cobourg. Ted was always an active member with friends. At board meetings, he was never one to shy away from making a joke and was always willing to be part of the joke. He was a key contributor to the success of our early fundraisers and was responsible for much of the success of our Pedal for the Past Bike ride fundraisers. As treasurer/director Ted was a voice of reason and made sure the creative side of our board was well grounded in reality and all our procedures and protocols were being followed. I personally enjoyed my time working with Ted and will miss our chats and fun fueled debates. On behalf of all of us here at Friends, we offer his wife Sharon, daughter Angie and their family our heartfelt condolences. Ted, thank you for your dedication and all your contributions, you will be missed by all of us.

Like most other organizations, 2020 turned out to be one of Friends' most challenging years. The words Covid-19 and Corona Virus went from something out of a science fiction novel to something so common that not an hour goes by without it being mentioned in casual conversation. We have evolved and changed to meet the challenges of the current day.

2020 started as any normal year would, A New Year's Eve Party, Reflections on last year and the resolutions for the future. Little did we know that three short months later we would experience our first lockdown and more questions than answers. Over a year later we still have questions and are experiencing our third lockdown. In March of 2020, when our first lockdown occurred, the Friends' executive and staff had to quickly evaluate our situation and assess the best ways to proceed and move through the very new and challenging ways to live in the early Covid world.

Our office, the museum, and much of OPP GHQ ended up shut down. Staff had limited access to our systems and files. Work from home became the new normal for Friends and museum staff and, out of an abundance of caution, all non-essential Friends' activities stopped.

All of our planned fundraising opportunities vanished, and within weeks, the Friends 2020 plans changed from expanding visibility and continuing the growth established in 2019, to pushing the pause button and learning

## Friends of *The OPP Museum* – 2020 Annual General Report

how to proceed in a pandemic. As we learned more about the virus, we learned that more changes would need to be made to ensure the continued success of the organization and we proceeded cautiously in order to preserve our financial stability in an unknown environment.

Thankfully, many of our expenses from the first quarter of 2020 were for products that could easily be carried forward into 2021 and beyond. Like most other organizations, we took a deep look at cost savings and revised our budget accordingly. Non-essential costs to the organization were halted. Our Executive Assistant, Jennifer Bennett, agreed to reduce her billable hours to the bare minimum needed to keep the day-to-day functions of the organization moving forward. Treasurer Elfie Nunnikhoven commenced an audit of our insurance needs and ensured we were receiving the best price and coverage to meet our needs.

The highlights list of 2020 may not seem as grand and exciting as the list that you are used to seeing in my AGM report, but I assure you, they are monumental to our team.

- Reconvening a board of directors together via the online Zoom platform for the first time.
- Hosting the Friends' first virtual AGM
- Bringing the organization through an unprecedented year of surprise pandemic stress and struggles with very close to neutral budget
- Learning to do committee and other meeting work through email, Zoom and no-contact porch drop off and pick-ups!

With all of the challenges that 2020 threw at all of us, I have to thank the entire Friends team and their families for their continued hard work and dedication. Each of you make us stronger, more nimble and as 2020 proved, we have adapted to changes we never would have imagined.

Thank you to my Executive and Directors for being able to adapt to the new world of virtual meetings and emails threads. Thanks to Jennifer – you still manage to pull us all together to get everything done and keep us in line. Jennifer even donated the services of her husband Pat, who has been working quietly behind the scenes to ensure Jenn (and Friends) has the technology to host AGMs, set up home printers and generally keeping Jenn's new home office running.

Museum and Corporate Communications staff have continued to work behind the scenes to support Friends' initiatives and fundraisers and ensure critical communications continue.

Finally, I would like to thank you, our members, as your continued support is what makes all our efforts to preserve the history of the OPP possible.

## Friends of *The OPP Museum* – 2020 Annual General Report

At the end of 2020, I am proud to say Friends has not just survived, but is poised to jump back into action once the lockdowns, and the impact of this deadly virus, subsides. We are very proud of the fact that Friends remains not just financially stable and on track to be viable beyond this pandemic, but we have retained our core team of dedicated volunteers who remain as committed today to our collective goals as they were before the pandemic delayed our plans.



Matt Eade

President, Friends of *The OPP Museum*

# Friends of *The OPP Museum* – 2020 Annual General Report

## 2020 Financial Statements

**Friends of the OPP Museum**  
**Financial Statements**  
For the Year Ended December 31, 2020  
(Unaudited)

**Index to Financial Statements**

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# Friends of *The OPP Museum* – 2020 Annual General Report

## 2020 Financial Statements – Continued



Chartered Professional Accountants

300-6 West Street North, Orillia, ON L3V 5B8

Phone: (705) 325-0094

Fax: (705) 325-0097

[www.htca.ca](http://www.htca.ca)

### Independent Practitioner's Review Engagement Report

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**To the Directors of  
Friends of the OPP Museum**

We have reviewed the accompanying financial statements of Friends of the OPP Museum that comprise the balance sheet as at December 31, 2020, and the statements of operations and net assets, and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

#### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

#### *Practitioner's Responsibility*

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

# Friends of *The OPP Museum* – 2020 Annual General Report

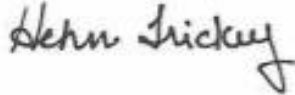
## 2020 Financial Statements – Continued

### *Basis for Qualified Conclusion*

In common with many not-for-profit organizations, Friends of the OPP Museum derives revenue from donations and fundraising events, the completeness of which is not susceptible to us obtaining the evidence we considered necessary for the purpose of the review. Accordingly, the evidence obtained of these revenues was limited to the amounts recorded in the records of Friends of the OPP Museum. Therefore, we were unable to determine whether any adjustments might be necessary to donations and fundraising events revenue, surplus, and cash flows from operations for the years ended December 31, 2020 and 2019, current assets as at December 31, 2020 and 2019, and unrestricted net assets as at January 1 and December 31 for both the 2020 and 2019 years.

### *Conclusion*

Based on our review, except for the possible effects of the matter described in the Basis for Qualified Conclusion paragraph, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Friends of the OPP Museum as at December 31, 2020, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.



**Hehn Trickey Professional Corporation**  
**Chartered Professional Accountants**

*Authorized to practise public accounting by  
the Chartered Professional Accountants of Ontario*

Orillia, Ontario  
May 12, 2021

# Friends of *The OPP Museum* – 2020 Annual General Report

## 2020 Financial Statements – Continued

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**Friends of the OPP Museum**  
**Balance Sheet**  
**As at December 31, 2020**  
**(Unaudited)**

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	December 31 2020	December 31 2019
<b>Assets</b>		
<b>Current</b>		
Cash	\$ 134,346	\$ 73,964
Short-term deposit (Note 2)	-	62,326
Donations receivable	2,500	2,500
HST recoverable	363	880
Prepaid expenses	2,877	1,416
	<u>140,086</u>	<u>141,086</u>
Incorporation fees	525	525
	<u>\$ 140,611</u>	<u>\$ 141,611</u>
<b>Liabilities and Shareholders' Equity</b>		
<b>Liabilities</b>		
<b>Current</b>		
Accounts payable and accrued liabilities	\$ 1,999	\$ 2,299
Deferred revenue	200	250
	<u>2,199</u>	<u>2,549</u>
<b>Net Assets</b>		
Unrestricted	<u>138,412</u>	<u>139,062</u>
	<u>\$ 140,611</u>	<u>\$ 141,611</u>

The accompanying notes are an integral part of these financial statements

# Friends of *The OPP Museum* – 2020 Annual General Report

## 2020 Financial Statements – Continued

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**Friends of the OPP Museum**  
**Statement of Operations and Net Assets**  
**For the Year Ended December 31, 2020**  
**(Unaudited)**

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	December 31 2020	December 31 2019
<b>Revenue</b>		
Donations	\$ -	\$ 4,684
Fundraising events	10,240	29,035
Interest	230	609
Membership dues	1,508	1,550
Supporters	5,220	5,318
	<u>17,198</u>	<u>41,196</u>
<b>Expenses</b>		
Advertising	119	272
Bank charges and interest	784	797
Executive assistant	7,047	23,856
Fundraising events	5,175	6,878
General and office	1,034	1,059
Insurance	1,416	1,539
Membership expense	88	100
Museum expense	-	1,600
Outreach	162	2,500
Professional fees	2,077	2,431
	<u>17,902</u>	<u>41,032</u>
<b>Income (loss) from operations</b>	(704)	164
<b>Other income</b>	54	-
<b>Surplus (deficit) for the year</b>	(650)	164
<b>Net assets, beginning of year</b>	<u>139,062</u>	<u>138,898</u>
<b>Net assets, end of year</b>	<u>\$ 138,412</u>	<u>\$ 139,062</u>

The accompanying notes are an integral part of these financial statements

# Friends of *The OPP Museum* – 2020 Annual General Report

## 2020 Financial Statements – Continued

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**Friends of the OPP Museum**  
**Statement of Cash Flows**  
**For the Year Ended December 31, 2020**  
**(Unaudited)**

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	December 31 2020	December 31 2019
<b>Cash provided by (used in)</b>		
<b>Operating activities</b>		
Surplus (deficit) for the year	\$ (650)	\$ 164
Changes in non-cash working capital balances		
Accounts receivable	516	(1,916)
Prepaid expenses	(1,461)	123
Accounts payable and accrued liabilities	(299)	50
Deferred revenue	(50)	200
<b>Decrease in cash and cash equivalents during the year</b>	<b>(1,944)</b>	<b>(1,379)</b>
<b>Cash and cash equivalents, beginning of year</b>	<b>136,290</b>	<b>137,669</b>
<b>Cash and cash equivalents, end of year</b>	<b>\$ 134,346</b>	<b>\$ 136,290</b>
<b>Represented by</b>		
Cash	\$ 134,346	\$ 73,964
Short-term deposit	-	62,326
	<b>\$ 134,346</b>	<b>\$ 136,290</b>

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

# Friends of *The OPP Museum* – 2020 Annual General Report

## 2020 Financial Statements – Continued

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### Friends of the OPP Museum Notes to Financial Statements For the Year Ended December 31, 2020 (Unaudited)

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#### 1. Significant Accounting Policies

Friends of the OPP Museum prepares its financial statements in accordance with Canadian accounting standards for not-for-profit organizations.

**Nature of Business** The organization is incorporated by letters patent without share capital under the provisions of the Ontario Corporations Act. The Corporation is to be carried on without pecuniary gain to its members and any profits or other accretions are to be used in promoting its objects. The Board's purpose is to preserve OPP heritage of The OPP Museum in the stewardship of its collections.

The organization is a registered charity and, as such, is exempt from income tax.

**Capital Assets** Capital assets are charged to the Statement of Operations and Net Assets in the year purchased as capital expenditures. Amortization is not provided for in accordance with Canadian generally accepted accounting standards for not-for-profit organizations.

**Financial Instruments** The organization's financial instruments consist of cash, short-term deposits, accounts receivable and accounts payable and accrued liabilities. Unless otherwise noted, it is management's opinion that the organization is not exposed to significant interest, currency or credit risks arising from these financial instruments. The fair values of these financial instruments approximate their carrying values, unless otherwise noted.

#### *Initial and subsequent measurement*

The organization initially measures its financial assets and liabilities at fair value.

The organization subsequently measures all its financial assets and liabilities at cost or amortized cost.

Financial assets measured at cost or amortized cost include cash, short-term deposit and donations receivable.

Financial liabilities measured at cost or amortized cost include accounts payable and accrued liabilities.

# Friends of *The OPP Museum* – 2020 Annual General Report

## 2020 Financial Statements – Continued

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**Friends of the OPP Museum**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2020**  
**(Unaudited)**

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**1. Significant Accounting Policies (continued)**

**Financial Instruments (continued)**

*Impairment*

For financial assets measured at cost or amortized cost, the organization determines whether there are indications of possible impairment. When there is an indication of impairment, and the organization determines that a significant adverse change has occurred during the period in the expected timing or amount of future cash flows, a write-down is recognized in net income. A previously recognized impairment loss may be reversed to the extent of the improvement. The carrying amount of the financial asset may not be greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.

**Contributed services**

Contributed materials which are used in the normal course of the organization's operations and would otherwise have been purchased are recorded at their fair value at the date of contribution if fair value can be reasonably estimated.

Due to the difficulty of determining their fair value, contributed services are not recognized in the financial statements.

**Revenue Recognition**

The organization follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Interest is recognized using the effective interest method.

**Cash Equivalents**

Cash and cash equivalents consist of cash on hand, bank balances and short-term deposits.

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# Friends of *The OPP Museum* – 2020 Annual General Report

## 2020 Financial Statements – Continued

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**Friends of the OPP Museum**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2020**  
**(Unaudited)**

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**2. Short-term deposit**

	<u>2020</u>	<u>2019</u>
Term deposit with variable interest of 0% to 7%, maturing April 2020	<u>\$ -</u>	<u>\$ 62,326</u>

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**3. Financial Instruments**

The organization has a comprehensive risk management framework to monitor, evaluate and manage the principle risks assumed with financial instruments. Unless otherwise noted, it is management's opinion that the organization is not exposed to significant interest, currency or credit risks arising from its financial instruments.

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**4. COVID-19**

The outbreak of the Coronavirus disease ("COVID-19") has resulted in governments worldwide enacting emergency measures to combat the spread of the virus. These measures, which include the implementation of travel bans, self-imposed quarantine periods and social distancing, have caused material disruptions to businesses and organizations globally resulting in an economic slowdown. The duration and impact of the COVID-19 outbreak is unknown at this time, nor is the efficacy of the government and central bank monetary and fiscal interventions designed to stabilize economic conditions. As a result, it is not possible to reliably estimate the length and severity of these developments, nor the impact on the financial position and financial results of the organization in future periods.

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# Friends of *The OPP Museum* – 2020 Annual General Report

## Nominating Committee Report

Submitted by Matt Eade

The nomination committee reports that two director terms are expiring on May 19, 2021:

Peter McGuinness – Peter has completed his first term and is willing to stand for re-election to sit for a second term. The Board of Directors would like to thank Peter for his time in his first term and would be delighted to work with Peter again for a second term if he is re-elected.

Eric Hatfield – Eric has completed his first term as a director and has decided to not run for re-election. The Board would like to thank Eric for his time and energy he committed to friends during his term. Eric has offered to continue to support Friends doing tours and supporting events. We look forward to working with Eric in future in his new role with the organization.

Friends Board of Directors therefore has on vacancy that is required to be filed to complete our directors as per our by-laws.

Judi Armstrong has nominated Julia McCuaig for the position of Director. The nominations committee is pleased to report that Julia McCuaig has expressed interest in accepting this open position on our Board.

# Friends of *The OPP Museum* – 2020 Annual General Report

## 2020 Fundraising Committee Report

Submitted by Jennifer Bennett for Angie Stirk & Elfie Nunnikhoven

Event	Funds Raised
Art Auction	POSTPONED
Window Display Guessing Game	POSTPONED
Bake Off	POSTPONED
GHQ Birthday Party	POSTPONED
Catch the Ace	POSTPONED
Silent Auction	POSTPONED
50/50	POSTPONED
Trivia	POSTPONED
Self Defence	POSTPONED
Holiday Fundraisers	POSTPONED
2020 Canine Calendar	\$10,240.00
<b>TOTAL</b>	<b>\$10,240.00</b> (not including \$4575.18 in expenses)

Due to the Covid-19 pandemic all fundraising was put on hold. This was due to the fact the building was only open to essential employees, and in an abundance of caution for our Volunteers and Members. We did receive our payment of the 2020 Canine Calendars during the first quarter of 2020.

The fundraising committee decided to focus instead on 2021 and introducing new events that could be held remotely. All fundraising meetings shifted to an online format.

## Friends of *The OPP Museum* – 2020 Annual General Report

### 2021 Fundraising Initiatives

Submitted by Jennifer Bennett for Angie Stirk & Elfie Nunnikhoven

Event / Potential Earnings	Date
2021 Canine Calendar \$15,000	Spring
Run with Friends \$500.00	Spring
Window Display Guessing Game \$100.00 <b>POSTPONED</b>	Spring
Bake Off \$500.00 <b>POSTPONED</b>	Spring
Silent Auction \$5,000.00 <b>POSTPONED</b>	Summer
50/50 \$1,250.00 <b>POSTPONED</b>	Fall
Trivia (Online) \$1,000.00	Fall
Pizza Fundraiser (Remote) \$500.00	Fall
Self Defense (Online) \$500.00	Fall
Art Auction (Online) (\$300.00 x 2) \$600.00	Fall & Winter
Holiday Fundraisers \$2,000.00 <b>ON HOLD</b>	Winter
<b>TOTAL</b>	\$26,000.00  (not included expenses)

The Fundraising Goals for 2020 were decided prior to the Covid-19 pandemic. It is the Fundraising Committees hope to be able to postpone the events to 2021. We proceeded with the 2021 Canine Calendar which came out later in 2020. This was available for purchase online.

# Friends of *The OPP Museum* – 2020 Annual General Report

## Secretary's Report

Submitted by Jennifer Bennett for Judi Armstrong

### Responsibilities

The Secretary has the general responsibility to ensure that non-financial records are created and maintained in accordance with the needs of Friends, its by-laws and the requirements of relevant legislation. This includes the maintenance of a record of Board policy through the Policy and Procedures Manual.

### Activity

During the year, Friends' Executive Assistant, on the advice and guidance of the Secretary, generally maintained correspondence and meeting minutes. No updates to organizational by-laws took place during our last year.

## Finance & Administration - Committee Report

Submitted by Jennifer Bennett, Matt Eade and Elfie Nunnikhoven

### Mandate

The Finance and Administration Committee provides leadership, advice, and oversight to the Board of Directors in relation to the financial and internal administration activities of the Board.

This includes the responsibilities of the Audit Committee as mandated by the bylaws as well as the responsibility to lead the strategic planning process.

### Activity

Early in the year, a budget was drafted by the Executive Administrative Assistant and approved by the Board. The Committee also determined that our 2020 operating expenditures and income were within the scope of the budget that had been set by the Board.

In accordance with the direction of the membership received at the 2019 AGM, financial statements were once again professionally reviewed rather than subjected to a formal audit and were found to be accurate and in good order.

# Friends of *The OPP Museum* – 2020 Annual General Report

## Communications & Editorial - Committee Report

Submitted by Jennifer Bennett for Nancy Merriman

Communications & Editorial Committee mandate:

- to provide advice and leadership in the production and maintenance of printed material
- to coordinate the production and distribution of the Friends and Museum Newsletter
- to provide overall management of the appearance and content of the Friends' public facing website, [www.oppmuseumfriends.ca](http://www.oppmuseumfriends.ca)

A proposal was brought forward to the Board regarding changes to how we push out communications in 2020. As a result, the following changes were made:

- The newsletter would be pared down to an exclusively online format for members. This can be printed annually for the small contingent of members who do not have email.
- The newsletter would be produced bi-monthly with only one main story for each issue.
- Issues would be emailed through MailChimp email service to be more responsive to Members and enable them to save the date of events or notify them when important news arises.
- This format allows us to exceed the number of newsletters the Friends typically produce, and also allows for expediency of production and flexibility of content.

Once again, the Communications Committee, in collaboration with the Fundraising Committee, supported the development of a number of materials for fundraising initiatives. Posters, flyers and pamphlets were designed by the graphic designers in OPP Corporate Communications with graphic designer Matt Oliveira taking the lead role in the creation of these colourful and professional promotional materials. OPP graphic designer Jenn Kanstein designed the beautiful Canine Calendar for the 4<sup>th</sup> year, which was very well received.

Special thanks go to past Director Kevin Osborne who volunteers his own time to update our website.

Friends of *The OPP Museum* Style Guide:

Director Angie Stirk has created a new logo and social media plan that will be launched in 2021. The following pages show the various options for the logo. Friends of *The OPP Museum* will also create a Facebook page. The content for this will be ready to go so that we can have a page that is current and that can be updated easily.

# Friends of *The OPP Museum* – 2020 Annual General Report

## FRIENDS OF THE OPP MUSEUM STYLE GUIDE



### COLOURS

- GOLDEN YELLOW**  
CMYK: 2 / 43 / 99 / 0  
RGB: 243 / 158 / 33  
HEX: #F39E21
- RUBY RED**  
CMYK: 24 / 100 / 100 / 24  
RGB: 154 / 27 / 31  
HEX: #9A1B1F
- ROYAL BLUE**  
CMYK: 100 / 74 / 26 / 9  
RGB: 5 / 78 / 128  
HEX: #054E80
- RICH BLACK**  
CMYK: 75 / 68 / 67 / 88  
RGB: 5 / 6 / 6  
HEX: #050606

### FONT

OPEN SANS Light / Regular / **Bold** / **Extrabold** (Windows Substitute: Franklin Gothic)

AaBbCcDdEeFfGgHhIiJjKkLlMmNnOoPpQqRrSsTtUuVvWwXxYyZz1234567890

**AaBbCcDdEeFfGgHhIiJjKkLlMmNnOoPpQqRrSsTtUuVvWwXxYyZz1234567890**

### ALTERNATIVE LOGO OPTIONS



# Friends of *The OPP Museum* – 2020 Annual General Report

## FRIENDS OF THE OPP MUSEUM ON SOCIAL MEDIA



Friends of The OPP Museum  
@OPPMuseumFriends



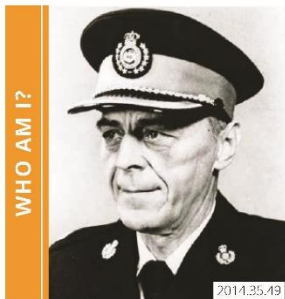
Friends of The OPP Museum  
@OPPMuseumFriends



Friends of The OPP Museum  
@OPPMuseumFriends



## SOCIAL MEDIA SAMPLE POSTS



### SINGLE PHOTO POSTS

WHO AM I? CAN YOU HELP?  
If you can help identify who is in this photo, please e-mail OPP. Museum@opp.ca or call us at 705 329-6889. We appreciate your help!

Please reference the accession number: 2014.35.49

### ONGOING COLLECTION CORNER PHOTO ALBUM



### CONTENT CREATION

- Friends' events (organizers provide)
- Museum events (new exhibit teasers)
- Promoting the store (sale/new items)
- Celebrating our members/volunteers
- Recognizing donations and donors
- Updates and announcements
- Recognize relevant day/months
- Responses to common questions



In 2019 The OPP Museum was thrilled to receive an exciting donation; a collection of journals and a photograph donated by Friends of The OPP Museum (after being the successful bid on an eBay auction)!

Written by an officer working in Muskoka the journals date to our earliest years – between 1910 and 1921. But who was he?

For the full story visit the #OPPMuseum in Orillia, Ontario. opp.ca/museum

# Friends of *The OPP Museum* – 2020 Annual General Report

## Friends' Heritage Award

Submitted by Jennifer Bennett for Thom Cull

The Friends of *The OPP Museum* Heritage Award was established in 2014 to recognize the efforts of authors and researchers whose work builds a greater understanding of the contributions of the men and women of the Ontario Provincial Police to the province of Ontario, and the policing profession.

The Friends of *The OPP Museum* annual Heritage Award is intended to raise awareness of OPP history and the people who work to interpret and preserve it. We are very fortunate to have a dedicated assessment committee to select these individuals and we thank the committee for their contributions.

In 2020, due to the Covid-19 Pandemic the Board and Committee chose not to select a Heritage Award recipient. It was decided that we would temporarily hold all applications until an award could be presented in person.

If you know someone whose work should be recognized please nominate him or her for a Heritage Award!

Eligibility and submission packages can be downloaded at the links below, or by calling the Friends office (705) 330-4178. Go to the Friends' Web Link: <http://oppmuseumfriends.ca> - then click on "Education" and then "Heritage Awards" to check the criteria and to download the forms.

Forward the completed nomination package by mail to:

Friends of The OPP Museum  
Heritage Awards Committee  
777 Memorial Avenue  
Orillia, ON L3V 7V3

Or by email to: [friendsheritageaward@yahoo.ca](mailto:friendsheritageaward@yahoo.ca)

# Friends of *The OPP Museum* – 2020 Annual General Report

## Friendship Committee

Submitted by Jennifer Bennett for Peter McGuinness

**Mandate:**

The Friendship Committee provides leadership and oversight in relation to attracting and maintaining a base of both members and non-member supporters to enable Friends to deliver its mandate.

**Activity:**

The following table summarizes our members and supporters as of December 31, 2020:

Level	Member	Supporter	Totals by Level
Member Only	38		34
Friend (\$25-\$99)	6	2	8
Steward (\$100-\$499)	9	4	13
Guardian (\$500-\$2499)	0	0	0
Leader (\$2500-\$4999)	0	1	1
Commissioner’s Circle (\$5000+)	0	0	0
<b>Totals by Group</b>	<b>53</b>	<b>7</b>	
<b>Total # of Members &amp; Supporters</b>			<b>56</b>

Membership Totals by Year

Membership Year	Total Number of Memberships
2017	58
2018	48
2019	63
2020	56

# Friends of *The OPP Museum* – 2020 Annual General Report

## 2020 Members & Supporters

Submitted by Jennifer Bennett for Peter McGuinness

The ability of Friends of *The OPP Museum* to support the Museum and celebrate the history of the Ontario Provincial Police is made possible only through the generous contributions of our Members and supporters.

In accepting this assistance, we take personal privacy very seriously. The following list consists of those who have expressly agreed to have their names recognized. The listing does not include donations received in previous years or those made in support of other specific events.

We wish to thank everyone who supports Friends and The OPP Museum. Your generous and ongoing support is always deeply appreciated.

<b>Commissioner's Circle</b> (over \$5,000.00)
•
<b>Leaders</b> (\$2,500.00 - \$4,999.00)
• Ontario Provincial Police COA
<b>Guardians</b> (\$500.00 - \$2,499.00)
•
<b>Stewards</b> (\$100.00 - \$499.00)
• Len Aitchison
• Ron J. Allen
• Judi Armstrong
• Ian Clark
• Brian Cunningham
• James Hutchinson
• David Jacobsen
• Peter McGuinness
• OPPVA – Chapter 17 Kenora
• David Reid
• Teresia Rowatt
• Brian Somer
• Don Thom

## Friends of *The OPP Museum* – 2020 Annual General Report

<b>Friends (\$25.00 - \$99.00)</b>
• Stephanie Bent
• Ellen Blaubergs
• Matt Eade
• Stanley David James (Boots)
• Shelagh Oatway
• OPPA Branch 12 South
• Dave Osborne
• W.A.D. Small
• Debbie Sokoloskie

<b>Members</b>		
• Len Aitchison	• Ron J. Allen	• Robert J. Arbour
• Judi Armstrong	• Melissa Barron	• Jennifer Batchelor
• Jennifer Bennett	• Stephanie Bent	• Ellen Blaubergs
• Donald W. Booth	• David B. Brown	• Ann Burke
• Jim Buttici	• Thomas Carrique	• Doug Cole
• Thomas Cull	• Sherri deGroot	• Gerald F. Dowd
• Matt Eade	• Eric Hatfield	• James Hutchinson
• David Jacobsen	• Stanley David James	• Chris Johnstone
• Lanny Johnstone	• Rob Keery	• Bill Lee
• Andrew F. Maksymchuk	• Angie McCollum	• Ted McCollum
• Peter McGuinness	• Nancy Merriman	• Derek Needham
• Teresita Nepomuceno	• Carl Nunnikhoven	• Elfie Nunnikhoven
• OPPVA Chapter 16	• Dave Osborne	• Kevin Osborne
• Dave Reid	• Lisa Shipley	• W.A.D. Small
• Debbie Sokoloskie	• Brian Somer	• Angie Stirk
• Allan Stoller	• Ian Sweeney	• Del Taylor
• Karin Taylor	• Don Thom	• Kenneth R. Turriff
• Joan A. Wagner	• Russell Watson	• Nancy Williams
• Rod Williams	• Name Withheld (1)	

# **Friends of *The OPP Museum* – 2020 Annual General Report**

## **Outreach Committee Report**

Submitted by Judi Armstrong

In early 2020 the Outreach Committee was responsible for sending out approximately 6 outreach kits across Ontario. This was pre-pandemic and as of early March all outreach was put on hold.

## **Volunteer Committee**

Submitted by Judi Armstrong

The volunteer committee remained active but working from home in 2020. The fundraising team met in late 2020 to brainstorm for 2021. The 2021 Run with Friends committee began, and they worked towards their virtual run. Some volunteers continued to make buttons at home so that when we do go back, we will be stocked with premade buttons.

## **Major Projects**

Submitted by Eric Hatfield

Due to the pandemic all Major Projects were put on hold. These will be reviewed when we are able to safely meet again in person. There are no new updates.

# Friends of *The OPP Museum* – 2020 Annual General Report

## President's Report on Friends' Future

Submitted by Matt Eade

As we gather today to review the past year with our membership, I would also like to take a few moments to give you a brief view forward into the future as well. Our view in May of 2021 is much more optimistic than when I completed this report for 2019. Although there is still much uncertainty for the remainder of 2021, Friends' staff and directors are working to ensure the stability of Friends throughout the remainder of the pandemic with a focus on ensuring we maintain our solid footing for when the world returns to "business as usual."

Our first fundraiser since the lockdowns started went virtual, and, as of this writing, was a great success! The May 2021 'Run with Friends' was a new fundraiser that proved we could still reach our base, and get people involved with our cause in the midst of the ongoing Covid crisis. With a goal of reaching 20 participants (and therefore raising \$500.00), we quickly realized that the event held even greater potential. In the end, 100+ participants brought in over \$4,500.00.

After yet another successful year in 2021, despite the restrictions that Covid placed on in-person sales, work is already well underway on the 2022 Friends of the OPP/ Youth Foundation Canine Calendar. This partnership has proven to be a great outreach and fundraising opportunity for both of the OPP's charities. A big thank you goes to the OPP's Canine Unit for continuing to work with us on this great project now and into the future!

At this time, we still have some plans in place as we head into the third quarter. With a little luck, businesses and life in general will return to being a lot more open and flexible. As mentioned at a previous AGM, plans are (finally) well underway for the Legacy Wall project. Our hope is that we will have some concrete information to share with you soon about its development, and our plans for an unveiling in the coming months.

As we move through the challenges that 2021 no doubt still has in store for us, it is with hopeful eyes that we look forward to 2022, and what the post Covid world will bring us. I believe 2022 will be a growth and adjustment year. It will take time and patience to get us back to the standards that we established for ourselves in 2019. Adjusting to the change and re-building momentum is hard, but we are grateful for the dedication and commitment that our Board and our core team of volunteers has demonstrated. I know that this team of friends is excited to work through these changes and challenges. As always, we will continue to push for success into the future.