

Port Colborne Historical and Marine Museum Board Meeting Agenda

Date: Tuesday, September 17, 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
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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

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

Member(s) Absent: B. Schneider
E. Beauregard, Councillor

Staff Present: M. Heaslip
M. Mason, Museum Curator
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
Seconded by L. Brazeau

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

Carried

4. Approval of Minutes

Brian Heaslip made correction from section 11.3 - The next project is in the attic of the School House, not the Sherk cabin.

Seconded by G. Hoyle

That the minutes from the meeting dated June 18, 2024 be confirmed as circulated or amended.

Carried

5. Business Arising from the Minutes

Stephanie Powell-Baswick presented the Board Member clothing options from Niagara Promotional which is the same provider of City employees with same city colour options available. It will be the City's Museum logo with Board Member underneath. The cost will be going through the marketing and promotion budget. An order sheet was passed around.

6. Correspondence

Tami Nail reported 2 pieces of correspondence were received:

1. From Bab and Bruce Norman (from Oakville) with a note of commendation and thanks for the the very well written and formatted summer newsletter. They also noted the staff and volunteers creativity and organization of so many varied events. They thanked the Museum for keeping the stories and history of Port Colborne alive and well, and wished the museum continued success.

2. From Lynn Millar regarding St. John's Lutheran Cemetery and the grave of Martha Winklemann who died in 1925 from strychnine poisoning. Her family used to place flowers, stones, and shells around her grave, but never knew her name until she was able to get the article from the Archives. She said the grave is now covered in brush and that she would like to see it cleaned up. She has also written a short article about the grave.

7. Council Report

Councilor Beauregard is unable to attend the meeting due to scheduled Council Meeting, however Stephanie reported that she has been attending Ward meetings with Councilor Beauregard and he will be talking to the City Clerk about the conflicting schedule of the two meetings.

8. Curator's Report

Michelle Mason reported that CMOG has been submitted along with an Emergency and Disaster Plan.

On June 23, the Mayor and Michelle went to Club Richelieu for the St. Jean Baptiste event. Michelle presented on the progress of "Nos Histoires" and the importance of connection with the Port Colborne Francophone community. It was well received with many people coming to talk to her after. Richard Caumartin from Le Regionale wrote a newspaper article about the grant the Museum received and how the project is progressing.

Some of the Capital projects have been completed:

- the new carpet in the Archives' research room has been installed
- two generators have been installed - one at the Williams' house and the other at the HRC
- the new ceiling and lighting, as well as moving the plexiglass wall in the HRC's gallery is almost complete. Once that is done, then the work on the automatic door can be begin.

The installation of the revamped Neff Steam Buggy exhibit is coming along. Elyse is just waiting for the ceiling to be finished so she can install the exhibit.

All the summer students have settled into their roles and working on their projects.

Michelle also presented the Archives report on behalf of Michelle Vosburgh. The Urban History Walking Tours have been fairly well-attended - between 2 to 8 people per tour. No sign-ups for August dates yet, but two are signed up for Friday's tour and there is a private tour on Monday for 7 people.

The Speaker's Series will be beginning in September - there are 4 scheduled for this Fall.

The Archives staff will be hosting a Property Research Workshop on August 24 with promotions beginning shortly.

The summer students have been digitizing several collections, as well as working on a scavenger hunt and pop-up model ship exhibit for Canal Days.

There are two online exhibits in the works: Port Colborne High School Yearbooks (Anna's project), and Canal Postcards (Darius and Jasmaya's project).

Staff have also begun preparations for the 50th Anniversary trivia night that they will be hosting at the Archives.

9. Auxiliary Report

Marianne Heaslip reported that numbers were down in June compared to last year, however so far numbers in July have been up compared to last year. The Tea Room did have to close for one day for stove repairs.

There have been 7.5 bags of biscuit mix made for Canal Days.

Thank you to Terry Huffman, Brian Heaslip and the Building and Property volunteers for the new sign on the back porch of the Tea Room.

Cheryl reported that the Tea Room's new phone was never hooked up because they require Wi-Fi and there is no Wi-Fi in the building. Michelle Mason has put in a request to IT to install Wi-Fi, but she will follow up with them again to get the process moving. In the meantime Michelle offered a cell-phone or a regular land line could be set up.

10. Friends of Roselawn Centre Liaison Report

Arlene Lessard reported that at the end of June the FoRC awarded 2x \$250 scholarships for students entering the Arts in Post Secondary - one to a Port High student and one to a Lakeshore Catholic Student.

The next Concert on the Lawn will be on Sun, July 21st with Kindred from 12pm-2pm. Don't forget to your 50/50 tickets to support FoRC.

Thanks to Sloane McDowell and Cristina Soares for putting together the Art Tool Loaning library. It is very well done.

11. Committee Report

11.1 Finance Committee

Stephanie reported on behalf of Bonnie Schneider that as of July 6 there is \$1,214 in memberships, \$990.40 in donations from members, and \$1231 in donations online through CanadaHelps.org

Stephanie provided copies and presented the draft 2025 Proposed Budget. They City is changing the budget reporting software which will combine the Museum, Archives, Roselawn, and Lighthouse into one "Museum" budget.

Moved by C. Brema
Seconded by B. Heaslip

To accept and move the proposed 2025 budget

Carried

11.2 Membership Committee

Claudia Brema reported that as of July there are 7 new Life Patrons, 24 Family Memberships, 8 Individual memberships, and 41 Senior Memberships for a total of 80 memberships.

11.3 Building and Property Committee

Brian Heaslip reported that they have finished the windows and rebuilt the threshold in the Yvon Dupre. Although the major work on the ceiling of the School House has been postponed until next year, they will make some repairs after Canal Days. Two boards on the accessible ramp on the Tea Room need to be repaired before Canal Days.

11.4 Programme Committee

Cheryl MacMillan reported the Decoupage Hands on Heritage held on June 29th had 15 participants with great feedback and many interested in the next workshops. The next one will be held on July 20th and it is Paper Bag Basket Weaving led by Shirley Grimwood from the Niagara Handweavers and Spinners Guild. It is sold out at 20 participants.

The Art Library and Loaning Centre at Roselawn had its soft opening on July 15th. It is a free program for community members where they can borrow crafts kits, such as crochet poppy kits, watercolours, rock painting, and bracelet beading.

a. 50th Anniversary Committee

Cheryl reported that they are still waiting on on the 50th Anniversary logo from the graphic designer. Once they have received the logos a meeting will be called to go over them.

Tami proposed "Creating Conversations" as the exhibit for the 50th Anniversary. She has been asked to present the idea with more information at the next committee meeting.

11.5 Fundraising Committee

Claudia reported that the second concert in the Music on the Lawn series is Kindred on Sun, July 21 from 12-2pm. The volunteers have been scheduled and are ready to go.

11.6 Policy Committee

N/A

11.7 Accession Committee

N/A

11.8 Heritage Committee

Luke Brazeau reported that the next meeting will be held August 19th.

They want the Locktenders House at King and Sugarloaf, as well as Steele St School added to the designation list, as the house is up for sale and the school is under construction to add an elevator and become more accessible. The committee has asked Council to help speed up the process.

Stephanie will investigate the "We Live in Gasline" sign.

12. Confidential Items

N/A

13. New Business

Stephanie brought flooring option samples for the President's Room and back programming room at Roselawn.

Stephanie also reported that there she has a meeting schedule next week Steve Shypowsky and Tim Anderson to discuss the accessibility ramp project.

Gary Hoyle asked that a thank you and compliments be passed along to the City Departments that helped with the new fencing and gravel at Lions Park.

Jeff Piniak questioned why there was no accessible parking spaces directly outside of the Tea Room, only at the Museum end of the parking lot. Michelle Mason said that this request was forwarded on to the Accessibility Committee a month ago, but she will ask for an update.

14. Adjournment

The Chair adjourned the meeting at approximately 8:35pm.

Chair

Staff Liaison

