

Port Colborne Museum, Heritage and Culture Board Meeting Agenda

Date: Tuesday, February 17, 2026
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
 - 11.2 Membership Committee
 - 11.3 Building and Property Committee
 - 11.4 Programme 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 Museum, Heritage and Culture Board Meeting Minutes

Date: Tuesday, January 20, 2026
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
B. Schneider
M. Heaslip

Member(s) Absent: E. Beauregard, Councillor
A. Lessard

Staff Present: Tami Nail
S. Powell Baswick, Director of Museum and Culture
S. Kaufman

1. Call to Order Annual General Meeting

The Vice Chair called the meeting to order at 7:00pm. Luke welcomed guests Rick Hall from the Ontario Heritage Trust and Kathy, owner of the Locktender's House. Luke also welcomed new Curator, Sarah Kaufman, who joined the team on January 5.

2. Disclosures of Interest

None to report.

3. AGM Elections

In accordance with the Museum Board's Procedural Policy, Terry Huffman, past chair, led the nominations and elections for the Executive. Nominations were also taken from the floor and positions voted on by a show of hands. Board members volunteered for committees, and the appointment of the Roselawn liaison was announced. The Auxiliary liaison will remain the same and will be confirmed after their first meeting.

Executive:

Chair: Arlene Lessard

Vice Chair: Luke Brazeau

Finance Chair: Bonnie Schneider

Secretary: Staff (presently Tami Nail)

Committee Chair:

Membership: Claudia Brema

Building & Property: Brian Heaslip (Co-Chair), Terry Huffman (Co-Chair)

Accession: Luke Brazeau

Programming: Cheryl MacMillan

Fundraising: Claudia Brema

Policy: Cheryl MacMillan

Heritage: Mike Hili

Liaisons:

Auxiliary Liaison: Marianne Heaslip

Roselawn Liaison: Bonnie Schneider

4. Adoption of Agenda

Moved by C. MacMillan

Seconded by J. Piniak

That the AGM agenda dated January 20, 2026, be confirmed as circulated or as amended.

Carried

5. Approval of Minutes

Moved by James van Dillen
Seconded by G. Hoyle

That the minutes from the previous meeting dated November 18, 2025, be confirmed as circulated or as amended.

Carried

6. Business Arising from the Minutes

Stephanie Powell-Baswick provided an update on the Williams' House Floor capital project from Tim Anderson and Pamela Bunnin. It will be a two-phase repair - phase 1 will be replacing the beam that goes through the wall and under the floor; phase 2 will be taking out the floor and relaying it straight. A quote for the repairs will be presented at the February board meeting.

7. Correspondence

Tami reported that two thank you cards were received from Lakeshore Catholic High School for hosting Ella Hayes as a co-op student. One from the school staff, Margaret Benko, and one from Ella Hayes. Ella's last day of her co-op placement was January 20th.

A thank you card to the Board from former Curator, Michelle Mason, for her wonderful retirement party, gift, and support over the years.

Tami received an e-mail from Mary Reeves expressing her gratitude for being a part of the Grand Old Christmas Festival Craft Show: Thank you for including me in your beautiful show. It was a delightful experience as usual and extremely well organized. It is such a joyful event. You and the staff did a marvellous job. I know how much time and effort goes into what looks like just a fun casual lay back and enjoy kinda of day. Everyone was happy and loving the festival. Great job to you all.

A package from Robert Sheele regarding the repatriation of a local Indigenous object from the Smithsonian to Port Colborne was given to the Board.

8. Council Report

No report as Councilor Beauregard was absent. The Board requests that Councilor Beauregard sends a report in his absence.

9. Curator's Report

Sarah Kaufman introduced herself as the new Curator.

Sarah reported that the Francophone Travelling Exhibit, Nos Histoires, is currently on display at the Vale Centre. The Travelling exhibit will be going to many other locations within Port Colborne, Welland and Pelham between now through the Fall.

Tami is working on this year's main exhibit: Putting Port Colborne on the Map. Sarah and Tami will be working together to create a long-term exhibit plan. If you have any exhibit ideas, please send them to Tami or Sarah.

Sarah provided copies of the Digital Strategy, which was developed by Meghan. It has four goals:

1. Digital Programming
2. Expand Collaboration
3. Increase Engagement
4. Re-establish how to Preserve & Conserve

The Archives had a very successful Speaker Series in the fall. The last one was held on November 29. Anna Carlson presented on Victorian Women and Handcrafts. Katelynn Best showcased Victorian handcrafts from the collection. Anna provided an embroidery workshop after the presentation.

Work continues on digitizing the Lockview High School yearbooks. Planning 2026 programs and events: adding walking tours to go along with the Travelling Lecture Series of the Bicentennial of the Canals as well as a full day bus tour of the Canal. Have applied for a Young Canada Works grant for someone to digitize the Dwor collection. Staff are also prepping the RFP for the archives' expansion.

10. Auxiliary Report

Marianne reported that the Tea Room had a very successful Christmas season. All of the Christmas pudding and sauces were sold, as well as the extra biscuit mix.

They would like to have a list of all the users of the My Space at Roselawn for their records, as they sponsor it.

11. Friends of Roselawn Centre Liaison Report

Bonnie reported that the Christmas Makers Market at Roselawn went well and ran smoothly, even with the on-going construction.

They held their first meeting of 2026 last week. February's meeting will plan out the dates for all events in 2026.

12. Committee Report

12.1 Finance Committee

Bonnie reported that at as Dec 31, 2025 donations are as follows:

- Donations with memberships and donation box: \$3,269.41
- Corporate Donors: \$12,455
- Christmas Festival Sponsors: \$2,119
- Christmas Festival Revenue: \$3,360
- Donation from Museum Auxiliary: \$24,000
- Canada Helps: \$1,778.69
- L.R. Wilson Foundation: \$1,000,000

12.2 Membership Committee

Claudia reported that membership from January 2025 to January 2026 stands at:

36 seniors

7 individuals

35 families

23 life patrons

for a total of 101 members

12.3 Building and Property Committee

Brian reported that the Sherk cabin has been re-shingled by contractor. The Building and Property crew will fix the eavestrough on the back of the cabin.

They are currently helping with renovations at Roselawn. They have repaired a table at Arabella's. The hickory tree beside the Carriage House has been taken down by arborists. The wood will be picked up and milled so it can be used for special projects.

They are looking into putting the drainage hole into the west side of the Hochelaga life boat.

12.4 Programme Committee

Tami gave a report on the Christmas Festival. It was successful and well attended with 1,200 people in 4 hours. We received many compliments on the festival from visitors and participants.

Thank you to the sponsors: Museum Auxiliary, Boggios, Sobeys, Knights of Columbus, Dairy Queen, and the Canalside Restaurants and Inns for a total of \$2,119 in donations. A total revenue of \$3,360

12.5 Fundraising Committee

Terry reported that a meeting was held last week. They had many bands who expressed interest in performing at Music on the Lawn for 2026. Due to its popularity, Music on the Lawn will expand to 4 dates. Dates and bands were discussed and there will be a mix of returning and new, Juno award winning bands considered. They are also looking into the idea of having music played over speakers or a single entertainer play during set-up and people placing their chairs.

12.6 Policy Committee

Nothing to report.

12.7 Accession Committee

Luke reported that a meeting was held on November 25. They looked at 32 objects from 18 donors, of which 18 objects were accepted, and 2 conditionally accepted.

12.8 Heritage Committee

Luke reported that no meeting has been held due to lack of communication with the Planning Department.

13. Confidential Items

None to report.

14. Director's Report

Stephanie thanked the Board for their dedication in 2025. She reported that 2026 will focus on communicating more with other departments to help support our goals.

The facilities department have been working hard, including over the holidays, to get the renovations at Roselawn complete, which we are very grateful for.

The report from the project manager, Pamela Bunnin, gave updates on heat added to the ramp, change orders for drop ceiling, carpeting replaced, installing new hallway and scone lighting which will be activated by motion sensors, and the budget changes are being tracked. Stephanie will be approaching Friends of Roselawn Centre for donation towards these capital improvements.

The original completion date was January 19, but due to the projects in Pam's report completion will now be mid-February, which will align well for Heritage Week.

15. New Business

Guest Rick Hall discussed Ontario Heritage Trust's project of the Blue Heritage plaques for designation of historical buildings and landmarks. There is also a provincial plaque, which requires unique importance to the area for the province. Rick also brought forward the idea from local community group, PoCoBeautiful, about a Doors Open event in Port Colborne with a maritime theme. It would require a committee of 6 people and have to have at least 6 locations. His suggestions were Locktender's House, Port Colborne Lighthouse, Robin Hood Mill, and the Museum. If anyone is interested in joining a Doors Open Committee or has suggestions for locations of plaques, please contact Rick Hall and the Ontario Heritage Trust.

16. Adjournment

The Chair adjourned the meeting at approximately 8:16pm.

Chair

Staff Liaison