

Port Colborne Historical and Marine Museum Board Meeting Agenda

Date: Tuesday, June 18, 2024
Time: 7:00 pm
Location: Roselawn Centre
296 Fielden Ave, Port Colborne, ON L3K 4T6

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 Program Committee
 - a. 50th Anniversary Sub-Committee

1

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 Museum, Heritage, and Culture Board Meeting Minutes

Date: Tuesday, May 21, 2024
Time: 7:00 pm
Location: Roselawn Centre
296 Fielden Ave, Port Colborne, ON L3K 4T6

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
S. Powell Baswick, Director of Museum and Culture
M. Chamberlain, Community Engagement Officer

1. Call to Order

The Chair called the meeting to order 6:59PM.

2. Disclosures of Interest

N/A

3. Adoption of Agenda

Moved by C. MacMillan
Seconded by L. Brazeau

That the agenda dated May 21, 2024 be confirmed, as circulated or as amended.

Carried

4. Approval of Minutes

Moved by C. Brema
Seconded by B. Heaslip

That the minutes from the meeting dated April 16, 2024 be confirmed as circulated or amended.

Carried

5. Business Arising from the Minutes

N/A

6. Correspondence

N/A

7. Council Report

N/A

8. Curator's Report

Michelle Mason reported that the 2024 season is now open and that there was a very good turnout to the Member's Preview Reception, with 75 patrons in attendance. The new exhibits were well received and all the comments were positive.

Michelle also reported the following staffing updates:

Darius Maddalena is returning to the Archives, digitizing the museum's photo collection.

Jasmaya Echlin is returning to the Archives, digitizing the Farnan and Rawlin collection.

Malakai Turner is returning to work at the Tea Room as well as some cataloguing work in the museum.

Miles Brant is returning as the Outreach Development Coordinator at Roselawn.

Cristina Soares is joining us as the Cultural Activities Leader and will assist with the Art Library and Hands-on-heritage workshops.

Elyse Richardson is joining us for a 10-month Internship as an Exhibition and Research Assistant.

Stephani McDougall is joining us again on another 10-month MAP Grant, she will be the Collection Assistant, and work to organize the textile collection as well as documents, condition reports, and digitization.

Allison Napier was hired to be the Visitor Services Assistant at Roselawn, this is a temporary contract until the end of the year.

There are still the roles of Tea Room Assistant, Official Language Coordinator, and Research & Conservation Assistant to be filled for the summer.

Lastly, Michelle informed the board that she has been working on an emergency and disaster plan which is a requirement for the CMOG grant.

9. Auxiliary Report

Marianne Heaslip reported that on Monday, May 13th, the Auxiliary members had their annual Show and Tell gathering in the Tea Room. The first batch of biscuit mix has been made for the season, new curtains have been made and hung in the tea room, and the tea room was cleaned on May 21st.

On May 28th, the Auxiliary will be doing their annual outing, this year visiting the 'Rising' exhibition at the Roselawn Centre.

10. Friends of Roselawn Centre Liaison Report

Arlene Lessard reported that the 'Rising' exhibit has had a wonderful reception and that Friends of Roselawn Centre members enjoyed the opening reception on April 22nd.

On June 3rd, the Friends of Roselawn Centre will have their Annual General Meeting at 6:00 pm in the Double Parlour of the Roselawn Centre with some light refreshments. The board has recently welcomed a new member and is still recruiting for another.

Treasurer, Glenda Buck, has received the proper licensing for the 50/50 draws for Music on the Lawn.

On September 29th, the group will hold their second High Tea at the Roselawn Centre in partnership with the Pie Guys Bakery.

11. Committee Report

11.1 Finance Committee

Bonnie Schnieder reported that there has been \$1123.00 in membership fees collected in 2024 and \$939.85 has been collected from membership drive donations. Additionally, \$3816.00 has been received for the Ontario Summer Experience Grant.

11.2 Membership Committee

Claudia Brema reported that the following has been received since the start of the year: 7 Life Patrons, 19 Family memberships, 6 Individual memberships, and 38 Senior memberships for a total of 70 memberships.

11.3 Building and Property Committee

Brian Heaslip updated members that the committee has completed the repairs to the Director of Museum & Culture's office at Roselawn, and will now be focusing on projects at the Museum for the remainder of the year. Thus far, a leak at Arabella's Tea Room has been repaired, and the group is preparing to re-secure the stairs/base of the Hochelaga as well as repair the damaged windows on the Yvon Dupre.

The committee has received price estimates for two Capital Projects, the acoustics project for the L.R. Wilson Archives and the carpeting repairs to the conference room. The group is also inquiring about having the shingles repaired on the main buildings of the Museum.

Lastly, the Museum's lawn mower is being repaired by the City of Port Colborne's mechanic.

Cheryl MacMillan asked if someone could investigate the rosebush growing along the side of the tearoom.

11.4 Program Committee

Cheryl MacMillan relayed that a student has been hired in the role of Cultural Activities Leader and will be assisting in the development of the Roselawn Art Library and helping run the Hands-on-Heritage programs this summer.

School programs have begun again at the Museum. Lakeshore Catholic High School's Grade 10 History class will be doing a self-guided program on May 22, DeWitt Carter Elementary School will be having both their senior and junior kindergarten class participate in a self-guided scavenger hunt on May 29, and their grade 1 class on May 24.

Lastly, Sloane McDowell and Meghan Chamberlain will be attending the Battle of Stoney Creek reenactment from May 30 to June 2 to provide programming and outreach for the Museum.

11.5 Fundraising Committee

Claudia Brema reported that new Music on the Lawn posters for the June 2nd concert were now available for distribution. Volunteers will be contacted briefly about assisting with the event.

Luke Brazeau asked if it were possible to use the new popcorn maker for the series. Staff and committee members thought it was a good idea and will investigate it.

Claudia ended her report by notifying staff that there was an error in the recent Committees Chart and that it should be Marianne Heaslip listed under the Fundraising Committee, not Brian Heaslip.

11.6 Policy Committee

N/A

11.7 Accession Committee

The next meeting of the committee has been scheduled for June 4, at 10:00 a.m. in the L.R. Wilson Archives.

11.8 Heritage Committee

Luke Brazeau reported that the committee met on May 13, and reviewed 3 properties, one of which will be submitted for designation. Next, the City Council will review and decide which of the properties will receive heritage designation from the 8 submitted by the committee.

Staff representative, Chris Roome, has moved on from the City of Port Colborne, so Denise Landry has stepped in as interim staff liaison until a replacement is found.

The Tennessee Gates project has received funding and will begin in August.

Lastly, Councillor Beauregard relayed to the committee that the latest heritage property by-law states that any changes to heritage properties must now be submitted and approved by the committee.

12. Confidential Items

N/A

13. Director's Report

N/A

14. New Business

- Luke Brazeau questioned how the members felt about having the meeting at Roselawn instead of the L.R. Wilson Archives. The group responded unanimously that the acoustics were much better and decided to continue their meetings from the Roselawn Centre until the acoustic project was completed at the Archives.

Luke also asked staff present if there had been any update on the shirts for Board members. Stephanie Powell Baswick responded that they have been in contact with the company supplying the shirts and have requested a quote. Brian Heaslip asked if the order forms can be emailed before the next meeting so that an order could be placed before Canal Days.

Brian Heaslip asked if there had been an update on the Roselawn ramp. Stephanie informed members that she had recently been working with Olga Loeffen, the Business Community & Events Ambassador for the City of Port Colborne, and Sloane McDowell, the Liaison to the Senior's Advisory Committee, on a Senior's Inclusivity grant that has been submitted. This grant includes the fees for a ramp to be installed along with accessible picnic tables for the City. Councillor Aquilina has also proposed the grant support the 'Stop the Gap' initiative which would support the installment of accessibility ramps for local businesses.

Brian Heaslip asked when the next 50th Anniversary Committee meeting was, Luke Brazeau supplied that it would be on May 29 at 10:00 a.m.

Jeff Piniak asked if a tent should be put up over the entrance to Arabella's Tea Room in case of rain at the Pie Social on May 26. Staff responded that it was a good idea that they would look into.

Stephanie Powell Baswick thanked the volunteers for all the hard work they do in honour of May is Museum Month.

15. Adjournment

The Chair adjourned the meeting at approximately 8:00pm.

Chair

Staff Liaison

