



ANNUAL REPORT

FY 2017-2018

Vernon Cadet Camp Museum

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TO OUR STAKEHOLDERS

To Our Stakeholders

STRATEGIC HIGHLIGHTS

Since our opening, we have been working towards having structured open and closed days, this year we were able to be open Thursday-Sunday from 10am – 4pm. With the purchase of new display cabinets, we were able to showcase our extensive badge and uniform collections. We founded the Vernon Military History Society (VMHS) and are in the process of gaining a membership with the mandate to promote and preserve the military history of the Vernon area.

FINANCIAL HIGHLIGHTS

By the end of September 2017, we had in our account just over \$7,000.00 By the opening of the museum in June 2018, we had purchased Point of Sale equipment and Kit-Shop items with a starting balance of \$4,800. With fundraising and donations during the 2018 season we had over \$12,000.00 left in the accounts on the closing date in August.

OPERATING HIGHLIGHTS

For the summer of 2018 we had just under 2000 visitors, not including visits to our Facebook and website. We were listed for the first time on trip advisor and in google as a destination.

LOOKING AHEAD

The goal for the 2018-2019 year is to finish and refine our current displays, introduce new interactive displays, and acquire unique items for the museum. Updating the kit shop with more items that have the Vernon Cadet Camp Museum (VCCM) logo and name, as well as support the 70th anniversary efforts for the alumni.

Last year we recognized that VCCM was growing beyond the Greater Vernon Museum & Archives (GVMA) ability to continue to support us as a satellite. This observation is still holding true as we become more than just the museum for the cadet camp but more of a museum for the Vernon Military Camp. We are now looking at expanding our 1000 sqft building to better support the many hundreds of items we currently have on display. With the requirement to apply for grants without hindering the GVMA we needed to form our own society and are now moving towards becoming our own museum. This said, the VCCM would not be what it is currently without the support of the GVMA. We foresee this ongoing partnership critical our continued success.



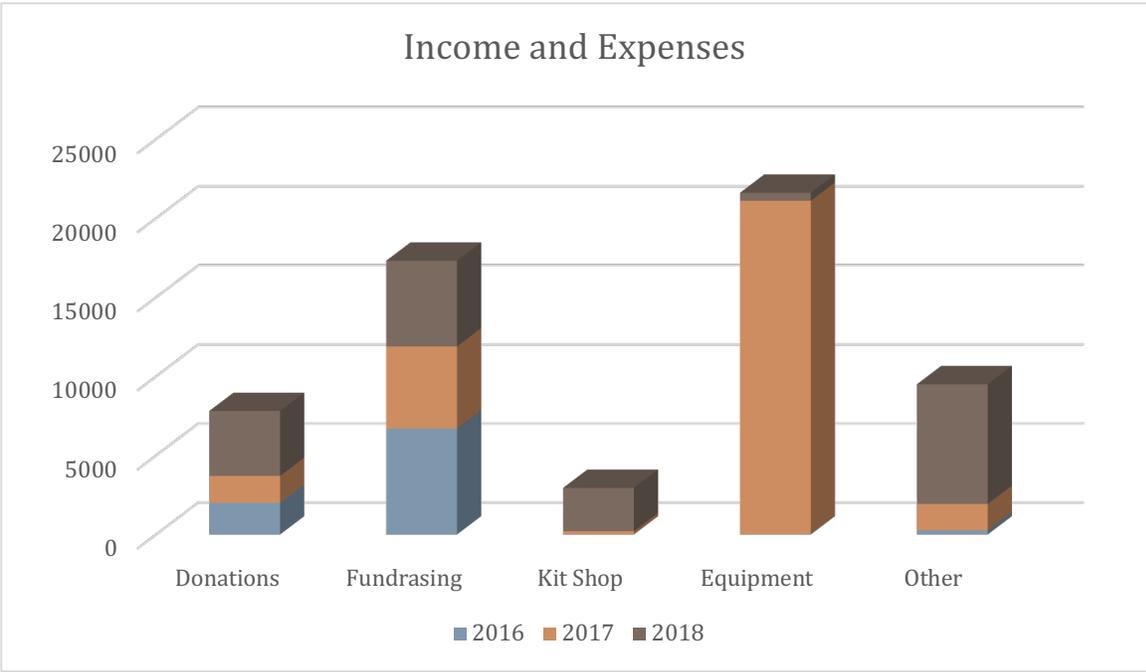
Mitch Steck
Museum President
November 1, 2018

FINANCIAL SUMMARY

Financial Summary

Since the formation of the VCCM, we have been able to raise in excess of \$36,040.00 through fundraising, donations, and our kit shop. In the Kit-Shop this year we had gross sales of \$2,741.90 an increase from last season by over \$2,200.00. We are hoping to increase this amount again in 2019, with the addition of limited prints, books, VCCM logo items and with the 70th anniversary items. This would leave us a bank surplus of just better than \$12,000.00. These moneys have been marked for insurance, wages and office expense for the upcoming year in the event no grants are gained.

In the 2017, we purchased the greatest amount of equipment and supplies to date, bringing our current assests to include a 17-foot bank of cabinets with drawers displaying our badge collection; 8 glass cases in the main entrance way; built-in place display cabinets for the uniforms; a built-in cabinet in the band room, two flip charts with the years of the camp on them and a TV monitor. In 2018 we did not purchase any display cabinets however we did purchases kit shop items for resale, point of sale (POS) system, and a sim card as we currently do not have WIFI. We also had costs in advertising, becoming a society, administrative costs in becoming a non-profit, bank fees and other costs that are marked other.



FINANCIAL STATEMENTS

Financial Statements

STATEMENT OF FINANCIAL POSITION

2018 COMPARISONS FROM PROJECTIONS AND ACTUAL

Description	Projected Revenue	Actual Revenue	Difference	Projected Expenses	Actual Expenses	Difference
Equipment				3000.00	504.00	+2496.00
Fundraising	10000.00	5420.72	-4579.28	300	425.51	-125.51
Donations	2500.00	4108.00	+1608.00			
Kit shop	1000.00	2741.90	+1741.90	500.00	579.72	-79.72
Office /Advertising				300.00	894.88	-594.88
Wages				5500.00	2116.80	+3383.2
Unforeseen		180.00	+180.00		2534.58	-2534.58
Total	11500.00	12450.62	-2950.62	9600.00	7055.49	+2544.51

STATEMENT OF CHANGES IN EQUITY

We received a donation for 3 photo/video display screens that currently hold interviews and videos for viewing. Each valued at around \$150.00. These and the purchase of the POS system were the only changes in assets this financial year.

With the assistance of the GVMA we were able to gain a Young Canada Works (YCW) grant that paid 80% of the wages for our student dropping our expected wage payout by over half.

Unexpected costs included the website upgrade to accept membership, grant proposal assistance, Rogers Wireless, membership to other organizations Canadian Museum Association, BC Museum Association, and bank fees all totaling \$2,534.58. The unforeseen income was from the memberships.

With the formation of the society we are also able to sell memberships, having thus far we have selling 7 memberships with a cost to the society of \$2.00 per. These memberships are both voting and non-voting to the society with the additional membership being to the museum. The member benefits include discounts at the kit-shop, free guided tours of the Vernon Military Camp and the newsletter.

We were under budget by \$2,544.51 on expenses, which was due to the YCW grant. We were also under budget for our fundraising by \$2,950.00 for the 2018 season. At the end of the summer the account total was just under \$13,000.00.

2019 FINANCIAL FORECAST

2019 Financial Forecast

2019 BUDGET

DESCRIPTION	REVENUE	EXPENSES
Fundraising	8,000.00	500.00
Donations	4,000.00	
Kit shop	8,000.00	4,000.00
YCW Grant	23,300.00	
VMC Grant	250,000.00	250,000.00
Gaming Grant	10,000.00	
Equipment		10,000.00
Maintenance		4,600.00
Office		1,000.00
Insurance		3,500.00
Advertising		500.00
Wages		28,825.00
Other		3,000.00
Total	303,300.00	305,925.00

STATEMENT OF CASH FLOWS

For the 2019 fiscal year we are hoping to once again obtain a YCW grant for 3 students to include, Assistant Manager, Assistant Curator and a Tour Guide. These hires will be dependent on the grant as to what the article payout in wages will be. We have also increased the office budget as we anticipate hiring a bookkeeper and the cost of payroll.

On the income line we added the grants we will be applying for. The gaming and the YCW grants deadlines are in the next couple of months and we will not know if these will be granted to us until April. Additionally, we have already applied for the Virtual Museums of Canada (VMC) grant and will know in April as well.

We have increased the cost of items in the kit-shop to include limited addition items for the 70th anniversary as well as more items with the VCCM logo on them. We are hoping to get more items for the sea and air cadets as well.

With the proposed budget we hope to have a total income of \$53,300.00 with the expenses coming to \$55,925.00, leaving us overbudget by \$2,625.00. Subtracted from our current bank balance of \$12,895.00 this will leave a contingency fund of \$10,270.00. As this will be our first year operating at full capacity the extra funds will be used for unforeseen expense.

Ongoing

GRANTS

We are hoping to apply for a \$10,000.00 gaming grant for operations. With this grant we will be able to expand the kit-shop, purchase more audio displays and hopefully one interactive display, usable by all visitors.

In December of 2017 we applied for a YCW grant and was awarded this grant in May of 2018. We were able to hire an assistant curator, Marina, to work closely with Francois, our curator, to develop the displays in the main room, badge room and uniform rooms. She was also tasked to document and photograph all items on display. We were able to accomplish approximately 60% of this task. Last she was to assist with the social media and sales aspect of the museum. While Marina worked tirelessly and was a large part of our success in the 2018 years, we established the need for more staff. This will be our goal for the 2019 season. We will be applying for the YCW grant for 3 students; Assistant Manager; Assistant Curator and Tour Guide; all three will have specific tasks and we hope to be able to finish our goal of cataloging all items on display by September 2019.

During this past summer the assistant curator, curator and the VP worked together with James McDonnell to develop a grant proposal for the Virtual Museums of Canada (VMC) valued just under \$250,000.00. This exhibit will be 'History of the Canadian Cadet Program, the Army, Sea & Air Cadets'. We have partnered with all three leagues as well as the GVMA and individuals to develop this project. We hope to be able to start work on the exhibit in the spring of 2019. At that time, we will be looking at the possibility of hiring cadets currently in the program to assist in the development of the exhibit. This is exciting as currently there is no one place to get information and view the history of the Cadet program in Canada.

DISPLAYS AND ARCHIVES

With no heat in the facility work on the new displays will start in late April or early May. The Hats of the Forces display that was in the main room this past summer will be replaced with 'Vernon Military Camp, The Early Years' display. This display will be in the main room when you walk into the building and will feature the camp from beginning to end prior to the formation of the Cadet Training Center.

We will be looking at purchasing software to manage our artifacts and archives. The software for the data base could run as high as \$5000.00. When we have found a system that fits our needs we will be applying for a grant through the BC Archives Association.

We are hoping to have 1 if not 2 interactive displays for the cadets, however the second will be depended on the receipt of the gaming grant.

ONGOING

We are looking at obtaining outdoor static display space and will be working with the camp personal to place items.

FACILITIES

The current building requires updating of the lighting as well as replace the doors. Due to the volume of visitors we get in the summer the current doors do not meet fire regulations. This is at an estimated cost of \$4000.00 placed in the budget under maintenance.

An alarm system will be installed in the building at a monthly cost of \$50.00 and has been put into the maintenance expenditures.

We will be adding a phone line and hope to be able to be part of the current camp phone system. If this is not an option then the extra costs will be coming from the contingency fund.

We are also looking at building a wheel chair ramp, however this has not been budgeted as it is our hope to have this item donated.

MEMBERSHIP

With the formation of the new Society we are hoping to expand our membership. We will be offering member only log in on the web page that will allow members access to archival information and documents. The updating on the web site will not be at an additional cost.

We will be looking at different types of memberships then our current voting and non-voting like Life Memberships, and Corporate. These will be presented at the AGM for the VMHS.

Vernon Military History Society

LOOKING BACK

The Society was formed in July of 2018 with the current volunteers forming the board of directors. Mitch Steck holds the Executive Directors position, Maria Brunskill is in the Vice position, Lisa Devine holds the Secretary's position and Corey Schultz holds the Treasures position. Scott Usher, Graham Brunskill, Francois Arseneault and Teresa Brookes all hold directors' positions with specific rolls like fundraising, advertising and special events.

With the formation of the society we have been able to apply for grants without hindering the GVMA. These will be instrumental to the success of the museum.

CURRENT

We are working on our bylaws and agenda for our first AGM scheduled in April. We are taking Voting and Non-Voting membership in hopes to increase the pool of people working on the projects.

We have applied for non-profit status and are waiting for approval on our application.

By the end of September, we had 7 new members of the society, 4 voting and 3 non-voting.

THE WAY FORWARD

We are applying for a business license for the Kit-Shop as well as tax numbers. During the 2018 season we worked under the GVMA however, we feel that with the new society we should separate this aspect.

We will need to purchase director's insurance, as well as content and liability insurance. While we are on the Military Camp we are only a user and must insure all of our assets as well as hold 5 million dollars liability insurance for all of our visitors. Currently we fall under the GVMA's insurance and to date this has not cost us anything. However, if we continue to be a satellite with the GVMA, we will be required to pay our portion of the insurance to cover our current location.

The museum is quickly outgrowing our current location in the old post office/MP shack. The Society will be looking to relocate the museum into a large facility to accommodate all of the cadet history we have been collecting. We would also like to be able to showcase more of the Military Camp history in the future.

With the development of our web site we will be offering member only log in where members will be able to access past minutes and historical data for the society.

CONTACT INFORMATION

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