

BRALORNE CHURCH MANAGEMENT AGREEMENT

THIS AGREEMENT dated for reference January 1, 2014, is between:

Bralorne Pioneer Museum Society, a non profit society incorporated under the Society Act, R.S.B.C. 1995 c. 433 (Inc. No-S) and having a mailing address at General Delivery, Gold Bridge, BC V0K 1P0

(the "Bralorne-Pioneer Museum Society")

AND:

BRIDGE RIVER VALLEY COMMUNITY ASSOCIATION, a non-profit society incorporated under the *Society Act*, R.S.B.C. 1995 c. 433 (Inc. No. S-0035521), and having a mailing address at General Delivery, Gold Bridge, BC V0K 1P0

(the "Contractor")

WHEREAS:

- A. The Bralorne-Pioneer Museum wishes to engage the Bridge River Valley Community Association ("BRVCA" and "Contractor") to provide for the operations of the Bralorne Pioneer Museum
- B. The Contractor has indicated to the Bralorne-Pioneer Museum Society that it has the resources and the desire to provide for the operations of the Bralorne Pioneer Museum

NOW THEREFORE in consideration of the premises and covenants contained in this Agreement and other good and valuable consideration, the receipt and sufficiency of which is acknowledged by both parties, the parties agree as follows:

Definitions

- 1. In this Agreement, in addition to the words defined above, "Services" means the acts, services and work described in the Work Plan attached hereto as Schedule "A" and forming part of this Agreement.

Services to be Provided by the Contractor

- 2. The Contractor agrees to provide the Services during the Term (hereinafter defined), on the terms and conditions of this Agreement and in a prompt, efficient and professional manner.
- 3. The Contractor must provide the Services in accordance with the priorities set out by the Bralorne-Pioneer Museum Society, if any, and must not add to, extend or otherwise alter.

Term

4. The term of this Agreement is for a period of two years, commencing on January 1, 2015 and expiring on December 31, 2017
5. This Agreement may be extended for a further, mutually-agreed upon term, if agreeable to both parties.

Warranties and Representations

6. The Contractor represents and warrants to the Bralorne-Pioneer Museum Society that:
 - (a) the Contractor has the education, training, skill, experience and resources necessary to provide the Services;
 - (b) the Contractor will perform the Services diligently using best efforts; and
 - (c) the Contractor has the power and capacity to enter into this Agreement;

and the Contractor acknowledges and agrees that the Bralorne-Pioneer Museum has entered into this Agreement relying on the representations and warranties in this section.

Fees and Expenses

7. The Bralorne-Pioneer Museum Society shall pay to the Contractor for the Management Services as agreed upon through a yearly budget as well as specific property or project expenses.
8. The Bralorne-Pioneer Museum Society shall reimburse the Contractor for approved management fee 50% on January 1 and 50% on August 15. Payment for specific property or project expenses will be upon an agreed schedule. The Bralorne-Pioneer Museum Society has no obligation to reimburse the Contractor for any expenses which have not been pre-approved in writing by the Bralorne-Pioneer Museum Society.
9. The Contractor will request that the Bralorne-Pioneer Museum Society provides direct payment to the supplier of expenses where required for various reasons.

Insurance and Indemnification

10. The Contractor must carry and maintain in force during the Term an insurance policy for general liability and errors and omissions which has a minimum coverage of \$2,000,000.00 and which names the Bralorne-Pioneer Museum Society as an additional insured. The Contractor must provide the Bralorne-Pioneer Museum Society with a copy of that insurance policy upon execution of this Agreement.
11. Except to the extent arising out of the negligent acts or omissions of the Bralorne-Pioneer Museum Society and its directors, officers, employees, agents, contractors, successors and assigns, as determined by a court of competent jurisdiction, the Contractor shall release, indemnify and save harmless the Bralorne-Pioneer Museum Society and its directors, officers, employees, agents, contractors, successors and

assigns, from and against any and all liabilities, actions, damages, claims, losses, costs and expenses whatsoever (including, without limitation, the full amount of all legal fees and disbursements) in any way directly or indirectly arising out of or caused, in whole or in part, by the Contractor, the Contractor's employees, agents, subcontractors or assigns in the performance of the Services herein, as determined by a court of competent jurisdiction. This release and indemnity shall survive the expiry or termination of this Agreement.

Termination Without Cause

12. Despite the rest of this Agreement, either party, without cause may terminate this Agreement by giving 30 days' written notice. If the Agreement is terminated under this section, the Contractor may deliver an invoice to the Bralorne-Pioneer Museum Society for Services pre-approved by the Bralorne-Pioneer Museum Society and paid for by the Contractor, for which the Contractor has not been reimbursed, up to the effective date of termination, and the Bralorne-Pioneer Museum Society must pay in accordance with section 11. The Contractor is not entitled to, and irrevocably waives and releases the Bralorne-Pioneer Museum Society from, any expenses which have not been pre-approved by in writing by the Bralorne-Pioneer Museum Society.

Termination for Default

13. Despite the rest of this Agreement, the Bralorne-Pioneer Museum Society may terminate this Agreement, by giving notice of termination to the Contractor, which is effective upon delivery of the notice, if the Contractor breaches this Agreement and the Contractor has not cured the breach, or is not diligently pursuing a cure for the breach to the satisfaction of the Bralorne-Pioneer Museum Society, in the Bralorne-Pioneer Museum Society's sole discretion, within five days after notice of the breach is given to the Contractor by the Bralorne-Pioneer Museum Society.

Records

14. The Contractor:
 - (a) must keep proper and reasonably detailed accounts and records of its provision of the Services, including invoices, receipts and vouchers, which must at all reasonable times be open to audit and inspection by the Bralorne-Pioneer Museum Society, which may make copies and take extracts from the accounts and records; and
 - (b) Must preserve, and keep available for audit and inspection, all records described in section 17(a) for at least two years after completion of the Services or termination of this Agreement, whichever applies.

Agreement for Services

15. This is a contract for the provision of services and the Contractor is engaged under this Agreement as an independent contractor for the sole purpose of providing the Services. Neither the Contractor nor any of its employees or contractors is engaged by the Bralorne-Pioneer Museum Society as an employee or agent of the Bralorne-Pioneer Museum

Society. The Contractor is solely responsible for any and all remuneration and benefits payable to its employees and contractors, and all payments or deductions required to be made by any enactment, including, but not limited to, those required for Canada Pension Plan, employment insurance, workers' compensation and income tax. This Agreement does not create a joint venture or partnership, and the Contractor has no authority to represent or bind the Bralorne-Pioneer Museum Society in any way.

Assignment

16. The Contractor may, with the prior written approval of the Bralorne-Pioneer Museum Society, assign this Agreement or subcontract the performance of the Services under this Agreement to another person, partnership, corporation or other entity that is a suitable substitute. The Contractor agrees that, among other things, the Bralorne-Pioneer Museum Society may refuse its consent if the Bralorne-Pioneer Museum Society, in its sole discretion, determines that the proposed assignee or subcontractor does not have the skill, experience or resources necessary to perform the Services. A permitted subcontract does not relieve the Contractor from any obligation already incurred or accrued under this Agreement or impose any liability upon the Bralorne-Pioneer Museum Society.

Time of the Essence

17. Time is of the essence of this Agreement.

Severance

18. If any portion of this Agreement is held to be illegal or invalid by a court of competent jurisdiction, the illegal or invalid portion must be severed and the decision that it is illegal or invalid does not affect the validity of the remainder of this Agreement.

Survival of Indemnities and Releases

19. All indemnities and releases granted by the Contractor to the Bralorne-Pioneer Museum Society under this Agreement shall survive the expiration or earlier termination of the Agreement.

Notice

20. Any notice, direction, demand, approval, certificate or waiver which may be or is required to be given under this Agreement must be in writing and delivered personally or by courier or sent by fax or e-mail, addressed as follows:

(a) To the Bralorne-Pioneer Museum Society:

To the Contractor:

Bridge River Valley Community Association
 General Delivery
 Gold Bridge, BC, V0K 1P0
 Telephone: _____
 E-mail Address: _____

Attention: _____

or to such other address, e-mail address or fax number of which notice has been given as provided in this section.

Any notice, direction, demand, approval or waiver delivered is to be considered given on the next business day after it is dispatched for delivery. Any notice, direction, demand, approval or waiver sent by fax or e-mail is to be considered given on the day it is sent, if that day is a business day and if that day is not a business day, it is to be considered given on the next business day after the date it is sent.

Binding on Successors

21. This Agreement enures to the benefit of and is binding upon the parties and their respective successors, subcontractors, trustees, administrators and receivers, despite any rule of law or equity to the contrary.

Entire Agreement

22. This Agreement is the entire agreement between the parties and it terminates and supersedes all previous communications, representations, warranties, covenants and agreements, whether verbal or written, between the parties with respect to the subject matter of this Agreement.

Waiver

23. The waiver by either party of any breach or violation of any provision of this Agreement shall not operate nor be construed as a waiver of any subsequent breach or violation. Nothing in this Agreement shall affect the right of the Bralorne-Pioneer Museum Society to exercise any powers within its jurisdiction.

As evidence of their agreement to be bound by the above terms and conditions of this agreement, the parties have executed this agreement below, on the respective dates written below.

**BRALORNE-PIONEER MUSEUM
SOCIETY** by its authorized signatories:

Chair, Andre Kuerbis

**BRIDGE RIVER VALLEY COMMUNITY
ASSOCIATION** by its authorized
signatories:

Michelle Nortje, Treasurer

Date executed: _____, 2015

Schedule “A” – Work Plan

On behalf of the Bralorne-Pioneer Museum Society, the Contractor shall provide for the management and operations of the Bralorne-Pioneer Museum.

Management:

A yearly operational plan will be developed by the Heritage Committee which includes normal operational activities and any project activities proposed;

It is understood that efficiencies and economies will be sought by the contractor for all its operations including the Museum with the approval of the Heritage Committee

Staffing:

1. All current staff and contractors shall be assumed as employees of BRVCA
2. Supervision of the Bralorne-Pioneer Museum manager or supervisor shall be generally performed by the Heritage Committee(BRVCA) with assistance of the Supervision Committee (BRVCA)
3. All current BRVCA employee policies shall be in effect.

Operational Expenses:

1. All operational expenses including: telephone, internet, heat, electricity, office supplies, computer equipment, museum supplies, marketing, advertising etc. shall be budgeted for and paid by the contractor

On behalf of the Bralorne-Pioneer Museum Society, the Contractor shall undertake specific projects related to the Museum.

Project Identification and Prioritization

1. Project identification is the responsibility of the Heritage Committee and staff of the Museum.
2. Project plans will be developed by the Contractor and approved by the Heritage Committee.
3. Obtaining funding and source of revenue for project work. All funding and revenue shall be receipted to the Bralorne-Pioneer Museum Society
4. Project work and expenses will be undertaken by the Contractor.
5. Invoices based on the approved project plan will be submitted to the Bralorne-Pioneer Museum Society for payment.

The Bralorne-Pioneer Museum Society will:

1. Ensure that the purposes of the Bralorne-Pioneer Museum Society are carried out as provided by the operational plan and project plans. The operational and projects plans shall be reviewed by the Bralorne Pioneer Museum Society Board of Directors quarterly for legal and financial oversight.
2. Ensure that appropriate financial bookkeeping that:
 - a. is maintained which records and receipts all revenues and donations

- b. ensures the management fees, project expenses and any expenses deemed to be required to be paid by the Society shall be paid and recorded
- 3. Ensure that financial statements are prepared yearly by an accountant
- 4. Ensure that appropriate charitable organization forms are submitted
- 5. Ensure that T2 Tax forms are completed yearly.

Bralorne Pioneer Museum Treasurer Report

The financial situation of the BPM is unknown at this time. The moving of the office computer and all associated files is being completed this week to the new building. Next week I will go over all the files and we should have a better idea of the financial situation soon.

The bookkeeper last updated the Quickbooks approx August 2014 before she took a pregnancy leave and has now moved away from the valley. BRVCA will finish entering in all of last years posts and get the 2014 fiscal year completed and up to date to December 2014 and ready for the accountant to go over. The new fiscal year starting Jan 1 2015 will be updated and kept up to date as things progress. The bookkeeper confirmed that she did submit all the employee T4's to the CRA and Teri Anderson is taking care of the charitable receipts so the Museum is up to date with its financial reporting to the agencies.

Due to the unknown financial situation, I have recommended that the Museum hold off on moving forward with the heritage consultant for at least a few weeks until the finances have been sorted out and a budget/ cash flow report created.

Michelle Nortje
Treasurer
Bralorne Pioneer Museum
Bridge River Valley Community Association

Bralorne Pioneer Museum Operation Expenses November 2014- November 20:

Item	Description	Cost
Rent at Hurst Building	\$500 per month for 12 months	\$6,000
Bathroom and Utility Sink Install	No plumbing currently installed in building	\$2,750
Access Entry Ramp installed	Front door access is currently very steep	\$850
Hydro	Approximately \$150 per month for 12 months	1,800
Internet	Approximately \$45 per month for 12 months	\$540
Telephone	100 per month for 12 months	\$1,200
Cleaning and office Supplies	Including a shop-vac	\$350
Marketing	Grand opening event and advertising	\$500
Staffing	See below for breakdown	\$36,420
TOTAL		\$50,410

Staffing Expenses	During Completion of Collection Management Project	
Director	50 hours per month at \$17.00 per hour. \$850 per month for 12 months	\$10,200
Staff 1	120 hours per month at \$17.00 per hour. \$2,040 per month for 3 months = \$6,120. Plus 100 hours per month at \$17.00 per hour. \$1,700 for 9 months = \$15,300	\$21,420
Staff 2	(Optional Position) 80 hours per month at \$15.00 per hour. \$1,200 per month for 3 months.	\$3,600
Book Keeper	5 hours per month at \$20.00 per hour. \$100 per month for 12 months.	\$1,200
TOTAL		\$36,420

Bralorne Pioneer Museum Move Budget - November 2014

Item	Description	Quantity	Cost with tax	Notes
Boxes	http://www.walmart.ca/search/68%20L%20tote%20green	30	\$294.68	shipping included
Large Boxes	http://www.walmart.ca/en/ip/roughneck94l-tote-9pk-blue/6000156123361	20	\$321.95	shipping included
Packing Paper	http://www.amazon.ca/Newsprint-Packing-Paper-sheets-bundle/dp/B00FH2AZX8/ref=sr_1_1?ie=UTF8&qid=1415818337&sr=8-1&keywords=packing+paper	1	\$37.07	shipping included
Shelving	http://www.ikea.com/ca/en/catalog/products/S69829083/	13	\$1,604	Plus \$399.50 Shipping
Roof Tarps	For protection of items left at current location http://www.princessauto.com/pal/en/Poly/25-x-48-ft-Haystack-Tarp/8004793.p	2	\$589.90	Plus \$249.25 Shipping
Tarp Straps and Nails			\$100.00	
Volunteer Appreciation	Refreshments and snacks for Volunteer Moving Day	1	\$150	
Paid assistance with move	Additional help hired to help with move including delivery and assembly of shelving.	1	\$600	
Museum Consultant	Assistance with planning and implementation of move and collections management.	1	\$4,500	
TOTAL			\$8,198	

Bralorne Pioneer Museum -Moving Plan and Supplies

Prepared By: Susan Medville, December 3, 2014

Background

In 1977 the Bralorne Pioneer Museum Society formed to preserve the history of the Bridge River Valley. In the late summer of 2014, the Bralorne Pioneer Museum (BPM) and the Bridge River Valley Community Association Heritage Committee (BRVCA Heritage Committee) determined due to environmental threats in the current location, that the time arrived to move the Museum's collections so as to preserve them for years to come. The BPM and BRVCA Heritage Committee reached the decision through internal reflection and previous consultation by building specialist's Urban Arts, in 2010. It was determined that the building in which the Museum has been housed in since the 1980s is not a suitable environment to best ensure the longevity of the collection. The building constructed around 1944, by the Bralorne Mines Company as a temporary classroom for the public school is not insulated, does not have a heating system or plumbing and has a failing building envelope including the foundation and roof. The intentioned lifespan of the structure at construction was likely 30-40 years.

In mid-November 2014, the Museum secured a rental agreement and plans to move the most threatened parts of its collection and operations to the Hurst Building located on Bralorne Road near the north entrance to town. The Hurst building was originally constructed as a post office by the Federal Government and used as such until 1971. The building has been extensively renovated within the past seven years. It sits opposite the historic Bralorne Mines Offices and the only operating restaurant in Bralorne. The building is secure, has a heating system and immediate plans are in place to install plumbing. It provides suitable working space to house and process much of the collection and establish a focused temporary exhibit. Its location is welcoming to visitors and sits at what was once the centre of Bralorne's

business district. It has the potential to be easily accessible to all visitors.

With support from the SLRD Area A and intended targeted fundraising and grant securing efforts the Museum plans to relocate the endangered portion (by environmental damage of moisture and temperature variants) to the Hurst building by early December 2014. The report that follows outlines the steps needed to successfully undertake the move.

Moving Plan Overview

November 7-8, 2014 were spent with Museum Director, Teri Anderson and staff Lorna Reeves examining the current collection and policies, prioritizing items within the collection most threatened by the environment in the current building, examining what storage solutions the Museum currently has access to, future availability of staff and determining steps and supplies needed to embark the move.

1.) Budget and Supplies Purchase List

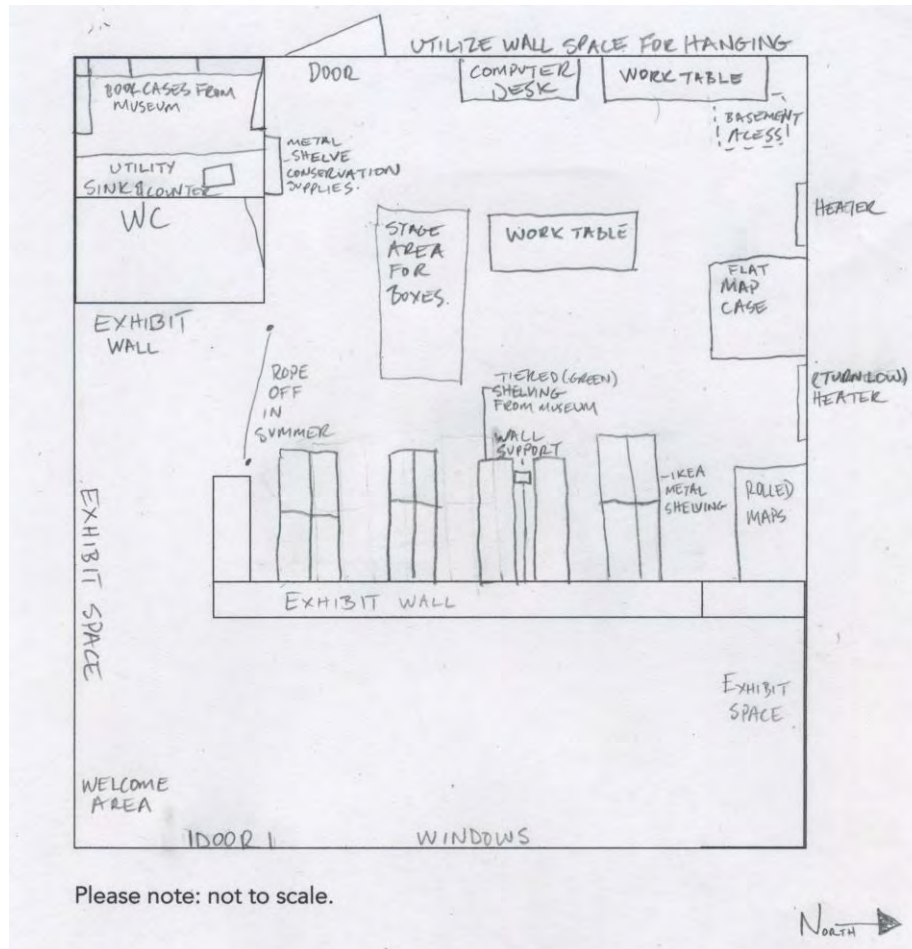
Bralorne Pioneer Museum Move Budget and Purchase List - November 2014

Item	Description	Quantity	Cost with tax	Notes
Boxes	http://www.walmart.ca/search/68%20L%20tote%20green	30	\$294.68	Shipping included
Large Boxes	http://www.walmart.ca/en/ip/roughneck94l-tote-9pk-blue/6000156123361	20	\$321.95	Shipping included
Packing Paper	http://www.amazon.ca/Newsprint-Packing-Paper-sheets-bundle/dp/B00FH2AZX8/ref=sr_1_1?ie=UTF8&qid=1415818337&sr=8-1&keywords=packing+paper	1	\$37.07	Shipping included
Shelving	http://www.ikea.com/ca/en/catalog/products/S69829083/	13	\$1,604	Plus \$399.50 Shipping
Roof Tarps	For protection of items left at current location http://www.princessauto.com/pal/en/Poly/25-x-48-ft-Haystack-Tarp/8004793.p	2	\$589.90	Plus \$249.25 Shipping
Tarp Straps and Nails	To hold roof tarp down.		\$100.00	
Volunteer Appreciation	Refreshments and snacks for Volunteer Moving Day	1	\$150	
Paid assistance with move	Additional help hired to help with move including delivery and assembly of shelving.	1	\$600	

Museum Consultant	Assistance with planning and implementation of move and collections management.	1	\$4,500	
TOTAL			\$8,198	

2.) Hurst Building Set Up

The Hurst building originally built as a post office later served as a skidoo store and is currently set up as a wood working shop. At approximately 500 square feet on its main floor, it has a temporary display wall at the front of the building that will work as good space for the Museum to set up temporary or changing exhibits. The back of the space has an open floor plan that is well suited towards creating a storage area and a workspace. There are plans in place to install a bathroom on site in the front-most, small room and in the second back small room, a utility sink and work counter. The current heating system (base board) and electrical system (overhead florescent) seem adequate to meet the Museum's current needs. If the Museum determines that the Hurst building will best suit its long-term needs an investment in converting the unfinished basement (around 500 square feet) into a finished basement for storage purposes will have to be addressed. Below is a suggested layout for the new space based on discussion with Museum staff.



3.) Packing, Prioritization, Moving and Securing Items Left Behind

Discussion with the Museum staff led to prioritizing the order of which the Museum collection should be removed from the current building to Hurst building.

Group I – Archival Materials and Textiles

These items are of the highest priority to move, ideally at the first possible chance in early December of 2014.

- Items include: photographs, papers, books, photo-albums, maps, archival files from office including accession cards and textiles such as clothing, hats and flags.
- Items should be placed for temporary storage in the new clean bins ordered. The plastic bins are not an appropriate long-term storage solution, however they serve the purpose for protecting the items well during the move and while the items are awaiting care. The archival items can stay in the filing cabinet they are currently located in for the move.
- When packing is taking place make every effort to ensure that items will not be damaged in the short transit.
- Care should be taken that if the items accession number is in danger of coming off in the move, it stays with the item.
- Pack like items together. For instance pack textiles together, not with books.
- Label exterior of bins noting contents with masking tape.

Group II- Delicates

Second priority to move, by mid-December 2014.

- Items include: assay equipment, dishes, medical equipment, mine map case and slides, musical instruments, victrola, sporting equipment and ultra violet machine. If space allows – Theater chair, barber chair, dental

chair.

- Wrap smaller items in the tissue ordered and box to best protect them. Again this is a temporary solution for moving purposes. Neither the plastic boxes nor the paper meets conservation standards.
- Larger items should be moved on a dry day. Effort will be need to ensure the items are not damaged in transport.

Group III – Large Scale Artifacts

Third priority to move. If space allows move these items to the Hurst building in the spring of 2015.

- Items include: signs, mining equipment, core samples, claim posts, trophies, telephone exchange and switchboard and display cases.
- In the interim any items left behind for the winter of 2014/2015 must be protected from water damage from the leaking roof. Discussion with staff led to the solution of tarping the entire roof of the current building as tarping the individual items could lead to more harm of the artifacts. The roof must be tarpped in such a way that water is not pooled or unintentionally directed. The Move Budget and Purchase List include the cost of the hay tarps.
- Signs currently on display at the Museum on walls can be moved and hung on the back wall of the Hurst building. These should also be moved on a clear day, they should not be stacked in such a way in the truck that they bang against each other. Do not wrap the signs in a cloth or tarp if appears that that the paint could be pulled away by hooking into the fabric (example: the Brexton Esso Cabins sign)
- The same precautions should be taken as listed above.

Group IV – Outside Artifacts

The Museum will need to determine the best course of action for its outdoor exhibits in the spring of 2015.

- Option 1- Leave them in place and provide an interpretive brochure or signage on site.
- Option 2- Move the artifacts to the lot next to the Hurst building.

Packing and Moving Checklist

- ☐ Order packing supplies and tarps.
- ☐ Tarp roof.
- ☐ Organize volunteer's movers and trucks and set dates for furniture move, shelving set up and collections move.
- ☐ Museum staff packs collection and recommend above. Arrange for volunteer assistance if possible.
- ☐ Collection staged for move, packed in boxes for volunteer moving day.
- ☐ Hurst building set up for move in date:
 - Cleaned.
 - Bathroom and utility-sink installed.
 - Set up purchased shelving.
 - Furniture move day to set up furniture from Museum, including: flat map case, rolled map case, tiered shelving, book cases work tables, office filing cabinet, computer and desk.
 - Set up office space, computer, phone line and Internet.
- ☐ Collection move day. Volunteers and staff on hand to move items to the Hurst building. Utilize help for assistance with the hanging of large signs for on wall storage. Hang outdoor Museum sign.
- ☐ Get all boxes stacked no more than three tall in staging area in Hurst building.
- ☐ Volunteer appreciation party.

4.) Next Steps- Unpacking and Collection Management

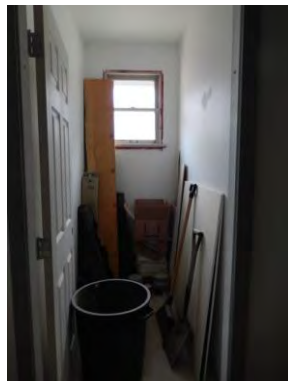
The upcoming deliverable for the project is a report addressing the Museum's current collection management practices and a plan to move forward in the new space. This will include a suggested *Collection Management Plan*.

Collaboration will take place with Museum staff to make the plan work specifically for BPM. The report will include the supply and budget list for this portion of the project.

5.) Husrt Building Photographs



Exterior



Space to process and store collection and future wash room

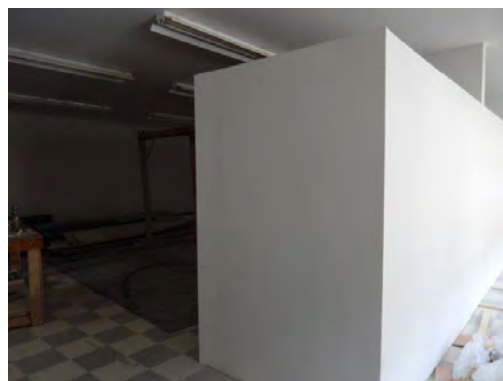


Exhibit space

Draft Bralorne Pioneer Museum- Collections Project

December 10, 2014

Susan Medville

Background

In 1977 the Bralorne Pioneer Museum Society formed to preserve the history of the Bridge River Valley. The Museum began **accessioning** and **cataloguing** artifacts in 1978 with 107 items.

Accessioning: An accession is an object or a group of objects in the museum collection obtained at one time from a single source. The act of accessioning is taking possession and title to the objects, placing it in the museum collection and making record of it.

Catalogue: A catalogue is a reference tool created by arranging the collection records in categories.

The artifacts were assigned numbers and labeled with them allowing for matching the item with its historical record. The numbers are a **three or two?** **part** number beginning with the year and followed by the chronological number for which the record was created for example **1978.1**. The records are on index cards and are currently filed chronologically. **The records contain information when available, including past ownership, provenance and age of the items. The artifacts were labeled with the catalogue number. However over time many of the labels have been lost.** This process of cataloguing on the cards continued annually through 1983 and appears to be completed by one individual, possibly George Thompson a longtime volunteer with the organization. Records indicate that 744 items were catalogued during this period. These records are a valuable asset to the Museum and should be retained.

There is no record found of a written Collection Management Policy by the Museum from its inception. Despite not having a formal policy in place it seems that the BPM consistently followed a protocol for accessioning and cataloguing items coming into the collection from 1978 through 1983. After the initial period of collecting the Museum shifted its focus towards operations of its building and keeping its doors open for the visiting public.

There are no accessions or catalogue records after 1983 again until 1991 when seven items were recorded, in 1993 twelve records were created and 18 records in 2005, bringing the total number of artifacts that have been catalogued to 781. No artifacts have been accessioned with a record since 2005. There are a few items stored in the Museum and possibly that are on display that have not been accessioned or catalogued. This number of 'items found in the collection' is unknown at this time. A staff estimate from 2010 states that there are approximately 10,000 items in the collection.

In 2010 the Museum recognized the need to continue with the cataloguing of its collections and explored the possibility of bringing its cataloguing system up to date and utilizing a computer system to do so. However at that time funding was not available to pay for the man-hours to complete the project or purchase conservation supplies to care for the collection.

As mentioned in the previous report, submitted to the Museum, December 3, 2014, due to environmental concerns the Museum plans to move the most threatened parts of its collection and operations to the Hurst Building located on Bralorne Road near the north entrance to town. This move provides the Museum with the opportunities to establish a secure environment for its collections and to truly gain control over its artifacts and archival records. There will be space for storage, archival files, and a workspace to conduct conservation work that has climate control and plumbing. This move and

conservation work will allow the Museum to preserve the extraordinary collection of the area's history for the education of future generations.

Collections Plan Overview

In early November 2014 while visiting the Museum for this project and during prior visits over the past year, utilizing the Museum's collections for historical research, a basic understanding for methodology currently in place for management of the collections was gained. With the background information considered the following report includes a suggested *Collection Management Policy* and supporting software for the Museum to move forward with. Collaboration will take place with Museum staff and board to make the policy work specifically for BPM followed by a recommended conservation supply and budget list for this portion of the project.

I. Establishment of a Collection Management Policy

At this time the Museum does not have a formal Collection Management Policy. This policy is a museum's fundamental document governing scope and limitations of its intended collection. It provides framework and standards for its acquisitions, documentation, preservation, security and management. It is important that this policy is formalized by the Museum and endorsed by the Board of Directors. Please see Appendix 1 for suggested Collection Management Policy that can be further customized to fulfill the needs of the BPM.

II. Supporting Software

As noted in above the registration of the collection was previously completed by hand. There is currently software, which is designed to make the accessioning, registration and cataloguing of a collection easier. The most utilized professional museum software for created for collections management is Past Perfect. It is considered the most efficient software by the industry. Past Perfect gives the BPM the ability to properly document artifacts (accession and catalogue) and allows for searching, retrieval and sharing information about them thereby helping to fulfill the mandate of the Museum. The software package has the added benefit of including a platform

to organize information relating to the Museum's membership and donation records. The Museum should also consider the purchase of the software's training materials to help implement the program. The costs for the software are provided in the following Recommended Conservation Supplies and Budget.

It is also recommended that the BPM consider the purchase either at this time or in the future is the Past Perfect Online portion of the program. It allows the Museum to provide online access to collection materials, such as photographs and documents. This enables the BPM to further educate and serve the public by sharing information beyond just those who are able to visit the museum.

The Museum will need to confirm that its current computer meets the hardware requirements of the program found here:

<http://www.museumsoftware.com/hardware.html>

III. Recommended Conservation Supplies and Budget

With the framework in place of a Collection Management Policy the Museum can see to the physical tasks of organizing and caring for the collection, clarifying records and following up on items with no records. Caring for the collection is addressed in the Collection Management Policy. Specialized items are needed to best preserve and protect the historical items with in the Museum's collections for the long term so that future generations can see and learn from the artifacts.

(Budget attached in email)

Appendix 1

Draft for Comment and Collaboration
Collection Management Policy for the
Bralorne Pioneer Museum
December 12, 2014

The purpose of this manual is to provide a foundation and framework for consistent and systematic collections care. It defines the policies and procedures governing the collections of the Bralorne Pioneer Museum (BPM). It is the Museum's fundamental document governing the scope and limitations of its intended collection together with standards for its acquisition, documentation, preservation, security and management. This policy provides a complete registration system insuring that each of the objects in permanent or temporary custody of BPM is given an immediate and permanent means of identification; its source is identified, and its status and disposition are recorded. It ensures that each object taken into the collection is documented and will be preserved according to professional museum standards. All policies should be reviewed and regularly updated to reflect any changes in collections management and staffing.

Bralorne Pioneer Museum Objective and Mission Statement

BPM filed and registered its Constitution, November 4, 1977. It states as the first objective of the Museum:

To establish, maintain, operate and conduct as a non-profit institution, a museum of mining machinery, tools, equipment, gear, records, photographs, ore samples, drill cores, artifacts and memorabilia which relate to, or illustrate mining as it has been, is being or will be carried on in and about Bralorne, British Columbia, to promote interest therein, and arrange the collection, display and demonstration there of.

In addition to the specifically mentioned items above, BPM collects and displays items related to the history of the area and lives of people who have shaped it. **BPM does not just collect objects; BPM most importantly collects stories with the objects attached to them.**

BPM will accept donations of artifacts and will agree on loans of artifacts on an item-by-item review in an extremely selective manner. Outright donation of an artifact to the Museum is preferable over a loan.

Arrangements must be made in advance for the acceptance of new artifacts into the collection with Museum staff.

Collections Management:

BPM Collections: are accessioned (accepted by BPM), documented, and cataloged Objects, Photographs, Archives- unpublished written material and Library- published written material that are legally owned by BPM and housed within the BPM's exhibit and storage areas. The exhibit and storage areas are currently at two locations. 400 Hawkes Avenue and [REDACTED] Bralorne Road, Bralorne, British Columbia popularly know as the Hurst Building. It has been determined by the Museum that the Hawkes Avenue location does not provide a suitable environment for the long-term preservation of the collection. The Hurst Building provides a space with more environmental control and security for the collection. The artifacts from the collection which are the most susceptible to environmental damage will be move to the Bralorne Road building during the winter of 2014/ 2015. These collections will be used for exhibits, research, and education.

Criteria for Acceptance: Objects must be of historical significance, which relate to the history and cultural heritage of Bralorne and the surrounding area as defined by the Society's objectives.

This below process is written with the intent to utilize Past Perfect Collection Management Software for incoming donated items being accessioned by the Museum.

Registration Process:

Complete a Temporary Receipt and see below checklist:

- If object is refused then return to donor.
- If object is accepted provide donor with a receipt.
- If purchased, send voucher, accession and number, research/ catalogue- fill out condition report, put into storage or exhibit.
- If gifted, send acknowledgment; fill out donor form, accession and number, research/ catalogue- fill out condition report, put into storage or exhibit.

I.) Temporary Custody Receipts

When material is left in the care of BPM a *temporary receipt* should be issued by the appropriate staff person. It should clearly indicate whether the material is potential donation, loan or if more research is necessary on the object. This receipt allows BPM to receive artifacts without an obligation to accept it. If the material has potential for BPM to keep it the following steps should be taken. (IF BMP knows that the item is an object that it wants to include in its collection this step can be bypassed.)

- 1.) Explain the temporary receipt and the material is not accepted until reviewed and that all or some of the objects could be returned for the following reasons:
 - a.) BPM cannot afford to care for objects not related to its mission.
 - b.) BPM cannot afford to care for duplicate objects.
 - c.) The condition of the object is such that it would be of limited use or harmful to the collections.

- 2.) Obtain as much information about the object as possible from the donor during the time of the drop off. Ask for the information if it is not offered.
- 3.) Inform the owner that the accepted donation is either permanent or if agreed upon by both BPM and the donor a loan for a set amount of time no longer than two years. Donated accepted objects are not returned and become legal property of BPM. The owner of loaned objects is responsible for the retrieval of their object by the date set, and arrangements must be made at least two weeks in advance to retrieve their item.
- 4.) Inform the owner/ donor that if these conditions are unacceptable to them BPM is unlikely to accept objects into the collection with restrictions or on loan without a set date of expiration.
- 5.) Ask the donor if they want unaccepted material returned to them; if not, record their wishes for disposal.
- 6.) Have the donor sign and date the form and give them a copy. Should the donor form not be returned, a signed temporary receipt documents the intent to donate.
- 7.) It is not appropriate for the BPM staff to appraise the donated object.
- 8.) Isolate newly donated material to ensure there will be no insect infestation, harmful chemicals, etc.
- 9.) Research all material to determine their relevance to BPM's collections.
- 10.) When a decision has been made note the decision on the temporary receipt with the date the action was taken.

- a.) If the item(s) are not accepted, arrange for their return or disposal per the owner's wishes.
- b.) If the item(s) are to be accessioned, file the temporary receipt in the accession file.

- A temporary receipt should include a clause concerning unwanted items not retrieved by the donor. If the donor signed and dated a temporary receipt, BPM is within its rights to dispose of unclaimed material. Staff will utilize Past Perfect produce a temporary receipt form.

II.) Deed of Gift

A signed deed of gift/ donor form legally transfers ownership to BPM ensuring the BPM has a clear title of ownership. The deed of gift is binding and unconditional. The deed of gift includes a copyright clause.

On the deed of gift the object should be described as completely as possible. Print the form in triplicate. The original and the second copy should be sent to the donor with an acknowledgment of gift for the donor's signature; the third copy should be retained for the accession file. When the original and copy are returned by the donor the staff person should sign them. The original paper copy should be placed in the accession file and the copy returned to the donor.

If the donor does not reply after a set period, contact them. Make it clear that the donation or objects will be returned if the form is not received.

Deed of Gift Forms are located within Past Perfect.

III.) Acknowledgement of Gift

A personal letter recognizing the gift should be sent to the donor with the deed of gift/ donor form. The accession number should be noted on the letter and a copy filed in the accession file. Do not to give a dollar amount for donations and simply say in the letter, thank you for the donation. Allow their accountants to give the legal assessment of what the item is worth. A default thank you letter of gift is produced by Past Perfect.

IV.) Purchase

At this time December 10, 2014, BPM is not in the financial position to purchase objects. At a latter date if BPM can afford to purchase objects it should be done only after review and approval using the same procedure established for donations. If the object has been held for consideration, file the temporary receipt in the accession file. Use the receipt, invoice or voucher in place of a deed of gift.

V.) Accessioning

Creating and accession record is formally recognizing the acceptance of material into BPM's collection. Each donation receives a number representing the order in which it was accepted. Issue a two-part number, such as 2014.1 this represents the first the year the item(s) come in and then the chronological order which the accession took place. A single donation of artifacts can include numerous objects; this entire accession by the Museum will be given the two-part accession number as noted above. Each item will be given its own individual number (three-part) when catalogued in the next step below. The records are submitted into Past Perfect on the computer a printed copy should be made or each record and placed on file.

Past Perfect has a section to document the history of the object, its provenance, use and information about the donor or person whom the object is related to. The ownership history of the material/ object makes the object particularly valuable to BPM. When research is completed record this

information in Past Perfect and make a hard copy to put on file in the accessions file.

VI.) Cataloging

Curatorial recording of artifacts with the aim to record a full sense of each objects significance in relation to the other objects in the collection and the world at large.

Categories for collections:

- 1.) Objects
- 2.) Photographs
- 3.) Archives- unpublished written material
- 4.) Library- published written material

Enter the artifact into the correct category.

At this time you will create a Catalogue Record in Past Perfect for each individual item. A three-part number will be assigned to each item that uses the Accession Number for example 2014.1.1 representing year-chronological order of accession-unique object.

The description filled out in Past Perfect should be thorough enough for a person using the records to be able to visualize the object from the written description. Essential information includes: material, color, shape, style, construction, stamps/ marks, and patent date/ period of use, regional name for object, manufacturer/ maker/ artist, place of manufacture, size. The general condition, including missing parts and noticeable damage should be noted.

The provenance of the object is important. Obtain as much information about its origins and who owned it from the donor.

Note the location of the object. If object is on exhibit list the exhibit name. If an object is stored for example indicate the closet, storage unit, or room. Indicate the shelf; drawer or box number the item is stored in or on. Accountability is essential to BPM, meaning BPM can locate items as well as having complete records for them.

VII.) Collection Handling

- Have a plan for where you are bringing the object to work with it.
- Always carry with both hands.
- Make sure hands and work surface are clean and dry.
- Work surface is clear of other objects.
- For more information about caring for objects and collections please see: The Care of Antiques and Historical Collections by A. Bruce MacLeish, <http://www.cci-icc.gc.ca/resources-ressources/index-eng.aspx> and <http://aabc.ca/media/6069/manualforsmallarchives.pdf>

VIII.) Artifact Numbering

A catalog number should be written on each object. Catalogue numbers must be durable, yet reversible, so that the object is not damaged if the number is removed. The appearance, size and location should be standardized. Numbers should be plain and legible.

Numbers should be placed so that they are inconspicuous when the artifact is exhibited, but must be easy to locate. Place the number where it will not rub off from handling or touch other artifacts when in storage or storage surfaces.

Numbering techniques are as follows:

Non-porous materials: (metal, stone, glass, glazed ceramic) Apply a base coat of Paraloid B-72 a small rectangular patch is sufficient. Once dry, if item is

light colored apply the number with an India ink pen (IDenti Pen). If dark colored item apply a coat of white Paraloid B-72, if it will improve the visibility of the number. Again, let each layer dry sufficiently then write the number. Apply a topcoat of the Paraloid B-72 once the ink has had sufficient time to dry.

Porous materials: (wood, treated leather, unfired ceramics) Apply a base layer of Paraloid B-72, allow drying, re-applying if absorbed. Follow the same steps as for non-porous materials. .

Textiles, costumes and soft leather: Apply a base coat of PVAA or Soluvar to a piece of cotton bias tape, number using India ink. Hem the tag if necessary. The tag should be stitched to the object with 100% cotton thread. Stitches should be loose and never knotted.

Paper and Cardboard: using a No.1 or 2B pencil, print the number on the reverse in the lower right-hand corner. Use gentle pressure to avoid indentation.

Paintings and related works of art:

1.) Framed pieces- use a base coat of Paraloid B-72 as a sealant, white acrylic paint if needed and India ink. Place the number of the reverse of the frame and stretcher in the lower right hand corner.

2.) Matted pieces-use a No.1 or 2B pencil. Place the number in the lower left corner of the mat and artwork. Use gentle pressure to avoid indentation.

3.) Un-matted/ Unframed- treat as a matted piece or paper material.

4.) Sculpture- handle according to material type: porous or non-porous. Place number near or on base edge on reverse if object has a perceptible reverse. If not, place number at or near the base in an inconspicuous location.

Standard locations for numbering:

- Books: inside front cover or on title page if interior or cover is marbled. Objects with loose pages should be numbered in several places.
- Clothing: sewn into the back of neck, at waist near fasteners, or near shoulder seam.
- Dishes, glassware: on base edge of reverse of object if it is sided.
- Dolls, stuffed toys: on back of neck.
- Furniture, etc.: on lower right of reverse; or lower right side if the object is heavy or difficult to move. Number each piece of multiple piece objects, i.e. each drawer from a chest of drawers.
- Paintings: on lower right of stretcher and frame.
- Saddlery/ Harness equipment: saddle, below the horn on the underside of the pommel/ fork and on removable parts including girth and stirrups. Place the number on metal if possible. Number the bit, cheek strap, parts of bridles, harnesses, etc.
- Quilts, flags and other large textiles: sewn on to opposing corners on the reverse or back side.
- Wagons, ore carts, fire and other large equipment: on right side rear axle; on rear right runner support on sleighs.

For more detailed information see Registration Methods for the Small Museum by Daniel Reibel online here:

http://books.google.ca/books?id=kWAeAAAAQBAJ&pg=PA183&lpg=PA183&dq=Museum+Registration+Methods+by+Dudley+and+Wilkinson.&source=bl&ots=NLh0LQwC0N&sig=o8q_CeZSd7ISy4P_vTZNINnvZww&hl=en&sa=X&ei=5R-

CVPfCGYu4oQTkgoLQCw&ved=0CEMQ6AEwBw#v=onepage&q=Museum%20Registration%20Methods%20by%20Dudley%20and%20Wilkinson.&f=false
[e](#)

IX.) Photographic Documentation

Photographs of artifacts are taken for the following reasons:

- 1.) Insurance purposes
- 2.) Artifact documentation
- 3.) Security checks
- 4.) Public requests and research

A documentary digital photograph of each artifact should be taken as part of the accessioning process.

The accession number and measuring device should appear in the photo.

Each item should be photographed separately unless its part of a pair, such as shoes.

All items photographic record should be added to the Past Perfect catalogue record.

Photographing Exhibits

Photos should be taken of each exhibit. These act as a security measure in case of theft. The photos should clearly show each object. Take new photos whenever an exhibit is changed.

Objects Found in the Collections

When objects with out a catalog number are found in the collection a "T" accession number should be assigned. The "T" means trouble/ temporary. Maintain a log and note the date and place found as well as the current location. The log creates accountability during research.

If after a thorough search records cannot be found, a current accession number should be assigned.

If the objects were received before accessioning procedures were established and correct information is available, the object should be assigned a current accession number and handled as a new donation.

Processing Existing Collection

To date much of the collection has accession numbers. From 1978 through 1993 the records were completed by hand on index cards. There is an estimate that there close to 1,400 items in this catalogue. It appears no items were cataloged from 1994 through 2005. There are 18 items catalogued from 2005 to 2014 on the Museum's computer.

Add the accession number and all corresponding information to Past Perfect. Do not give the old items new numbers until it is confirmed they never had a number.

Do not throw away the old records. Put them on file.

Follow the above steps V. Accessioning- VIII Artifact Numbering.

Educational Collection

If BPM accepts objects to be used for educational or hands on programming then the items should be accessioned as ED (educational).

De-accessioning

De-accessioning is the process of removing objects from BPM's collections. Although accepted objects should be taken with the intent of retaining them for perpetuity the following are legitimate reasons for De-accessioning:

- 1.) Object is damaged beyond repair.
- 2.) Object is stolen.
- 3.) Object is inappropriate to the mission/ collection policy
- 4.) Object is a safety hazard.
- 5.) BPM cannot establish clear title and the donor/ lender wants it back.
- 6.) Multiple examples of the object in collection.

De-accessioning is not to be undertaken lightly. It should be done cautiously with much deliberation with at least two staff members and two board members taking part in the decision. Indicate on the objects record that it has been de-accessioned; however never dispose of the records.

Loans

Incoming Loans: BPM will only accept prearranged loans for a specific use and specified time period. Long-term loans should be avoided with a period longer than two years. Loans should be accepted only by an authorized staff person or by a committee of Board Members. A loan form should be completed in duplicate, the Museum keeps the original and the lender receives the duplicate. The condition of the object should be carefully noted and photographed. To protect both parties the item should be insured as a loan item. The lender and the authorized staff person should both sign the form when the object is returned.

Outgoing Loans: Loans will only be made to other museums or educational institutions after approval of authorized staff. The same steps and precautions should be taken as an incoming loan.

Inventory Procedures

A yearly inventory must be made of the collection to insure that accurate records are being taken and that the objects are in their proper locations and in good condition.

The inventory must be methodical. In storage areas work in a systematic order. The accession number, object name, general condition and any problems should be recorded and checked against collections records and previous inventories. Each inventory sheet should be signed and dated by the person doing the inventory.

All completed inventories should be filed chronologically by location with a copy kept in BPM's files. A copy of each storage area's inventory should be kept in that area. Permanent location moves should be recorded on both copies. In addition, temporary inventory sheets should be maintained in each storage area. Use the temporary inventory sheets when objects are moved for a short period of time. Only BPM staff or supervised volunteers should relocate objects in the permanent collection.

Storage

Archival, library, textiles, and delicate materials to be stored at the Hurst Building. All other items at this time will be located at the Museum building.

The Museum will devise a simple numbering of storage shelving and boxes for the items stored at the Hurst building.

Purchase List- Bralorne Pioneer Museum- Conservation Supplies					10-Dec-14
Item	Source	Product Information	Quantity	Cost	Notes
Past Perfect Museum Software	http://www.museumsoftware.com/pricing.html	PastPerfect 5.0 =\$696 MultiMedia Upgrade=\$300 Training CD's Catalouging Collection and Managing Memberships= \$80 Support = \$276 Shipping = \$25	1	\$1,460	Past Perfect Software helps the Museum manage both its collection and organize its memberships.
AASLH Membership	http://www.historians.org/about-aha-and-membership/affiliated-societies/american-association-for-state-and-local-history	Institutional Membership	1 year	\$75	Membership to AASLH provides a saving on the Past Perfect Software of \$245
External Hard Drive	http://www.walmart.ca/en/ip/seagate-expansion-3-tb-usb-30-desktop-external-hard-drive-stbv3000100/6000058946619	3TB of storage, portable		\$130	Back up for records
Preservation Binder Album	http://www.carrmclean.ca/CATEGORYGROUPBrowser.aspx?GroupNo=12523	M82-012 1 1/2' three ring binder 13"Hx12"Wx2 1/2"D	17 @ \$29. 40	\$500	The BPM has 15 albums, the additional 3 ordered can be used to store photographs currently on wall display
Polypropylene Photo Album Pages	http://www.carrmclean.ca/CATEGORYGROUPBrowser.aspx?GroupNo=12522	M61-023 holds 4, 4"x6" photos plus space for caption -each package has 25 sheets (1,500 photos)	15 @\$15.50	\$240.25	It would be best to look through the existing albums and determine the exact needs for new album pages.
Polypropylene Photo Album Pages	http://www.carrmclean.ca/CATEGORYGROUPBrowser.aspx?GroupNo=12522	M61-027 holds 2, 8 1/2"x11" photos (200 photos)	4 @ \$15.50	\$62	See how many photos on wall could be transferred to binders.
Film Marking Pens	http://www.carrmclean.ca/CATEGORYGROUPBrowser.aspx?GroupNo=1271	M94-238-BLK	4 @ \$3.40	\$13.60	Pen safe to label back of photographs

Artifact Storage Boxes	http://www.carrmclean.ca/CATEGORYGROUPBROWSER.aspx?GROUPNO=1005	M95-367 15-5/8" X 12-11/16" X 4"	25 @ \$11.80	\$295	Storage for breakables and small artifacts such as china, jewellery, and assay cups.
Artifact Storage Box Dividers	http://www.carrmclean.ca/CATEGORYGROUPBROWSER.aspx?GROUPNO=1005	M95-371	15 @ \$6.05	\$90.75	Allows for storage of small items in the above boxes.
Paraloid B-72 Liquid Label	http://www.carrmclean.ca/CATEGORYGROUPBROWSER.aspx?GROUPNO=1023	M64-187	2 @ 26.20	\$52.40	For marking artifacts with conservation numbers
Pigma Pens	http://www.carrmclean.ca/CATEGORYGROUPBROWSER.aspx?GROUPNO=1057	95-473-BLK	6 @ \$5.35	\$32.10	For use with the liquid label and artifact tags
Tyvek Tags	http://www.carrmclean.ca/CATEGORYGROUPBROWSER.aspx?GROUPNO=1027	M95-012 2"x3" tags box of 100	1 @ \$28.35	\$28.35	For marking artifacts with conservation numbers
Acid Free Twine	http://www.carrmclean.ca/CATEGORYGROUPBROWSER.aspx?GROUPNO=16438	M17-033	1 @ \$18.20	\$18.20	For tying labels, binding, bundling and attaching identification tags.
Hollinger Document Case Lables	http://www.carrmclean.ca/CATEGORYGROUPBROWSER.aspx?GROUPNO=1021	H-12650	2@ 37.80	\$75.60	For labelling artifact and document boxes
Textile Storage Boxes	http://www.carrmclean.ca/CATEGORYGROUPBROWSER.aspx?GROUPNO=8729	M10-788 Box 6"H X 18"W X 30"D	10 @ 37.30	\$378.00	For garments and flags
Legion Tissue Paper - Buffered	http://www.carrmclean.ca/CATEGORYGROUPBROWSER.aspx?GROUPNO=1427	71-166 500 sheets	1 @ \$145.95	\$145.95	For protecting textiles and delicates
Unbleached Cotton Tying Tape	http://www.carrmclean.ca/CATEGORYGROUPBROWSER.aspx?GROUPNO=1381	M64-183 Cotton Tying Tape 1/4"X 100 Yd	1 @ \$28.90	\$28.90	For tying books
Hollinger Bully Boxes for hats and helmets	http://www.carrmclean.ca/CATEGORYGROUPBROWSER.aspx?GROUPNO=1001	H-30100 12"H X 18"W X 12"L	5 @ \$34.15	\$170.75	Hat and helmet storage
Carmac Archival Folder	http://www.carrmclean.ca/CATEGORYGROUPBROWSER.aspx?GROUPNO=859	82-011 Folders Legal 1/2 Cut Reversible Tab Box/100	3 @ \$54.40	\$163.20	Document and photograph storage
Carmac Storage Boxes	http://www.carrmclean.ca/CATEGORYGROUPBROWSER.aspx?GROUPNO=18496	10-822 Full Size 10"H X 15"W X 12"D	40 @ 15.15	\$566	Document and photograph storage

	https://store.opusartsupplies.com/sagro/storefront/store.php?mode=showproductdetail&product=3424	GEN497H			
Soft Pencils			12 @ \$1	\$12	for labelling photographs and folders
TOTAL				\$4,538	

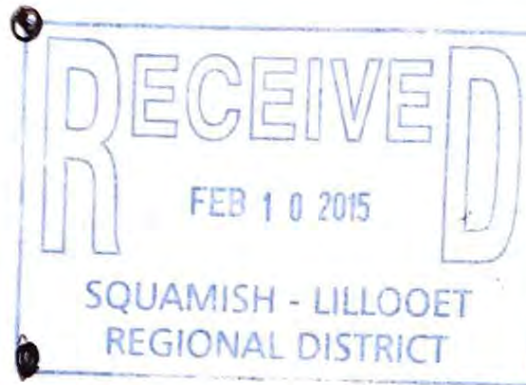
January 22nd, 2015

Bralorne Pioneer Museum Society
400 Hawkes Avenue
Bralorne, BC V0K 1P0

Attention: Teresa Anderson
Museum Director

Dear Ms. Anderson:

Subject: Bralorne Museum Relocation and Building Purchase Analysis
Capital Investment Analysis Program
Northern Development Project Number 3651 40



CONFIDENTIAL

The Northern Development Initiative Trust Corporation was created by the Province to be a catalyst for central and northern BC, to grow a strong diversified economy by stimulating sustainable economic growth through strategic and leveraged investments.

I am pleased to advise you that the Capital Investment Analysis application from the Bralorne Pioneer Museum Society for a grant towards the 'Bralorne Pioneer Museum Relocation and Building Purchase project has been approved on January 13th, 2015 for up to \$10,000 from the Cariboo-Chilcotin/Lillooet Regional Development Account, subject to confirmation of other funding sources.

This approval is open for a period of twelve months from the date of this letter, within which we expect all funding sources to be secured, a contract entered into with Northern Development and the project commenced.

Please advise us when the subjects listed above have been confirmed and our staff will work with you to develop a contract. It is important to note that expenditures prior to both parties signing a contract will not be reimbursed.

We wish you every success in your project and look forward to seeing the results have a positive impact on the local economy.

Sincerely,

Janine North
Chief Executive Officer

c: Debbie Demare, Director, Squamish-Lillooet Regional District and Regional Advisor,
Cariboo-Chilcotin/Lillooet Regional Advisory Committee
Mickey Macri, Director, Squamish-Lillooet Regional District and Regional Advisor,
Cariboo-Chilcotin/Lillooet Regional Advisory Committee

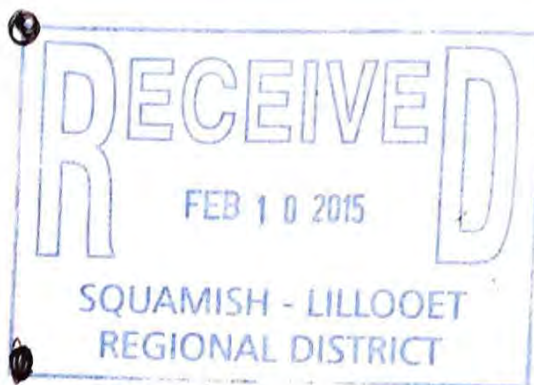
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Mickey Macri, Director, Squamish-Lillooet Regional District and Regional Advisor,
Cariboo-Chilcotin/Lillooet Regional Advisory Committee

From: Teresa Anderson <terioanderson@gmail.com>
Subject: LETTER OF RESIGNATION - BRALORNE PIONEER MUSEUM
Date: February 2, 2015 at 9:09:35 AM PST
To: BRVCA <info@bridgerivervalley.ca>
Cc: Lorna Geeves <lorna.geeves@gmail.com>, Roger Geeves
<roger.geeves@gmail.com>, Judith Hull <judith.hull@rogers.com>, Susan Medville
<susanmedville@telus.net>, Bradley Dickson <bradleydickson@hotmail.com>, Bruce
Simon <brucesimoninc@hotmail.com>

BRVCA - BRALORNE PIONEER MUSEUM BOARD OF DIRECTORS
HERITAGE COMMITTEE

It is with great difficulty that I submit my resignation as Museum Manager, effective May 15th, 2015. I am putting this for now, so as we can find a suitable replacement for this upcoming season.

This decision has been a long time coming. I am leaving to begin my retirement, as I will be 65 this year. Cliff and I have put together a wonderful life here. I am now ready to start enjoying it alongside Cliff: mules, gardening, visiting family, and of course our great hunting adventures.

This is an exciting time for the Museum. It has been a large part of my life for quite some time. I plan to remain an active player in the Museum's doings, only it will be as a volunteer. There is so much to be done: fundraising, decision making, and outreach to the greater community.

This position is a great opportunity for someone here in the Valley. As the Museum is in transition, I look forward to working with the next Museum Manager that will carry the Museum to the next level.

On a personal note, every time I enter the Museum, I have always felt it is where I belong. I have always hoped for the Museum it could be, and now it is headed there. I am so excited about the greater community's involvement that will now help make this happen. I will also miss our visitors. I so loved talking about the people and history of our place we all home

Regards,
Teri Anderson
BRALORNE PIONEER MUSEUM