

## Minutes - Museum Advisory Committee



**MEETING DATE:** September 8th, 2009  
**LOCATION:** Craigleith Heritage Depot  
**PREPARED BY:** Jody Hodgkinson,  
Administrative Assistant,  
Recreation

### A. Call to Order

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

- Approval of Agenda

Eleanor made an addition to the agenda;

- memberships

Moved by: Rob Potter      Seconded by: Bud McCannell

THAT the Agenda of September 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 July 7th, 2009 be adopted as amended, Carried.

### B. Deputations / Presentations

Eleanor Pask – Strategic Plan Report

- Eleanor presented the Craigleith Heritage Depot Strategic Plan 2009

The Strategic Planning process, results of which are outlined in the Plan began in the spring of 2009. Members of the Museum Advisory Committee (MAC) met to lay the groundwork for planning the direction for the Depot for the next 3 years.

The Committee discussed the various parts of the plan being the Preamble, Vision, Mission, Priorities and the strategy for these priorities.

There was some discussion regarding funding from the Watershed for Staffing and it was noted that Council needs to be made more aware of the needs for staffing at the Depot.

Moved By: Rob Potter

Seconded By: Eleanor Pask

The Museum Advisory Committee recommends that Council adopt and implement the Craigeith Heritage Depot Strategic Plan 2009 and consider appropriate staffing and funding for the immediate and long term sustainability of the Craigeith Heritage Depot. Carried,

### **C. Staff Reports**

Suzanne gave a verbal report on Depot Days noting that there were 10 kids enrolled and that it was a huge success. Suzanne noted that a profit of approximately \$760.00 was made. Things like kayaking, clay pot making, visit to Scenic Caves among other events took place which gave the kids a real camp experience and taught them a lot about a “team environment”. Suzanne went on to say that staffing was an issue because 4 volunteers dropped out at the last and Abby Watts was sick, the Youth Advisor, Joanna Garland was unable to assist and Suzanne hurt her toe. Suzanne noted that a minimum 3 staff should be required from a safety standpoint.

There was some discussion among the committee members and it was decided that a follow-up letter should go out to the parents of the children that enrolled asking for feed back as well as asking if any of the parents would be willing to assist during the program next year.

The committee asked that Suzanne prepare a report so that Council is aware of the success of the Depot Days Camp Program and this report should be sent along with the minutes of the meeting.

### **D. Correspondence**

None

### **E. New and Unfinished Business**

- Volunteer program – Suzanne indicated that we need to prepare a list of jobs for this program as they like to be “guided”.
- Newsletter – The next Newsletter is to be done in the fall. Suzanne is sending all the information to Rob Potter and he will prepare the layout.
- Lecture Series Update – Very successful! The last speaker was David Rudkin, Assistant Curator – Paleobiology, ROM. Suzanne noted that a partnership with the ROM resulted from this meeting in which joint fossil finding fieldtrip excursions will be planned for next year.

- Educational programming initiatives – Abby Watts is working on this and she has some great ideas for PD days the next one being November 13<sup>th</sup>, 2009.
- Report to Council – on hold until they see the Strategic Plan
- The Virtual Tour Company – the committee decided against that for now.
- Grant Opportunities – Creative Communities Prosperities fund, Rob Potter noted that Peter Tollefsen is working on cultural planning and Suzanne mentioned working with Peter and the Youth Advisory on submitting a joint grant application bringing cultural heritage education to the broader community through curriculum based and outreach programs. There was some discussion on Canada Trust which does environmental grants. Suzanne will contact the Bank Manager to investigate.
- One Year Anniversary – Newsletter and in the local paper – Rob Potter looking at a press release – free admission to the Depot on September 21<sup>st</sup>, 2009
- Membership – Eleanor wanted it noted that the Depot flyer does not say how to become a member – Suzanne will arrange to do an insert and send out - look at costs for bulk mailing – using email as much as possible.

There was some discussion on new accessions – pictures from the Toronto Ski Club circa 1930's – pictures from Maggie Black and a video clip of a Toronto Ski Club member skiing down a hill.

#### **F. Next Meeting Date**

Tuesday October 6th, 2009 @ 10:00am – Craighleith Heritage Depot

#### **G. Adjournment**

Moved by: Rob Potter                      Seconded by: Bub McCannell

THAT this meeting do now adjourn, Carried.