

NIAGARA FALLS BOARD OF MUSEUMS
Thursday, 17 April, 2008 - 7:00 p.m.
MINUTES

Present: Gordon West; Tony Caruso; Margaret Dunn; Dino Fazio; John Harkness; Don Jackson; Margaret Mingle; Daniel Rodrique

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

Regrets: Marie Henry

Observers: Tommy Anello; Jim Hill; Andrew Little; Michael Powell; Jeannie Figueiredo

Call to Order:

G. West, as Chair, called the meeting to order at 7:00 p.m.

Minutes:

- a) T. Caruso pointed out typographical errors in the Correspondence section, to remove the word, "get" from section c), and to note that a letter was receive(d) under Manager's Report.

MOTION: That the Minutes of the meeting of Thursday, March 21, 2008, be adopted as amended.

D. Jackson/J. Harkness
Carried

Matters Arising:

- a) ***2nd motion page 3 – vote carried***
- b) Application for funding for the Lundy's Lane Battlefield Legacy Project Business Plan, through the Department of Canadian Heritage has been completed and sent in.
- c) A revised volunteer application form was distributed.
- d) After discussion of T. Caruso's request to see all financial records, it was decided that the information would be viewed after the return of records from the auditor.

- e) **MOTION:**

That this meeting to go in-camera for a discussion of human resources issues.

D. Fazio/J. Harkness
Carried, one opposed (T. Caruso)

Staff and visitors left the room.

- f) **MOTION while in Committee:**

That the entire Board of Museums will conduct an employee performance appraisal for K. Powell

M. Dunn/J. Harkness
Carried

Subcommittee Reports:

a) Fundraising Committee

- (i) This subcommittee last met on 26 March. All members of City Council were approached prior to their budget meeting of April 7; no decision was made at that budget meeting. Since the last subcommittee meeting there has been ongoing preparation of fundraising kit. As discussed earlier, a grant application has been made to fund preparation of a business plan. The next monthly meeting of the subcommittee is next Wednesday, April 23, at 9:30 a.m.
- (ii) K. Powell advised that of the Municipal Infrastructure Investment Initiative, the only application funded locally was for a new fire station in Jordan. However, the Guelph Museums received funding for renovations and improvements to have their Civic Museum move into Guelph's former Loretto Convent building.

b) Feasibility Study

- (i) D. Jackson advised that the Lundy's Lane BIA's rendering for a gateway/walkway across Lundy's Lane will be used in the fundraising kit, and will be included in public presentations to various groups.
- (ii) The tight timeline was discussed. Once we have City approval, an RFP will immediately be sent out for an architect for the project. Discussion of fundraising strategies. The letter-writing campaign is ongoing; Board members were urged to encourage members of other arts and culture organizations to write, telephone or e-mail Council their support for this project.
- (iii) K. Powell advised that under new accessibility legislation, the City has no choice but to put a substantial amount of money into this building because all public buildings have to be accessible, or an accessibility plan must be in place, by January 1st, 2010. This legislation includes all the City's Museums. Discussion of accessibility issues at the Lundy's Lane and Willoughby Museums ensued.

(c) Armoury

M. Dunn advised there was nothing to report pending the decision by the City on tenancy issues.

(d) 1812-2012 Task Force

At a short meeting earlier this afternoon plans were discussed for a black-tie kick-off event to take place November 15, 2008. The first-annual event will include a silent auction of photography and a band, the Tartan Terrors. Board members are encouraged to sell tickets, at \$50 per person for tables of eight. All proceeds will go to the Legacy Project. Other event plans were discussed at the Task Force meeting, including those for museum expansion, geo-caching, and educational initiatives.

Action: K. Powell will check to make sure the contact list for the Task Force includes T. Caruso and D. Rodrique.

(e) Youth

T. Caruso advised that no progress has been made, but that the Mayor's Youth Advisory Committee is on board.

(f) Marketing /Promotions

- (i) M. Mingle advised that the 2nd Annual Rural Roots takes place Saturday, June 21; she has had discussions with staff at the Willoughby Museum regarding development of promotional materials, and will meet again tomorrow for final drafts of various pieces of promotional and handout materials.
- (ii) She is also working on a bookmark to encourage people who are selling estates or moving house to donate documents and artifacts to the museums.
- (iii) Promotional materials for the Willoughby Historical Society's 40th Anniversary celebrations are also being developed.

Correspondence:

- a) Letter of support of the museum expansion from the Lundy's Lane Historical Society.
- b) Discussion of presentations by K. Powell to the Friends Stamford Village and the Lundy's Lane Historical Society. After the latter presentation an individual donation of \$500 for the expansion plan was made.
- c) K. Powell has also been asked to speak to Kiwanis & Ontario Genealogical Society.
- d) Several more support letters have been delivered to City Hall; of those five are from noted 1812 historians (e.g. Don Graves).

Managers Report:

- a) Revenues are down over last year; this is a trend on tourism everywhere.
- b) There will be a new War of 1812 educational program launched within the next month.
- c) Sean Stroyberg, Public Programmer at the Lundy's Lane Museum has given notice. The job will be posted and a new staff person will be hired.
- d) The two new exhibits on the second floor - Hydro and Black History Renovation - will both be officially launched in May.
- e) May is Museum Month activities will include the Heritage Passport initiative launched two years ago in partnership with Niagara Parks. From Friday to Monday, May 16-19, seven historical sites - our three and the four Parks (Old Fort Erie, McFarland House, Mackenzie Printery and Laura Secord Homestead) will be open free of charge to locals carrying the Passport. International Museums Day is May 18. May is Museums Month in Ontario. An OMA-sponsored ad in the Globe & Mail received good return last year, and will be repeated.
- f) Willoughby Historical Museum is opening May 16, with new exhibits on the 40 Anniversary.
- g) K. Powell attended a workshop in Peterborough on Thriving in the Knowledge Age.
- h) Brief discussion of the current community exhibit at Lundy's Lane from Don Ede's personal collection.
- i) G. West encouraged Board members to visit the Willoughby Museum to see changes made to the storage facilities to make the collection accessible to the public.
- j) Discussion of vandalism and repairs to the Battle Ground Hotel Museum.

New Business:

- a) The annual Volunteer Recognition Breakfast is this Saturday, April 19, at 10 a.m. at the Battle Ground Hotel Museum.

- b) Sunday, May 4 the Willoughby Historical Society's 40th Anniversary celebration, at the Willoughby Community Centre (Willoughby Township Hall) on Sodom Road, at 10:00 to 4:00 p.m.
- c) The Museums will once again have a booth at Optimist Hall on Canada Day after the parade (11:00 a.m. to 3:00 p.m.). Volunteers are needed, especially in light of the expansion efforts.
Action: M. Mingle volunteered to do a shift.
- d) **MOTION: That the Board pay K. Powell's mileage to Peterborough for the above-mentioned workshop.**

M. Mingle/M. Dunn
Carried unanimously
- e) J. Harkness announced the annual Russell's Air Show, June 14-15; they are rebuilding a Silver Dart, and will fly it. General discussion of air shows.
- f) The membership programme is being revisited.
- g) A general poll was taken as to the advisability of scheduling a daytime or early afternoon meeting so that Counsellor Vince Kerrio will be available. This was deferred to the fall as it is expected the summer will be very busy.

Adjournment:

MOTION: That this meeting be adjourned at 8:45 p.m.

D. Rodrique/T. Caruso
Carried

Next Meeting:

**Thursday, May 15, 2008, time to be determined
Lundy's Lane Historical Museum Board Room**