



Port Colborne Historical & Marine
MUSEUM
...more than a museum!

Port Colborne Historical and Marine Museum Board Meeting Agenda

Date: Tuesday, January 21, 2025
Time: 7:00 pm
Location: Roselawn Centre
296 Fielden Ave, Port Colborne, ON L3K 4T6

Pages

- 1. Call to Order Annual General Meeting**
- 2. Disclosures of Interest**

3. AGM Elections

In accordance with the Museum Board's Procedural Policy, Terry Huffman, past chair, will lead the nominations and elections for the Executive, Committee Chairs, and announce the appointment of the Roselawn and Auxiliary Liaisons.

Nominations can also be taken from the floor and positions will be voted on by a show of hands.

Executive:

Chair

Vice Chair

Finance Chair

Secretary

Committee Chair:

Membership

Building & Property

Accession

Programming

Fundraising

Policy

Heritage

50th Anniversary

Liaisons:

Auxiliary Liaison: Marianne Heaslip

Roselawn Liaison: Arlene Lessard

4. Adoption of Agenda

5. Approval of Minutes

6. Business Arising from the Minutes

7. **Correspondence**
8. **Council Report**
9. **Curator's Report**
10. **Auxiliary Report**
11. **Friends of Roselawn Centre Liaison Report**
12. **Committee Report**
 - 12.1 Finance Committee
 - 12.2 Membership Committee
 - 12.3 Building and Property Committee
 - 12.4 Programme Committee
 - a. 50th Anniversary Committee
 - 12.5 Fundraising Committee
 - 12.6 Policy Committee
 - 12.7 Accession Committee
 - 12.8 Heritage Committee
13. **Confidential Items**
14. **New Business**
15. **Adjournment**

Port Colborne Historical and Marine Museum Board Meeting Minutes

Date: Tuesday, November 19, 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
J. van Dillen
M. Hili

Staff Present: 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 7:01pm and welcomed new Board Members James van Dillen and Michael Hili. They have 4 year terms.

2. Disclosures of Interest

N/A

3. Adoption of Agenda

Moved by C. MacMillan
Seconded by G. Hoyle

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

Carried

4. Approval of Minutes

Moved by B. Heaslip
Seconded by C. Brema

That the minutes from October 15, 2024 be confirmed as circulated or as amended.

Carried

5. Business Arising from the Minutes

The Legion laid the wreath on behalf of the Board at the Remembrance Day ceremony. Going forward a board member should lay the wreath at the Remembrance Day Ceremony.

6. Correspondence

N/A

7. Council Report

N/A

8. Curator's Report

Michelle welcomed the new Board Members.

Curtis, from the IT department, and Michelle have been working with Turn Key Security Solutions to install an 180 degree security camera with a paging horn. It will monitor the pavilion and Tea Room area. The sensitivity, volume, message, and activated hours can be set for the horn.

We are still waiting on a quote for the accessible automatic door for the Heritage Resource Centre. Tim Anderson said the work should start around mid-December.

Katelynn submitted another application for the Museum Assistance Program for a Collection Care Assistant to complete the collections management project in the Heritage Resource Centre. This grant would be to complete an inventory of both the 1st and 2nd floor. Katelynn also submitted a second application for the

Museum Assistance Program, as she is familiar with the program and has successfully received two grants from them so far, but this time for the Access to Heritage stream for a Francophone Exhibit Designer. This grant would allow the transcribed interviews of the Francophone community to be implemented into an exhibit.

Due to the Canada Post strike, the winter newsletters and invites to the volunteer appreciation Christmas party have been hand delivered to the Port Colborne life members, members, and volunteers only. Meghan has put a message on our social media for out-of-town members and volunteers to contact the Museum with an e-mail address to be able to receive a digital copy.

Susan Nicholson is currently on a leave of absence due to a personal matter. Garry Turner, one of the Library assistants, has been hired to fill in on reception and the gift shop in her absence.

As part of her projects with her Young Canada Works Internship, Elyse has been working with Obsidian Manufacturing to have a new travelling exhibit case designed and built. It is modular and will be able to be used in exhibits at other facilities and institutions.

Michelle reported that the Archives' last two Speaker Series events went very well. The October 25 presentation on Explosions in Port Colborne was very well received. The November 9 lecture was also the kickoff event for the Welland Canal Bicentennial Travelling Lecture Series and was a great success with over 50 people in attendance. Great comments were received about our facility, and even some of the local canal "experts" remarked that they had learned a lot of things they didn't know before.

For Remembrance Day, some of our resources were highlighted on our social media, including the newly-scanned Port High School Second World War scrapbook. This will be made available on the ourontario.ca website very soon.

The scanned yearbooks are currently being uploaded, so far, all of them up to 1986 have been uploaded. It is a very time consuming process. Once they are all uploaded, they can be opened to the public.

9. Auxiliary Report

Marianne reported that the Pudding Bee for Christmas will be held on November 1-3. They will all be steamed and then frozen until November 28 when they will be packaged for the Grand Old Christmas Festival. The sauce will be made November 25-27. Pricing is \$12.00 for a whole pudding and sauce, and \$7.00 for a slice and tea at the Tea Room during the week of December 1-7.

November 29th will be the Christmas lunch at Walters for the volunteers.

There are still some issues with the phone. Michelle will have IT come look at it again.

10. Friends of Roselawn Centre Liaison Report

Arlene reported that a planning meeting for the Christmas Makers' Market was held on November 4. The event will include vendors, penny sale, bake sale, pizza, piano music, and a visit from Santa.

Tami and Rebecca will decorate the mansion for a Victorian-era Christmas with greens, and volunteers will decorate the real Christmas tree in the President's Room.

A donor made a calendar of photos of Roselawn to sell for \$25.00 each as a fundraiser.

11. Committee Report

11.1 Finance Committee

Bonnie reported that the Canadian Museum Operating Grant of \$24,093 was received.

\$2,429.84 have been received in donations and through Canada Helps.

11.2 Membership Committee

Claudia reported that as of November 19 we have 8 Life Patrons, 26 Family Members, 11 Individual Members, and 45 Senior Members for a total of 90 members and \$1,373, as well as \$1,140 in donations with memberships.

11.3 Building and Property Committee

Brian reported that they are now working at Roselawn. They removed the window facing and installed new shiplap on the exterior of the President's Room.

They are currently working on the storage areas in the basement to open them up and make the basement more useable.

Upcoming in 2025 is replacing the fencing on the Museum grounds. Currently the fencing is 60% white picket fence and 40% wrought iron (the wrought iron is original to the property). Staff will price out both materials, as well as vinyl options, to make the decision as to what to replace the fencing with.

The committee is also looking for for help for Thursday, November 21 at 1pm to help plant 200 tulip bulbs in the gardens at Roselawn. The bulbs were extras from the Public Works Department.

11.4 Programme Committee

Cheryl reported that on November 27, in collaboration with the library, there will be a tour for St. John Boscoe school. They will be split into groups with one at the library and one at the Museum and they will switch.

A new activity will be introduced at the Grand Old Christmas Festival - candle making with beeswax using traditional methods alongside the traditional activity of dipping premade celebration candles into red wax. The beeswax candle making will cost \$2, the same as the candle dipping.

From December 5-20 there will be free programming for schools to visit the Season's Greeting exhibit at Roselawn. The program activities will include a tour of the exhibit, Christmas story time, hot chocolate bar, and printing Christmas cards on the new printing press.

The printing press was purchased from the Mackenzie Printery. It is a smaller and lighter printing press which makes it easier to transport between sites as well as to outreach opportunities.

a. 50th Anniversary Committee

Cheryl reported that for the 50th Anniversary Picnic on July 6, 2025 plans are in the works to have 1975 era cars on the grounds, encouraging in 1975 clothing to be worn, possibly having 1975 era pricing on food and beverage, pins and coins as souvenirs, lawn games borrowed from the Optimist Club, as well as approaching the BIA to fly the a flag with the 50th logo on it for the summer. The committee will also be reaching out to the Strong Water Singers to open the celebration.

11.5 Fundraising Committee

The Corporate Donor Drive raised \$9,435.

The dates and bands for the 2025 Music on the Lawn series have been booked by Terry.

June 8 - The Marty Allen Band

June 29 - No Illusions

August 4 (the Monday of Canal Days) will be the Toronto All-Star Big Band.

The concerts will be from 1pm-3pm.

The Hot Dog Cart, and popcorn will be available again. The Friends of Roselawn will hold their 50/50 raffle and the Seniors Advisory Committee will also be on site again this year.

11.6 Policy Committee

No report.

11.7 Accession Committee

Terry reported that a meeting was held on November 15th. Some of the items accepted were on loan for last year's Port Colborne High exhibit and donated after the exhibit closed.

Stephanie and Michelle Mason visited L.R. Wilson as the Wilson Foundation is considering dissolving and a collection of items from the foundation, including 11 file cabinets, bins and framed photos is being offered to the Museum. The accession committee is being asked to consider these items because of L.R. Wilson's education and philanthropy towards the community and the Archives building. Due to its size, the collection would take up a significant footprint of the Museum's collection space. Other things to consider are the cost to store, digitize, conserve/preserve such a large collection.

Moved by B. Heaslip

Investigate the L.R. Wilson collection and instruct staff to come back to the Board with a plan.

Carried

11.8 Heritage Committee

Luke reported that due to the large turnover in the Planning Department the committee is still struggling with support from city staff in the Planning Department. Diana Vasu is now the staff liaison at the Planning Department.

At the last meeting the committee turned down a property on King St because it will be turned into geared to income housing.

The Tennessee Avenue gates restoration is on-going. There is concern because only the West side has been repointed instead of restoring the whole concrete slab and both pillars and repainting of the gates as originally planned/

12. Confidential Items

N/A

13. New Business

The Board member shirts have been delivered, New members James and Michael are invited to pick a design of their choosing to be ordered.

Tami reminded the Board that the Grand Old Christmas Festival is coming up on December 1st and to reach out if you are available to volunteer for a couple of hours. Posters were also made available to take and hang up at local places.

The Volunteer Appreciation Christmas Party will be on Wednesday, December 11. It was moved from a Tuesday to a Wednesday to accommodate the Niagara Antique Power Association who cannot make a Tuesday evening.

Stephanie thanked the board for their help with the nominating of volunteers for the Volunteer Service Awards.

Thank you to Terry Huffman who is chairing his last meeting after a 2 year term. Elections will be at the January Annual General Meeting. Present Vice-Chair, Arlene Lessard will be nominated as Chair and Terry will be Nominations Chair.

14. Adjournment

The Chair adjourned the meeting at approximately 7:25pm.

Chair

Staff Liaison