

Port Colborne Historical and Marine Museum Board Meeting Agenda

Date: Tuesday, November 21, 2023
Time: 7:00 pm
Location: L.R. Wilson Heritage Research Archives
286 King St, Port Colborne, ON L3K 4H2

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Port Colborne Historical and Marine Museum Board Meeting Minutes

Date: Tuesday, October 17, 2023
Time: 7:00 pm
Location: L.R. Wilson Heritage Research Archives
286 King St, Port Colborne, ON L3K 4H2

Members Present: C. MacMillan
B. Heaslip
T. Huffman
C. Brema
J. Piniak
G. Hoyle
L. Brazeau
B Schneider
A Lessard
M. Heaslip

Member(s) Absent: E. Beauregard, Councillor
M. Tanaszi
J. Maloney

Staff Present: M. Mason, Museum Curator
M. Chamberlain, Community Engagement Officer

Others Present: Olga Loeffen, Business Community and Events Ambassador for the City of Port Colborne.

1. Call to Order

Chair, 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. Brema
Seconded by L. Brazeau

That the agenda dated October 17, 2023, be confirmed, as circulated, or as amended.

Carried

4. Approval of Minutes

Moved by A. Lessard
Seconded by G. Hoyle

That the minutes dated September 19, 2023, be approved, as circulated, or as amended.

Carried

5. Business Arising from the Minutes

N/A.

6. Correspondence

Meghan Chamberlain reported that correspondence was received from Mary Lou Minor wishing Auxiliary volunteers a happy Thanksgiving and thanking Cheryl MacMillan for her training and mentorship.

7. Council Report

Councillor Eric Beauregard sent the following report. Council will be meeting on October 18, 2023, to discuss the 2024 Operating Budget. Final approval of the Capital and Operating budgets will be determined on October 24, 2023.

8. Curator's Report

Michelle Mason began her report by providing the following information from Archivist Dr. Michelle Vosburgh and the L.R. Wilson Heritage Research Archives. Anna Carlsen has been hired as the new Archives Assistant and began her position on October 16, 2023. Additionally, the Fall Cemetery tours held in September were well received and attended. The Fall Speaker Series has three remaining dates, including Fred Addis on November 18th which requires a ticket to be reserved. Tickets are available for free in the Archives, quantities are limited.

Michelle then reported that the annual corporate donor drive is now underway, with letters going out on October 10, 2023. Michelle, also reported that Malakai Turner finished working for Arabella's Tea Room on September 30, 2023. Malakai was a great asset to both the Tea Room and the Museum.

Furthermore, Michelle discussed her involvement with the planning and execution of the Centennial Art Show at the Roselawn Centre stating that it was a great opportunity to work alongside the Port Colborne Art Club and reconnect with members of the Roselawn Art Committee from the 1990s.

Lastly, Stephanie Powell Baswick and Michelle have joined the Niagara Arts and Culture Roundtable to connect and share ideas with people from different cultural organizations from around Niagara. This group will be meeting four times a year to discuss experiences, resources, policies, and more.

9. Auxiliary Report

Marianne Heaslip reported that Arabella's Tea Room received 2011 guests from June to September 2023. Marianne also reported that the annual Auxiliary Volunteer Appreciation event took place on October 16, 2023, and featured a special visit from Mayor Bill Steele and a presentation from Niagara-on-the-Lake Museum Curator, Sarah Maloney. Volunteers were pleased to present a \$20,000 donation to the Port Colborne Historical and Marine Museum.

Lastly, the pudding bee for the Grand Old Christmas Festival is scheduled for November 18, 2023.

10. Friends of Roselawn Centre Liaison Report

Arlene Lessard reported that the Friends of Roselawn Centre have recently released their Fall 2023 newsletter and that copies are available for any interested members. Arlene also reported that volunteers from the committee recently met with City and Museum staff to discuss plans for a Roselawn Centre garden restoration project in 2024. The FORC has begun the process with a donation of \$1000.00 which will purchase bulbs and plants.

Lastly, the annual Friends of Roselawn Centre Makers Market will take place on November 18, 2023, from 10:00-4:00pm.

11. Committee Report

11.1 Finance Committee

Bonnie Schneider reported that the 2023 Corporate Donor Drive letters have been mailed. Additionally a record amount of \$1800.00 in Life Patrons donations have been received in 2023.

11.2 Membership Committee

Claudia Brema reported that there have been 19 new Life Patrons and 98 members since the beginning of the year.

11.3 Building and Property Committee

Brian Heaslip reported that the committee has completed all outdoor work and will now focus on interior projects at the Roselawn Centre for the remainder of the year. There are two major outstanding projects for the Heritage Resource Centre and Museum building that will be resumed in the spring of 2024.

Brian also reported that the painting on the William's House is almost completed, the new windows at Arabella's Tea Room have been painted, and a new popcorn machine for events was received.

Cheryl MacMillan requested that during the property walk through in the spring, the committee could include the interior of Arabella's Tea Room windows, which need to be painted. Brian responded that since the project is inside the committee can work on it in the early spring.

Jeff Piniak brought forward that there is an issue with the lights on the Propeller display in the Marine Park. Michelle Mason reported that an electrician from the City of Port Colborne has already been contacted to address the issue within the week.

Claudia Brema asked if the committee volunteers log their working hours, to which Michelle Mason supplied that staff tracks the hours and includes it in the Annual Report statistics.

11.4 Programme Committee

Michelle Mason reported the following on behalf of John Maloney. Public Programmer, Sloane McDowell, ran three school programs in September and October for Sacred Heart Catholic School and the Port Colborne High School Housing and History Class. There was a total of 45 attendees for the Paranormal Ghost Hunts and so far 25 signed up for the upcoming Lantern Tours. The Roselawn Centre will be decorated for Halloween this year, welcoming trick-or-treaters.

Lastly, Michelle reported that the annual poppy installation will be on display from November 6 to November 13, 2023.

11.5 Fundraising Committee

a. Music on the Lawn Report

Terry Huffman presented printed copies of the official Music on the Lawn report to all present members and asked for people to share their comments on the event. Arlene responded on behalf of the Friends of Roselawn Centre, that the event was very successful for fundraising and they would like to see it continue. Cheryl MacMillan commented that Arabella's Tea Room received an influx of visitors on the afternoons of concerts. Luke Brazeau asked if having alcohol for sale at the event could be an element looked at in future planning. Bonnie Schneider requested that donation bins be more prominent at each entrance for visitors who are interested in donating towards the event. Lastly, Marianne Heaslip suggested that next year volunteers working gates be notified of the locations of donation bins, craft tents, and food to answer guest questions.

Terry Huffman closed his report by extending his thanks to volunteers from the Board and FORC as well as Museum staff.

11.6 Policy Committee

N/A.

11.7 Accession Committee

N/A.

11.8 Heritage Committee

Luke Brazeau reported that the committee met on October 16, 2023. Eleven properties have been submitted to the committee for heritage designations, the list will be presented to City Council on October 24, 2023. The committee has decided that they will do only the 11 properties at this time due to resources. Luke also brought forward that the committee will be looking more into heritage districts.

Lastly, the City's Heritage Committee web page has been updated and they are still looking into a backup for the planning staff representative.

12. Confidential Items

N/A.

13. Director's Report

Michelle Mason reported the following on behalf of Stephanie Powell Baswick. On October 10, 2023, the Corporation of the City of Port Colborne approved By-

Law No.7149/91/23 being a By-law to establish a Board known as the Museum, Heritage, and Culture Board. Stephanie sent along her gratitude to the board and staff for their consideration and diligence throughout this process as well as the expertise of those in the legislative services department. A copy of this By-Law will be attached to this report.

Also, 2025 will mark the 50th Anniversary of the Museum and Stephanie is looking to assemble a committee to plan and organize celebrations. Claudia Brema, Cheryl MacMillan, Terry Huffman, Luke Brazeau, and Arlene Lessard volunteered to join this committee.

14. New Business

Olga Loeffen, the Business Community and Events Ambassador for the City of Port Colborne, introduced herself to the Board and outlined her position within the corporation. Olga disclosed that planning for the 2024 summer concert series has begun and that they will be working in coordination with the staff of the Department of Museum and Culture to ensure both events' success.

Brian Heaslip notified staff that he would not be available for the Remembrance Day ceremony this year.

Gary Hoyle brought forward that the Port Colborne Lion's Club will be having its annual Food Drive on October 22, 2023, and the Donut Blitz will be on October 28, 2023.

Claudia Brema took a moment to acknowledge the passing of Ann Elise Bull, a member of the community and Museum volunteer for over 20 years.

15. Adjournment

Brian Heaslip motions to adjourn.

Chair

Staff Liaison

The Corporation of the City of Port Colborne

By-law No. 7149/91/23

Being a By-law to Establish a Board known as the Museum, Heritage and Culture Board, to Establish a Terms of Reference for the Museum, Heritage and Culture Board, to Repeal By-law No. 6718/82/19, Being A By-Law to Establish A Heritage Committee For The City Of Port Colborne, and all Amendments Thereto, and to Repeal By-law No. 410/74, Being A By-Law to Establish A Board Known as "The Port Colborne Historical and Marine Museum Board" and to Provide for the Appointment of Members Thereto, and all Amendments Thereto

Whereas at its meeting of November 12, 1974, Council enacted By-law No. 410/74, Being A By-Law to Establish A Board Known as "The Port Colborne Historical and Marine Museum Board" and to Provide for the Appointment of Members Thereto; and

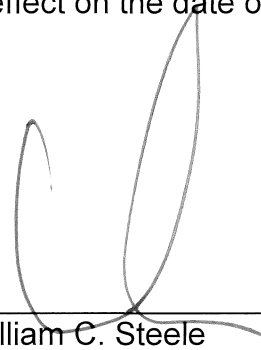
Whereas at its meeting of September 09, 2019, the Council of The Corporation of the City of Port Colborne (Council) enacted By-law No. 6718/82/19, Being A By-Law To Establish A Heritage Committee For The City Of Port Colborne; and

Whereas Council is desirous of establishing a Terms of Reference for the Museum, Heritage and Culture Board;

Now therefore the Council of The Corporation of the City of Port Colborne enacts as follows:

1. That there is hereby established a Committee to be known as the "Museum, Heritage and Culture Board".
2. That the Terms of Reference for the Museum, Heritage and Culture Board, attached hereto as Schedule "A", be approved.
3. That By-law No. 6718/82/19, Being A By-Law to Establish A Heritage Committee For The City Of Port Colborne, and all amendments thereto, are hereby repealed.
4. That By-law No. 410/74, Being A By-Law to Establish A Board Known as "The Port Colborne Historical and Marine Museum Board" and to Provide for the Appointment of Members Thereto, and all amendments thereto, are hereby repealed.
5. That this by-law shall come into force and take effect on the date of passing.

Enacted and passed this 10th of October, 2023.



William C. Steele
Mayor

Saima Tufail
Acting City Clerk