



St. Catharines Museum Advisory Committee

FOR: 2013 / 3rd Meeting

HELD: Tuesday, April 23, 2013

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

REGRETS: Matt Harris, Councillor;

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 6:08 pm by the Chair

2. Confirmation of Minutes

MOTION: ZADOROZNIJ/WAND

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

Amendment: Item 6.a. Collections Advisory Sub-Committee: add details of meeting re accessions/deaccessions.

3. Reports

a. Chair's Report

The Chair made note of the ongoing planning of the 1812 Steering Committee and the Tall Ships Committee.

b. Director's Report

There was no report at this time. The Committee notes that it would be interested in receiving input from Senior Staff re the Museum and the relationship with the Museum Advisory Committee.

c. Museum Report – K. Powell

Handouts: Strategic Plan 2008-2012 with Priorities

- Future reports will include information tailored to the current and upcoming Strategic Plan and the Goals and Priorities identified therein
- Discussion centered on the role of the Advisory Committee in regards to the Strategic Planning process and progress
 - Various forms of input into process, through one-on-one and group meetings with the Consultant
 - Recommend and advise on moving forward with the Plan and dealing with obstacles or issues along the way
 - In a position to be the driver of the Plan, and to assist with keeping the Museum on track to achieve the Goals and Priorities.

d. **Council Report**

No report at this time

4. **Ongoing Discussion Items**

a. **Public Transit**

No report at this time.

b. **1812 Exhibit**

Exhibit will include rented components, including touch screen monitor and projection screen. Production will begin soon; anticipating opening in September. This exhibit will have a more local viewpoint than 1812 exhibit currently on display.

c. **Artifact Purchase**

- Sponsorship Package has been developed and approved. It is being distributed to potential sponsors. Several prospects are being contacted.
- Second appraisal has come in at a lower price point, with the proviso that the vehicle is of a rarity that makes it difficult to put a price tag on it
- Additional media exposure will be sought, including newspapers and radio.

5. **Special Funds Report**

The report was received as presented.

6. **Sub-Committee Reports**

a. **Collections Advisory Sub-Committee**

Sub-Committee meeting: not met

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: ZADOROZNIJ/STEWART

THAT the Collections Management Policy, as amended, 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 Public Relations arm of the Sub-Committee is currently discussing the Museum membership plan and will provide recommendations prior to the deadline for Rates and Fees (late summer).

7. **Steering Committee Reports**

a. **Website Improvement Steering Committee**

No report at this time.

b. **Strategic Planning Steering Committee**

- An overview of the Draft Deliverables was given. This document, the basis for the Request For Proposal (RFP) for the consultant, along with a matrix, will be brought forward at the next meeting.

8. **Other Business**

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

Moving forward towards RFP for consultant.

b. **Committee Vacancies**

Applications have been received and are in review for filling vacancies on the Advisory Committee, as well as the Black History Committee

9. **Next Meeting**

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

10. **Adjournment**

The meeting was adjourned at 7:27 pm

Certified Correct (Secretary): _____

Confirmed by (Chair): _____