

NIAGARA FALLS BOARD OF MUSEUMS
Meeting - Thursday, 15 March, 2007
MINUTES

Present: Gordon West (Chair); Tony Caruso; Margaret Dunn; John Harkness; Marie Henry; Don Jackson; Margaret Mingle; (7:15) Daniel Rodrique
Regrets: Dino Fazio; Coun. Vince Kerrio
Staff Present: Kathleen Powell, Museums Manager; Deborah Legge, Recording Secretary

G. West, as Chair, called the meeting to order at 7:05 p.m.

NOMINATIONS:

Nominations for Vice-Chair made on 15 February, 2007, were reiterated. D. Jackson declined his nomination, and ballots were cast for M. Dunn and D. Rodrique. Ballots were counted by K. Powell, and M. Dunn was declared Vice Chair.

MINUTES:

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

D. Rodrique/M. Mingle
Carried

BUSINESS ARISING:

- a) The Main & Ferry BIA has pledged an annual donation of \$1,000 for each of the next five years, to the Board of Museums to be applied to the 1812-2012 Bicentennial Project.
- b) Feasibility Study: K. Powell consulted John MacDonald's office and was advised that the Feasibility Study does not have to go out to general tender. With discussion among the Board it was reiterated and stressed that the figure quoted by the architectural firm must be all-inclusive, that there be no hidden or added costs. We are currently awaiting confirmation of the quote from architectural firm.
- c) Drummondville CIP: Council has approved the Drummondville CIP Report in principal, outlining points made by Wendy Canavan when she presented to the Board of Museums last month. K. Powell advised that she does not have copies of the Report yet, but will forward it to the Board when it has been received. The CIP Report was discussed.
- d) Battle Ground Hotel Interpretive Panels: The company discussed at the last meeting will not be producing the panels after all due to some hidden costs not originally quoted; K. Powell will look into local businesses to do the work instead.

MOTION: That the work be approved as K. Powell deems advisable, up to \$800.

G. West/J. Harkness
Carried

COMMITTEE REPORTS

- a) Structure: Committee structure was discussed, with descriptions an explanations of each of the current sub-committees of the Niagara Falls Board of Museums and their respective

workloads. G. West explained that participation on at least one subcommittee of the Board is a requirement of the Board of Museums; this requirement was recommended in the revised by-laws of the Board sent to the City Clerk in the last term of the Board. Current subcommittees are as follows: Policy, Human Resources, Accessions (for each of the Willoughby and Lundy's Lane Museums), Strategic Planning, Fundraising, Finance, and Armoury. M. Mingle suggested that a Marketing Subcommittee be struck, and T. Caruso requested a Youth Subcommittee. It was suggested that brief descriptions of these prospective subcommittees, their make-up, duties, responsibilities and missions, be set out in writing by those suggesting the sub-committee, to be discussed at the next meeting of the Board of Museums before a final decision be made. K. Powell advised that the Policies Subcommittee will be required to revisit Museums policies in the coming year. Subcommittees (except Human Resources) must submit record of meetings.

- b) Appointments: Board members volunteered their services to various committees, as follows:
- (i) Policy: D. Rodrique, D. Jackson, T. Caruso
 - (ii) Fundraising: D. Jackson, M. Henry, D. Fazio, M. Dunn
 - (iii) Human Resources: D. Rodrique, T. Caruso, G. West
 - (iv) Accessions: Lundy's Lane - D. Rodrique, G. West, P. McKenna; Willoughby - M. Henry, G. West
 - (v) Strategic Planning: M. Mingle, D. Jackson, T. Caruso, D. Fazio, K. Powell
 - (vi) Armoury: T. Caruso, M. Dunn, G. West, D. Fazio (D. Rodrique declared a conflict of interest)
 - (vii) Finance: D. Fazio, G. West
 - (viii) 1812/2012 Task Force: M. Mingle, T. Caruso, M. Dunn, J. Harkness, G. West
- c) Meetings Scheduled:
- (i) A meeting of the 1812-2012 Task Force (with members of the community) has been called for Thursday, 29 March, 2007 at 2:00 p.m. at City Hall.
 - (ii) The Strategic Planning Subcommittee will meet at 6:00 p.m., Thursday, 19 April, prior to the next regular meeting of the Board of Museums

SUBCOMMITTEE REPORTS

- a) Fundraising: D. Jackson distributed reports of the Classic Car Raffle. Revenues and expenditures were discussed. Future actions of the Subcommittee were mentioned, including a potential planned giving "Legacy" campaign. Matters will be discussed by the subcommittee and brought back to the Board at a later date.
- b) Armoury: K. Powell distributed copies of the draft lease of the Armoury as submitted to the City Solicitor by the Solicitor for the Niagara Military Museum.
- c) The Task Force will be meeting on 29 March; at present there is nothing to report. The Legacy Committee's logo contest was discussed. Ten logo finalists have been chosen. More will be reported at a later date.

CORRESPONDENCE

- a) Thank-you letter from Winter Festival of Lights, looking forward to the Board's continued support.
- b) Bernadette Secco has submitted information for the Board's perusal information concerning lands and air rights on Oakes Drive in front of the Sheraton Fallsview Hotel. T. Caruso declared conflict of interest.

MOTION: That the Board of Museums send a letter to Bernadette Secco advising that the Board supports her initiative.

J. Harkness/M. Mingle
Carried

MANAGER'S REPORT

- a) K. Powell distributed her Report. January and February have been slow. The TOYS! exhibit which opened last month has been popular. March Break programmes have been announced in newspapers several times. There was a problem with electric power at the Lundy's Lane Historical Museum yesterday (Wednesday, 14 March) and the Museum was closed. Educational programming was discussed.
- b) K. Powell distributed copies of the capital budget for next five years.
- c) K. Powell passed around copies of the postcards K. Windsor purchased at the recent postcard show in Toronto.
- d) K. Powell distributed an updated personnel directory list.
- e) K. Powell advised that she had asked made a request through the City's Finance Department to have unspent Armoury Operating funds placed in reserve for future Capital upgrades, but that this request was denied.

NEW BUSINESS

- a) The use of the Armoury by the Lincoln-Welland Regiment for training manoeuvres was discussed.
- b) The closing of All Saints Anglican Church was discussed briefly.

ADJOURNMENT

MOTION: That this meeting be adjourned at 9:14

T. Caruso