

**Notice of BIFHSGO  
Annual General Meeting  
Saturday, 12 June 2021 at 9:00 a.m.  
To be conducted via Zoom**

Take notice that the twenty-seventh Annual General Meeting of the British Isles Family History Society of Greater Ottawa will take place via Zoom on Saturday, 12 June 2021, to receive and conduct business in accordance with the bylaws. Members are reminded that, in accordance with Article 11 of the bylaws, they may appoint a proxy to attend the meeting and act on their behalf. The proxy holder must also be a member.

The agenda for the meeting is as follows:

1. Call to Order
2. Approval of the minutes of the 2020 Annual General Meeting
3. Summary of the Directors' Reports
4. Presentation of the Financial Statements for 2020 (no vote required)
5. Appointment of the Public Accountant for 2021 (vote required)
6. Awards and Presentations
7. Report of the Nominating Committee
8. Election of Directors
9. Other Business
10. Adjournment

The normal monthly meeting will take place after a short break.



**British Isles Family History Society of Greater Ottawa**

**2020–2021 Annual Reports**  
**TWENTY-SIXTH ANNUAL GENERAL MEETING**  
**12 JUNE 2021**

**President—Duncan Monkhouse**

Well, this has been a different year! COVID-19 continues to impact the Society and its operations, sometimes for the better, sometimes not so much. Our membership remains around 500 and our excellent program continues to draw, on average, 150 people each month. Our current, online presence allows BIFHSGO to reach an audience outside of the Greater Ottawa area. Our special interest groups—British Colonial America, DNA, Scottish, London and Writing—are strong and well supported by the volunteers who organize them. They continue to grow, indicating a keen interest in these specialized areas of genealogical research. In July, BIFHSGO added “Socials”, small-group, online meetings, four times a month to allow members to meet informally, simulating the social time that used to occur between talks at our, “in-person” monthly meetings.

**Board**

In contrast, the Board has experienced challenges beyond the pandemic. Externally, we were faced with the very real possibility our website might disappear and, ultimately, some stability issues when our host encountered personal and business difficulties. We are now in the process of creating a new website to see us into the future.

Internally, the Board has been plagued by a lack of directors. Our bylaws state there should be “between nine (9) and eleven (11) directors” on the Board. In the past, the Board has operated with a cadre of directors filling the 10 named directorships: president, past-president, secretary, treasurer, membership, communications, program, education, outreach, and research & projects. Ann Burns joined the Board as Membership director at our AGM in September and has done an excellent job taking over from Kathy Wallace. Education and Outreach, however, were vacant going into the AGM and have not been filled. Later in the fall, Susan Davis resigned for personal reasons, leaving the Communications position also vacant. Andrea Harding and a small group of assistants have been filling this gap but will not be continuing in this role past June. Finally, John McConkey’s departure from the Board in June, will leave the Research & Projects position vacant. We know from experience that fewer directors means more work for those who remain and/or fewer activities offered. It is due to very dedicated volunteers that we have managed to do as much as we have, despite the lack of directors.

Our most recent appeal for directors has resulted in three people agreeing to run for office but without taking on the full portfolio of a directorship. This will bring the Board to nine directors, one less than our normal complement of 10. It is not yet clear what roles our new directors will play. However, we still have a need for more members to volunteer to help run the society. You do not have to take on a full portfolio; you do not even need to sit on the Board. However, participation on the Board provides an opportunity for you to guide BIFHSGO into the future as well as provide excellent programming in the present. Please consider volunteering to serve on the Board. Email Barbara Tose at [pastpresident@bifhsgo.ca](mailto:pastpresident@bifhsgo.ca) or volunteer at our AGM.

## **Conference**

The 2020 BIFHSGO conference was postponed due to COVID-19. *Irish Lines and Female Finds: Exploring Irish records, female ancestors and genetic genealogy* will take place virtually 19–26 September 2021. The conference format has been altered to better suit the online venue and we hope everyone will enjoy what we have planned. Details and registration can be found on the new website just for the conference at [www.bifhsgo2021.ca](http://www.bifhsgo2021.ca).

## **Volunteers**

We continue to be blessed with a core group of active members who are willing to volunteer to bring all members the many benefits we have enjoyed over the years. That said, there is no shortage of activities that require volunteers, with varying time commitments. Please consider joining our team where you will meet friendly people, learn new things, and help your society continue to thrive. Please contact Volunteer Coordinator, Tim Mark at [bifhsgovolunteers@gmail.com](mailto:bifhsgovolunteers@gmail.com).

## **Strategic Planning**

Given the shortage of directors on the Board, little progress has been made on the Strategic Plan. The plan will need a review and update before moving anything further forward. The one item in the Plan that has seen work is the website. Although the website renewal has been needed for some time, it was unclear that we had the resources needed to accomplish the change. However, the problems with our current host forced our hand and the resources were offered and found. We expect to have a new website by the fall.

## **Partnerships**

BIFHSGO continues our partnerships with the Ottawa Public Library and City of Ottawa Archives. However, due to COVID-19 restrictions we have been unable to hold any events with the Library or use the rooms at the Archives.

## **Communications (Duncan Monkhouse)**

Communications is a big part of any family history society. Moving to an online presence only, due to the pandemic, has further increased the importance of the communications role and resulted in a wider geographical audience. In the middle of adapting to the changes required by COVID-19, the following events, occurred: the Communications Director stepped away for personal reasons, the website hosting company experienced difficulties and the membership database and its email capacity ceased to function.

BIFHSGO was extremely fortunate to have two volunteers, Sheila Dohoo Faure and Andrea Harding, step forward to lead and coordinate our communications. Sheila started as the web manager in the spring and, when the website issues arose, stepped forward to lead a committee to research, develop and implement a new website with a new host. This committee also developed and designed, in a very short space of time, a website for the 2021 conference. Andrea, a former Program Director, stepped forward to lead a Communications Committee. A Mailchimp account was set up to allow BIFHSGO to continue to communicate with its members and allow members to choose which emails they wish to receive. This committee has formalized the communication methods to ensure timely and consistent messaging from BIFHSGO, not just to our members, but to non-members as well. Since January, several communication strategies have been implemented: a board communications calendar, regular newsletters, consistent messaging on all platforms (website, Facebook, Twitter, monthly meeting rolling announcements.) The results of this work have been incredibly positive as shown by the large number of non-members that attended our two workshops and continue to attend our monthly meetings. The position of Communications

director is still vacant. We hope a volunteer will come forward to use the tools developed and keep our members informed of all BIFHSGO activities.

**Outreach (Duncan Monkhouse)**

Since the COVID-19 pandemic restrictions continued throughout this period there were no physical events to participate in. BIFHSGO did participate with a virtual “booth” at the Family History Federation’s *Really Useful Family History Show* in March. Several people dropped by throughout the day to “chat.”

**Membership (Ann Burns)**

For the 2020 membership year, 27 new individual members joined, and three former members rejoined after an absence. Eight new family memberships were also established (16 members). One individual membership was converted to a family membership when a spouse joined and one family membership reverted to an individual membership when a spouse ceased to be a member. Membership varies somewhat from year to year. Some past members do not re-join for a variety of reasons.

There is a net loss of 49 memberships and 55 total members for the 2020 year.

The pandemic may explain some of the reduced numbers. However, our online presence has increased participation far outside of Ottawa and even from outside Canada. Some of these viewers have seen value in joining our society. Our program of monthly meetings and special workshops continues to attract members and non-members alike. However, not everyone can or wishes to participate online and some have had other things to concern themselves with during the pandemic, which may explain some of the reduction in membership. The increase in participation from across the globe in our online activities provides optimism for expanding our membership in the future. Currently around 20 percent of the members reside outside the Greater Ottawa area.

| Number of Memberships by Type |      |      |      | Number of Members |      |      |      |
|-------------------------------|------|------|------|-------------------|------|------|------|
| Category                      | 2018 | 2019 | 2020 | Category          | 2018 | 2019 | 2020 |
| Individual                    | 420  | 421  | 378  | Individual        | 420  | 421  | 378  |
| Family                        | 76   | 67   | 61   | Family            | 152  | 134  | 122  |
| Institutions                  | 23   | 23   | 23   | Institutions      | 23   | 23   | 23   |
| Total                         | 519  | 511  | 462  | Total             | 595  | 578  | 523  |

## Program (Dianne Brydon)

This year's program featured excellent talks on a wide variety of topics, delivered by members as well as invited guests.

Due to the COVID-19 pandemic, we offered a completely virtual program this year, including: Feature talks and the occasional Education talks at monthly meetings; a mini-conference; and two workshops.

| Date         | Presentation                  | Speaker                           | Title   | Attendance           |
|--------------|-------------------------------|-----------------------------------|---|----------------------|
| 12 SEPT 2020 | <b>ANNUAL GENERAL MEETING</b> |                                   |   | 109<br>(88 members)  |
|              | FEATURE TALK                  | Brian Laurie-Beaumont             | <b>There's No Business Like Showbusiness: Using DNA and Traditional Documents to Find my Maternal Grandfather</b> |                      |
| 26 SEPT 2020 | MINI-CONFERENCE               | Penny Walters                     | <b>The Psychology of Searching and Ethical Dilemmas in Genealogy</b>  | 106<br>(92 members)  |
| 10 OCT 2020  | FEATURE TALK                  | Jane Simpson                      | <b>Soldier, Settler, Sinner: The Remarkable Journey of Charles MacDonald</b>                                      | 115<br>(95 members)  |
| 14 NOV 2020  | FEATURE TALK                  | Phil Winkelaar                    | <b>Going Down of the Sun: Members of Knox Presbyterian, Ottawa Who Went to War and Didn't Return</b>              | 106<br>(92 members)  |
| 5 DEC 2020   | WORKSHOP                      | Ken McKinlay                      | <b>Ontario Land Records Made Easy</b>   | 294<br>(98 members)  |
| 12 DEC 2020  | Virtual CHRISTMAS SOCIAL      |                                   |   | 160<br>(134 members) |
|              | GREAT MOMENTS TALKS           | Hugh Reekie                       | <b>Ballinsoe After the Potato Famine</b>  |                      |
|              |                               | Michael MacNeil                   | <b>Ellen Murray and the Lady Sherbrooke</b>   |                      |
|              |                               | James Burr                        | <b>Klondike and Great Lakes</b>   |                      |
| 9 JAN 2021   | FEATURE TALK                  | Gloria Tubman                     | <b>Researching British Home Children</b>  | 169<br>(107 members) |
| 30 JAN 2021  | WORKSHOP                      | Duncan Monkhouse and Barbara Tose | <b>Popping Perfect Powerpoint Presentations</b>   | 179<br>(94 members)  |
| 13 FEB 2021  | FEATURE TALK                  | Christine Jackson                 | <b>The Ragman's Children: A Story of 19th Century Economic Migration</b>  | 168<br>(125 members) |
| 13 MAR 2021  | EDUCATION TALK                | Lucille Campey                    | <b>Using British Government Publications to locate Ancestors</b>  | 377<br>(149 members) |
|              | FEATURE TALK                  |                                   | <b>Irish emigration to Canada</b>   |                      |
| 10 APR 2021  | EDUCATION TALK                | Ruth Stewart-Verger               | <b>Telling Compelling Stories</b>   | 208<br>(115 members) |
|              | FEATURE TALK                  | Melynda Jarratt                   | <b>War Brides 75 years (1946-2021)</b>  |                      |

|                     |                               |                 |   |                      |
|---------------------|-------------------------------|-----------------|---|----------------------|
| <b>8 MAY 2021</b>   | FEATURE TALK                  | Marianne Rasmus | <b>A Russian Revelation:<br/>A Family Shaped by Significant<br/>Historical Events</b> | 137<br>(117 members) |
| <b>12 JUNE 2021</b> | <b>ANNUAL GENERAL MEETING</b> |                 |   | tbd                  |
|                     | GREAT MOMENTS TALKS           | Jill Thompson   | <b>Over the Sea to Shetland</b>   |                      |
|                     |                               | Lynne Baxter    | <b>The Pittsburgh Strike</b>  |                      |
|                     |                               | Dena Palamedes  | <b>A Gem from the Inverary Archives</b>   |                      |

The online format meant virtual “computer labs” could be created with no limit to participation. The two well-attended workshops were interactive, including short presentations, time to practice skills, and time to ask questions. Follow-up surveys indicated the majority of participants liked this format.

Four surveys were conducted following events through the year, gauging participants’ evaluations of: the virtual meeting format; the interactive workshop format; and possible topics for future workshops and Education talks. BIFHSGO uses this feedback to fine-tune the virtual meeting format and plan future events.

The virtual platform allowed for spreading BIFHSGO’s reach beyond the Ottawa area. People from all over North America who were interested in our webinar topics attended. Between 106 and 377 people joined BIFHSGO’s virtual events. The number of people attending monthly meetings increased as the year progressed, possibly because members became more comfortable with Zoom. In all cases there were many non-members in attendance as well as our loyal members. Attendance at monthly meetings increased until, by December, attendance surpassed the average participation at in-person meetings. The Board has committed to continue using the online format until and even after we are able to meet in person once again.

Honoraria were offered to speakers as follows: 2-hour workshops: \$200; hour long Feature and Education talks: \$100; and Great Moments: \$25 each.

Besides organizing the monthly program, finding speakers, and attending monthly board meetings the Program Director also: collected abstracts of the speakers’ talks and short biographies and ensured they were posted on the website; liaised with publicity and communications regarding their promotion and with the treasurer for payment; liaised with speakers in preparation for their talk, at times coaching them in format, content and Zoom presentations; scheduled and facilitated practice run throughs; introduced and thanked the speakers at the meetings; and sent follow-up emails to participants, with handouts when available. The Program Director did double duty this year to schedule and deliver all events, in the absence of an Education Director.

Thank you to the members for their willingness to share their stories, and for their comments and suggestions. This feedback is vital; the BIFHSGO Program is richest when it is relevant and responsive.

## **Research and Projects (John McConkey)**

The COVID-19 pandemic forced the moving of the monthly BIFHSGO meetings to an online format from the physical meetings at Ben Franklin Place. This move required research into the method of delivering the meetings online and the implementation of the Zoom platform for the holding and recording of the online meetings. Each of these virtual talks was also recorded, edited, and posted on the website in the members only area.

1946 was the year that most World War II war brides arrived in Canada and in late 2019, to mark the 75th Anniversary, a project on Canadian War Brides was started. A request went out at the January 2020 monthly meeting for members to volunteer stories about war brides. Several volunteers signed up and others stepped forward in the following months. As the summer progressed stories were written by these volunteers and posted on the website.

The project of collecting journals from other genealogy organizations has now been extended. The journals of Heraldry and Genealogy Society of Canberra (HAGSOC) and the Society of Genealogists (SoG) have been added alongside the existing Isle of Wight Family History Society (IWFHS) journal. These can be found under Members Only/Exchange Journals.

In June, this year my two-year term as Director of Research and Projects expires and I have decided not to stand for re-election. I wish my successor every success in furthering BIFHSGO's research endeavours in the years to come.

**BRITISH ISLES FAMILY HISTORY SOCIETY OF GREATER OTTAWA**

**FINANCIAL STATEMENTS**

**DECEMBER 31, 2020**

**McCAY DUFF LLP, CHARTERED PROFESSIONAL ACCOUNTANTS**





## **INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT**

To the Members of  
British Isles Family History Society of Greater Ottawa

We have reviewed the accompanying financial statements of British Isles Family History Society of Greater Ottawa that comprise the statement of financial position as at December 31, 2020, statement of operations, net assets and cash flows 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 controls 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.

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**McCay Duff LLP**  
CHARTERED PROFESSIONAL ACCOUNTANTS

141 Laurier Ave. West, 6th Floor  
Ottawa, ON K1P 5J3  
1 (613) 236-2367  
Fax: 1 (613) 236-5041

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## INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

### *Conclusion*

Based on our review, 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 British Isles Family History Society of Greater Ottawa 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.

*McCay Duff LLP*

McCay Duff LLP,  
Licensed Public Accountants.

Ottawa, Ontario,  
April 9, 2021.

BRITISH ISLES FAMILY HISTORY SOCIETY OF GREATER OTTAWA


STATEMENT OF FINANCIAL POSITION


AS AT DECEMBER 31, 2020

UNAUDITED

|  | ASSETS            |                   |
|--|-------------------|-------------------|
|  | <u>2020</u>       | <u>2019</u>       |
| <b>CURRENT</b>                           |                   |                   |
| Cash                                     | \$ 63,563         | \$ 54,910         |
| Short-term investments                   | 46,657            | 30,339            |
| Accounts receivable                      | 313               | 632               |
| HST recoverable                          | 1,386             | 4,211             |
| Inventory                                | -                 | 826               |
| Prepaid expenses                         | <u>64</u>         | <u>3,177</u>      |
|  | 111,983           | 94,095            |
| <b>INVESTMENTS</b>                       | 5,000             | 20,453            |
| <b>TANGIBLE CAPITAL ASSETS (note 4)</b>  | <u>-</u>          | <u>137</u>        |
|  | <u>\$ 116,983</u> | <u>\$ 114,685</u> |
|  |                   |                   |
|  | LIABILITIES       |                   |
| <b>CURRENT</b>                           |                   |                   |
| Accounts payable and accrued liabilities | \$ 5,585          | \$ 4,175          |
| Deferred revenue                         | <u>15,880</u>     | <u>18,105</u>     |
|  | 21,465            | 22,280            |
| <b>NET ASSETS</b>                        |                   |                   |
|  |                   |                   |
| <b>BALANCE - END OF YEAR</b>             | <u>95,518</u>     | <u>92,405</u>     |
|  | <u>\$ 116,983</u> | <u>\$ 114,685</u> |

Approved on behalf of the Board:

  
 PRESIDENT Director

  
 TREASURER Director

BRITISH ISLES FAMILY HISTORY SOCIETY OF GREATER OTTAWA

STATEMENT OF NET ASSETS

FOR THE YEAR ENDED DECEMBER 31, 2020

UNAUDITED

|                             | <u>2020</u>         |                              |                      |                     |                  | <u>2019</u>      |
|-----------------------------|---------------------|------------------------------|----------------------|---------------------|------------------|------------------|
|                             | <u>Unrestricted</u> | <u>Internally Restricted</u> |                      |                     |                  |                  |
|                             | <u>General Fund</u> | <u>Library Fund</u>          | <u>Research Fund</u> | <u>Bequest Fund</u> | <u>Total</u>     | <u>Total</u>     |
| BALANCE - BEGINNING OF YEAR | \$ 80,147           | \$ 3,815                     | \$ 5,443             | \$ 3,000            | \$ 92,405        | \$ 83,111        |
| Net revenue for the year    | <u>2,723</u>        | <u>370</u>                   | <u>20</u>            | <u>-</u>            | <u>3,113</u>     | <u>9,294</u>     |
| BALANCE - END OF YEAR       | <u>\$ 82,870</u>    | <u>\$ 4,185</u>              | <u>\$ 5,463</u>      | <u>3,000</u>        | <u>\$ 95,518</u> | <u>\$ 92,405</u> |

McCAY DUFF LLP, CHARTERED PROFESSIONAL ACCOUNTANT

**BRITISH ISLES FAMILY HISTORY SOCIETY OF GREATER OTTAWA**

**STATEMENT OF OPERATIONS**

**FOR THE YEAR ENDED DECEMBER 31, 2020**

**UNAUDITED**

|  | <u>2020</u>               |                        | <u>2019</u>            |
|--|---------------------------|------------------------|------------------------|
|  | <u>(note 5)</u>           |                        |                        |
|  | <u>Budget</u>             | <u>Actual</u>          | <u>Actual</u>          |
| <b>REVENUE</b>   |                           |                        |                        |
| Conference   | \$ 38,000                 | \$ -                   | \$ 47,890              |
| Donations  | 2,500                     | 1,644                  | 1,606                  |
| Interest income  | 400                       | 545                    | 635                    |
| Membership fees  | 23,500                    | 21,935                 | 22,070                 |
| Other income   | 150                       | 47                     | 42                     |
| Speciality workshops                                       | <u>-</u>                  | <u>1,480</u>           | <u>-</u>               |
|  | 64,550                    | 25,651                 | 72,243                 |
| <b>EXPENSES</b>  |                           |                        |                        |
| Administration   | 1,000                     | 1,341                  | 728                    |
| Amortization   | -                         | 137                    | 416                    |
| Communications and publishing                              | 9,800                     | 9,317                  | 9,106                  |
| Conference (recovery)                                      | 35,500                    | ( 1,000)               | 38,289                 |
| Contributions  | 1,000                     | 1,350                  | 1,900                  |
| Courses  | 400                       | 350                    | 200                    |
| General  | 9,500                     | 5,701                  | 9,448                  |
| Professional fees  | 3,500                     | 3,730                  | 2,618                  |
| Program  | 1,500                     | 1,125                  | 1,892                  |
| Promotion  | 600                       | 162                    | 451                    |
| Research and projects                                      | 1,000                     | 180                    | -                      |
| Subscriptions and memberships                              | <u>650</u>                | <u>535</u>             | <u>536</u>             |
|  | <u>64,450</u>             | <u>22,928</u>          | <u>65,584</u>          |
| <b>NET REVENUE FOR THE YEAR - GENERAL FUND</b>             | 100                       | 2,723                  | 6,659                  |
| Donations  | -                         | 370                    | 776                    |
| Purchases  | <u>( 1,000)</u>           | <u>-</u>               | <u>( 1,121)</u>        |
| <b>NET REVENUE (EXPENSES) FOR THE YEAR - LIBRARY FUND</b>  | <u>( 1,000)</u>           | <u>370</u>             | <u>( 345)</u>          |
| Donations  | -                         | 20                     | 10                     |
| Research and projects                                      | <u>( 500)</u>             | <u>-</u>               | <u>( 30)</u>           |
| <b>NET REVENUE (EXPENSES) FOR THE YEAR - RESEARCH FUND</b> | <u>( 500)</u>             | <u>20</u>              | <u>( 20)</u>           |
| <b>DONATIONS - BEQUEST FUND</b>                            | <u>-</u>                  | <u>-</u>               | <u>3,000</u>           |
| <b>NET REVENUE (EXPENSES) FOR THE YEAR</b>                 | <u><u>\$ ( 1,400)</u></u> | <u><u>\$ 3,113</u></u> | <u><u>\$ 9,294</u></u> |

**BRITISH ISLES FAMILY HISTORY SOCIETY OF GREATER OTTAWA**

**STATEMENT OF CASH FLOWS**

**FOR THE YEAR ENDED DECEMBER 31, 2020**

**UNAUDITED**

|  | <u>2020</u>             | <u>2019</u>             |
|--|-------------------------|-------------------------|
| <b>CASH PROVIDED BY (USED FOR)</b>               |                         |                         |
| <b>OPERATING ACTIVITIES</b>                      |                         |                         |
| Cash from operations                             |                         |                         |
| Net revenue for the year                         | \$ 3,113                | \$ 9,294                |
| Item not requiring an outlay of cash:            |                         |                         |
| - amortization                                   | <u>137</u>              | <u>416</u>              |
|  | 3,250                   | 9,710                   |
| Changes in non-cash working capital              |                         |                         |
| - accounts receivable                            | 319                     | ( 27)                   |
| - HST recoverable                                | 2,825                   | 65                      |
| - inventory                                      | 826                     | -                       |
| - prepaid expenses                               | 3,113                   | 190                     |
| - accounts payable and accrued liabilities       | 1,410                   | 302                     |
| - deferred revenue                               | <u>( 2,225)</u>         | <u>( 140)</u>           |
|  | 9,518                   | 10,100                  |
| <b>INVESTING ACTIVITIES</b>                      |                         |                         |
| Change in investments                            | <u>( 865)</u>           | <u>( 120)</u>           |
| <b>INCREASE IN CASH POSITION DURING THE YEAR</b> | 8,653                   | 9,980                   |
| Cash position - beginning of year                | <u>54,910</u>           | <u>44,930</u>           |
| <b>CASH POSITION - END OF YEAR</b>               | \$ <u><u>63,563</u></u> | \$ <u><u>54,910</u></u> |

**BRITISH ISLES FAMILY HISTORY SOCIETY OF GREATER OTTAWA**

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2020**

**UNAUDITED**

**1. ORGANIZATION**

The Society was incorporated on November 16, 1994 as a not-for-profit corporation, and was continued under section 211 of the Canada Not-for-profit Corporations Act on March 6, 2014. The Society is recognized as a charity under the Canadian Income Tax Act and is exempt from income taxes.

The Society is a genealogical organization that encourages and facilitates family history research and its dissemination by people in the Greater Ottawa region with ancestry in the British Isles.

**2. SIGNIFICANT ACCOUNTING POLICIES**

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations. The Society's significant accounting policies are as follows:

(a) Fund Accounting

The purpose of each fund is as follows:

General Fund

This fund accounts for the Society's primary operating activities.

Library Fund

This fund was created by the Society to purchase books and materials for use by members and the public pertaining to British Isles heritage, genealogy and history. This fund is maintained by donations designated to the Library Fund, and prior Board approval has been given to transfer to this fund from the General Fund operating expenses specifically pertaining to the library collection.

Research Fund

This fund was created by the Society for genealogical and historical research by members and third parties. This fund is maintained by donations designated to the Research fund, and prior Board approval has been given to transfer to this fund from the General Fund operating expenses specifically pertaining to research activities.

Bequest Fund

This fund was created with the objective to set aside bequests to the society which are \$1,000 or larger. Funds are to be used for special projects as determined and approved by the board.

**BRITISH ISLES FAMILY HISTORY SOCIETY OF GREATER OTTAWA**

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2020**

**UNAUDITED**

**2. SIGNIFICANT ACCOUNTING POLICIES (Cont'd.)**

(b) Tangible Capital Assets and Amortization

Tangible capital assets are stated at cost, net of accumulated amortization. Amortization is provided as follows:

|                    |         |                     |
|--------------------|---------|---------------------|
| Computer equipment | 3 Years | Straight line basis |
|--------------------|---------|---------------------|

A prorated portion of the rate for computer equipment is recorded in the year of acquisition based on the number of days the asset was available for use.

(c) Revenue Recognition

Conference and speciality workshop revenues are recognized in the period in which the related conference or workshop is held.

Membership fees are included in revenue over the period of the subscription. Membership fees received in advance for future subscriptions periods are recorded as deferred revenue.

Donations are recorded as revenue upon receipt.

Interest income is recognized on the accrual basis.

(d) Use of Estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, revenues and expense and disclosure of contingent assets and liabilities. These estimates are reviewed periodically and adjustments are made to net revenue (expense) as appropriate in the year they become known.



**BRITISH ISLES FAMILY HISTORY SOCIETY OF GREATER OTTAWA**

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2020**

**UNAUDITED**

**2. SIGNIFICANT ACCOUNTING POLICIES (Cont'd.)**

(e) Financial Instruments

The Society's financial instruments consist of cash, investments, accounts receivable and accounts payable and accrued liabilities.

*Measurement*

Financial instruments are recorded at fair value on initial recognition.

The Society subsequently measures its financial instruments as follows:

Cash, accounts receivable and accounts payable and accrued liabilities are subsequently measured at amortized cost.

Investments are subsequently measured at fair value. Changes in fair value are recognized in net revenue (expense) for the year.

*Impairment*

Financial assets measured at amortized cost are tested for impairment when there are indicators of impairment. The amount of any write-down or subsequent recovery is recognized in net revenue (expense) for the year.

(f) Volunteer Services

The Society receives the services of many volunteers, the cost of which cannot be reasonably estimated. Therefore, no representation of this expenditure has been included in these financial statements.

**3. FINANCIAL RISKS AND CONCENTRATION OF RISKS**

It is management's assessment that the Society is not exposed to significant liquidity, interest rate, credit, market or currency risks arising from its financial instruments. There has been no change to the risk exposure from the prior year.

**BRITISH ISLES FAMILY HISTORY SOCIETY OF GREATER OTTAWA**

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2020**

**UNAUDITED**

**4. TANGIBLE CAPITAL ASSETS**

|                    | <b>2020</b>     |                                     | <b>2019</b> |               |
|--------------------|-----------------|-------------------------------------|-------------|---------------|
|                    | <b>Cost</b>     | <b>Accumulated<br/>Amortization</b> | <b>Net</b>  | <b>Net</b>    |
| Computer equipment | \$ <u>5,017</u> | \$ <u>5,017</u>                     | \$ <u>-</u> | \$ <u>137</u> |

**5. BUDGET INFORMATION**

The budget figures presented for comparison purposes are not subject to review procedures and are those approved by the directors. They have been reclassified to confirm with the financial statement presentation.

**6. RELATED PARTY TRANSACTIONS**

No remuneration was paid to Directors and Officers during the year in their capacity as Directors and Officers. Directors and Officers are reimbursed for certain administrative costs. These transactions were in the normal course of operations and were measured at the exchange amount.

**7. COVID-19 IMPLICATIONS**

The impact of COVID-19 to the public since its outbreak in mid-March 2020 has been extensive. In response to ongoing health concerns, the Society has been adhering to government guidelines as they relate to states of emergency, social distancing measures and mandated closures. The Canadian government has continued to implement financial easing policies to mitigate the financial impact on the economy in which the Society operates, however its effectiveness is yet to be determined. The financial impact on the Society as a result of COVID-19 is unknown as the potential impact on future operations cannot be determined. No amounts have been recognized in these financial statements relating to the potential impact of future events on the Society as a result of COVID-19.

# Minutes of the 26th Annual General Meeting of the British Isles Family History Society of Greater Ottawa

12 September 2020

The 26th Annual General Meeting (AGM) of the British Isles Family History Society of Greater Ottawa (BIFHSGO) (postponed from 13 June 2020)

was held via Zoom on 12 September 2020.

The Notice of Meeting and the 2019 AGM Minutes were published in the *Anglo-Celtic Roots* Spring 2020 issue. The meeting announcement, the 2019 financial statements and the directors' annual reports were sent to members at least 21 days in advance and posted on the BIFHSGO website.

An introduction to Zoom tools and features was provided by Barbara Tose.

## Call to Order and Welcome

The meeting was called to order at 9:13 a.m.; 86 members were present. Duncan Monkhouse, President, welcomed everyone and explained that, given that Covid-19 limits our ability to meet, the Society purchased the Zoom program to facilitate online meetings. It offers many desired features, is reasonably priced, and is now being used for board meetings, monthly meetings, some SIG meetings and our new BIFHSGO Socials.

## Approval of the Minutes of the 2019 Annual General Meeting

The President asked if there were any corrections, questions or comments to the distributed minutes; members were asked to type them into the Chat feature of Zoom. None were posed.

***AGM Motion 1: Motion to accept the minutes of the 2019 Annual General Meeting as distributed. Proposed by Duncan Monkhouse and seconded by Donna Killeen (via Zoom's Raise Your Hand feature). Motion carried via Zoom Poll No. 1, by 100% of those in attendance. The results were shared immediately with the members.***

## Summary of the Directors' Reports

The President highlighted the following accomplishments in the reports:

- an excellent program was presented at Ben Franklin Place and continued online, with only one meeting missed
- attendance both in-person and on Zoom continued to average around 130 people
- the conference, with well-known international speakers Blaine Bettinger, Audrey Collins and Cyndi Ingle, was a major success, selling out for the first time; the theme was more general in nature (Family History: Past, Present and Future) and deviated from our usual country theme
- a well attended and highly informative DNA genealogy meeting was held jointly with My Heritage and Ontario Ancestors, Ottawa Branch, in August
- two people filled the position of Education Director for four months each over the past year but, for personal reasons, both stepped down; the position is vacant again
- the challenges of COVID-19 were met by moving all our meetings to Zoom and adding Socials to offer members a discussion option; our volunteers quickly learned new skills to do this
- our volunteers continue to provide information to members via emails, our website and *Anglo-Celtic Roots*
- we have a new Volunteer Liaison, Tim Mark; members can reach at Tim at [bifhsgovolunteers@gmail.com](mailto:bifhsgovolunteers@gmail.com) to join our volunteer team

- projects on home children and the No.1 Canadian Casualty Clearing Station soldiers continue and a War Brides project is being undertaken; for more information contact John McConkey at research@bifhsgo.ca
- members were reminded to renew their memberships, if they hadn't already; renewals would open 1 October on our website

### **Presentation of the Financial Statements for 2019**

Marianne Rasmus, Treasurer, presented the report of the Public Accountant and highlighted the following specifics:

- Revenue was \$76,029; Expenses were \$66,735
- Two bequests totalling \$3,000 have been set aside for a project with lasting impact
- Covid has reduced our expenses, mostly due to no rent being required on facilities at Ben Franklin Place
- Conference revenue was missed, but we have a contingency fund to cover any sudden costs
- *Anglo-Celtic Roots* is currently our biggest expense

### **Appointment of a Public Accountant for 2020**

***AGM Motion 2: Motion to appoint the public accounting firm of McCay Duff LLP to conduct a review of BIFHSGO's books and records for the 2020 fiscal year. Proposed by Marianne Rasmus and seconded by Darrell Kennedy. Motion carried, via Zoom Poll No. 2, by 100% of those in attendance. The results were shared immediately with the members.***

### **Awards and Presentations**

The following awards were presented:

- *Best ACR Article*—Carol Annett, "The Story on the Stone: Part II—Secrets of the Grave," published in the Fall 2019 issue of *Anglo-Celtic Roots*
- *Best Before BIFHSGO Talk*—Ken McKinlay and Glenn Wright, "Live Q&A: Tips for Finding Military Records in the UK National Archives," given at the November 2019 Meeting
- *Best Great Moment Talk*—Marianne Rasmus, "A Battle of Wills," given at the June 2020 Meeting
- *Best Meeting Talk*—Dianne Brydon, "Maud Lampman: First Woman to Work on Parliament Hill," given at the April 2020 Meeting
- *Hall of Fame Induction*—Christine Jackson, in recognition of outstanding contributions to the work of the Society: since joining BIFHSGO in 2001, working tirelessly with skill and enthusiasm as Publicity Director (2003–2007); as author, proofreader, and co-editor of *Anglo-Celtic Roots*; and as a member of the Conference Committee. She has received both the BIFHSGO Best Talk of the Year and Best Article of the Year Awards, suggested and single-handedly ran the 20th BIFHSGO Anniversary Writing Competition in 2014 and helped organize the 25th BIFHSGO Anniversary Writing Competition in 2019.

Congratulations to all our winners. Certificates will be sent to them soon.

### **Election of Directors:**

Barbara Tose, Past President, announced that Ann Burns was willing to stand for the membership director's position. The Past President called three times for nominations from the floor to fill the other vacant positions.

A question was asked about the time commitment for the positions; 6–10 hours per month was the answer given.

Time was given for nominations to be made via the Chat function of Zoom. None appeared and nominations were closed.

**Ann Burns was acclaimed as Membership Director.**

The Past President called three times for nominations from the floor for the position of President. Time was given for nominations to be made via the Chat function of Zoom. None appeared and nominations were closed.

She then asked Duncan Monkhouse if he would consider serving for a second term, to which he agreed.

**Duncan Monkhouse was acclaimed as President.**

Two director positions remain vacant: Education and Outreach (marketing, publicity and outreach to members). Members were urged to come forward to join the Board at any time.

**Other Business**

A call was made for any other business from the floor. No further business was brought forward. Duncan thanked the members for attending the AGM.

**Adjournment**

The meeting was adjourned at 9:55 a.m.