



St. Catharines Museum Advisory Committee

FOR: 2013 / 2nd Meeting

HELD: Tuesday, March 26, 2013

PRESENT: Lesley Seaborne, Chair; Edwin Wand;
Brenda Zadoroznij

REGRETS: Matt Harris, Councillor; Alan R. McEwen; 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 6:20 pm by the Chair

2. Confirmation of Minutes

MOTION: ZADOROZNIJ/SEABORNE

THAT the Minutes of the meeting held January 22, 2013 be approved.
Carried.

3. Reports

a. Chair's Report

There was no report at this time.

b. Director's Report

There was no report at this time.

c. Museum Report – K. Powell

Handouts: 2013 January-February Stat Report

- Soap Box Derby exhibit
 - Opening date will be April 20
 - Exhibit will be displayed in Tourism Information area in lobby

- Accessibility
 - Accessibility upgrades to the Centre include: auto-open doors on Burgoyne Room and 1st floor bathrooms, improved access through Museum doors (removal of center bar); high visibility stair nosing (stairway from 1st to 2nd floor); elevator enunciator; widening of Lock View Lounge hallway door; improvements to 1st floor bathrooms

d. **Council Report**

There was no report at this time.

4. **Ongoing Discussion Items**

a. **Public Transit**

Route to Museum not confirmed, but still expected to occur this spring

b. **1812 Exhibit**

Initial phases of exhibit production are underway; RFP for exhibit designer is in progress

c. **Artifact Purchase**

Handout: Sponsorship Package for 1905 Oldsmobile

Director of RCS has approved the commitment to purchase the artifact. A second appraisal has been completed, with results to be submitted soon.

5. **Special Funds Report**

The report was received as presented.

6. **Sub-Committee Reports**

a. **Collections Advisory Sub-Committee**

Sub-Committee meeting: 10 artifacts accepted; 268 artifacts marked for deaccession

Handout: Collections Management Policy

- The Collections Management Policy has been reviewed and revised to conform with Standards of the Community Museums Operating Grant
- The areas of revision were hereby reviewed and accepted

MOTION: SEABORNE/WAND

THAT the Collections Management Policy, as amended January 3, 2013, be endorsed by this Committee and forwarded to City Council for approval.

Carried.

b. **Programs Advisory Sub-Committee**

No report at this time

c. **Public Relations/Fundraising Advisory Sub-Committee**

The status of the purchase of the 1905 Oldsmobile was discussed. The Fundraising Sub-Committee will approach sponsors to help defray the costs to purchase.

7. **Steering Committee Reports**

a. **Website Improvement Steering Committee**

Staff has met with IT and Communications staff re technical aspects of revamping Museum website. A new quote is required from the City's preferred supplier.

b. **Strategic Planning Steering Committee**

Museum Advisory Committee will act as the Steering Committee to assist with Strategic Planning. RFP for consultant is being prepared and Terms of Reference will be submitted to the next meeting. The final result will envelop the whole Centre and Morningstar Mill and include an overarching branding exercise.

8. **Other Business**

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

Appointment of Advisory Committee member to Committee for Black History will be deferred until new appointment(s) to MAC are completed

b. **Correspondence**

Handout: Resignation of Member

A. McEwen has submitted a letter of resignation from the Museum Advisory Committee. Advertising for previous vacancy has been completed and it is hopeful that both Committee vacancies may be filled from the current submissions. A thank-you letter to both past members will be drafted.

c. **Rates & Fees**

It was noted that staff do not have authority to waive or discount fees as set by City Council. A review of Rates & Fees will likely be undertaken by early summer and will be brought forward to the Committee for input.

d. **aMUSE event**

Date and venue have been changed to: Mahtay Café, May 25.

9. **Next Meeting**

The next meeting has been scheduled for Tuesday, April 23, 6:00 pm, at the Museum.

10. **Adjournment**

The meeting was adjourned at 7:35 pm

Certified Correct (Secretary): _____

Confirmed by (Chair): _____