

A meeting of the Board of Management of the Port Colborne Historical and Marine Museum was held September 24 at 7 p.m. at the L.R. Wilson Heritage Research Archives.

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

Regrets: Donna Abbott and Bert Murphy

Minutes of Last Meeting

Moved by: Claudia Brema

Seconded by: Margaret Tanaszi

To: Approve the Minutes of the Board of Management from July 16, 2019.

Motion Carried.

Business Arising From Minutes:

Amber Le Pointe, City Clerk and David Schulz from the Planning and Development department brought forward the Council's decision to make the members of the Museum Board the Heritage Committee for the City of Port Colborne. They also introduced a heritage committee item currently for regarding the removal of the heritage designation on a section of driveway adjacent to 380 King Street.

Moved by: Terry Huffman

Seconded by: Eric Beauregard

To: Approve the recommendation in the staff report for the removal of heritage designation on the second driveway portion of land on 380 King Street.

Motion Carried.

Correspondence:

Margaret Tanaszi read a letter received from the Legion advising that if the museum would like to purchase a wreath to lay at the Remembrance Day ceremony the order had to be received by mid October. Alexander Fazzari as a member of the Legion Board abstained from participating in discussion and vote.

Moved by: Brian Heaslip

Seconded by: Cheryl MacMillan

To: Use residual 1812 account funds to purchase a wreath to lay on Remembrance Day.

Motion Carried.

Margaret read three different thank you notes to staff for services provided.

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

Curator Report:

Stephanie Powell Baswick reported that summer student, Quintin Keddy, as part of his position created museum survey cards that the public can fill out anonymously, in the gallery and give their opinion on how things are running currently and how we can strive to do even better. Twenty-seven cards have been filled out to date all of which left positive feedback. Going forward this feedback will help in the evaluation of our services and programs.

Stephanie also reported on the Museum statistical analysis for July and August.

Auxiliary Report:

Bonnie Johnston reported on the attendance of the tearoom, which she says, can fluctuate drastically.

Bonnie also reported that the Auxiliary met to discuss how they would spend the \$2,800 grant that they were successful in receiving. The Auxiliary decided that the money will be spent on improving the upstairs storeroom and removing the asbestos flooring from the tearoom. Bonnie mentioned that she had done a walkabout of the Tearoom and requested that the building and property committee take a look at the hedges along the ramp (as some of them are dying) and some places of the exterior that need paint.

The Tearoom will be holding its appreciation event for members is on October 21, 2019.

The Christmas Pudding Bee will be scheduled for some time in the third week of November.

Program Committee Report:

Cheryl MacMillan handed out the Canal Days report to members of the board. The board went over the fundraising that was achieved and was content with the result particularly as there was no Laker Auction this year as there usually is.

Cheryl also reported on the Walking Tours of West Street and Humberstone that ran every Friday in July and August. The tours were well attended as were the tours conducted on September 21, 2019 of Tennessee Avenue.

Fundraising Committee Report:

Stephanie Powell Baswick reported on behalf of Donna Abbott that a thank you letter had been sent on behalf of the board to Father Wes who provided the Museum with all the beautiful handcrafted charcuterie boards to sell as a fundraiser at Canal Days. The wood that he had taken from the Museum tree is drying and more items are expected to come for future fundraising.

Moved by: Brian Heaslip

Seconded by: Alexander Fazzari

To: To provide Father Wes with a 2020 Museum Membership as a thank you for his generous work on the Museum's behalf.

Motion Carried.

Building and Property Committee Report:

Brian Heaslip reported that the quince tree near the Blacksmith's shop had been taken down as it had died. There was some discussion as to what new tree should be planted there instead. The issue was handed over to the building and property committee to consider and come back with a recommendation.

Finance Committee Report:

Alexander Fazzari reported on the purposed rates and fees for the next three years as the City Treasurer has requested them from all departments. There were some suggested increases from staff to keep in line with the increased costs in living. The suggested increases are such that they still allow the museum to be accessible but consider cost of materials and staff time.

Moved by: Margaret Tanaszi

Seconded by: Brian Heaslip

To: Approve the suggested increase in rates and fees for the next three years.

Motion Carried.

Alexander Fazzari also presented the purposed requests for Capitol request budget. The budget includes suggested increases for the cedar shingles maintenance on all the buildings besides the Tearoom.

Membership Committee

Moved by: Alexander Fazzari

Seconded by: Claudia Brema

To: Approve the proposed Capital 2020- 2025 Budget to be submitted to the City Treasurer.

Motion Carried.

Alexander also reported that the Corporate Donor drive letter was ready and had it passed around for approval. This year our Donors will be able to donate online.

Membership Committee Report

Bonnie Johnston reported that that for 2019 the museum has 146 members and 10 new life patrons. October marks the beginning of the 2020 membership year.

A membership meeting was called for October 10, 2019 at 10 am to discuss the rates and fees for museum memberships and Life Patron to determine if any increases should be added to the suggested increases on our rates and fees for the next three years.

Accession Committee Report:

Next accession committee meeting will be October 7, 2019 at 6:30 PM

Policy Report:

No Report.

Marketing and Site Promotion Report:

Brian Heaslip reported that the committee met and identified items that they would like to pursue for the opening of the 2020 museum season. Included in this list is new signage, a new brochure, new tree labels and to investigate an app that people could use on their phones while

touring the buildings on the grounds.

The committee suggested that the board support getting a professional artist in to work on the artwork on the map of the grounds attached to the carriage house before the end of 2019.

Moved by: Brian Heaslip

Seconded by: Eric Beauregard

To: Approve the hiring of a professional artist by the end of 2019 to update the museum grounds map.

Motion Carried.

The committee also discussed ways to motivate guests to leave feedback on their visit. One method that was discussed was a reward of some sort for honest feedback.

New Business:

Councillor Eric Beauregard reported that the Parks and Recreation mater plan will be published and made available in October and that there is a Canal Days component to that document.

Stephanie Powell Baswick requested a meeting of the program committee to discuss the next three years of exhibit ideas.

Stephanie also reported on an idea that was brought forward by a member of the public who would like to see the Neff Steam Buggy at the Toronto Car show. Some obstacles that were identified is that the Museum had not been invited to attend the car show and that the cost of getting the buggy to the show and back would be prohibitive because there are certain movers that have to be contracted for insurance purposes. This had been provided for when the car was donated to the museum and is a reason that it remains on display and that the replica was made.

Terry Huffman brought forward a request from Bob Saracino regarding one of the photographs he has donated to the museum. Discussion was held.

Moved by: Terry Huffman

Seconded by: Alexander Fazzari

To: Provide a reproduction for Mr. Saracino at no charge.

Motion Carried.

Terry also reported that he would be facilitating the delivery of the Neff Steam Buggy replica to the Operations Centre on October 5 for Touch -A -Truck day. Staff member Abbey Stansfield will be with board representatives to represent the museum at the event.

Motion to Adjourn: Pam Koudjis