

Minutes - Museum Advisory Committee



MEETING DATE: October 13th, 2009
LOCATION: Craigleith Heritage Depot
PREPARED BY: Abby Watts, Museum Assistant,
The Craigleith Depot

A. Call to Order

- Chair Bob Waind called the meeting to order.
- In attendance; Suzanne Purdy, Rob Potter, Bob Waind, Eleanor Pask and Abby Watts.
- Approval of Agenda
Moved by: Rob Potter Seconded by: Eleanor Pask
THAT the Agenda of October 13th, 2009 be approved as amended , Carried.
- Declaration of Pecuniary Interest – None at this time
- Previous Minutes
Moved by: Eleanor Pask Seconded by: Rob Potter
THAT the Minutes of September 8th, 2009 be adopted as amended, Carried.

B. Deputations / Presentations

None

C. Staff Reports

Suzanne gave a verbal report on her and Bob Waind's meeting with Shawn Everitt regarding the re-write of the business plan and its merge with the strategic plan. An additional justification report will be given to council to outline the Depot's educational programs and the profitable gain from these programs that will out weigh the cost for additional staffing. Suzanne also noted that the Depot has already been booked by Pretty River Academy for its first curriculum based program this November. Suzanne will begin to talk with local teachers in order to understand what the public school board's budget is for renting educational kits. It is noted that Abby's contract finishes in November and Suzanne will not be able to host curriculum based tours of the museum until a second staff member

is available. It was determined that volunteers should not be asked to fill this role of second staff as this would fall under an “operational” task.

The committee discussed the Depot’s potential partnership with the Blue Mountain Watershed Trust and Elephant Thoughts. However, the Depot will continue to move forward with their educational programs with or without a partnership.

There was some discussion among the committee members regarding the re-write of the business plan. The old 2008 business plan will be updated and revised in order to keep it current and the strategic plan will be merged within the business plan. The new business plan is expected to be complete for the next meeting in order to get Shawn’s comments and input.

D. Correspondence

None

E. New and Unfinished Business

- Volunteer program job descriptions and scheduling – Suzanne indicated that this is always a front and center part of the Depot’s operations. Suzanne and Shawn have decided that volunteer’s should not be responsible for the ongoing operations of the Museum such as opening and closing of the building and cash handling. The Depot has 24 wonderful volunteers that are available to assist but not run the museum. Eleanor has offered to create a revised volunteer binder/sheets to outline current jobs that volunteers can participate in. It was also suggested that a volunteer community needs to be established to bring our volunteers into the museum on a regular basis.
- Membership campaign – 569 membership letters and brochures with membership inserts have been mailed out to local businesses and community groups. Suzanne is in the process of finding a plaque that will include the names of our life time members and hang in the Depot. A list of corporate and individual benefactors will be included on the website.
- Newsletter – The newsletter will be out between November and early December. Copy deadline is November 9th. The newsletter will also be available on the website for anyone who is interested in reading it. Members will have the option of a print or e-mail newsletter.
- Lecture series update – Suzanne noted that thanks to volunteers and Abby, the Depot’s Anniversary Lecture was successful. Great Press. Next month is Charles Cooper, Railway historian. 2010 Lecture series is already filling up.
- Educational programming initiatives (PD days and outreach kits) – The outreach kits are underway thanks to the Blue Mountain Watershed Trust grant of \$5000.00. They are being built based on the ROM’s style. The

first kit is based on grade 4 curriculum Geology unit and the next is grade six First Nations curriculum based. The idea of corporate sponsors was suggested as staffing was underestimated.

- Suzanne is unsure if the Depot will be offering PD days due to staffing issues. The idea was to run the programs at the School House. Cost would be \$25/ child.

F. Next Meeting Date

November 16th, 2009 @ 10:00am – Craigleith Heritage Depot

G. Adjournment

Moved by: Rob Potter Seconded by: Eleanor Pask

THAT this meeting do now adjourn, Carried.

Minutes - Museum Advisory Committee



MEETING DATE: December 8th, 2009 10:00am
LOCATION: Craigleith Heritage Depot
PREPARED BY: Suzanne Purdy, Curator

A. Call to Order

- Chair Bob Waind called the meeting to order.
- In attendance; Suzanne Purdy, Rob Potter, Bob Waind, Bob Gamble, Abby Watts, Bud McCannell and Eleanor Pask

- Approval of Agenda

Moved by: Bud McCannell Seconded by: Eleanor Pask

THAT the Agenda of December 8th 2009 be approved as amended.
Carried.

- Declaration of Pecuniary Interest – None at this time
- Previous Minutes

Moved by: Bud McCannell Seconded by: Eleanor Pask

THAT the Minutes of November 16th, 2009 be adopted as amended, Carried.

B. Deputations / Presentations

C. Staff Reports

1. DOR.10.013 Strategic Plan
2. DOR.10.014 Craigleith Community Centre Partnership

- Motion to receive reports as amended and append to minutes;

Moved by: Rob Potter Seconded by: Bud McCannell

D. Correspondence

E. New and Unfinished Business

- Volunteer Program. Eleanor congratulated Abby on the first draft of the Volunteer Manual. The final draft will be circulated at the next MAC meeting.
- Membership Campaign. So far the membership mailing has resulted in approximately \$2700.00 in membership sales. Suzanne explained the erection of a lifetime members plaque and an additional button to be added to the Depot webpage listing "Our Supporters".
- Community Memories Grant. Suzanne explained that the CHIN grant project will be entitled "Clarksburg Sesquicentennial". Currently, we are waiting from letters of support from community members and groups to accompany the grant application. A total of \$5000 will be contributed to the project should we be successful from the Canadian Heritage Information Network (CHIN) and will result in an online visual exhibit on the CHIN website.
- Newsletter. Bob Waind submitted his article to Rob Potter who will complete the newsletter later in the week.
- Lecture Series. Suzanne told that the final lecture of "09 (George Weider) brought in 55 people and the 2010 lecture series was distributed.
- Educational Programming. Suzanne reported on the success of the first curriculum based program, Shannon Foley's grade four class from Pretty River took part in the "Fossil Program". The teacher evaluation form received after the program was extremely positive. When asked if the teacher would take part in other programs offered by the Depot, we received a "definitely" response. A discussion took place on the need for additional staff to assist with curriculum programs, as well, a need for a larger meeting space for larger class groups. The edu-kit Abby had been working on was shown to the committee.
- New partnerships. Suzanne gave a verbal report of her meeting with the Craighleith Community Centre. Dave Holroyd will be reporting back to Suzanne about the board's decision to allow the Depot to use the schoolhouse for school programs free of charge. Suzanne explained that all new partnerships will be documented via written staff reports to the Committee in future.
- Interpretive Guides. Eleanor reported on her findings from a ROM docent she met with in regards to hand-held interpretive guides. These are in small booklet format, laminated sheets, giving interesting facts and key pieces of information to the visitors. These could be self guided tour tools, or could be used by a volunteer when giving guided tours. It was agreed that creating a similar booklet and engaging volunteer docents would be a good idea for the Depot. It was also agreed that guided tours would not be an extra cost to the visitor but could be included in the cost of admission.

Regularly scheduled tours could be advertised, for example, the last Saturday of each month. These details will be determined in future.

F. Next Meeting Date

January 26th, 2010 @ 10:30am – Craigleith Heritage Depot

G. Adjournment

Moved by: Rob Potter Seconded by: Eleanor Pask

THAT this meeting do now adjourn, Carried.