

## Port Colborne Historical and Marine Museum Board Meeting Agenda

**Date:** Tuesday, April 16, 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
    - a. 50th Anniversary Committee

11.5 Fundraising Committee

11.6 Policy Committee

11.7 Accession Committee

11.8 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, March 19, 2024  
**Time:** 7:00 pm  
**Location:** L.R. Wilson Heritage Research Archives  
286 King St, Port Colborne, ON L3K 4H2

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

**Member(s) Absent:** B. Heaslip  
C. Brema  
M. Heaslip  
E. Beauregard, Councillor

**Staff Present:** M. Mason, Museum Curator  
T. Nail

### 1. **Call to Order**

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

### 2. **Disclosures of Interest**

N/A

### 3. **Adoption of Agenda**

Moved by C. MacMillan  
Seconded by L. Brazeau

That the agenda dated March 19, 2024 be confirmed, as circulated or as amended.

Carried

**4. Approval of Minutes**

Moved by G. Hoyle

Seconded by C. MacMillan

That the minutes from the AGM dated March 19, 2024 be confirmed as circulated or amended.

Carried

**5. Business Arising from the Minutes**

N/A

**6. Correspondence**

N/A

**7. Council Report**

Luke Brazeau reported on behalf of Councilor Eric Beauregard. City Council has passed an updated Property Standards Bylaw, which includes Heritage properties.

If you see concerns around the city, you can fill out a Request for Service form on City website and someone from the City will respond back to you.

**8. Curator's Report**

Michelle Mason reported that Isaac Millet, a Lakeshore Catholic High School co-op student, has started and is helping Tami and Sloane with exhibits and programming.

Katelynn Best is taking a Collections course from the CMA and a Disaster Planning webinar. CMOG is requesting an Emergency Management Plan this year. Katelynn has also been working with Past Perfect on the new collections database. It is in Beta form now, but the full database should be up and running in early April.

Sloane McDowell is completing a Programming course through the OMA. Tami Nail is completing a Grant Writing course as well.

Stephani McDougall is in the final weeks of her contract with the MAP grant. Over the next couple of weeks she is working on sorting through and storing the archaeological collection properly.

Michelle Mason and Stephanie Baswick met with Tim Anderson to go over the Capital projects. Tim and Mike Kyle will do a walk through in early April, after that tenders will be sent out for the work to be completed.

Received a quote from Grand River Metal Works for the replacement of the cabin windows of the Yvon Dupre for \$2542, which is \$750/window. Michelle will also ask Frank and Barry if this is something they can do.

### **8.1 Director's Report**

Michelle Mason presented Stephanie Baswick's report that the Visitors' Service job for Roselawn will be posted this month. It will be a temporary position for this year and will be revised for the 2025 budget.

Stephanie is working on the Seniors' Grant with Sloane. It will focus on Port Colborne Volunteer Firefighters' Association's heritage projects as well as the Port Colborne Seniors' Advisory Committee to engage seniors and share info on service's provided.

## **9. Auxiliary Report**

Cheryl MacMillan reported on behalf of Marianne Heaslip. An Executive meeting was held to prepare for the upcoming Pie Social.

Some of the volunteers are making new curtains to replace the 40 year old curtains on the first floor of the Tea Room.

Cheryl asked everyone to consider the pies they can bake for the Pie Social coming up on May 26th from 12-4pm.

## **10. Friends of Roselawn Centre Liaison Report**

Arlene Lessard reported that the Winter newsletter went out a few weeks ago.

There will be a Members' Appreciation evening on April 22nd to coincide with the opening of the Rising exhibit.

The Annual General Meeting will be held on June 3rd.

FORC will be sponsoring \$5000 for this year's Music on the Lawn series.

The FORC thank their previous website designer and are now on the search for a new one to maintain the website.

## **11. Committee Report**

### **11.1 Finance Committee**

Bonnie Schneider reported that so far this year there has been \$578 in memberships and \$535 in donations.

Tami was successful in her grant from Young Canada Works for recent graduates, which covers the wages for a full-time person for 43 weeks at approximately \$21,000.

### **11.2 Membership Committee**

Michelle Mason reported on behalf of Claudia Brema that between February 21 and March 19 there have been 3 new life patrons, 6 individual memberships, 13 family memberships, and 20 senior memberships.

### **11.3 Building and Property Committee**

Terry Huffman reported on behalf of Brian Heaslip that at Roselawn they have been continuing to paint and make repairs to wood and floors. They have finished the back bar and President's Room, except for touch-ups. They are currently working on the 2nd floor offices. Stephanie's office now has drywall again, and they will paint as soon as the walls are ready. They are also working on painting the entrance way and completing the wood repairs.

Cheryl MacMillan asked that the south window on the Tea Room be painted before opening for the season, and Terry said he would add it to the committee's list. She also asked if it was possible to have a large sign made to be put at King St, so people can find the Tea Room easier. Michelle stated that it was in the planning stages but COVID put a halt to it. We could look into getting a graphic designer to work on it.

Michelle stated that there is a leak in the Tea Room between the main dining rooms and that it is coming from the bathroom window on the upper floor that has not been sealed properly.

### **11.4 Programme Committee**

Cheryl MacMillan reported that Sloane held 4 March Break Programs that were well received:

March 11th: Nautical Knots - 7 participants

March 13th: Edwardian Tea Party - 14 participants

March 14th: Digging In (Archaeology) - 10 participants

March 15th: Make your own Exhibit - 7 participants

On April 3rd there will be a Total Solar Eclipse presentation with Dr. Brian Pihack at the archives at 6:30pm. The presentation is by donation and requires registration by contacting Sloane McDowell to ensure there are enough eclipse glasses. Already have 10 sign-ups.

On April 8th Sloane will be at the Vale Centre from 10am-3pm for the Eclipse Activities with the library with children's activities. As April 8th is also a P.D. day there will be free drop in programming at the Museum from 10:30am-2:30pm as well.

On April 14th there will be a Heritage Seed Bomb program in partnership with Land Care Niagara.

**a. 50th Anniversary Committee**

There are 2 upcoming meetings to discuss the anniversary.

**11.5 Fundraising Committee**

Terry Huffman reported that thanks to the FoRC we have sponsorship for the Music on the Lawn series again this year. Three dates and bands have been booked:

June 2nd - Back in the Daze (60s/70/80s Rock)

July 21st - Kindred (Folk - they usually play at the Museum during Canal Days)

August 5th - The Toronto Big All-Star Band (this is the Monday of Canal Days, but there is no concert at HH Knoll Park that day so we will not be competing)

**11.6 Policy Committee**

N/A

**11.7 Accession Committee**

A meeting was just held and 90% of the items presented were accepted.

**11.8 Heritage Committee**

Luke Brazeau reported that a meeting was held last night, March 18th, and there was good support from the Planning Department as Denise Landry was present. Along with Anna and Michelle Vosburgh, Nora Reid has been hired as a Heritage Consultant through the City to investigate and research heritage properties.

There were 3 properties recommended for designation: 5448 Sherkston Rd and 825 Pleasant Beach Rd (owners want the designation), Steele St School (the DSBN will probably not want it), and 5222 2nd Concession Rd, which has Sherk family ties. Three more properties will be researched by Nora Reid. Designation will not be forced on any owners unless there is something very unique about the properties.

The scope of work for the repairs of the Tennessee Avenue gates is an estimated \$300,000. The project will go to tender.

Upon the committees request for information on the work being done on the Shickluna Garage, Denise Landry confirmed that there is an ongoing investigation already.

**12. Confidential Items**

N/A

**13. New Business**

N/A

**14. Adjournment**

The Chair adjourned the meeting at approximately 7:42pm.

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Chair

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Staff Liaison