

A meeting of the Board of Management of the Port Colborne Historical and Marine Museum was held April 16, 2019 at 7 p.m. at the L.R. Wilson Heritage Research Archives.

Present: Stephanie Powell Baswick, Alexander Fazzari, Councillor Eric Beauregard, Cheryl MacMillan, Claudia Brema, Bert Murphy, Margaret Tanaszi, Brian Heaslip, Bonnie Johnston, Marcia Turner, Terry Huffman, Jeff Piniak and Abbey Stansfield.

Regrets: Pam Koudjis, Donna Abbott

Minutes of Last Meeting

Moved by: Margaret Tanaszi

Seconded by: Marcia Turner

To: Approve the Minutes of the Board of Management from March 19, 2019.
Motion Carried.

Business Arising From Minutes:

No Report.

Correspondence:

Stephanie Powell Baswick displayed the newsletters and magazines received from heritage institutions and societies.

Curator Report:

Stephanie Powell Baswick reported that the museum had been successful in getting a Young Canada Works grant from the Canadian Museum Association for a Curatorial Research Assistant this summer. This student will be responsible for taking the artifact Cross- Reference files bringing them up to date from where volunteer, Marsha Turner, left off and digitizing them. This will allow for electronic searching through the files. The student would also be responsible for taking the Museum timeline review, which was composed in the 1980s, and updating it.

The archives received a Young Canada Works grant from the Canadian Council of Archives for a Heritage Resource Assistant. The student would be required to create a finding aid to the Blayne Farnan collection which is made up of 819 items. The secondary responsibility of this student is to create an image feature of 30 of the images to be showcased at Canal Days. Both of the YCW grants are 75% funding.

Stephanie reported that she had received a phone call from Vance Badaway's office to inform her that she had been successful in receiving the two Canada Summer Jobs applications that she had applied for. This means that the museum will have 4 summer students this year in addition to the 2 Tea Room Assistants.

The staff is currently all working hard on helping Assistant Curator, Michelle Mason, get the exhibit ready in time for the April 28 Member's Reception and Exhibit Preview.

Councillor Eric Beauregard asked Stephanie to give the board a summary of the meeting they participated in with Amber LaPointe, City Clerk and Evan Acs from the planning

department about the Heritage committee. Stephanie reported that Amber explained that for the next year the committee will exist in an Ad Hoc capacity coming to the museum board when citizen advisement is needed on an issue. They are currently looking into the best solution for this committee going forward. There is currently no commitment needed from the Museum Board on this issue.

Auxiliary Report:

Bonnie Johnston reported that the Auxiliary Annual General Meeting was held on April 15, 2019. The members held elections for executive positions; Cheryl MacMillan was elected president, Margaret Thompson was elected secretary and Mieke VanEs was elected Treasurer and Volunteer Coordinator.

Items that were discussed at the meeting included May 26, 2019 being the date for Arabella's Pie Social. Cheryl MacMillan will be convening the event. Bonnie mentioned the Tea Room will require both Pie donations and Volunteers for the event.

The museum auxiliary members were in favour of putting a cedar roof on the tea room to ensure that the building's roof looks like the rooves on the other heritage village buildings. Another maintenance issue that needs to be taken care of before opening is the restoring of the bathroom sink on the second level.

Bonnie reported that the auxiliary was very appreciative of the student they are getting particularly as volunteers are getting difficult to sustain as the auxiliary membership ages.

Program Committee Report:

Cheryl MacMillan reported that the first Museum event is coming up at the end of April with the Member's Reception and Exhibit Preview on the 28. She reminded everyone that it is the board's responsibility to bring the refreshments for the event. She read out a list of what is required and requested that if any board member is unable to attend please let her know and arrange for the dropping off of their contribution.

Cheryl echoed Bonnie Johnson's request for pie donations for Arabella's pie social. She requested that if anyone is uncertain as to what type of pie they would like to make, just ask her as she is keeping a master list of pies donated and can inform what pie is most needed.

Cheryl also reported that the committee talked about Canal Days and how it was their recommendation that admission be sponsored again this year. With this in mind the committee is seeking the help of the city to find a sponsor willing to pay \$4000 to sponsor admission. Last year Arabella's Tea Room had sponsored the admission to celebrate their 40th Anniversary but are unable to sustainably do so every year.

Fundraising Committee Report:

Stephanie Powell Baswick reported on behalf of Donna Abbott that the committee will meet on April 29, 2019 at 1:00 PM to organize Towpath Treasures for Arabella's Pie Social and History Fair.

Building and Property Committee Report:

Brian Heaslip reported Building and Property committee met on April 1 and conducted the annual property walkabout. Building and Property issues that were identified by the committee were:

1. Flower Baskets: Order 8 flower baskets from the city gardener.
2. Water to Arabella's: Need to have water restored to Arabella's Tea Room. Water heater has been replaced and it still needs to be hooked up. Sink on second floor to Arabella's need to be restored. Consider guarantees. Some boards on the ramp will need to be replaced.
3. Arabella's Roof: Get prices for roof repair. Executive interested in a cost for cedar shingles.
4. Southwest Corner Grass: The grass needs to be repaired after being torn up for the water pipe to Arabella's Tea Room
5. Archives: The wind took off white metal flashing off the archives on the two peaks. The down spout needs to be addressed and the sidewalk and cement pad is sinking near the electrical room. Need to have someone look at the electrical area that juts out.
6. Archives Door: Consider replacing front door. The locking mechanism has been problematic and the renters have complained it.
7. Security Lighting: Need to make the lights brighter to improve security. Replace schoolhouse, carriage house and back of tea room with brighter lighting.
8. Fences: A number of fences on the Museum property need repairing. This can be assigned internally. No decision has been made yet on how to proceed.
9. HRC: On the east side of the building, the paved part is sinking well below the building grade. Last year, it was agreed on the walkabout that a best solution would be to re-concrete the whole walkway on that side at a level grade. The City has examined the site but no word has been received yet on how they recommend addressing the issue.
10. Flooding behind custodian's garage: At times of high rainfall, the grassed area behind the garage and to the side is flooded because of the significant drop in grade below the sidewalk. Frank (the custodian) suggested that rerouting the nearby eavestroughs could be a first step in addressing the problem.
11. Parapet on Pavilion: The parapet needs to be repaired because water is getting into the roof area. Also some of the posts need repairing near the bottom.
12. Benches under Pavilion: The arms of one bench have broken off, and both could use replacing (originally from 1988). There is money for this from donors who could then have their names inscribed on the new benches.
13. Tree: The stump needs to be taken out and a new tree to replace it.
14. Log House: Summer kitchen needs to have weaving items moved and a stove and food preparation area installed. Need to find an appropriate stove and work with Fire Department to get it to code.

After the list was read discussion was held on the new roof for Arabella's Tea Room as this was identified as the priority of all the building and property needs. Brian Heaslip reported that a quote for the Cedar shingles on the Tea Room was received for \$16,500. When the building and property met it was requested that another roof quote be obtained in order to consider all options. A second roof quote was received for asphalt shingles that look like cedar for \$6,500. Questions were asked about the difference between the two type of shingles and it was reported by Brian Heaslip that the cedar lookalikes were 50 year shingles that are guaranteed to last 10 years. The real cedar shingles are 100 year shingles that will last 100 years but will require maintenance every five years to ensure that it lasts. This maintenance is approximately \$1,200 every 5 years for all the cedar shingled rooves.

Moved by: Councillor Eric Beauregard

Seconded by: Bert Murphy

To: Approve the \$16,500 quote for the cedar shingle roof for the Tea Room.

Motion Carried.

Brian Heaslip reported that the mature tree service had gotten back to him and had suggested a Harlequin Maple which is very similar to the Silver Maple tree that had to be taken down. The tree would be a 10-11 foot tree with 50 gallon roots. The quote was for \$800. The service provider can do the work from the road and doesn't need the fence moved. There was discussion as to whether the Harlequin Maple was the best tree for this location and it was suggested in response that as it is so close in nature to the tree that was there, which did thrive, the Harlequin Maple should thrive there as well.

Moved by: Brian Heaslip

Seconded by: Claudia Brema

To: Spend \$800 on a mature Harlequin maple and plant it near where the silver maple had to come down.

Motion Carried.

Finance Committee Report:

Stephanie Powell Baswick reported that she had met with the City Treasurer, Peter Senese, ahead of his retirement at the end of May, to get some financial questions answered. She asked him to send a summary of all reserve accounts that the museum has in order that the board can see what is available and plan appropriate projects for whatever is left in each account (eg. 1812 account). This way when there is a new city treasurer the museum will start with one reserve account, Bequests and Memorials.

Membership Committee Report

Bonnie Johnston reported that at the auxiliary AGM she was able to sign up 6 new museum members. Since the beginning of 2019 there have been 7 new life patrons.

Accession Committee Report:

Terry Huffman reported that a meeting was held on Monday March 25, 2019. The committee considered a large number of items offered to the museum for the collection. Among the items accepted were some of the artifacts used in the INCO exhibit in 2018; a selection of items from the Helen Kinnear Children's Centre, and various photographs.

The next accession committee meeting will be held June 24, 2019 at 6:30 PM.

Policy Report:

Councillor Eric Beauregard reported that there was a policy committee meeting held before the board meeting. The committee was looking at policy revisions on bequests. The policy will be further examined by committee members before recommendations are brought forward for board approval.

New Business:

No Report

Motion to Adjourn: Bonnie Johnston