



St. Catharines Museum Advisory Committee

FOR: 2013 / 7th Meeting

HELD: Tuesday, November 26, 2013

PRESENT: Lesley Seaborne, Chair; Michael Coakley; Justine Cotton; Elizabeth Freeman-Shaw; Edwin Wand; Brenda Zadoroznij

REGRETS: Matt Harris, Councillor; Gord McGinn; Vaughn Stewart;

CIRCULATED TO: Dan Carnegie, Director Corporate Support Services

IN ATTENDANCE: Kathleen Powell, Supervisor Museum Operations/Curator;
Karen Cockerham, Secretary

MINUTES

1. Call to Order

The meeting was called to order at 6:05 pm by the Chair.

2. Confirmation of Minutes

MOTION: ZADOROZNIJ/COAKLEY

THAT the Minutes of the meeting held Sept. 24, 2013 be approved.
Carried.

3. Reports

a. Curator's Report – K. Powell

Handout: Statistics, Activities for October 2013

- Donations (Admission by Donation) are within the expected range
- 'Free' admission does not greatly affect membership, as members rarely took advantage of this benefit when available
- The Admission by Donation policy is helpful in creating visibility and support of the community

4. Ongoing Discussion Items

a. Outdoor Signage

- If approved, 2014 budget will include carry-over of funds sufficient for signage; RFP will be made public in early 2014

5. **Special Funds Report**

MOTION: COAKLEY/WAND

THAT additional costs for specialized pallet storage, up to \$2,500, be allocated from the Development Fund. FORTHWITH.

Carried.

- Specialized project, on a one-time basis.
- Supplier of pallet racks is US-based and shipping charges increased the anticipated expenditure to the amount greater than that allocated through budget.

6. **Strategic Planning**

Nothing to report at this time

7. **Sub-Committee Reports**

a. **Collections Sub-Committee**

- Meeting of Nov. 30 resulted in the acceptance of 3 items for accession and approval of 9 items for deaccession
- Will re-visit development of brochure explaining how to donate items to collections.

b. **Programs Sub-Committee**

Sub-Committee meeting: not met

c. **Public Relations Sub-Committee**

Sub-Committee meeting: not met

d. **Fundraising Sub-Committee**

- Discussion notes were distributed
- Topics of discussion at last meeting included on-line fundraising options, events, and community involvement.

8. **Steering Committee Reports**

a. **Website Improvement Steering Committee**

Steering Committee meeting: not met

Project must be completed by March, 2014

9. **Other Business**

a. **Mayor's Advisory Committee for Black History**

- Consultant for the Black History Interactive Centre Feasibility Study facilitated a vision session with the MAC-BH Committee
- Next update will be after MAC-BH February meeting.

b. **150th Anniversary of Confederation, 2017**

MOTION: COAKLEY/FREEMAN-SHAW

THAT the Museum Advisory Committee recommends establishing an ad hoc committee for the purpose of formulating a task force to spearhead the 150th Anniversary of Canadian Confederacy Celebration.

Carried.

10. **New Business**

a. **Museum of Canadian History – E. Wand**

- L. Seaborne and K. Powell will draft a letter re support of the change of direction for the Museum of Canadian History (formerly Museum of Civilization) and submit for the next meeting.

b. **Corporate Accessibility Training**

- Booklets were distributed. Members are requested to read and complete the last page, returning the signed, completed page to the Museum.
- Link will sent for the on-line version for those members who prefer that method.

11. **Next Meeting**

The next meeting has been scheduled for Tuesday, Jan. 28, 6:00 pm, at the Museum.

12. **Adjournment**

The meeting was adjourned at 7:10 pm

Certified Correct (Secretary): _____

Confirmed by (Chair): _____