

Port Colborne Historical and Marine Museum Board Meeting Agenda

Date: Tuesday, February 18, 2025
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
 - 5.1 Board Meeting Time
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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 Programme Committee

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a. 50th Anniversary Committee

11.5 Fundraising Committee

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11.8 Heritage Committee

12. Confidential Items

13. New Business

14. Adjournment

Port Colborne Museum, Heritage, and Culture Board Meeting Minutes

Date: Wednesday, January 22, 2025 – Annual General Meeting
Time: 2:00 pm
Location: Roselawn Centre
296 Fielden Ave, Port Colborne, ON L3K 4T6

Members Present: B. Heaslip
C. MacMillan
T. Huffman
J. Piniak
G. Hoyle
A. Lessard
B. Schneider
L. Brazeau
M. Heaslip
J. van Dillen
M. Hili

Staff Present: M. Mason, Museum Curator
T. Nail, Museum Assistant Curator
S. Powell Baswick, Director of Museum and Culture

1. Call to Order Annual General Meeting

The Chair called the meeting to order at 2:00pm.

2. Disclosures of Interest

Nothing to report

3. AGM Elections

4. Adoption of Agenda

Moved by C. MacMillan
Seconded by L. Brazeau

That the agenda dated January 29, 2025, be confirmed as circulated or as That
the agenda dated January 29, 2025, be confirmed as circulated or as amended.

Carried

5. Approval of Minutes

Moved by G. Hoyle

Seconded by M. Heaslip

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

Carried

6. Business Arising from the Minutes

Chair of Programming Committee will arrange for the Remembrance Day wreath on behalf of the Board of Directors of the Port Colborne Museum and choose a board member to lay it at the Remembrance Day ceremony annually. The wreath will come from the Advertising budget.

7. Correspondence

Tami reported that a new TripAdvisor review came in from an August 2024 visit from a Toronto visitor. It reads:

5/stars best small-town museum I have ever seen

After visiting the canal, we visited the museum here, the Port Colborne Historical & Marine Museum. This museum is another pleasant surprise. Parking and visiting the museum are free. It consists of two parts: indoor and outdoor and is a of a certain size. In the indoor part, some exhibits and materials about the history of Port Colborne are exhibited. It turns out that two famous food companies in Canada, Robin Hood and Maple Leaf Mills, which produce flour both originated in Port Colborne, which is unexpected.

Its outdoor part has a very rich exhibition. The theme part is similar to the design of a heritage village, exhibiting classrooms, blacksmith shop, textile workshop, houses, etc that have been preserved in the mid nineteenth century. A 235-year-old tulip tree slice is exhibited in the blacksmith shop. What impressed me most was that there was a special exhibition hall exhibit a steam car produced here in 1899, called Neff Buggy. Although this car burns oil, it is steam-powered and is known as the third oldest car in Canada. And this history is also very interesting. It has been transferred many times, then lost and found, and finally it was refurbished and exhibited in its birthplace. In addition, there are some shipping-

related exhibits such as anchors, propellers, lifeboats, lighthouses, ship models, etc. The museum is very clean and tidy inside and out. It is the best small-town museum I have ever seen.

8. Council Report

Councillor Beauregard was not in attendance due to change in date and time of meeting.

9. Curator's Report

Michelle reported that it is a milestone year, and lots is planned for the 50th Anniversary.

Susan Nicholson, Visitor Services and Gift Shop Coordinator has retired. Lauren Hutton-Parnell, Visitor Services Assistant at Roselawn, has resigned as she has accepted a full-time position with the NRP. Garry Turner has been hired to fill the position.

The installation of the 180-degree camera was completed in December. If someone is loitering in the area for more than 10 minutes after dark, the horn will say you are trespassing, your actions will be recorded. There has been no vandalism since.

Laura Blain, Facilities Project Manager came with a building inspector to assess the buckling in the gallery floor. She will provide a report with recommendations and a list of skilled people to do the repair.

The department has written and submitted 6 summer job grants, and 2 Museum Assistance Programs grants so far in 2025. The decisions should be made in March but may be delayed due to the upcoming Provincial election.

Michelle reported that planning for the Speakers Series in the fall is underway, with invitations going out to prospective presenters. We are also in preliminary planning for the possibility of another collaborative Welland Canal 200th anniversary series.

Archives staff are preparing a video about a heritage building for Heritage Week in February.

The Archivist has already been booked for several presentations to local historical societies and other groups in 2025 and was invited to be an adjudicator for a Niagara History fair.

The uploading of Port High yearbooks to the ourontario website is nearly complete and hope to make the exhibit live in the next few months. The process

has taken longer than anticipated because ourontario was taking offline due to the City of Hamilton's cyberattacks and Hamilton's servers host ourontario.

The Archives has applied for funding for a digitization assistant the Young Canada Works (YCW) student grant program.

The Archivist is currently assisting Veterans Affairs Canada as they work to update their online registry of war memorials.

The Archives staff continue to provide research support for the Heritage Committee as required. Several of the Archives regular volunteers are coming in weekly, and researchers using the resources.

10. Auxiliary Report

Marianne reported that the Tea Room had a very successful year and Christmas season, with 350 guests during that week.

The auxiliary has requested the Building and Property Committee to help with the following in the Spring: the weather stripping on the front door, painting the threshold between the large room and back porch, as well as between the large room and the kitchen, and the interior of the windows on the South side.

11. Friends of Roselawn Centre Liaison Report

Arlene reported that a meeting was held on January 15th to plan for 2025.

The Makers' Market last November was well attended and successful. This year's will be held on November 22nd.

The annual Art Auction will take place in the fall with an evening finale event in September.

The Friends of Roselawn will be sponsoring the Music on the Lawn series once again this year.

12. Committee Report

12.1 Finance Committee

Bonnie reported that was \$5,512.61 in donations received from the donation bin, members, Canada Helps, In Memorials, etc.

12.2 Membership Committee

Michelle reported that there are 2 new Life Patrons so far in 2025.

12.3 Building and Property Committee

Brian thanked the Board and staff on behalf of the Building and Property Committee for their Award of the Excellence which was presented at the January council meeting. It was very much appreciated by all the members of the committee.

Brian reported that the committee helped plant 400 tulip bulbs in December at Roselawn. Two hundred around the pond, and 200 around the Fielden entrance sign. They have repaired and rehung the door on the men's washroom, they have completed putting UV filters on the windows in the sunroom and double parlour, and they are currently working on the basement rooms to make more useable.

The contractors have installed new floors in the Presidents' room and the programming room.

The accessible ramp for Roselawn is still in the process and hopefully will be completed this year.

12.4 Programme Committee

Cheryl reported that Sloane ran a PD program on January 17th with 6 participants.

Upcoming Programming:

- February 14th: PD Day
- March 10th-15th: March Break (take home with an in-person day at the end)
- April 4th - PD Program

Hands on Heritage tentative dates:

- June 28th: Lino cutting and printing
- July 12th: Tile Painting
- August 9th: Tea Making

Lantern Tour tentative dates: October 24th and 25th

Sloane applied to the Seniors Community grant in partnership with the Seniors' Advisory Committee and Friends over 55. The grant will support seniors-based programming throughout the year. Programming will include a Talk and Sip which is a speakers series involving local/age-

friendly organizations and Get Out and Get Active with activities like yoga, tai chi, walks around the museum, all meant to keep seniors active and engaged.

Tami presented a report on a successful Grand Old Christmas Festival that was well attended. The introduction of the traditional method of making beeswax candles was well received and will be continued. The festival had a revenue of \$3,679.25.

a. 50th Anniversary Committee

Cheryl reported that the committee met on January 20th to discuss the July 6th picnic activities, marketing and guest list. The committee has also approached both BIAs to fly the flag with the 50th anniversary logo and to have the logo worked into the garden at H.H.Knoll.

12.5 Fundraising Committee

Terry reported that the two new artists performing at Music on the Lawn have requested to come see Roselawn before they perform as it a new venue for them.

12.6 Policy Committee

Nothing to report.

12.7 Accession Committee

Terry reported that the first meeting of 2025 is still to be scheduled.

12.8 Heritage Committee

Luke reported that Diana Vasu has been good support. She has reviewed all of last year's projects and documents.

The last meeting created a baseline to move forward, and the committee is confident they will have a more productive year. At the meeting Steve Shypowskyj and Laura Blain brought forward a proposal of an addition on the back of Humberstone Hall to accommodate a YMCA daycare for 49 children. The committee asked for more detailed plans to be brought back to the next meeting. There will be community engagement sessions coming up.

13. Confidential Items

None to report.

14. New Business

Stephanie said she is very proud to work with the board and to see Mayor Steele and Council recognize the Board and the Building and Property Committee. Having such a stable pillar really helps to propel the staff forward.

Stephanie passed along a sign-up sheet for members interested in being in the 50th Anniversary video series that Meghan is putting together.

An ad hoc committee made up of Executive board members, the Director, and staff was made to create a policy and procedure for the Department's Award of Excellence.

15. Adjournment

The Chair adjourned the meeting at approximately 3:50pm.

Chair

Staff Liaison