

**NIAGARA FALLS BOARD OF MUSEUMS**  
**Thursday, 18 October, 2007 - 7:00 p.m.**  
**MINUTES**

Present: Margaret Dunn (Chair); Tony Caruso; John Harkness; Marie Henry; Don Jackson;

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

Regrets: Dino Fazio; Daniel Rodrique; Gordon West

Margaret Dunn, as Acting Chair, called the meeting to order at 7:03

**Minutes:**

**MOTION: That the Minutes of the Meeting of Thursday, 20 September, 2007, be adopted as presented.**

T. Caruso/D. Jackson  
Carried

**Matters Arising:**

- a) Volunteers were solicited to lay a Remembrance Day wreath at the Arena on Sunday, 11 November, as G. West will be unable to attend. J. Harkness and T. Caruso volunteered.
- b) T. Caruso will be taking leave of absence next meeting.

**Subcommittee reports:**

- a) Fundraising: D. Jackson reported that the final version of the Legacy Wall brochure, answer cards and pre-numbered receipt books are printed and the programme is up and running; the materials are on display upstairs and at all four funeral homes in the city. The glass is mounted on the wall in the Museum. Discussion followed regarding the appearance of the individual plaques and advertising the programme in local newspapers. As the *Review* is the only one of the local papers that includes obituaries, it was chosen to hold a test ad on Saturdays for a month to determine response. It was suggested that Board members poll acquaintances who read the *Review* to see if anyone noticed the ads. Families could be invited to submit a photo and biography of their loved one to the Museum's collection. D. Jackson was applauded for his efforts in this initiative.
- b) Armoury: M. Dunn reported that painting on the main floor of the Armoury is completed, according to budget. T. Caruso inquired regarding the status of tenancy of the second floor and was advised that the City's re-formed Ad Hoc Committee would be making the final decision. Discussion turned to accessibility issues and necessary repairs to the second floor before tenants could take possession. The Board awaits City Hall's plans.
- c) 1812 Task Force: K. Powell reported that there had been a meeting of the Task Force that afternoon; the committee is moving forward with its plans. K. Powell and W. Canavan are working to draft the requirements of a By-law to trademark the logo for Council's adoption. There are no changes in the Task Force budget.

- d) Youth: T. Caruso reported that he has met with St. Michael's High School and is receiving some response. Information and correspondence has been delivered to all five city high schools. The Youth Committee has been put on hold until January, 2008, pending availability of Board members to initiate public relations initiatives.
- e) Marketing and Promotions: M. Mingle initiated discussion of the recent co-operative lecture event of the Lundy's Lane Historical Museum and the Niagara Historical Society Museum. The Drummond Hill Cemetery Tours are doing well this year. Future promotional activities were discussed, including the status of the Art Auction to take place November 10. It was felt that the Board should support the process of event planning by bringing the Fundraising and Marketing Committees in to contribute co-operatively with staff early in the process. K. Powell will alter the current procedure to have staff, Board and stakeholders involved in event planning. K. Powell re-introduced the strategic planning initiative: the Board and staff should meet together to work on a five-year plan. K. Powell will find a location away from the Museums for this to happen over a one- or two-day period.

**Correspondence:**

- a) Arts & Culture Committee - Wilma Morrison's induction to the Arts & Culture Wall of Fame will take place Saturday, November 3 at Niagara Square 11:00 a.m. Board members were encouraged to attend.
- b) Volunteer Recognition Awards will be presented Tuesday, November 6, at Club Italia at 5:30 (reception) & 6:30 dinner. Tickets are \$20. The Board of Museums nominated Keith Dill of Brock Ford for the corporate award and Ken Warren for the individual award.

**Manager's Report:**

- a) Distributed
- b) Painting of the entrance and lower hall took three days; the lower hall and washrooms are almost completed.
- c) K. Powell will hire an industrial cleaning company to clean the Armoury within the next month or so. Upon completion, the Board will have a better idea what more needs to be done to the main floor.
- d) Next Wednesday, Thursday and Friday, K. Powell, K. Windsor and D. Legge will be at the Ontario Museum Association Conference.
- e) Doors Open brought in good participation.
- f) The Queenston Heights Re-enactment lunch served by our Committee were well received by re-enactors, participants and organizers. Partnerships were formed between Niagara College, Enbridge, and the 1812-2012 Task Force. Volunteer participation, largely due to Doors Open occurring on the same weekend, was somewhat stretched.

**New Business:**

- a) T. Caruso suggested the Museum launch a multicultural exhibit. K. Powell mentioned the

- success of the Community Exhibit Programme and the recent Multicultural Mosaic exhibit.
- b) J. Harkness thanked the Museums for their donation of a door prize to the Volunteer Recognition Evening.
  - c) Lundy's Lane Historical Society's Annual Christmas Dinner takes place Thursday, November 29, at Betty's Restaurant. The Friends of Stamford Village Annual Christmas Dinner is Tuesday, December 18 (soiree at 6:00, dinner at 7:00) at the Delphi Banquet Hall on Portage Road.
  - d) The Fundraising Committee will meet with the architects Wednesday, October 31.
  - e) Suggested date for the Board's annual Christmas Dinner is December 13. With the Board's direction, K. Powell and D. Legge will put together location ideas for the next Board meeting.
  - f) Willoughby Historical Society guest speaker on Wednesday, November 14, at 7:00 p.m. at the Willoughby Community Centre on Sodom Road is Scott Nicholson, talking about his visit to Turkey. Board members are encouraged to attend.
  - g) D. Jackson requested a quick e-mail listing the dates and times discussed at this meeting.

**Adjournment**

**MOTION: That this meeting be adjourned at 8:58.**

T. Caruso/D. Jackson  
Carried