

Port Colborne Historical and Marine Museum Board Meeting Agenda

Date: Tuesday, October 17, 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
 - a. Music on the Lawn Report

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 and Marine Museum Board Meeting Minutes

Date: Tuesday, September 19, 2023
Time: 7:00 pm
Location: L.R. Wilson Heritage Research Archives
286 King St, Port Colborne, ON L3K 4H2

Members Present: C. MacMillan
E. Beauregard, Councillor
T. Huffman
J. Piniak
G. Hoyle
L. Brazeau
B. Schneider
A Lessard

Member(s) Absent: B. Heaslip
M. Tanaszi
C. Brema
B. Murphy
J. Maloney
M Heaslip

Staff Present: S. Powell Baswick, Director of Museum and Culture
M. Mason, Museum Curator
M. Chamberlain, Community Engagement Officer
T Nail, Assistant Curator

Others Present: Terry Hughes (Member of the Public)

1. **Call to Order**

Terry Huffman called the meeting to order at 7:00 p.m.

2. **Disclosures of Interest**

N/A

3. **Adoption of Agenda**

Moved by C. MacMillan
Seconded by T. Huffman

That the agenda dated September 19, 2023, be confirmed, as circulated, or as amended.

Carried

4. Approval of Minutes

Moved by L. Brazeau
Seconded by G. Hoyle

That the minutes dated July 18, 2023, be approved, as circulated, or as amended.

Carried

5. Business Arising from the Minutes

N/A

6. Correspondence

Meghan Chamberlain reported the following 7 items of correspondence received since the September meeting.

The first item was received from Bonnie Johnston, who thanked board volunteers and staff for arranging a wonderful 45th Anniversary party for Auxiliary volunteers.

The next two items were received from Jayne Siba and Diane Kajaste, both recent renters at the Roselawn Centre, thanking Stephanie Powell Baswick and Museum staff for their assistance and service.

Tami Nail received correspondence from the historical interpretation group HMS Psyche thanking her for the invitation to participate in the 45th Annual Canal Day and Marine Heritage Festival. In their letter, they also expressed their interest in returning for next year's festivities. Another piece of correspondence was received by Tami from Steve MacKenzie from the model boat group regarding their time at Canal Days. They enjoyed their new location but are interested in exploring smaller pool options for next year.

The final two pieces of correspondence were received via the Canada Helps online donation portal. An anonymous donator thanked the Museum for a lovely

and enlightening experience and expressed their appreciation for the special attention staff provided for her daughter's lost item. Another donor expressed their excitement for their upcoming wedding under the gazebo on the Museum grounds.

7. Council Report

Councillor Eric Beauregard reported that the Council is in the process of completing the 2024 Capital Budget and will then move on to the 2024 Operating Budget.

Stephanie Powell Baswick updated board members that she had created a presentation for Council regarding department staffing needs for 2024. The presentation and proposed operating budget were deferred to the City's Finance department and will be decided upon in October. Included in this presentation were the addition hours for a receptionist at Roselawn Centre and more custodian hours to facilitate maintenance for the Roselawn Centre by existing staff.

8. Curator's Report

Michelle Mason reported that all summer students have now returned to school, with the exception of Malakai Turner, who will continue in Arabella's Tea Room until the end of the season. The students received a City of Port Colborne glass mug and a perpetual calendar featuring photographs from the collection as a parting gift.

In other staffing news, Dario Smagata-Bryan resigned from his position of Archives Assistant. The position will be posted promptly to find a replacement. In addition, her regular duties, the Public Programmer, Sloane McDowell, has become the new staff liaison for the Senior Advisory Committee.

Michelle also reported that repairs on the Yvon Dupre have been completed with the installation of new revamped text panels. Repairs included the benches being reupholstered, the wheelhouse wall and captain's room being repainted, and the roof of the wheelhouse being fixed.

Lastly, the Corporate Donor Drive will be ready to mail out in early October, and get-well cards were sent on behalf of the board to members John Maloney and Margaret Tanaszi.

9. Auxiliary Report

Cheryl MacMillan reported that there were 352 visitors to the Tea Room in July, 180 during Canal Days, and 499 in August. The Auxiliary has also brought on 5

new volunteers this season and will be celebrating their success on September 25 for their annual potluck and October 16 for their Volunteer Appreciation event.

10. Friends of Roselawn Centre Liaison Report

Arlene Lessard began her report by thanking the Fundraising Committee for their efforts regarding the Music on the Lawn Concert Series. The Friends of Roselawn Centre 50/50 draws were very successful with the last draw selling out.

Arlene also reported that the Fall newsletter will be released soon, and it will feature their upcoming events. These include their membership drive and the November 18 Christmas Maker's Market.

Lastly, the FORC will be partnering with gardeners from the City of Port Colborne to begin a restoration project for the gardens of Roselawn.

11. Committee Report

11.1 Finance Committee

Bonnie Schneider reported that \$5347.81 has come in for donations. These were collected from donation bins, cheques, memberships, etc.

11.2 Membership Committee

Michelle Mason reported on behalf of Claudia Brema that the Museum currently has 18 Life Patrons since 2024 and 98 members. This marks a record year for Life Patron donations.

11.3 Building and Property Committee

Michelle Mason reported on behalf of Brian Heaslip that painting has begun on the William's House, 3 double windows in Arabella's Tea Room have been replaced, and all rotten boards from the Carriage House have been replaced.

11.4 Programme Committee

Tami Nail reported on behalf of John Maloney that there were a total of 40 participants for the summer workshop series run by Public Programmer, Sloane McDowell, and Outreach Coordinator, Fallon Gervais. Sloane also has two upcoming school tours within the next month.

Tami also reported that the department will be doing the following Fall programming: Paranormal Ghost Hunts, Lantern Tours, Haunted Mansion: Trick or Treat, and the return of the L.R. Wilson Archives Speaker Series.

Tami Nail then presented a formal report on the 45th Annual Canal Days and Marine Heritage Festival. There were a recorded 6000 visitors to the Museum on August 5 and 6, with a high demographic of families present. HMS Psyche's expanded services received great feedback from visitors as well as Blackthorne Productions. Feedback for 2024 included those from the model boat association liking the return of a pool, better visibility for the Catherine St. entrance, and more signage for activities on the back lot of the property. Tami did note that the profits were slightly lower than average this year but she hopes to coordinate with the City of Port Colborne's Communications Department for better information rollouts next year.

Councillor Eric Beauregard asked why there were no admissions charged for the previous two years and inquired whether that could be the cause of the profit dip. Tami Nail responded that the grounds are able to be free admission due to sponsorships like Lower Lakes Towing which cover admission fees. Tami suggested that more sponsors can be approached for next year's festivities.

11.5 Fundraising Committee

Stephanie Powell Baswick reported on behalf of Claudia Brema that the department will be collaborating with the Port Colborne Public Library on two fundraising events this Fall. On October 26 the Library will be hosting a Halloween Trivia Night at the Roselawn Centre and on November 12 Adam Shoalts will be doing a book talk for his latest novel.

Also, Terry Huffman notified board members that a full report on Music on the Lawn would be presented at the October meeting.

Tami Nail commented that we will be looking for new sponsors for the Grand Old Christmas Festival since the Port Colborne SWANS have disbanded.

11.6 Policy Committee

N/A

11.7 Heritage Committee

Luke Brazeau reported that the committee recently sent out letters to approximately 168 homeowners in Port Colborne concerning possible heritage designations for their properties, thus far 11 have responded. In the meantime, Dr. Michelle Vosburgh will be researching heritage districts for the committee.

Luke also brought forward that the heritage committee page on the city website is outdated, to which Michelle Mason reported that Tami Nail had sent an update request earlier that day. Stephanie Powell Baswick reported that she is also working to identify alternatives for City support staff to assist the committee with these issues.

11.8 Accession Committee

Terry Huffman reported that the committee met on Monday, August 28, 2023. A number of new items were accepted into the collections, notably a lot of artifacts pertaining to Port Colborne High School. Additionally, some items have been passed forward to staff for research and resource purposes.

12. Confidential Items

N/A.

13. Director's Report

Stephanie Powell Baswick reported that she is in the process of completing an application for a Senior's Community Grant, that is due by the end of September. The grant will be in collaboration with Don Baer and the Port Colborne Volunteer Fire Fighter Co.

13.1 2024 Capital Budget

Stephanie also presented the Department of Museum and Culture 2024 Capital Budget to members and asked for approval of the document as presented.

That the proposed 2024 Capital Budget for the Department of Museum and Culture, be approved, as circulated.

Moved by B. Schneider
Seconded by A. Lessard

Carried

14. New Business

Stephanie Powell Baswick brought forward that at a recent meeting with the City of Port Colborne's Finance Department, the prospect of raising museum membership fees was proposed. In response, Cheryl MacMillan suggested that membership fees remain the same to continue offering affordable services to the community. Terry Huffman provided that it may be something more suited for a

subcommittee to determine in the new year, to which Councillor Eric Beauregard suggested extending an invitation to Finance Director Bryan Boles for input.

Terry Hughes brought forward that there will be an event coming up this fall called Ghouling in a Port Colborne Cemetery and to let him know if you had questions.

Tami Nail reported that a volunteer sourced a deal from Inniskillin Winery for the upcoming Christmas Party. Members noted that wine is currently donated by members and Stephanie suggested it be considered at the Roselawn Centre for future events.

14.1 Terms of Reference Review

Stephanie Powell Baswick presented the updated Terms of Reference for the Port Colborne Historical and Marine Museum Board of Management and thanked the sub-committee members for their help with the process. Stephanie asked for approval of the Terms of Reference so that they may be submitted to City Council.

Moved by L. Brazeau

Seconded by G. Hoyle

That the proposed Terms of Reference be approved, as circulated.

Carried

15. Adjournment

Cheryl MacMillan motions to adjourn.

Chair

Staff Liaison