

## Port Colborne Historical and Marine Museum Board Meeting Agenda

**Date:** Tuesday, June 20, 2023  
**Time:** 7:00 pm  
**Location:** L.R. Wilson Heritage Research Archives  
286 King St, Port Colborne, ON L3K 4H2

Pages

1. Call to Order
2. Disclosures of Interest
3. Adoption of Agenda
4. Approval of Minutes
5. Business Arising from the Minutes
6. Correspondence
7. Council Report
8. Curator's Report
9. Auxiliary Report
10. Friends of Roselawn Centre Liaison Report
11. Committee Report
  - 11.1 Finance Committee
  - 11.2 Building and Property Committee
  - 11.3 Programme Committee
  - 11.4 Fundraising Committee
  - 11.5 Policy Committee

11.6 Accession Committee

11.7 Heritage Committee

**12. Confidential Items**

**13. Director's Report**

**14. New Business**

**15. Adjournment**



Port Colborne Historical & Marine  
**MUSEUM**  
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The meeting of the Board of Management of the Port Colborne Historical and Marine Museum was held May 16, 2023, at 7:00 p.m. in the L.R. Wilson Heritage Research Archives.

Present: John Maloney, Terry Huffman, Gary Hoyle, Jeff Piniak, Brian Heaslip, Marianne Heaslip, Luke Brazeau, Councillor Eric Beauregard, Bonnie Schneider, Claudia Brema, Margaret Tanaszi, Arlene Lessard, Stephanie Powell Baswick, Michelle Mason, Tami Nail, Meghan Chamberlain

Regrets: Cheryl MacMillan

Chairman Terry Huffman and Stephanie Powell Baswick announce that the Department of Legislative Services will not be presenting on terms of reference at the meeting as the it is recommended to revise the Terms of Reference to reflect the changes in the department.

Minutes:

Moved by: John Maloney

Seconded by: Brian Heaslip

To: Approve the minutes of the Board of Management from April 18, 2023, with amendments made.

Business Arising:

Luke Brazeau asked staff for an update on their comments regarding the proposal to relocate Humberstone Township Hall to the Cultural Block brought forth from the previous meeting. Stephanie Powell Baswick responded that they have delayed presenting the proposal to City Council to further assess possible uses of the building. Stephanie also confirmed that she would contact Gary Long for an official update to be presented at the next meeting.

Correspondence:

No report.





### Council Report:

Councillor Eric Beauregard had no report for the board. John Maloney asked if Councillor Beauregard could provide an update on the status of the new visitors centre, to which he replied he would send along resources prior to the next meeting.

### Curator's Report:

Michelle Mason began her report by notifying the board on the status of new positions and grants. Darius Maddalena was hired on the Young Canada Works Archives Grant as the Digitization Assistant, Ela Gach was hired on the Young Canada Works Museum Grant as the Collections Assistant, and the positions of Archives Assistant, Custodian, Collections Assistant (Museum Assistant Program Grant) are in the process of being filled. Additionally, Niagara Peninsula Aboriginal Area Management Board will be funding an 18-week placement for the Youth Work Experience Program and Tehgan Porter will be returning as the Archival Inventory Assistant.

Also, the first Volunteer Orientation was held on May 12, 2023, in the L.R. Wilson Heritage Research Archives and was hosted by Community Engagement Officer, Meghan Chamberlain. The event was successful and had good feedback.

May 18, is International Museum Day and the Museum has arranged for a morning mindfulness session to take place on the grounds at 9:30 a.m. The session will be led by Heather Finlayson Fenton from Stream Yoga & Meditation and an invitation was extended out to staff and board members to join. Also, Michelle reported that a temporary outdoor exhibit created by Outreach Coordinator, Fallon Gervais, about the flora of the grounds, would be available to the public in the afternoon.

Registrar, Katelynn Best, has begun the "Making our Collections Matter" workshop at the International Centre for the Study of Preservation and Restoration of cultural property. Katelynn has also received the shelving system for framed artwork and photos in the Heritage Resource Centre and will be organizing their installation on the second floor.

Archivist, Michelle Vosburgh, presented 'Helen Kinnear: Her Political and Legal Career' at the Pelham Historical Society on April 29 and the Port Colborne Historical Society on May 15. Cemetery Tours on May 6 and May 13 went well with 15 people attending the two Overholt tours and 8 at the Oakwood tours. Urban History Walking Tours will commence in June. Furthermore, Michelle attended the 2023 Archives Association of



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Canada annual conference on May 11 & May 12 and gave a presentation on our archives' programs in conjunction with the conference theme: 'Healthy Communities'.

Lastly, Father Wes of St. Patrick's Church made and donated two new benches for the Sherk Cabin.

#### Auxiliary's Report:

Marianne Heaslip reported that the Auxiliary will be holding its annual biscuit mix bee on May 16, followed by a cleaning crew the following week. Arabella's Tea Room opens on June 1, with the Tea for Two special from June 1-3.

#### Friends of Roselawn Centre Report:

Arlene Lessard began her report by thanking the Building and Property Committee for their work on the programming space at the Roselawn Centre. Arlene then reported that the FORC Coronation High Tea was very successful with 105 guests. Lastly, the Friends of Roselawn Centre will be having their AGM on June 14, 2023.

#### Finance Committee:

Bonnie Schneider reported an update on Life Patron donations, Membership donations, and regular donations. Bonnie also reported that \$11,088.00 was received from NPAAMB (Niagara Peninsula Aboriginal Area Management Board) for a student position.

#### Building and Property Committee:

Brian Heaslip reported that the committee has scheduled a walk-through of the Museum grounds for May 24, at 1:00 p.m. to determine upcoming projects. Brian also reported that committee volunteers will begin to repair the rotten barn boards on the Carriage House.





Gary Hoyle asked the present staff if there are grants that could assist with bigger projects. Stephanie Powell Baswick responded that she will investigate.

#### Programme Committee:

John Maloney reported that the Member's Reception went very well, and approximately 105 guests attended the special preview of the new exhibits. Next John reported that May is Museum Month and May 18 is International Museum Day. To celebrate the Museum will be hosting a mindfulness session at 9:30 a.m. on the grounds and showcasing an exclusive 'Sustainability and Wellness' outdoor exhibit. Lastly, Arabella's Pie Social and Historic Fair will take place on May 28, from 12:00 to 4:00 p.m.

#### Fundraising Committee:

Claudia Brema presented members with a Music on the Lawn volunteer sign-up sheet. In addition, new posters designed by Heather Corbin are now available in printed and digital copies to share with the public.

#### Policy Committee:

No Report.

#### Accession Committee:

Terry Huffman reported that the next meeting of the Accession Committee will commence on May 25, at 10:00 a.m. in the L.R. Wilson Heritage Research Archives.

#### Heritage Committee:

Councillor Eric Beauregard reported that the Heritage Committee met on May 15, and was presented an administrative presentation. Councillor Beauregard then requested Stephanie Powell Baswick present the new changes in the process to Board members. Stephanie explained that Heritage Committee members will now be selected from



Board members and that the committee does not need to bring items to the Board of Management for approval but can instead report directly to City Council.

#### Director's Report:

Stephanie Powell Baswick began her report by sharing that she had presented on behalf of the Department of Museum and Culture to City Council on May 9 and provided them with an overview of what is prepared for open season. A comment she received from the council inquired whether virtual touring can be made available year-round. Stephanie relayed that it is something staff can investigate.

In addition, Stephanie presented to Festival and Events Ontario on May 4, about the growth of the Canal Days Festival and plans to attend the Arts and Culture roundtable on May 30.

Lastly, Fallon Gervais began as the Outreach Coordinator at the Roselawn Centre.

#### New Business:

John Maloney asked the staff if precautions have been taken to ensure upcoming outdoor events at Roselawn will have proper equipment and outlets to avoid electrical issues. Tami Nail confirmed that any electrical issues from the Coronation High Tea have been remedied and test runs will be done to ensure any problems can be identified and dealt with ahead of events.

Luke Brazeau asked if tours of the Department's facilities can be arranged for new board members. Stephanie Powell Baswick informed that tours can be held on May 24, for those interested and an invitation will be sent out to all members.

Gary Hoyle motioned to adjourn.