

Minutes - Museum Advisory Committee



MEETING DATE: January 12, 2009
LOCATION: Craigleith Depot 9:30 am
PREPARED BY: Jody Hodgkinson

A. Call to Order

- Chair Bob Waind called the meeting to order with the following in attendance; Suzanne Purdy, Eleanor Pask, Bob Gamble, Bud McCannell and Jody Hodgkinson.
- Approval of Agenda
Moved by: Bud McCannell Seconded by: Eleanor Pask
THAT the Agenda of January 12, 2009 be approved as amended , Carried.

At this point in the meeting Rob Potter arrived.

- Declaration of Pecuniary Interest – None at this time
- Previous Minutes –
Moved by: Bob Gamble Seconded by: Bud McCannell
THAT the Minutes of November 10, 2008 be adopted as circulated. Carried.

B. Deputations / Presentations

None.

C. Staff Reports

D. Correspondence

E. New and Unfinished Business

Bob Waind addressed the committee and informed the members that he and Suzanne had met with Shawn Everitt to discuss the possibility of hiring more staff and Bob advised that hiring staff right now would not be proceeding at this time.

Suzanne discussed her staff report on fees and charges for the Depot. She also indicated that she had spoken with Ruth Prince, Manager of Revenue and Ruth indicated that it is acceptable to already be charging these fees as other departments follow the same procedure. These fees and charge have not been approved by Council as yet.

The committee reviewed the fees and charges and noted that they are all quite reasonable rates.

Moved By: Rob Potter Seconded By: Eleanor Pask

That the Museum Advisory Committee adopt in principal the Policy and Procedures for Research and Collection Reproduction but that the definition be clearly stated regarding the declaration of copyright . “each image belonging to the Craigleith Heritage Depot used in publication shall have a by-line or watermark stating, “Property of the Craigleith Heritage Depot not to be reproduced without written permission.” Carried

The Committee then discussed the Lecture Series 2009 – approval of fees and charges. The committee went over different ways to “Get the Word Out” without having to spend too much on advertising. Bob Gamble mentioned CFOS on Friday mornings “What’s the buzz”. Rob Potter is going to call John Nichols at the Peak FM. Eleanor will take some of the flyers and drop off at several locations in Collingwood such as Post Office, Curling Club and Library. It was also suggested that Suzanne email any members she has addresses for.

Bob Waind inquired if the speakers for these lectures are charging a fee? Suzanne indicated that there is an \$75.00 honorarium cheque which will given to each speaker with the hope that it is turned back in as a donation to the CHD.

Moved by: Bud McCannell Seconded By: Rob Potter

That the Museum Advisory Committee adopt the Craigleith Heritage Depot – 2009 Lecture Series schedule of fees and costs, Carried

Suzanne advised that the Virtual Tour of Museums unit has been taken away to be updated and she will keep the committee apprised as to when it will return.

Suzanne brought the committee up to date on the Fleming Internship Program and also the Young Canada Works Application. This would give us the opportunity of having 2 students. Rob Potter will assist Suzanne in working through these applications.

Bob Gamble brought up the subject of the missing train display that Suria Knapman had previously loaned to the Town. A friend of Suria’s is looking into this and the OPP have been contacted regarding this missing piece.

There was discussion on the Volunteer Program. Rob Potter has agreed to work Wednesdays from 11am until 4pm and Eleanor agreed to work Thursdays beginning next week. Bob Waind is going to contact Cecile Dales and Laura Gibson to see if they can recommend any other volunteers.

Rob Potter is working on a Historica article for the Sun Times and will continue to work on it while he is volunteering at the CHD on Wednesdays.

There was some discussion on the Basement renovation, Suzanne noting this may be cut from the budget.

Moved By: Rob Potter Seconded By: Bud McCannell

THE Museum Advisory Committee recommends that as the existing kitchen cabinets and appliances were donated specifically to the Craigleith Heritage Depot, it is recommended that these kitchen cabinets and appliances remain at the Depot, either in their existing location or in another location within the Depot facility, Carried.

The Committee then discussed the budget. Bob Gamble noted that he does not agree that money should be spent on a lightening rod for the building. Other members of the committee disagreed.

F. Next Meeting Date

Monday February, 2nd, 2009 10:30 am – Craigleith Heritage Depot

G. Adjournment

Moved by: Bud Mcannell Seconded by: Bob Gamble

THAT this meeting do now adjourn, Carried.

Minutes - Museum Advisory Committee



MEETING DATE: March 9, 2009
LOCATION: Craigleith Depot 10:30 am
PREPARED BY: Jody Hodgkinson

A. Call to Order

- Chair Bob Waind called the meeting to order with the following in attendance; Suzanne Purdy, Eleanor Pask, Bob Gamble, Bud McCannell and Jody Hodgkinson.
- Approval of Agenda
Moved by: Bob Gamble Seconded by: Bud McCannell
THAT the Agenda of March 9, 2009 be approved as amended , Carried.

At this point in the meeting Rob Potter arrived.

- Declaration of Pecuniary Interest – None at this time
- Previous Minutes –
Moved by: Eleanor Pask Seconded by: Bud McCannell
THAT the Minutes of January 12, 2009 be adopted as circulated. Carried.

B. Deputations / Presentations

None.

C. Staff Reports

None

D. Correspondence

None

E. New and Unfinished Business

Suzanne brought the committee up to date on the volunteer program advising that Rob Potter is working Wednesdays helping to catalogue, taking pictures and labelling items at the Museum. She also spoke about the interactive kids room telling the committee that kids will now be able to chisel out a fossil and take it home. Chair Bob Waind wondered about having a large cork board on for the one wall which could have interchangeable themes, ie wetlands, railways etc.

Suzanne and Rob have temporarily put on hold the historica article to work on the newsletter. Eleanor has agreed to do a piece on the volunteers with Chair Waind doing a Chairman's letter.

Suzanne also advised the committee that Fleming College has a student for the internship.

There was a great deal of discussion about having some sort of fundraiser/barbeque/silent auction either this summer or in the Fall perhaps around the 1 year anniversary of the Museum. Chair Waind reiterated the problems with parking or lack thereof.

There was some discussion on the relocation of the kitchen into the basement and the events that led up to that relocation. Chair Waind requested that Suzanne do a written report which stipulates clearly all the reasons that the kitchen had to be moved keeping in mind the concerns of the members of the Heritage Committee. The committee discussed how important it is for outside financial support of the Museum.

Suzanne had a couple of items she wanted to show the committee that might be considered as items she could sell in the Museum. The first item was a historical pictorial book of Grey Bruce area by Telfor Wegg. The second item was a map by John Haines.

The committee discussed these items at length and finally decided that neither the book or the map would be on the list of items to be sold at the Depot.

Eleanor Pask once again brought up the issue of a possible upcoming event either a barbeque or fund raiser event/silent auction. Stating that if this is to be a totally volunteer driven event she wants to get started as soon as possible. The committee once again discussed this at length. It was finally decided that the members of the committee would exchange ideas by email.

Chair Waind would go to go to the ReUse it Centre and the Habitat Store to check out a couple of items that Suzanne had purchased on hold.

Suzanne is going to speak with Jim McCannell from Engineering and Public Works about problems with sightlines at the front of the Depot.

F. Next Meeting Date

Monday April 6, 2009 9:30 am – Craigleith Heritage Depot

G. Adjournment

Moved by: Rob Potter Seconded by: Bob Gamble

THAT this meeting do now adjourn, Carried.

Minutes - Museum Advisory Committee



MEETING DATE: April 14, 2009
LOCATION: Craigleith Depot Scheduled for
9:30 am – began at 10:30am
PREPARED BY: Jody Hodgkinson

A. Call to Order

- Chair Bob Waind called the meeting to order at 10:30am when Rob Potter arrived enabling the meeting to proceed with a quorum; in attendance; Suzanne Purdy, Eleanor Pask, Rob Potter and Jody Hodgkinson.
- Approval of Agenda
Moved by: Eleanor Pask Seconded by: Rob Potter
THAT the Agenda of March 9, 2009 be approved as amended , Carried.
- Declaration of Pecuniary Interest – None at this time
- Previous Minutes –
Moved by: Rob Potter Seconded by: Eleanor Pask
THAT the Minutes of March 9, 2009 be adopted as circulated. Carried.

B. Deputations / Presentations

None.

C. Staff Reports

1. Artifact Acquisition reserve fund transfer to 2009. Suzanne spoke to this report and advised the committee that these monies should be rolled over every year and that it should be done before the budget is approved.

D. Correspondence

None

E. New and Unfinished Business

- Adoption of policies; The committee adopted the following policies; Conservation Policy, Community Policy, Exhibition Policy and Education Policy

Moved By: Rob Potter

Seconded By: Eleanor Pask

- Delco Truck; There was a great deal of discussion by the committee concerning the placement of an “upscale” chip truck on site at the Depot for the summer months. Chairman Waind felt strongly that this would increase the pedestrian traffic crossing the highway from Northwinds Beach. Rob Potter had concerns as well but felt that the revenue would be beneficial. Suzanne felt it best to obtain a business plan with a clearer picture and this could be discussed at a future meeting. Chairman Waind asked Jody to check on the status of an upcoming report to Infrastructure and Recreation concerning licensing for these kinds of operations.
- Volunteer Program job descriptions and scheduling: Suzanne advised the committee that the volunteer program is working out fairly well but we still could use more volunteers. Rob Potter is doing it Wednesdays and Jean Salvatore is doing it Fridays. Suzanne advised the committee that another volunteer still has a key and did not show up for their required volunteer day.
- Newsletter: The committee set a deadline for the newsletter material to be May 15th. Rob Potter advised that if someone could just set up the template he would do all the editing. Only a ½ a page is required.
- Trillium Grant: There was some discussion on this and subsequent deadlines. Suzanne asked Chairman Waind to look into who should be doing this. There was some discussion that it possibly was Bob Gamble.
- Historica monthly article: Rob Potter will make a list of stories/ideas. Suzanne indicated that she has written several so she will have a look at this too.
- Interactive children’s display room discussion: There was some discussion on this. Chairman Waind brought up the fact that the Town is in the process of having a naming policy so we should be careful on this one. This also applies to the Stakeholder letters for discovery room and edu-kit.
- Lecture Series Marketing: Suzanne said there was 54 people at the last session and that there was a nice follow-up article in the Enterprise

Bulletin. The speaker at the last session was Dr. Peter Stork from the ROM

There was some discussion that there should be a key holding policy drawn up for the next meeting.

F. Next Meeting Date

Monday May 11, 2009 9:30 am – Craighleith Heritage Depot

G. Adjournment

Moved by: Rob Potter Seconded by: Eleanor Pask

THAT this meeting do now adjourn, Carried.