



Port Colborne Historical & Marine  
**MUSEUM**  
*...more than a museum!*

A meeting of the Board of Management of the Port Colborne Historical and Marine Museum was held March 16, 2021 at 7 p.m. over Microsoft Teams.

Present via Microsoft Teams: Stephanie Powell Baswick, Abbey Stansfield, Brian Heaslip, Councillor Eric Beauregard, Terry Huffman, John Maloney, Claudia Brema, Cheryl MacMillan, Bert Murphy, Jeff Piniak, Margaret Tanaszi, Bonnie Johnston and Bina Patel.

Regrets: Pam Koudjis

A moment of silence was observed to mark the passing of Board Member Marcia Turner

Minutes of the Last Meeting:

Moved by: Margaret Tanaszi

Seconded by: Brian Heaslip

To: Approve the minutes of the Board of Management from February 16, 2021 as corrected.

Motion carried.

Business Arising:

Brian Heaslip reported that the letter from the chairman had been sent to Roselwan. Stephanie Powell Baswick sat in on one of the meetings and reaffirmed that the board is happy to consult with them.

Stephanie Powell Baswick also reported that pending board approval vice-chair, Terry Huffman, was willing to assume acting Finance Chair in Marcia Turner's place.

Moved by: Brian Heaslip

Seconded by: Cheryl MacMillan

To: Approve the appointment of Terry Huffman as acting Finance Chair for the remainder of 2021.

Motion carried.

Correspondence:

Stephanie Powell Baswick reported that the Museum received correspondence from The Welland Tribune that The Port Colborne Historical and Marine Museum has won an award for Reader's Choice Best Museum.

Curator Report:

Stephanie Powell Baswick paid tribute to long standing board member Marcia Turner and all the dedicated service that she paid the Museum and the Auxiliary over 45 years.



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Stephanie reported that the museum has applied to the Niagara Investment in Culture Funds to fund a project coordinator that would spearhead a project on Port Colborne diversity. One of the community partners on this application is the library.

The Museum was also successful in receiving a grant for the Tapestry Embroidery Project. The project will feature community members' embroidery and the first kits will be disbursed to auxiliary members. Michelle Mason and Amanda Emery to spearhead this project

Staff is currently working with the City HR team to evaluate job descriptions for receptionist, education programmer and registrar.

Stephanie reported that she is working on volunteer appreciation week showcase for the museum and Bonnie Johnston was chosen to represent museum volunteers in recognition of her 40 years of service on the board.

Education programmer, Abbey Stansfield, presented on Marie Archeology of Great Lakes to the Port Colborne Historical Society. She will be giving the first virtual lecture in the 2021 Archives Speaker's Series on March 17, 2021. She will be speaking on the Museum's Welland Canal Exhibit.

Abbey is also working on spring programming (Cabin Fever) having village and gallery tours. According to our Book A Safe Service framework these tours will only run if Niagara is in red or below. To accommodate should Niagara not be in Red or below Abbey is also looking at developing a scavenger hunt with QR codes self-directed.

#### Auxiliary Report:

Bonnie reported that Marcia Turner will be missed by the Auxiliary members.

#### Programme Committee Report:

Cheryl MacMillan reported that the programme committee met to discuss the Museum's annual events and how they may be altered to adhere to COVID procedures. One idea discussed was hosting a socially distanced picnic on the grounds for Pie Social. They are currently waiting on advice from the City to see if this is something that would be possible.

The board held a discussion on the idea of a scaled back Canal Days should vaccinations be administrated quickly enough. Ultimately it was decided that the committee would discuss after Pie Social and make a recommendation of what could be done to mark Canal Days.

#### Fundraising Committee Report:

Stephanie Powell Baswick reported that the Museum has submitted our Community Museum Operating Grant application.

#### Building and Property Committee Report:

Stephanie has been in contact with the City Facility Management department and they have found someone to do the repairs on the walkway that have been identified as problematic.



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A company was also contacted about the roof work done. The company has said they can get all three done this year.

Moved by: Brian Heaslip

Seconded by: Terry Huffman

To: Approve the replacement of all three Cedar Shingled rooves.

Motion carried.

Jeff Piniak asked Brian Heaslip if the windows on the Timber Cabin had been addressed. Brian said that he would contact the window company and speak to them about it.

Stephanie Powell Baswick reported that the life boat is not going to get done this year as the gentleman who was quoting the job couldn't get sufficient enough insurance to do the job onsite.

#### Finance Report:

Stephanie reported that the new City accounting system has been worked out by staff.

Stephanie also reported that she is applying to a new grant for Covid digital costs. Staff is looking at putting the gift shop online as we are now able to offer remote payment with square.

#### Membership Committee Report:

Claudia Brema reported that the sponsored membership has been very well received. She has received messages from members saying that they were excited everyone was included in this offer.

#### Accession Committee Report:

No Report

#### Policy Report:

The committee is looking at collections management policy and researching how other museums buy artifacts. They will also be looking into updating the Education policy.

#### Marketing and Site Promotion Report:

No Report.

#### Heritage Committee:

The Committee had a virtual meeting to address a building that the fire department brought forward as unsafe and needing to come down. The committee agreed with staff recommendations.

#### New Business:



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Stephanie reported that she is currently working on strategic planning for the museum ahead of the Strategic Plan ending in 2022. Given the current climate the museum needs to stay current and plan ahead. Margaret Tanaszi, Cheryl MacMillan, John Maloney and Stephanie Powell Baswick will work on the foreground of the strategical plan together to bring to the board.

Motion to Adjourn: Cheryl MacMillan