

Port Colborne Historical and Marine Museum Board Meeting Agenda

Date: Tuesday, July 16, 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
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 - 11.3 Building and Property Committee
 - 11.4 Programme Committee
 - a. 50th Anniversary Committee

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11.5 Fundraising Committee

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12. Confidential Items

13. New Business

14. Adjournment

Port Colborne Historical and Marine Museum Board Meeting Minutes

Date: Tuesday, June 18, 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
B. Schneider
L. Brazeau
M. Heaslip

Member(s) Absent: A. Lessard
E. Beauregard, Councillor

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 C. Brema

That the agenda dated June 18, 2024 be confirmed, as circulated or as amended.

4. Approval of Minutes

Moved by L. Brazeau

That the minutes from the meeting dated May 21, 2024 be confirmed as circulated or amended.

Carried

5. Business Arising from the Minutes

Cheryl stated that Gardening doesn't fall under Grounds and that there are not a lot of flowers in the gardens this year to cut for the Tea Room. They may have to buy some flowers to supplement.

6. Correspondence

Tami read out the 3 pieces of correspondence received:

1) Thank you from Beth Jeffery and the Port Colborne Historical Society to Tami for giving them a brief presentation on the behind the scenes of building an exhibit.

2) A thank you message from Linda Hawkins and Doug Maracle regarding how well the Rising exhibit came together with such professionalism.

3) A thank you note from Lakeshore Catholic High School co-op student to Tami and Sloane for their guidance and leadership during his semester at the Museum.

7. Council Report

N/A

8. Curator's Report

Michelle reported that her and Stephanie attended the 2024 Provincial Volunteer Service Awards. The Museum's recipients were:

Brian Heaslip for 30 years

Paul Baswick for 20 years

Claudia Brema for 5 years

Ed Schatzline for 5 years

Diane Stemerding 5 years

Maureen Walker 5 years

Youth Awards: Eva Wachel 2 years, and Kate Ross for 2 years

We have 3 new students who have started since the last board meeting. Avery Smits-Talving is the Official Languages Coordinator and she is working on finishing the transcriptions of Nos Histoires, the francophone history project. Nicole Berry started as the Tea Room Assistant. Olivia Desbiens is the Research and Conservation Assistant and is working on researching the history and architecture of Roselawn for a permanent exhibit in Roselawn. Isaac Millett completed his co-op on June 17. He inventoried the document archives and assisted Tami with exhibits and Sloane with programming.

The Garden Club have been helping out with the gardens. We provided them with 2 yards of mulch. They decided to start the heritage vegetable garden from scratch in 2025 and it is being fallowed until next Spring.

Michelle thanked the Building and Property volunteers, Brian Heaslip, Terry Huffman, Ed Schatzline, Sandy MacIntyre, James van Dillen, and Arnold Pilzecker for all their work at the Museum. They have replaced the windows on the Yvon Dupre, as well as other repairs to the tug. It was a big job that had been on the list for a while. She is thrilled with how good it looks now.

The spraying of an acoustic cover has been completed at the Archives. It makes a bit of a difference but not as much as we would have liked.

Michelle was invited by the Mayor to speak at the St. Jean Batiste celebration at Club Richelieu on Sunday, June 23.

Michelle presented the Archives report on behalf of Michelle Vosburgh that Darius and Jasmaya are marking good progress on digitizing the images in the collection. They are also working on a new online exhibit, a pop-up exhibit for Canal Days, and the Canal Days Scavenger Hunt, in addition to helping with some 1970s-themed research, and a new cemetery tour.

The Cemetery Tours went very well, and so far, the Urban History Walking Tours are going well, with many people already signed up for the next 5 tours. We have also had two requests for private tours so far.

The Walking Tours for the cruise ship excursion company are successful, with lots of positive feedback, and we have been making some changes and improvements based on suggestions.

Michelle gave a presentation on the Graf family to the Coverlet Study Group via Zoom, and was asked about presenting a paper at an upcoming conference at the National Museum of the American Coverlet in Bedford, PA. She also has an appointment with the staff at John Brown Homestead this month to discuss

several of their coverlets, as part of a potential collaboration in Niagara coverlet research.

Michelle and Anna are both working on research for the upcoming Speakers Series in the fall. Michelle is also working with the other museums along the canal in planning the first of the Welland Canal Bicentennial events.

The ceiling in the hall at the Archives has had a textured application, and it does seem to have slightly reduced the reverberation effect, although the echoing is still a barrier to accessibility for the hearing impaired. The carpet replacement is tentatively scheduled for early July.

9. Auxiliary Report

Marianne reported that although June is usually a slow month, the Tea Room was quite busy this June. Tea for Two went well, there have been 2 large groups of about 15-20 people, and they have already had to make more biscuit mix.

10. Friends of Roselawn Centre Liaison Report

The AGM was held on June 3, and the executive officers were voted in.

Chair - Barbara Butters

Vice Chair - Anne Kennerly

Treasurer - Glenda Buck

Secretary - Rosemari Poisson

Liaison to the Museum - Arlene Lessard

The next newsletter will be coming out in the Fall.

Music on the Lawn with Back in the Daze went well as did the 50/50 raffle.

There will be a Fall Tea and Fashion show by 270 West on September 29th.

The website and social media are open to promote Museum and Culture department events.

11. Committee Report

11.1 Finance Committee

Bonnie reported that there is \$1,199 from Membership. \$970 from the Membership drive (not including Life Patrons), and \$1141 in donations.

The City is moving to a new finance program so Stephanie is working on the budget in July and will be attending the July board meeting.

11.2 Membership Committee

Claudia reported that as of June there are 78 members: 7 new Life Patrons, 23 family memberships, 7 individual memberships, and 41 senior memberships.

11.3 Building and Property Committee

Brian reported that they have replaced the 3 back windows on the Yvon Dupres. The top 2 windows still need to be completed. The cost was \$400 compared to the quote from an outside company of \$750/window. They have also been able to repair the eaves on the log cabin and other small items around the Museum. Next on the list will be working on the loft floor of the Sherk house which has been damaged by squirrels. Also, stonework on the foundation on the King St side of the Williams' House needs to be looked at. Possibly have to be a Capital project.

The Auxiliary has requested a new doorknob for the back door of the Tea Room.

11.4 Program Committee

Tami reported on behalf of Sloane that the weekend of May 30-June 2 her and Meghan had a table at the Battle of Stoney Creek, and it was a great success. They interacted with upwards of 600 students from the Hamilton Area on the "History in Action Day", and upwards of 800 people during the reenactment weekend: handing out navigators and marketing events. They exchanged information with multiple vendors and performers over the weekend, and passing that information along for Tami's events, like Canal Days.

Hands on Heritage will have consist of three workshops this year:

- June 29: Decoupage
- July 20: Paper Bag Basket Weaving led by Shirley Grimwood of the Niagara Handweavers and Spinners
- August 10 - Rug Hooking

Each program is \$10/person.

The Art Library opens July 15 at Roselawn. Craft supplies will be available to sign out to the public. The library will include tools to try felting, lino cutting, painting, weaving, and knitting etc.

a. 50th Anniversary Sub-Committee

A meeting was held on June 17 and Brian chaired for Cheryl. He reported that a 50th Anniversary logo is needed to be able to move forward with branding and promotions.

The program is set for the July 6th picnic for the official celebration. The proposal to do High Tea changed to expand December Volunteer Appreciation to invite all past volunteers and it will be held at Roselawn.

Stephanie will be asking Council for \$20,000 in Capital budget for the 50th Anniversary.

Moved by B. Heaslip
Seconded by C. MacMillan

To hire Joe Comazzola to design the 50th Anniversary logo for \$1200-\$1500.

Carried

11.5 Fundraising Committee

Claudia reported that they held a meeting on June 13 to discuss the first Music on the Lawn event on June 2. There was a good attendance of over 100 people, even with the rain. The band played on the balcony due to the rain in the forecast. The FORC's 50/50 raffle netted \$150. The hot dogs sold well because of the new spot and time. The volunteer list will be compiled for the next concert on July 21 with Kindred. Sloane and Meghan have been asked to emcee the next 2 concerts. Canal Day t-shirts will be sold, coffee will be available (will need a volunteer to help), and the popcorn machine will be running.

11.6 Policy Committee

N/A

11.7 Accession Committee

Terry reported that a meeting was held on June 4. A lot of donation requests had come in, and they only rejected a couple of items. Some of the items accepted were: items from the 1950s, Humberstone Shoe Factory, art from City Hall (ie: photos of Mayors, Robin Hood Mill), Boys Scouts/Girl Scouts, lifeboat radio/beacon, and Canal Days photos.

11.8 Heritage Committee

Luke reported that there was no meeting held in June and the next will be August 19. Denise Landry is now the Planning Department liaison. Bill 200 passed last week which gives a 2 year extension to get properties on the designation list.

12. Confidential Items

N/A

13. New Business

Brian reported that the Museum has an inadequate collection of photos and memorabilia from 1975. He suggests taking photos annually or biannually along the main streets, or ask volunteers to do it, or put out a call to the community to bring in photos.

Tami reported that the 2024 Canal Day t-shirts are now in and will be available at the Market Friday mornings starting June 28 until August 2, as well as at the Museum gift shop daily.

14. Adjournment

The Chair adjourned the meeting at approximately 8:15pm.

Chair

Staff Liaison