

**BOARD OF MUSEUMS**  
**Thursday, 17 May, 2007- 7:00 p.m.**  
**Willoughby Historical Museum**  
**MINUTES**

**Present:** Margaret Dunn (Chair); Tony Caruso; Dino Fazio; John Harkness; Marie Henry; Don Jackson **Staff Present:** Kathleen Powell, Museums Manager; Deborah Legge, Recording Secretary

**Regrets:** Councillor Vince Kerrio, Margaret Mingle; Daniel Rodrique; Gordon West

**Observers:** Garry P. Beck

Margaret Dunn, as Vice-Chair and in the absence of the Chair, called the meeting to order at 7:04 p.m.

**Minutes:**

**Motion: that the Minutes of the Meeting of 19 April, 2007, be adopted as distributed.**

D. Fazio/D. Jackson  
Carried, one opposed

- a) T. Caruso requested that it go on record that he would not approve the Minutes due to the fact that they did not record details of comments by individual Board members regarding the Youth Subcommittee Proposal he had submitted. Following a general discussion of the nature of Minutes of various City committees, it was stressed that the nature and procedure of Board of Museums Minutes follow those of City Council and Robert's Rules.

**Business Arising:**

- a) Feasibility Study: K. Powell advised that the architects have requested a daytime meeting with the Feasibility Study Steering Committee as soon as possible before starting work; further meetings in Weeks 5 and 9 with the architects will be necessary, as well as ongoing in-house meetings to prepare for those meetings. Discussion ensued regarding the striking of an Feasibility Study Steering Committee.

**Motion: That the Board give the Fundraising Sub-committee authority to proceed as the Feasibility Study Steering Committee.**

M. Henry/J. Harkness  
Carried

- b) Youth Subcommittee Terms of Reference (attached to Minutes) With careful scrutiny of the Terms of Reference, it was thought that the stipulation that "members of the Youth Sub-committee will be residents of Niagara Falls" should be inserted.

**Motion: That the Board of Museums accept the terms of reference of the Youth Sub-Committee as amended.**

D. Fazio/T. Caruso  
Carried Unanimously

- (i) T. Caruso was appointed Board Liaison to the Youth Sub-Committee.

- (ii) Procedures for invitation to join the Sub-committee were discussed. K. Powell will prepare a Volunteer Application and a Media Release to be distributed to secondary schools for public announcement, with further information to be made available in school guidance offices. As well, flyers will be prepared for widespread distribution, a newspaper advertisement will be published, and information will be included on the Museums' website. Applications must be returned to the Lundy's Lane Historical Museum.

### **Subcommittee Reports**

- a) Fundraising Sub-committee: After distributing a collection of notes compiled by the Fundraising Sub-committee at a meeting on Friday, 4 May, D. Jackson lead a brainstorming session of possible fundraising activities. These included, but were not limited to:
  - (i) A Capital Campaign to raise money for the proposed addition. This involves appealing to community members, government sources, service clubs, and special interest clubs.
  - (ii) A Legacy Campaign, involving planned giving in wills, *in memoriam* heritage contributions, sponsorships, partnership, appeals for specific items such as display cases or high-tech AV equipment.
  - (iii) Donor recognition plaques.
  - (iv) Tax advantages.
  - (v) Special events.
  - (vi) Co-ordination of the Main & Ferry BIA's business plan with the Board's own expansion plans.
  - (vii) A Funeral Home Donation Programme in which community members are memorialized by a donation to the Museums with plaques and annual memorial day services. ( Action: development of printed materials, contact with funeral establishments, lawyers and estate handlers. It was suggested that the Board proceed with this plan regardless of the building expansion plans)
- b) Armory Ad Hoc: M. Dunn reported that there has been no further word from the Niagara Military Museum regarding the lease. As the City budget proceedings are not yet completed, the Board remains unaware of the extent of this year's funding for the Armoury.
- c) 1812-2012 Task Force: The logo has been chosen and mock-ups of letterhead and advertisements have been prepared. A draft business plan, with a list of activities, has begun. A meeting will take place next week in which proposed activities will be prioritized. Details of advertising, funding, and responsibilities were discussed. The Task Force committee is in the process of planning a website.

### **Correspondence**

- a) Ontario Government Seniors Achievement Award application is due by June 15. Possible candidates for nomination were discussed.  
**Motion: That the Board direct K. Powell proceed to nominate Bob Cormier for the Ontario Government Seniors Achievement Award.**

M. Henry/T. Caruso  
Carried

### **Manager's Report**

- a) Expenditures at the Armoury for last year are indicated on Page 6 of the Report.
- b) May is Museums Month; tomorrow (Friday, 18 May) is International Museums Day. The Museums participate in the initiative with Heritage Passport, offering free admission to local residents at the City's three Museums as well as four Niagara Parks heritage sites.
- c) The Willoughby Historical Museum opens for the season tomorrow. The major new exhibit of the season is the Battle of Chippawa. The Museum is in possession of one of only a few known swatches of fabric from the U.S. militia/regular grey jacket from that Battle; researchers from the United States have made contact with K. Windsor about examining the fabric.
- d) For Museum Month tomorrow, K. Powell is travelling to Brantford to meet Ontario's Minister of Culture as representative of the Ontario Museum Association.

### **New Business**

- a) As this month is Museum Month, Board members are encouraged to renew their memberships to the Museums. Application forms have been included in their folders.
- b) Lundy's Lane Historical Museum's photocopier lease with Beattie's is due, and the machine will be removed soon. K. Powell outlined leasing alternatives offered by Beatties, notably a colour copier with updated features at a slightly higher quarterly rate than is charged for the present copier.

**Motion: That the Board proceed with the lease of the new photocopier as discussed.**

J. Harkness/T. Caruso  
Carried

- c) **Motion: That the Minutes of meetings and Agendas of the Niagara Falls Board of Museums be posted on the Museums' website, beginning with the Minutes of the meeting of 18 January, 2007.**

T. Caruso/D. Jackson  
Carried

- d) The City's landscaper informs K. Powell that landscaping at the Battle Ground Hotel Museum should be completed by June 1, though they haven't started work yet. Accordingly, K. Powell has suggested to C. Roberts that the interment of Miss Redmond's remains should take place Saturday, 16 June, 2007, to comply with Miss Redmond's sister's request. This date has not yet been confirmed.
- e) T. Caruso requested an update on the progress of the repair of the gun wheel at the Armoury. Repairs are ongoing as the spokes are unique and have to be made individually.
- f) J. Harkness reported on activities of the Arts & Culture Committee: The Battle of the Bands and Peterson's Youth Art Festival took place last week.

### **Adjournment:**

**Motion: That this meeting be adjourned at 8:32 p.m..**

T. Caruso  
Carried