

## Port Colborne Historical and Marine Museum Board Meeting Agenda

**Date:** Tuesday, March 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 Reports in Agenda package
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 Programme Committee

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a. 50th Anniversary Committee

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 Historical and Marine Museum Board Meeting Minutes

**Date:** Tuesday, February 18, 2025  
**Time:** 7:00 pm  
**Location:** Roselawn Centre  
296 Fielden Ave, Port Colborne, ON L3K 4T6

**Members Present:** B. Heaslip  
T. Huffman  
C. Brema  
G. Hoyle  
L. Brazeau  
E. Beauregard, Councillor  
M. Hili  
A. Lessard  
B. Schneider

**Member(s) Absent:** C. MacMillan  
J. Piniak  
J. van Dillen  
M. Heaslip

**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.

### 2. **Disclosures of Interest**

None to report.

### 3. **Adoption of Agenda**

Moved by Bonnie Schneider  
Seconded by L. Brazeau

That the agenda dated February 18, 2025 be confirmed, as circulated or as amended.

Carried

**4. Approval of Minutes**

That the minutes from the previous meeting dated January 21, 2025, be confirmed as circulated or as amended.

Moved by G. Hoyle

Seconded by B. Heaslip

Carried

**5. Business Arising from the Minutes**

**5.1 Board Meeting Time**

Stephanie provided the Museum, Heritage, and Culture Board's Procedural Policy Section 3 that states a majority vote is needed each meeting to change the time of the next meeting, unless a new permanent time is decided then would have to change the policy. Decided time shall remain the same for meetings.

Moved by C. Brema

Seconded by L. Brazeau

To accept the 2025 revised Procedural Policy to match eScribe's Order of Business.

Carried

**6. Correspondence**

None to report.

**7. Council Report**

Councilor Beauregard had nothing to report but was taking questions.

**8. Curator's Report**

Michelle reported that a new accessible door was installed at the Heritage Resource Centre. The accessible button to be installed soon.

Halley Engineering LTD received the contract for the William's House building condition assessment and structural framing. Photos and measurements of the gallery floor have been taken for the report.

Very proud of Meghan Chamberlain who participated on the city's polar plunge team in support of the Special Olympics. She carried a flag with the 50th Anniversary logo to kick off the advertising for the Museum's 50th anniversary.

Michelle V., Tami, Stephanie and Michelle M. received their Professional Leadership Development Certificates from the Brock-Goodman Group School of Business after completing the course in January.

Michelle also reported that the Archives' staff continue to plan for the Fall Speakers' Series. They also put together a digital presentation on Steele Street School in honour of this year's heritage week, and have resumed writing heritage property research reports for the Heritage Committee, whose next meeting will be Monday, February 24th. The Archives had several rental bookings made in the last month, and the facility is booked from February 19th to 23rd for Elections Ontario Advance Polls. Staff continue receive regular research requests.

**9. Auxiliary Report**

Nothing to report.

**10. Friends of Roselawn Centre Liaison Report**

Held a meeting on February 12th. The Friends of Roselawn Centre will have a members' appreciation event for the Beneath the Mansard Roof exhibit. They have moved to using social media in-lieu of the printed newsletter. Board member, Scott, is now taking care of the website. Lily Chamberlain has become a new director with the Friends of Roselawn Centre.

**11. Committee Report**

**11.1 Finance Committee**

Nothing to report.

**11.2 Membership Committee**

Claudia reported that we have received 2 more Life Members. The Membership drive letters are ready to be signed and will be mailed out soon.

**11.3 Building and Property Committee**

Brian reported that the committee is continuing to work in the basement at Roselawn to create more space for a workshop and storage. They have requested the engineering team working on the ramp project to look at soundproofing options between the mansion and theatre to enable us to use the mansion side during theatre performances.

The committee is continuing to collect information and prices on fencing material, including receiving the cost of the steel for the Lion's Club. They will measure the museum grounds to get estimates for other materials. The Williams' House and grounds are not designated, so a different material can be used.

#### **11.4 Programme Committee**

Tami reported that PD programming on February was well received and had 13 participants making Victorian Valentine.

##### **a. 50th Anniversary Committee**

Next meeting TBD.

#### **11.5 Fundraising Committee**

Claudia reported that the total raised from the 2024 Corporate Drive was \$11,160.

#### **11.6 Policy Committee**

Stephanie reported that a new policy will be brought forward to the committee each month to be reviewed.

Katelynn has edited 2 Collection policies : Collection Management, and Collection Development.

The goal is to have all the policies online by the end of 2025.

#### **11.7 Accession Committee**

Next meeting to be set shortly.

Stephanie, Michelle V., Michelle M., and Katelynn met to discuss the incoming large donation from the L.R. Wilson and how to house it. A list of needs was made and discussed to be able to properly store the growing collections.

Moved by B. Heaslip

Seconded by L. Brazeau

That the Board recommend an engineering assessment of the archives and design for an expansion that meets all need be completed in 2025.

Carried

**11.8 Heritage Committee**

Next meeting to be held on Monday, February 24 at 6:00pm at the L.R.Wilson Archives.

**12. Confidential Items**

None to report.

**13. New Business**

Councilor Beauregard requested that reports be included in agenda package going forward.

**14. Adjournment**

The Chair adjourned the meeting at approximately 8:01pm.

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Chair

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Staff Liaison