

Port Colborne Historical and Marine Museum Board Meeting Minutes

Date: Tuesday, April 16, 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
E. Beauregard, Councillor

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

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

That the agenda dated April 16, 2024 be confirmed, as circulated or as amended.

Carried

4. Approval of Minutes

Moved by G. Hoyle
Seconded by B. Heaslip

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

Carried

5. Business Arising from the Minutes

N/A

6. Correspondence

Two pieces of correspondence were received.

The first was from Councillor Dave Elliott who announced at a ward meeting that the British Home Children Exhibit was being installed at Queen's Park, and also e-mailed to Stephanie: "Museum staff always do amazing work. Congrats on the grants as well. But really, who could say no to the best museum with the best staff!!"

The second was an email received by Katelynn, who sent out the digital newsletter and invite to the Members' list: "Wow, what a beautifully creative and informative newsletter you and your colleagues have produced for 2024. It's going to be a busy year for the Museum. We hope to visit your PoCo (love the abbreviation and story) Museum this summer. Wishing the wonderful volunteers well and continued success to all. Cheers, Bruce and Barb Noman of Oakville".

7. Council Report

No news to report.

8. Curator's Report

Tami Nail presented the Curator's report on behalf of Michelle Mason, who is on vacation:

Always such an exciting time of year when the museum opens for the season. I love seeing our patrons at the members' reception. We have so much on the go again this year.

Stephani McDougall has completed her contract as of March 28. Stephani did a stellar job re-organizing the textile and part of the Indigenous collection.

I did a walk about with Tim Anderson, supervisor of facilities, and went over everything we have for our 2024 capital budget. I met with a few contractors and am waiting for the quotes to get back to Tim.

The capital projects discussed were:

Archives - Acoustic panels for the rental hall, new carpeting for the research room, and improved lighting in the research room.

Museum - Accessible door to HRC for gallery area and washroom, improved lighting, floor repair in gallery (temporary fix this year) + an engineering analysis, gallery lighting, security cameras, generators, and garage roof.

We will start the interview process for our new summer students soon.

Tami also presented the Archives Report for Michelle Vosburgh:

We may be closed, but we've been very busy with all kinds of projects and helping researchers.

The cruise ship excursion tours are nearly ready to begin at the end of April with the arrival of the first Viking ships. Michelle has completed the tour script and has been assisting with training for the guides who were hired by the City's tourism coordinator.

Cemetery Tours will be held in May, and posters are available if you have any places you would like to post them.

For Archives Awareness Month in April we have been participating in the #ArchivesAtoZ social media campaign with daily posts.

We were approved for our two requested 16-week positions for Digitization Assistants from the Canadian Council of Archives Young Canada Works for the summer. The job posting is on the city's website. The students will begin working in the archives in May.

We are finalizing the tour location for our next walking tour - Port Colborne and the Welland Canals, and hope to debut this tour in the coming months. This will be the fourth in our Urban History tours series.

We have started research for a fifth cemetery tour.

We are also in the early planning stages for a Property/House Research Workshop for the public to learn how to research their own homes and properties.

Stephanie also reported that we are waiting for quotes from Crowland and Sash regarding the Yvon Dupre window, and will bring an update back to the board in May.

Councilor Beauregard asked how much digitization is left in the Archives. Stephanie explained that it is endless and it is done by project. PastPerfect (our new Collections management database) does have an online exhibit and online searching capabilities for the public, but it is still a work in progress.

Cheryl MacMillan said that the #ArchivesAtoZ on social media is fantastic!

9. Auxiliary Report

Marianne Heaslip reported that the Auxiliary AGM was held on April 15, with 20 members, 1 new member, and 3 staff in attendance.

New curtains have been hand made and installed on the first floor. The annual outing will be to Roselawn to see Rising exhibition. The spring cleaning and biscuit mix making bee will be mid-May. The arrangements for pies and Pie Social shifts are being made.

Mieke van Es was presented with the Award of Excellence, which she dedicated to all the Volunteers.

10. Friends of Roselawn Centre Liaison Report

Arlene Lessard reported that the FoRC received a \$400 donation from the Art Crawl Committee.

The Rising Exhibit opens at Roselawn on April 22nd, and a Members' Appreciation will be held on that evening.

They have hired a new designer to carry out the updates to the website.

Gail Todd has resigned from the board. Her position will be replaced by 2 new board members.

Thank you to the Building and Property committee for all of their work around Roselawn.

11. Committee Report

11.1 Finance Committee

Bonnie Schneider reported on the Quarterly report that we are in good shape for revenues and expenses. We will see the grants money coming in later in the year as contracts finish, and same with fundraising. The Lighthouse budget shows under our total budget. They use Roselawn to

host sponsors before plays. Roselawn charges Lighthouse rent for these events and gets revenue from them.

The membership drive has made \$795.

11.2 Membership Committee

Claudia Brema reported that as of April there are 4 new Life Patrons, 17 family memberships, 6 Individual memberships and 31 senior memberships for a total of 58.

11.3 Building and Property Committee

Brian Heaslip reported that the committee will do a walk about of the Museum grounds once Michelle Mason returns from vacation. He asked that if anyone sees any issues that need attention to please let him know.

The committee has completed the FoRC/Meghan and Sloane's office, and they are still working on Stephanie's. Roselawn's reception area interior has been completed, but the exterior of the door needs to be scraped down, painted, and varnished.

Work on the white picket fence around the Museum has been put on hold as there are discussions of the possibility of it being replaced with wrought iron instead.

11.4 Programme Committee

Cheryl MacMillan reported on the recent programs that programmer Sloane has planned and run:

April 3 - lecture from Dr. Brian Pihack regarding the Eclipse - 43 participants

April 8 - a booth at the Vale Centre for City Eclipse program with colouring pages, games and museum information - 140 people

April 14 - Seed Bomb with Land Care - 10 participants with a percentage of ticket price going to the Museum

Cheryl also reminded everyone to bring wine and goodies to the Members' Reception on Sunday, April 28.

a. 50th Anniversary Committee

Cheryl MacMillan reported that a meeting was held on March 20 to brain storm. The next meeting will be on April 24 and staff will bring

a map of the grounds with the ideas to see if they fit. Ideas will have to be wheedled down.

There will be bilingual signage, and 50th Anniversary logo.

The main idea is a BBQ on Sunday, July 26, 2025 from 12-4pm on the Museum grounds. There will be a DJ playing 1975 songs, and everyone will be asked to wear 1975 clothing. 25 picnic tables will be ordered from the city. The budget will also be discussed at the next meeting.

11.5 Fundraising Committee

Claudia Brema reported that the last meeting was cancelled.

The committee is asking for volunteers for the first concert of the Music on the Lawn 2024 Series at Roselawn. It will be on June 2nd, from 12-2pm. There will be donation bins at the gates. Stephanie mentioned that she is discussions with the City Treasurer to get the donation bins that allow for tap so people can also pay with credit or debit with pre-set amounts. This does require having WiFi/Hotspot available. New posters for the 2024 series will be ready for next month.

11.6 Policy Committee

N/A

11.7 Accession Committee

Terry Huffman reported that Registrar, Katelynn, will set the next meeting date when enough donation requests have come into the Museum.

11.8 Heritage Committee

Luke Brazeau reported that last night's (April 15) meeting had to be cancelled because there was no report from the City Planning Department and no one from the Planning Department was available for the meeting. The committee is still struggling overall with getting support from the Planning Department.

12. Confidential Items

N/A

13. Director's Report

Copies of the 2023 Annual Report were passed out at the meeting and Stephanie pointed out some specific items and information.

Stephanie reported that the 2023 Annual Report will be going to council and that she is very proud of the revenue generation, doing well getting donations, especially finds from the Museum Auxiliary. The Auxiliary almost matches what we receive from the government. The Canadian Museum Operating Grant (CMOG) has not increased in funding since 1986 for any museum. Councilor Bagu will be writing a letter of support to increase the funding of CMOG.

Thank you to the Friends of Roselawn for their support for all the various projects through 2023. Thank you to the Board members for all of your help to make all of this happen. Kudos to Michelle Mason who put all the information together for the 2023 report.

Almost all of the funding received so far this year relate to a project with a staff person, such as the 43 week internship from Young Canada Works- Building Careers in Heritage for an Exhibition and Research Assistant. This is our first time applying from an internship through YCW. The projects this intern will be working on will be related to 50th Anniversary projects - refreshing the Neff Steam Buggy exhibit as well as micro/macro exhibits that will go out into the community. A macro exhibit would be working with City to place photos on derelict and empty buildings along Main St. so that they become art pieces and help get them leased. The micro exhibits will be smaller temporary exhibits that can go out to events, other buildings within the city, parks, malls, etc. They could also help with the City's Hall of Fame. In order to be able to accept the grant, we need to find \$20,000 to cover our part of the expenses (YCW Internships don't give out 100% funding). Stephanie suggests that we ask council for the \$20,000 to support the 50th Anniversary initiatives. If not through council, we could fundraise as part of the 50th Anniversary.

The department has also been successful in getting the following grants:

- MAP Grant for textile reorganization - fully funded
- 2 CSJ - the 15% needed for our budget was already in the 2024 budget. The positions are Official Languages Officer and a Cultural Activities Leader.
- 2 YCW Archives Digitization Assistants
- YCW Research and Conservation Assistant who will research the history of Roselawn and create a permanent exhibit
- SEP - provincial grant - Outreach Coordinator to assist with promoting and marketing all initiatives and projects

Moved by B. Heaslip

Seconded by C. MacMillan

Motion to accept the Young Canada Works - Building Careers in Heritage Internship for an Exhibition and Research Assistant.

Carried

14. New Business

The May's board meeting will be held at Roselawn to help alleviate hearing issues due to the acoustics in the Archives, which are being fixed.

Bonnie inquired about the upcoming summer programming, hands on heritage. Sloane is working on the programming with the help of the Cultural Activities summer student. More information will be coming out soon.

Volunteer Orientation is coming up on April 19th. It will provide updates on events, positions, a new Volunteer Handbook, and provide an opportunity to sign up for events.

The list of committees and members will be re-sent via e-mail before the next meeting.

Stephanie will be ordering Board uniform shirts which will have the logo and "Board Member" underneath. They will be ready for June.

15. Adjournment

The Chair adjourned the meeting at approximately 8:17pm.

Chair

Staff Liaison