



St. Catharines Museum Advisory Committee

FOR: 2014 / 1st Meeting

HELD: Tuesday, January 28, 2014

PRESENT: Lesley Seaborne, Chair; Michael Coakley; Justine Cotton; Gord McGinn; Vaughn Stewart; Edwin Wand; Brenda Zadoroznij

REGRETS: Matt Harris, Councillor; Elizabeth Freeman-Shaw;

CIRCULATED TO: Jeanette Pillitteri, 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 6:08 pm by the Chair.

2. Confirmation of Minutes

Amendment: Item 8.a. Website Improvement Steering Committee: add "Project must be completed by March 2014."

Amendment: Item 9.a. Mayor's Advisory Committee for Black History: add "Next update will be after MAC-BH February meeting."

MOTION: COAKLEY/McGINN

THAT the Minutes of the meeting held Nov. 26, 2013 be approved as amended.
Carried.

3. Reports

a. Curator's Report – K. Powell

Handout: Statistics, Activities for 2012 Year End

- Donations (Admission by Donation) are within the expected range
- Consideration of increased donations through the addition and/or upgrade of donation box(es). Cost of new donation box is not within budget. Suggested: add plexiglass top to current box to allow view of donations.

4. **Communications**

- City of St. Catharines Insurance Coverage re volunteer members of Boards and Committees
- Information re Black History Month (from the African Association of Niagara) distributed by email

5. **Ongoing Discussion Items**

a. **Outdoor Signage**

- Waiting on finalized budget

b. **Museum of Canadian History**

- Handout: draft letter to Dept. of Canadian Heritage
- Potential changes/additions to the letter were discussed.

MOTION: STEWART/SEABORNE

THAT the letter, as amended per the Curator's discretion, be finalized and sent.
Carried.

c. **Corporate Accessibility Training**

- A reminder was given to members to return last page of handbook, or finalize on-line version
- Link to on-line version will be re-sent by email

6. **Special Funds Report**

The Special Funds Report was accepted as presented.

7. **Strategic Planning**

RFP is up on the website, with closing date of mid-February.

8. **Sub-Committee Reports**

a. **Collections Sub-Committee**

- Meeting of Dec. 18 resulted in the acceptance of 5 items for accession and approval of 3 items for deaccession

b. **Programs Sub-Committee**

Sub-Committee meeting: not met, but date has been set

c. **Public Relations Sub-Committee**

Sub-Committee meeting: not met

d. **Fundraising Sub-Committee**

Sub-Committee meeting: not met

9. **Steering Committee Reports**

a. **Website Improvement Steering Committee**

Steering Committee meeting: not met

Templates for the updated website have been received; meeting will be scheduled soon

10. **Other Business**

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

- Next update will be after MAC-BH February meeting.

b. Black History Display at Brock

- Museum has been approached to develop a display for the Sean O'Sullivan Theatre lobby area for Black History Month (February). The display will likely consist of photos and images.

c. 150th Anniversary of Confederation, 2017

- Request to Council will be made for the MAC to establish an ad hoc committee for the purpose of formulating a task force to spearhead the 150th Anniversary of Canadian Confederacy Celebration.
- Request to Council will include request for MAC to establish an ad hoc committee for the purpose of formulating a task force to spearhead the 100th Anniversary of World War I. The task force would include large stakeholder groups; C. Mackie, Coordinator of Historical Services will take the lead.

d. Welland Canal Fallen Workers Memorial

- RFP for artwork is completed
- Site selection is still on-going
- Funding is based on major anniversaries (100th, 200th, etc.); therefore, memorializing fallen workers from First & Second Canals construction is not feasible

11. New Business

a. Citizen's Budget – J. Cotton

- There is an opportunity for citizens to share their opinion on which services should be enhanced, reduced or maintained, through an on-line portal.
- J. Cotton will distribute the link by email to all members.

b. 1812 Committee – Volunteer Awards – L. Seaborne

- 1812 Committee would like to honour volunteers through a ceremony and distribution of medals
- Preferred venue: St. Catharines Museum
- Suggested dates: Family Day (not available); April Volunteer Week; closing ceremonies for 1812 activities.
- Potential to have Legacy Council take on responsibility for this event

c. WWI Memorial Service – E. Wand

- Memorial Service will be held Aug. 4, with venue to be determined
- Preferred venue: St. Catharines, on City property
- Museum would be interested in supporting the event, but require more details re format to determine how best to contribute

12. Next Meeting

The next meeting has been scheduled for Tuesday, March 25, 6:00 pm, at the Museum.

13. Adjournment

The meeting was adjourned at 7:22 pm

Certified Correct (Secretary): _____

Confirmed by (Chair): _____