

BOARD OF MUSEUMS - Thursday, April 19, 2007
MINUTES

Present: Gord West; Dino Fazio, Margaret Dunn; John Harkness; Don Jackson;
Marie Henry; Tony Caruso; Margaret Mingle

Staff Present: Kathleen Powell, Museums Manager; Deborah Legge, Recording Secretary

Regrets: Coun. Vince Kerrio; Daniel Rodrique

G. West called the meeting to order at 7:02 p.m., with reminders to Board members of Roberts Rules of Procedure and Board/Staff responsibilities and workloads.

Minutes

- a) Clarification was requested by D. Fazio and T. Caruso regarding the letter to B. Secco regarding property on Oakes Drive at Livingstone. Ms. Secco has written to the Board thanking them for their support; she will be presenting on the matter at City Council on Monday, April 30, 2007.

MOTION: That the Minutes of the Meeting of 15 March, 2007, be adopted as distributed.

D. Jackson/M. Mingle
Carried

Business Arising

- a) Letter from the Baird Sampson Neuert Architects setting out costs for the revisited Feasibility Study. Outset expenses have been added into the fees, and a contingency allowance of \$10,000 has been added to pay for the cost of having the current condition of the building inspected.

MOTION: That the fee structure as set out in the aforesaid letter be accepted as presented.

J Harkness/ T.Caruso.
Carried

The study, including inspection, is expected to take ten weeks; with this motion we are now ready to begin work, and the firm will be apprised of same. A comprehensive discussion of fundraising matters ensued in which Board members reiterated that they were committed to taking on and finishing the project.

- b) The Drummondville CIP report is included in Board members' folders.
- c) The Marketing Subcommittee proposal was received. M. Mingle outlined the projected framework of work to be taken on by the subcommittee. After lengthy discussion it was decided that with each project being proposed by the Board or its subcommittees, it would be decided at the outset whether the Marketing subcommittee would be necessary for that project. At this time, M. Mingle, T. Caruso and D. Fazio sit on the Marketing subcommittee

- d) Youth Subcommittee proposal was distributed. T. Caruso outlined prospective activities by a committee of youth on behalf of the Museums. After a lengthy discussion of the roles and responsibilities of this subcommittee as well as of the Board, it was thought that T. Caruso should work with K. Powell and G. West to develop a more comprehensive idea for activities and roles for the proposed subcommittee.
- e) All Saints Church: at Council last week, the request to have All Saints Church designated was approved.

Subcommittee Reports

- a) Fundraising: Ruth Anne Niewesteege has requested a meeting with the Board to discuss the Legacy Plan of planned giving. There was a general discussion of availability of Committee members.
- b) Armoury AD Hoc: There has been a meeting with the City's solicitor to discuss the draft lease; the Board's major concern is with provisions omitted that deal with Provincial Museum Standards. The subcommittee has not yet heard from the Niagara Military Museum's solicitor about their decision to have these important clauses put back in. It was agreed that the next step would be to have the Board's sub committee meet with representatives of the Niagara Military Museum to work through the details.
- c) The 1812-2012 Task Force met on 29th March to discuss ideas and thoughts of that group's subcommittees. At the next meeting in May it will be decided what projects will be taken on.
M. Dunn introduced two projects that could be done by the Board of Museums for the Bicentennial:
 - (i) A quilt raffle of Bicentennial quilt (Marie likes this one). Designs were discussed, as was the length of time involved in doing a quilt.
 - (ii) A relief sculpture similar to the relief by the Niagara Woodcarvers on display at the Community Centre.

Correspondence

- a) Included in package – letter from Baird-Sampson-Neuert Architects, and the final environmental report regarding mould and asbestos clean-up at the Armoury.
- b) Letter from Niagara Falls Horticultural Society requesting permission to include the gardens at the Armoury on their upcoming walking tour. K. Powell advised that she has given permission as the group is responsible for the garden's design and maintenance. The tour will not be entering the building.
- c) Wheels on the gun at the Armoury: K. Windsor is working with a woodworker to reproduce and replace the spokes.
- d) May Is Museum Month: K. Powell requested that the Board send a letter to Council to have May proclaimed Museum Month. As we did last year, the Museums, together with Niagara Parks, are offering the Heritage Passport, a weekend (May 18-21) of free admission for the community at seven heritage sites. The aforesaid letter will ask Council to announce it.

Manager's Report

- a) Copies of the Manager's Report are found in each Board member's folder, with

- summaries of revenues, visitation, expenses, and educational programming information.
- b) G. West and K. Powell will make the budget request presentation to the Corporate Services Committee on Monday, April 23, at 6:00 p.m., and Board members are asked to attend to lend support.
 - c) The Volunteer Recognition Breakfast takes place on Saturday, April 21st. Everyone here is invited.

New Business

- a) The Municipal Heritage Committee will be designating Cummington Square in a ceremony on Saturday, May 26th at 1:00.
- b) The Armoury video will be shown at the Library on Friday, April 27 at 6:30 p.m.
- c) St. David's Heritage Fair is Saturday, May 26 at St. David's park from 10 a.m. to 4 p.m. The Museums will be there with a display.
- d) The Battle of Lundy's Lane Commemorative Service takes place Sunday, July 29 at 12:30 in the Drummond Hill Cemetery.
- e) M. Dunn suggested that in future many of the hard copies of information distributed to Board members could be sent out electronically. K. Powell agreed to make an effort to scan available documentation and send out to Board Members together with the Minutes.
- f) M. Henry reminded Board members that next month's Board Meeting, on May 17th, will be held at the Willoughby Historical Museum.

Adjournment

Motion: That this meeting be adjourned at 9:10 p.m.

M. Mingle
Carried