

A meeting of the Board of Management of the Port Colborne Historical and Marine Museum was held June 18 at 7 p.m. at the L.R. Wilson Heritage Research Archives.

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

Regrets: Marcia Turner, Alexander Fazzari, Donna Abbott

Minutes of Last Meeting

Moved by: Claudia Brema

Seconded by: Cheryl MacMillan

To: Approve the Minutes of the Board of Management from May 21, 2019.

Motion Carried.

Business Arising From Minutes:

No Report.

Correspondence:

Stephanie Powell Baswick reported that the Museum had received a \$5,000 sponsorship cheque from Lower Lakes Towing for their Canal Days contribution.

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

Curator Report:

Stephanie Powell Baswick reported that the museum is very busy now that summer season has started. All the summer students are in place and their projects are underway.

Stephanie also reported that she and Assistant Curator, Michelle Mason, had attended the Canal Days Media Launch on behalf of the Museum. During this event museum staff was able to wear the 2019 Canal Days T-Shirts because they were available early this year and have already been selling well.

Auxiliary Report:

Bonnie Johnston reported that June is typically their slowest month and that numbers range anywhere from 2- 20. She also reported that after the roof being completed and the sink being restored that the Auxiliary is looking to do the upstairs storage spaces.

Program Committee Report:

Cheryl MacMillan reported that cemetery tours this year are available upon request this year. July will be walking tours of West Street every Friday Morning at 10:00 AM and every Evening at 6:00 PM. In August tours of Humberstone will run every Friday Morning and Evening.

Cheryl asked Abbey Stansfield, Education Programmer, to speak on the museum school tours. Abbey reported that for 2019 there was bookings for the pioneer program, shipwreck program, and Solid Comfort exhibit and Archives tour bookings. The programs that have been run to date have been successful and the teachers and students have been very engaged by the tour offerings that the museum provides.

Cheryl also reported that there would be a Program Committee Meeting in July to discuss how the committee can offer support for Canal Days.

Fundraising Committee Report:

Stephanie Powell Baswick reported on behalf of Donna Abbott that the fundraising committee had discussed the feasibility of continuing with Towpath Treasures Flea Market as it has run its course. This year's revenue was \$186 this year. It was felt that with the investment in time to prepare, run, and clean up from it that it is best to discontinue Towpath Treasures and to look to utilizing the archives hall in a different way at next year's Pie Social.

Stephanie also reported that a letter has been sent to the Lions Club to ask for sponsorship of the Cabinet of Curiosities at this year's Canal Days Festival.

K- Motion has also agreed to sponsor Canal Days T-Shirts for \$1,000. The committee is currently trying to gain permission to have a table at the Downtown Cruise Nights to sell the t-shirts similar to how they are currently sold at Market. Stephanie sent around a signup sheet to have board members volunteer to do shifts at markets Friday mornings to sell Canal Days T-Shirts.

Building and Property Committee Report:

Brian Heaslip reported that the group volunteers are working away on the building and maintenance repair list to complete jobs around the grounds.

Brian also reported that the museum signage and brochure need to be updated to reflect the changes that the museum grounds has undergone included the addition of the Timber Cabin and the Archives. After speaking to Stephanie it was suggested that a new sub-committee be formed to undertake these tasks.

Moved by: Brian Heaslip

Seconded by: Councillor Eric Beauregard

To: Form a Marketing and Site Promotion sub-committee.

Motion Carried.

Volunteer members of the committee include Brian Heaslip as Chair, Margaret Tanaszi, Bonnie Johnston and Claudia Brema. The committee would like to submit a report to the board for the October Board Meeting. The first meeting will be held July 4, 2019 at 4:00 PM at the archives.

Finance Committee Report:

Stephanie Powell Baswick reported that she had received a report of the museum's reserve accounts. Details on funds available in the following accounts were reviewed: 1812, artifact acquisition, equipment, cultural block, heritage research. The timber cabin and accessibility reserve accounts are at zero funds.

Stephanie suggested that some of these figures were being checked over as they are not reflective of money that would have been very recently spent. Discussion was held on what would fit within the guidelines and what would not and future use of the funds.

Membership Committee Report

Bonnie Johnston reported that for 2019 the Museum has 128 members who have donated \$890 in addition to their membership dues. The museum has also welcomed 10 new Life Patrons this year.

Accession Committee Report:

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

Policy Report:

Councillor Beauregard reported that the Policy meeting had met and had updated the Accessions and Collections policy that they would like to submit for board approval. The changes that had made focused on adding to the policy what to do in the case of bequests.

Moved by: Councillor Beauregard

Seconded by: Burt Murphy

To: Approve the amendments to the Accessions and Collections Policy.

Motion Carried.

New Business:

Stephanie Powell Baswick reported that she had a meeting with the fire department regarding the ramp coming out of the museum by Princess Street. Currently the suggestion is to remove it and have steps coming down from the door as it is still a Fire Exit.

Stephanie passed around Canal Days volunteer position signup sheets on behalf of Assistant Curator Michelle Mason.

Stephanie reported that the Museum has entered a partnership with the Library to provide the Arabella's Kids youth program. The library has run the program for the last since 2015 and was unable to do so this year. The Library was asked if we were willing to take over the program to ensure that it could still be offered.

Margaret Tanaszi suggested that a French drain may be beneficial for the property by the caretaker's garage. This item was deferred to the building and property committee.

Councillor Beauregard reported on a matter that was brought before council where a building was brought to council for removal off of the Heritage Registry. The information had not been brought forward for recommendations prior to going to council and he intends on looking into the matter to see what protocol is in the future. His desire is to see the Museum Board be asked for opinions on these matters prior to them going to council and act as an Ad Hoc Heritage Advisory Committee.

Motion to Adjourn: Claudia Brema