

**NIAGARA FALLS BOARD OF MUSEUMS**  
**Thursday, 15 November, 2007 - 7:00 p.m.**  
**MINUTES**

**Present:** Gordon West (Chair); Margaret Dunn; John Harkness; Don Jackson; Daniel Rodrique

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

**Regrets:** Tony Caruso; Dino Fazio; Marie Henry; Margaret Mingle, Vince Kerrio

G. West, as Chair, called the meeting to order at 7:03 p.m.

**Minutes:**

- a) It was noted that Margaret Mingle was present at the October 18 meeting.  
**MOTION: That the Minutes of the Meeting of Thursday, 18 October, 2007, be adopted as amended.**

D.Jackson/M. Dunn  
Carried

**Business Arising:**

- a) Board/Staff Christmas Dinner: Several locations have been polled and K. Powell advised the group of replies to the inquiries. Several suggestions were made, and K. Powell was instructed to continue to look for a venue offering a \$25 to \$30 meal and advise the Board by e-mail when a decision has been made. The dinner will take place on Thursday, December 13 at 6:30 p.m.
- b) Strategic Plan Update - K. Powell spoke with Eva Salter, of the Ministry of Culture, about facilitation of a new strategic plan. Ms. Salter is unable to facilitate a strategic planning session before Christmas, but will meet with K. Powell next week to discuss the questionnaires already completed by Board members and staff.

**Subcommittees**

- a) Fundraising: (i) D. Jackson reported that ads for the Legacy Wall have appeared in the *Review* on two Saturdays already, and will continue for three more. Information was also published in the latest issue of *Circa*.
- (ii) There was discussion of a number of inquiries and purchases of plaques received to date.
- (iii) D. Jackson showed a sample of plaques and plexiglass mounts. There was further discussion of the look and potential earnings of the Wall.
- iv) Letters have been sent to approximately fifteen local heritage groups advising them of the Museum expansion and potential name change. Several positive comments have been received.
- v) The Board discussed publicity for the unveiling of the Legacy Wall before Council. A presentation date of December 10 will be sought. Several strategies were discussed.

- vi) A meeting of the Fundraising Sub-committee will take place at the Lundy's Lane Historical Museum on Wednesday morning, November 21 at 10:00 a.m. D. Jackson will notify absent members D. Fazio and M. Henry.
- b) Feasibility Study Steering Committee: The sub-committee recently met with the architects, and were showed two draft drawings based on needs expressed. Of the choices there was no preferred plan, but parts of each concept were approved; the architects will return with a revised amalgam by December 10. Discussion ensued regarding the condition of the building in its current state.
- c) Armoury: There was little to report, as the Sub-committee is still awaiting progress from the City. Tenders have been submitted to clean the main floor pending availability for the tenants.
- d) 1812-2012 Task Force: G. West reported that there will be a meeting of the Task Force on Thursday, November 29 to define the role of the task force and hopefully to resolve issues concerning business plans and work commitments.
- e) Youth : A notice has appeared in the *Review* and Information Niagara has information in their database. Several inquiries have been made though no actual applications have been received to date.
- f) Marketing: There was nothing to report.

### **Correspondence**

- a) Thank-you letter from the Volunteer Recognition Committee for the donation of a gift basket.
- b) Letter from the new Minister of Culture, Aileen Carroll, introducing herself and reiterating the importance of partnership and acknowledging the Ministry's commitment to the progress of the previous administration.

### **Manager's Report**

- a) Distributed
- b) K. Powell reported that things are going well at the Museums.
- c) The shining light of October was the Cemetery Tours, with a profit of over \$1,000. Discussion turned to the issue of people booking ahead and not showing up or paying and the museums losing out on potential profit from those bookings.

### **New Business**

- a) For Willoughby Historical Museum's 40<sup>th</sup> Anniversary in 2008, they want to put up a commemorative rock with a plaque, to be paid for out of the Museum's earned funds. Events are being planned to mark the anniversary, and the rock will be unveiled during the Rural Roots event in June.
- b) Willoughby Historical Museum's storage issues were discussed. A major donor and her estate made stipulations to their donation in 1982, that the artifacts not be removed from the former Willoughby Township. In order to properly care for some of the artifacts in the museum, they must be moved to a climate-controlled storage facility outside

Willoughby. It was the consensus of the Board that the artifacts be moved should that be required.

- c) J. Harkness reported on a Lincoln and Welland Regiment seminar at the St. Catharines Armoury last week.
- d) K. Powell advised that staff member S. Stroyberg's wife had baby girl this morning .
- e) The Museums' participation in the Santa Claus parade this weekend (November 17) has been compromised in that the flatbed truck that had been engaged for service, pulled out at the last minute. Without sufficient people to walk in the parade on the Museums' behalf, it was agreed that our participation in the event should be cancelled. Perhaps this is a project the Youth Committee could work on next year.
- f) K. Powell is booked to be the keynote speaker at the Friends of Stamford Village Christmas Dinner on December 18. She will talk about the Bicentennial of the War of 1812.

**Adjournment**

**MOTION: That this meeting be adjourned at 9:01 p.m.**

D. Jackson/J. Harkness  
Carried