

Port Colborne Historical and Marine Museum Board Meeting Agenda

Date: Tuesday, March 19, 2024
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 Membership Committee
 - 11.3 Building and Property Committee
 - 11.4 Programme Committee
 - 11.5 Fundraising Committee

11.6 Policy Committee

11.7 Accession Committee

11.8 Heritage Committee

12. Confidential Items

13. New Business

14. Adjournment

Port Colborne Historical and Marine Museum Board Meeting Minutes

Date: Tuesday, February 20, 2024
Time: 7:00 pm
Location: L.R. Wilson Heritage Research Archives
286 King St, Port Colborne, ON L3K 4H2

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

Member(s) Absent: E. Beauregard, Councillor

Staff Present: M. Mason, Museum Curator
Tami Nail
S. Powell Baswick, Director of Museum and Culture

1. **Call to Order the AGM**

The Chair called the Annual General meeting to order at 7:00pm

2. **Disclosures of Interest**

N/A

3. **AGM Elections**

Brian Heaslip led the election for the 2024 Board terms.

Executive:

Chair - Terry Huffman (2nd year of 2 year term)

Vice Chair - Arlene Lessard (2nd year of 2 year term)

Finance Chair - Bonnie Schneider (2nd year of 2 year term)

Secretary - Staff (currently Tami Nail)

Committee Chair:

Membership - Claudia Brema

Building & Property - Brian Heaslip

Accession - Terry Huffman

Programming - Cheryl MacMillan

Fundraising - Claudia Brema

Policy - Cheryl MacMillan

Heritage - Luke Brazeau

50th Anniversary - Cheryl MacMillan

Marianne Heaslip officially introduced as a voting member of the Board. Claudia Brema was re-appointed to the Board. Margaret Tanaszi and John Maloney's spots are now vacant. The City will post for new Board Members once there are a few vacancies from other committees too. Once the posting becomes available it will be sent to the Board.

50th Anniversary Committee was created to plan the activities for the 50th Anniversary year of the Museum in 2025. Focusing on a signature event of a picnic based on 1975.

4. Adoption of Agenda

Moved by C. MacMillan

Seconded by L. Brazeau

That the agenda dated February 20, 2024 be confirmed, as circulated or as amended.

Carried

5. Approval of Minutes

Marianne Heaslip corrected her statement from last meeting to 400 puddings were made.

Moved by G. Hoyle

Seconded by B. Heaslip

That the minutes dated January, 16 2024 be confirmed, as circulated or amended.

Carried

6. Business Arising from the Minutes

N/A

7. Correspondence

N/A

8. Council Report

Councilor Eric Beauregard wishes to remain on the Heritage Committee.

9. Curator's Report

Michelle Mason reported that her, Tami, Stephanie and Michelle Vosburgh will be starting a Leadership Development course in partnership with the Goodman School of Business with Brock University on Wednesday, February 21 at Roselawn. This will be the first of 5 courses of this mandatory Senior Staff Leadership experience.

Tami and Sloane have interviewed Isaac Millett from Lakeshore High School to do his co-op placement at the Museum. He was successful and started on February 20th. He will be helping with the new exhibit preparations and some programming for March Break and the Eclipse. We are happy to welcome him to the team and give a student this opportunity.

Stephani McDougall has finished organizing, photographing, and inputting the clothing and textile collection into the database. She did a great job and her work makes it so much easier to find objects. Most of the dresses and uniforms are now hanging, and the rest of the collection is sorted into boxes that are easily searchable. Now we won't have to open and search through all the boxes to find an item, as everything has a place and is well labelled. This is much better for the preservation of the collection. Until the end of her grant contract on March 29th, Stephani is photographing and indexing a part of the Indigenous Collection.

Michelle also reported on the Archives report from Michelle Vosburgh. Archives staff have been very busy researching and writing reports on various properties for the Heritage Committee. To date, twelve reports have been submitted to the committee, with the last three to be submitted in time for the next committee meeting.

Final preparations are underway for the script to be used by tour guides for the cruise ship excursion guests. Arrangements for the tours with the shore excursion provider and hiring tour guides are being managed by the city's tourism staff.

The Archivist has been invited to join an Online Coverlet study group based at Cornell University and will be giving a presentation on the Graf family at one of their upcoming online meetings. She has been asked to speak by the St. Catharines Historical Society and Pelham Historical Society later this year. She is also invited to a workshop and roundtable event on Niagara's economic history at Brock on March 4: "Mapping Niagara's Economic History and Current Assets." This research project and workshop is supported by the Wilson Foundation, founded by L.R. "Red" Wilson.

A new Welland Canal History walking tour is in the research phase, and it is hoped to make this part of our commemoration of the Bicentennial of the Welland Canal.

This year is the beginning of the 200th anniversary of important milestones in the construction of the Welland Canal, for example, January 19, 2024 was the 200th anniversary of the colonial legislature's bill creating the charter for the Welland Canal Company. In conjunction with St. Catharines, Welland, and Thorold, the Archives will be part of the first Welland Canal Bicentennial Travelling Speakers Series in November 2024. Each site will host a different speaker on a Saturday in November. The Port Colborne date will be Saturday, November 9, and Michelle Vosburgh will be giving a presentation on the debate about the southern terminus of the canal.

10. Auxiliary Report

Marianne Heaslip reported that an Executive Meeting will be held on Monday, February 28th.

11. Friends of Roselawn Centre Liaison Report

Alene Lessard reported that the 2023 Christmas Market generated \$1,050 in table rental fees, \$641 for Penny Sale, \$412 for Bake Sale, and \$109 for Coffee/tea/pizza sales minus expenses. It was a great success generating a net contribution of \$1,390! Additional funds raised were \$166 net from the 50/50 draw and \$270 in Calendar Sales.

FoRC donated \$5000 to the security system for Roselawn and \$350 to the Optimist Club.

The Art Auction had 50 donated pieces and raised approximately \$2000. It also reached 10 000 Facebook users. Thank you to Roselawn staff who helped with the exhibit of the art items up for auction so bidders could see the pieces in person.

The Winter newsletter will be going out soon. The next meeting is in March where they will be planning for 2024 events and activities.

12. Committee Report

12.1 Finance Committee

Bonnie Schneider reported that the 2023 CMOG funding was received.

12.2 Membership Committee

Claudia Brema reported that 250 letters were sent out for the Membership drive.

12.3 Building and Property Committee

Brian Heaslip reported that volunteers have completed the repainting of the President Rooms and they are now painting the offices upstairs at Roselawn.

Over the past couple of years, the volunteers have been patching the white picket fence at the Museum, and this year they want to replace all the white picket fencing. The digging and setting of the post holes will be contracted out. Brian asked that anyone who would like to help with the painting of the new fence please reach out to him.

12.4 Programme Committee

Cheryl MacMillan reported that Public Programmer Sloane McDowell hosted the first P.D. Day program on February 16th. It was a success and P.D. Day programs will continued to be offered for 2024.

Heritage Week is this week (19th-25th) and the Museum's "Half Hour Histories" program is already off to a great start. Tours are from 12:30pm-1:00pm, Monday-Friday this week, and feature a different building within the Museum and Culture department each day. Check out the Museum's Facebook page for photos.

March Break programming has been planned and marketing has been posted. March 13th is the Secret Garden Edwardian Tea in the Archives,

and March 14th will be Digging In (Archaeology) also in the Archives. There have already been plenty of sign-ups for both programs.

On April 3rd at 6:30pm in the Archives, Brian Pihack will be presenting about the April 8th eclipse. Everyone who signs up for the presentation will receive a pair of glasses to view the eclipse. Marketing has not been sent out for this event yet. On April 8th, the Museum will have a table set up with children's activities at the Vale Centre for the City's eclipse program.

12.5 Fundraising Committee

Terry Huffman reported that the Committee has been discussing the return of the Music on the Lawn series for a 2024 season this summer, working around the dates of Lighthouse plays and the City's concert series. He has already contacted some bands. The Toronto All-Star Big band has agreed to perform and a date is being confirmed. Also looking into Marine, folk and country bands.

Discussion was held regarding selling beer and wine at the concerts. This is a family friendly event, perhaps just expand the refreshment and food selection, but are we missing out on a good revenue possibility?

Moved by G. Hoyle

Seconded by B. Heaslip

That the Board would like to proceed with a 2024 season of Music on the Lawn

Carried

12.6 Policy Committee

N/A

12.7 Accession Committee

Terry Huffman reported that they are waiting for enough donations to come in to schedule another meeting. Katelynn and Michelle Mason are working on finding an opportune date for a De-accession meeting.

12.8 Heritage Committee

Luke Brazeau reported that a meeting was held on March 12th and the properties recommended for designation were 19 Tennessee Ave (former

Casino/ Clubhouse), 123 King St. (St. Patrick's Church) and 55 Charlotte St (St James Church).

The committee is struggling to get support from the Planning Department. No one from Planning attended the last meeting.

Luke gave kudos to the staff for all their work researching and writing the reports.

The Planning Department sent out a second round of letters to owners of houses on the Heritage Register List. The Heritage committee was not in support of these letters being sent out. If owners do not wish to proceed with their property's designation they do not have to follow up with the letter.

At the January meeting, the Heritage committee motioned to have the City inquire about the working being done on the roof of the former Shickluna Garage on King St, as the new work is hiding heritage aspects of the building.

12.9 50th Anniversary Committee

N/A

13. Confidential Items

N/A

14. Director's Report

Stephanie Baswick-Powell reported that staff are meeting all of their objectives as well as objectives with other departments. All full-time staff have finished sessions regarding the City's new Strat Plan. Beginning in March, we will have to re-look at the goals of our Strat Plan with the committees and sites to make sure they align with the City's.

On March 7, Stephanie and Sloane will be attending a Learning Café with 95 seniors to discuss volunteer opportunities and events.

Thank you to Katelynn for all of her work to start the Collections database software changeover from a purpose built system built with the IT team to Past Perfect. Thank you for the City for their financial support.

Last year was the first year for the Heritage and Culture Award, and the first recipient was Bonnie Johnston. Mieke Van Es is this year's nominee. Stephanie likes the award to be presented in a way that best suits the nominee's wishes. Mieke would like it to be a celebration of all the Tea Room volunteers.

Stephanie has been informed that Margaret Tanaszi is living at Woodlands in the Cedar Unit if anyone would like to reach out to her.

Stephanie has a draft job description for the Roselawn Visitor Service's position to be approved by Human Resources.

15. New Business

A list of the 2024 Events and Exhibits was distributed to all board members.

Luke inquired about the branded clothing for the Board members. Stephanie reported that the City wants the Board members to wear the new logo, not the Museum logo, as that is only to be worn by staff. Stephanie suggested that we work with our designers to create the Museum logo with "Board" incorporated.

The acoustic panels for the Archives is ongoing.

The 2023 Annual Report is with the designer and it will be ready for April.

Tami Nail announced that the British Home Children: Local Stories exhibit was chosen to be one of the exhibits in the Ontario Legislative Assembly's Community Gallery. Each exhibit is only given one case. It will be available to view at Queen's Park from April until December. Also, Lower Lakes has confirmed that they will once again sponsor the Museum \$5000 for Canal Days.

16. Adjournment

The Chair adjourned the meeting at approximately 8:30pm.

Chair

Staff Liaison