

**NIAGARA FALLS BOARD OF MUSEUMS**  
**Thursday, 21 March, 2008 - 7:00 p.m.**  
**MINUTES**

**Present:** Gordon West (Chair); Tony Caruso; Dino Fazio; John Harkness; Marie Henry; Don Jackson; Margaret Mingle;

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

**Regrets:** Margaret Dunn; Daniel Rodrique

**Observers** Garry Beck Sr.; Garry Beck Jr.; Tommy Anello, Vice Chair of Trails and Bikeways, Mayor's Youth Advisory Committee; Andrew Little

**Call to Order**

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

**Minutes**

- a) John Harkness wished it to be noted that he commented *favourably* on the events at Niagara Square during Heritage Weekend.

**MOTION: That the Minutes of the Meeting of Thursday, 20 February be adopted as amended.**

J. Harkness/D. Jackson  
Carried

**Matters Arising**

There were no matters arising from the Minutes

**Subcommittee Reports**

- a) Fundraising
- (i) D. Jackson distributed Fundraising Committee Notes and reiterated the list of accomplishments since the last Board meeting, which included meetings with the Disability Advisory Committee, as well as the presentation to City Council. Reception of the project was favourable; the project has been forwarded to a special meeting of Council to take place soon to review the City's five-year capital forecast.
  - (ii) The Fundraising Committee met on the 28<sup>th</sup> of February with a heavy agenda. Using the funding model by Partners Protecting Heritage, we are proposing that the Federal government contribute one-third, the Provincial government contribute one-third, and the municipal level contribute one-third, with the Board raising half of the Municipality's third: approximately two million dollars.
  - (iii) Arising from the Fundraising Committee meeting, a standard letter of support was developed, to be distributed to as many people as will take a copy of it; the intent

- of letter is for interested citizens of heritage community to say they support the expansion project. Already a substantial number of letters, as well as private letters of support, have been received, indicating the extent of community support.
- (iv) The Gateway is a proposed walkway across Lundy's Lane from Drummond Hill Cemetery to the Battle Ground Hotel Museum, tying both sides of the battlefield which are split now by Lundy's Lane. The Lundy's Lane BIA is in support of this part of the project.
  - (v) This Subcommittee has met with provincial and federal museums officials regarding funding. There have also been meetings with the City CAO, our local MPP and Mayor on March 14, as well as an earlier meeting with the MP, and ongoing meetings with individual Council members, in which representatives of all three levels of government were made fully aware of what the project is all about and in which we received advice about how to proceed.
  - (vi) Project letterhead has been developed, with the brand, "Celebrate the Past, Build the Future." All correspondence related to project will be on this letterhead.
  - (vii) There will be a Fundraising Committee on Wednesday, 26 March.
  - (viii) A formal business plan will be prepared for the federal grant request, with the help of a consultant.

**MOTION: That the Board apply for the Canadian Arts and Heritage Sustainability Programme.**

M. Mingle/D. Fazio  
Carried

- (ix) D. Jackson advised that the Fundraising Committee is preparing a kit for fund solicitation, which will be distributed to all Board Members. At that point, fundraising for the Board's portion of the money will officially begin. Discussion ensued regarding various avenues of approach.
  - (x) The Capital Budget meeting of the City was discussed. Letters of public support are being solicited, and there have already been a substantial number returned.
- b) Feasibility Study.
- (i) D. Jackson reiterated that the timeline is very tight, and listed tasks still to be accomplished to have the building up and ready for June 2012: get formal approval from City; then send out an RFP for an architect (because of the size of the project we must tender for the services); the architect has to produce working drawings and specifications for the whole project and get the job tendered. By the end of 2009 at the latest the shovels must be in the ground. The contingencies written by the current architect into the concept report will have been used up very soon. He stressed the urgency. Before the end of 2009, we have to raise \$2 million and have 90% of funding committed by time the shovel goes into ground.

- (ii) During period of construction, development of exhibits and exhibit design has to be in progress so that everything will be ready by June 2012. We must also arrange for usable space to go to while the building is being built. Several buildings were suggested and discussed.
  
- c) Armoury ad hoc  
G. West reported on behalf of this Subcommittee's Chair, in her absence. The Board is still awaiting the City's decision regarding tenancy. The Niagara Military Museum recently moved a substantial library into the Armoury.
  
- d) 1812-2012 Task Force
  - (i) A bookmark has been created, to be printed with events as they are advertised.
  - (ii) G. West spoke to the Legacy Council's Symposium and has been invited to a meeting of heritage groups identified by the Legacy Council, municipal representatives and the Niagara Parks Commission on the 31<sup>st</sup> of March at the Region.
  - (iii) K. Powell advised that a presentation has been designed designed to go to various groups; one version has been presented to the 1812 Task Force.
  - (iv) Educational projects are in the works, including a cell phone guided tour, and geocache projects. T. Caruso advised the Trails and Bikeways Committee is working on a GPS project, connecting the trails to museums. D. Jackson felt the Mayor's Youth Advisory Committee would be an excellent group to have involved.
  
- e) Youth
  - (i) T. Caruso questioned the reference requirement on the Youth Committee application form.

**MOTION: That all Museums volunteer application forms include reference requirements for all applicants.**

D. Jackson/T. Caruso  
Carried, 4 in favour, 2 opposed

**MOTION: That the same volunteer application be used for all volunteers, including those on the Youth Committee.**

T. Caruso/D. Fazio

*[n.b.: it doesn't appear that there was an actual vote on this motion, nor was the wording of the motion clear – del]*

f) Marketing/Promotion

M. Mingle advised that she had nothing to report as most of this Subcommittee's issues had been shared already.

**Correspondence**

- a) Notice of Fairview Cemetery 125 Years Celebration.
- b) Legacy Project endorsement letter to the Mayor.
- c) Letter from the Ministry of Citizenship & Immigration advising that Bob Cormier did not receive the Senior Achievement Award as per our nomination. The Board will nominate him again in the future.
- e) Letter from John Barnesley, Manager of Policy and Planning, asking to be kept in touch regarding the museum expansion project.
- f) Letter from Crawford, Smith & Swallow regarding new audit rules, which will increase work requirements and therefore auditing fees. K. Powell advised that K. Burden says we can ask Council for an amendment to our budget for audit purposes.

**MOTION: That the Board ask to adjust its audit budget to \$4,000.**

J. Harkness/D. Jackson  
Carried.

**Manager's Report**

- a) Distributed in folders
- b) K. Powell requested volunteers to attend the Woodcarvers Show on March 22 and 23 from 10:00 a.m. to 4:00 p.m. J. Harkness volunteered.
- c) T. Caruso requested that he be allowed to look at the Museums' financial records.
- d) A letter was received from T. Caruso relating to staff performance appraisals.
- e) T. Caruso requested a list of staff members and their wages.

**New Business**

- a) M. Mingle commented on the late Jack Hall's involvement in historical activities, and suggested that his name put forth for the Wall of Fame when nominations are called.
- b) Accessions Committee needs at least one more volunteer for the Lundy's Lane Museum. As D. Rodrique is a member of the Accessions Committee, G. West will contact him to see if he is still interested then it can come back to the Board. Meetings take place during the day two or three times per year.
- c) M. Henry advised that May 4 is the 40<sup>th</sup> Anniversary Celebration of the Willoughby Historical Society.
- c) The Rural Roots event at the Willoughby Historical Museum takes place Saturday, June 21.

**-Adjournment**

**MOTION: That this meeting adjourn at 9:05 p.m.**

T. Caruso/J. Harkness  
Carried

**Next Meeting: Thursday, April 17, 2008, 7:00 p.m.  
Lundy's Lane Historical Museum Board Room**