

Port Colborne Historical and Marine Museum Board Meeting Agenda

Date: Tuesday, July 15, 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 Roselawn Ramp Update
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

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, June 17, 2025
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
L. Brazeau
J. van Dillen
M. Hili
A. Lessard
B. Schneider
M. Heaslip

Member(s) Absent: E. Beauregard, Councillor

Staff Present: M. Mason, Museum Curator
Tami Nail

1. Call to Order

The Chair called the meeting to order at 6:58pm.

2. Disclosures of Interest

None to report.

3. Adoption of Agenda

Moved by C. MacMillan
Seconded by L. Brazeau

That the agenda dated June 17, 2025 be confirmed, as circulated or as amended.

Carried

4. Approval of Minutes

Moved by B. Heaslip
Seconded by C. Brema

That the minutes from the previous meeting dated May 20, 2025, be confirmed as circulated or amended.

Carried

5. Business Arising from the Minutes

Cheryl reported that the CAA Tour that will be coming to the Museum, will not be coming to the Tea Room.

6. Correspondence

Tami reported that 3 pieces of correspondence were received.

A thank you from the Mayor's Youth Advisory Council to Katelynn for chaperoning their dance at the Archives.

Two thank you cards from Rheanna to Michelle Vosburgh and Katelynn for helping her during her 6 week placement from Mohawk College.

7. Council Report

None to report as Councilor Beauregard was absent.

8. Curator's Report

Michelle presented the Ontario Senior of the Year Award to Bonnie Schneider. The Award is presented by municipalities across to the province to recognize exceptional seniors who, after the age of 65, continue to enrich the social, cultural, or civic fabric of their communities.

This year, the City of Port Colborne is proud to nominate Yvonne (Bonnie) Schneider for this prestigious honour. Bonnie's remarkable journey of volunteerism began at 12 years old, when she started as a Sunday School teacher at her local church. Over the past 60 years, her dedication to serving others has never wavered. Bonnie has been an active contributor to numerous local organizations, including the Port Colborne Historical & Marine Museum, the Friends of Roselawn Centre, the Port Colborne Optimist Club, Friends over 55, Bethel United Church, as well as the Port Colborne Operatic Society, the Port

Colborne Art Club, Scouts Canada, United Way Centraide Canada, the Canadian Cancer Society, the Port Colborne Terry Fox Run, and signature city events like Canal Days.

Michelle also reported that Jasmaya Echlin and Nicole Berry have started to work at the Tea Room.

Michelle has met with the city's new Fire Chief Stan Double and Deputy Fire Chief Mark Middleton. She gave them tours of both the Museum and Roselawn.

At the end of May, Tracey-Mae Chambers installed two fabric art installations, one at Roselawn and one at the Museum. This was her 180th installation. Tracey-Mae is a Metis artist and a member of the Metis Nation of Ontario. Her art work raises awareness about reconciliation and decolonization. Her art work helps bridge the gap between settlers and Indigenous, Metis and Inuit people by creating art that is approachable and non-confrontational. Many people stopped and talked to her while she was installing her art.

Michelle and Michelle Vosburgh attended a Parks, Recreation & Culture strategic planning session. They have expressed the importance of the museum and Roselawn being included in the plan. The consultant was gathering information to work from, then will create a strategic plan.

Etched in Time is a collaboration exhibit at the library. The exhibit showcases etchings from the Artspark behind the library. An opening reception will be held on July 2 from 2pm-4pm, everyone is welcome.

A new online exhibit: Postcard Perspectives of Port Colborne went live on June 9. It highlights the central role of the Welland Canal in Port Colborne's past. This new online exhibit (our 8th so far) was announced on the Archives' Facebook page and link to it is provided on the museum's online exhibit webpage.

The next online exhibit, featuring the Neff Steam Buggy, is about 95% complete, and will go live once the final edits are done.

Our first digital accession has been made. It consists of scans of the Port Colborne Volunteer Fire Company minute books from 1945-56, and a record book. The fire company is retaining their original books, but the digital scans are now part of our archival collection. This represents a very important step forward for the archives and museum as we expand our digital presence, capacity, and collections.

The date for the Port Colborne lecture in the Welland Canal Bicentennial Travelling Lecture series has been confirmed for Saturday, November 15 at 1pm.

Our Urban History Walking Tours are going well so far, although the West Street construction has presented some challenges.

A slide show of 1970s era photographs from the collection has been put together for the upcoming 50th anniversary picnic.

Michelle Vosburgh has been asked to speak at the September meeting of the Pelham Historical Society, which is celebrating its 50th anniversary.

9. Auxiliary Report

Marianne reported that 189 patrons were served at the Pie Social, and 68 patrons were served for Tea for Two week. June has been slow as it usually is. Two new conveyors have started.

The Tea Room will be open on July 6th during the 50th anniversary picnic from 12pm-4pm.

On May 27, the auxiliary went to Roselawn for a guided tour of the Beneath the Mansard Roof exhibit and were served pie and tea and coffee after.

Ten more bags of biscuit mix have been made.

10. Friends of Roselawn Centre Liaison Report

Arlene reported that the Friends of Roselawn Annual General Meeting was held on June 2. The new executive consists of Barb Butters as chair, Anne Kennerly as Vice Chair, Glenda Buck as Treasurer, and Arlene Lessard as secretary.

Music on the Lawn with the Marty Allen Band had a great turn out and the 50/50 draw was successful.

The FORC board were presented with the information on the Option B of the Ramp. The board have requested to see the drawings.

They are supporting the Community Grant application for tools and equipment for the Building and Property Committee.

11. Committee Report

11.1 Finance Committee

Bonnie reported that to date we have received \$1,711 in memberships, \$714.45 in donations with memberships, \$1183.69 in donations from CanadaHelps.

From grants, we have received \$3750 for a summer student to help with the translations from the Francophone oral histories, \$31,680 for a Francophone exhibit, and \$3741 for a Community Engagement Assistant.

11.2 Membership Committee

Claudia reported that to date we have 28 senior memberships, 7 individual memberships, 28 family memberships , and 14 life patrons for a total of 77 memberships.

11.3 Building and Property Committee

Brian reported that work has continued at Roselawn with the concrete at the entrance to the basement by the front entrance being completed, repairing the flagstone around the rose garden, and putting UV film on the windows in the gallery space.

Work has also begun at the Museum with the replacing of old boards on the Blacksmith shop with new ones, as well as repairing the split rail fencing around the historic buildings and the picket fence.

11.4 Programme Committee

Cheryl reported that on May 27, the Tea Room Auxiliary visited Roselawn for guided tour of Beneath the Mansard Roof. On June 2, Dewitt Carter Kindergarten Classes visited the Museum for the morning and completed a Scavenger Hunt with a total of 75 students, and on June 10, the Port Colborne Historical Society visited the Roselawn for a behind the scenes tour of the exhibit, the Tea Room, and the Museum for behind-the-scenes tour of Step Right Up.

June 6 was a PD Day which was a free ship craft. It was well received with regular attendees

Coming up on June 28 is the first Hands on Heritage for 2025 – Lino cuts, 1-3pm at the Museum. \$10/person, it is more than halfway sold out with a few spots left.

- July 12 is Tile Painting – also already halfway sold out
- August 9 is making a Tea Blend and also halfway sold out

a. 50th Anniversary Committee

Cheryl reported that the final meeting was held and everything is ready for the event. They are just looking for retro tablecloths and

picnic baskets, if anybody has some they would like to loan for the event.

Bonnie created line drawings of the Museum, School house, and the Tea Room which will be available as colouring pages at the event.

11.5 Fundraising Committee

Claudia reported that there were approximately 200 attendees for the first Music on the Lawn concert with the Marty Allen band. There were many compliments received on the band. Barry sold out of hotdogs.

There were some concerns about dogs on the grounds during the concert. Michelle will look into the by-laws.

The next Music on the Lawn concert is No Illusions on June 29th. Set up will begin at 10:30am.

11.6 Policy Committee

None to report.

11.7 Accession Committee

Luke reported that a meeting was held on June 3. Twenty-four items were accepted, and 15 were rejected.

Cheryl requested the tour be given a tour of the Heritage Resource Centre to see the collection and how the re-organization is coming along. The programming committee will organize the tour.

11.8 Heritage Committee

Luke reported that the invite and the documentation for the last meeting did not go out in time in for the meeting. Taya attended in lieu of Diana Vasu. Updates will be given at the July meeting.

The committee did receive a Heritage permit application from the owner of the former Shickluna Garage at 293 King St. The owner wants to make changes that alter designated features. The Heritage Committee is rejecting the application based on it being incomplete. The designated featured should be restored not modified. Luke is working with Charlotte Madden to ensure that the correct proposal goes to Council.

12. Confidential Items

None to report.

13. New Business

Michelle reported that the first drawings for the ramp at Roselawn was received, but the project manager wanted to speak to the architects before sharing with the Board. Steve Shypowskyj will be at July meeting to share any updates.

The architectural drawings haven also been received for the Archives' expansion, but some modifications need to be made before they are brought to the Board.

Gary reported that the Steele Street School's designation plaque has been set again.

Jeff requested an update on the additional accessible parking spaces out front of the Tea Room. Michelle said that we are on the list to have it done this summer.

14. Adjournment

The Chair adjourned the meeting at approximately 7:45pm.

Chair

Staff Liaison