

Port Colborne Historical and Marine Museum Board Meeting Agenda

Date: Tuesday, January 16, 2024
Time: 7:00 pm
Location: L.R. Wilson Heritage Research Archives
286 King St, Port Colborne, ON L3K 4H2

Pages

1. Call to Order
2. Disclosures of Interest
3. Adoption of Agenda
4. Approval of Minutes
5. Business Arising from the Minutes
6. Correspondence
7. Council Report
8. Curator's Report
9. Auxiliary Report
10. Friends of Roselawn Centre Liaison Report
11. Committee Report
 - 11.1 Finance Committee
 - 11.2 Membership Committee
 - 11.3 Building and Property Committee
 - 11.4 Programme Committee
 - 11.5 Fundraising Committee

11.6 Policy Committee

11.7 Accession Committee

11.8 Heritage Committee

12. Confidential Items

13. Director's Report

14. New Business

15. Adjournment

Port Colborne Museum, Heritage and Culture Board Meeting Minutes

Date: Tuesday, November 21, 2023
Time: 7:00 pm
Location: L.R. Wilson Heritage Research Archives
286 King St, Port Colborne, ON L3K 4H2

Members Present: E. Beauregard, Councillor
B. Heaslip
T. Huffman
C. Brema
J. Piniak
G. Hoyle
B Schneider
A Lessard
M. Heaslip

Member(s) Absent: C. MacMillan
M. Tanaszi
B. Murphy
J. Maloney
L. Brazeau

Staff Present: S. Powell Baswick, Director of Museum and Culture
M. Chamberlain, Community Engagement Officer
T. Nail, Assistant Curator

Other(s) Present: T. Hughes, member of the public.

1. Call to Order

The Chair called the meeting to order at 7:00 p.m.

2. Disclosures of Interest

N/A

3. Adoption of Agenda

Moved by C. Brema
Seconded by G. Hoyle

That the agenda dated November 21, 2023, be confirmed, as circulated or as amended.

Carried

4. Approval of Minutes

Moved by B. Heaslip
Seconded by B. Schneider

That the minutes dated October 17, 2023, be confirmed as amended.

Carried

5. Business Arising from the Minutes

N/A

6. Correspondence

Meghan Chamberlain reported one piece of correspondence from Ian Leach who shared fond memories of the Museum growing up. This message was accompanied by a donation in memoriam of volunteer Ann Elise Bull.

7. Council Report

Councillor Eric Beauregard reported that the City Council is still in the process of approving budgets for 2024.

8. Curator's Report

Tami Nail reported on behalf of Michelle Mason that the Museum had a busy fall schedule with Lantern Tours, Ghost Hunts, Speaker Series, exhibits, school tours, and more. The Speaker Series has been very well received thus far, with over 60 attendees on November 18, 2023, for Fred Addis' presentation on Don Gallinger, a local hockey legend.

Additionally, the Archivist, Dr. Michelle Vosburgh, has met with representatives from the St. Catharine's Museum, Welland Museum, and Thorold Museum to begin preliminary planning for the Bicentennial of the Welland Canal. In 2024, to mark the 200th anniversary of the Welland Canal Company's charter, there will be a traveling Speakers Series, on four Saturdays in November. The Port

Colborne event will be at the Wilson Archives on November 9, 2024, where Michelle Vosburgh will be speaking on the debates and discussions about where to put the southern terminus of the canal.

Lastly, Tehgan Porter will be finishing his position as Archival Inventory Assistant in the coming weeks.

9. Auxiliary Report

Marianne Heaslip reported that Auxiliary volunteers met on November 6, 7, and 8 for their annual Pudding Bee. Volunteers will meet again on November 27-30 to complete the pudding sauce and bag puddings on December 1. Approximately 200 puddings will be available for sale at the 47th Grand Old Christmas Festival on December 3.

Claudia Brema asked how much the packaged puddings would cost, to which Marianne replied that she was not sure but would find out and update the group.

10. Friends of Roselawn Centre Liaison Report

Arlene Lessard reported that the Friends of Roselawn Centre's annual Makers Market was a success. Assistant Curator Tami Nail and volunteers decorated the space beautifully and people were very pleased with the selection of vendors. The next newsletter is in the process of being written now and will be available in January 2024.

Arlene also announced that student memberships will be free in 2024 and that the Friends of Roselawn Centre have donated \$5000.00 to the Department of Museum and Culture to assist with the new security system for the Roselawn Centre.

11. Committee Report

11.1 Finance Committee

Bonnie Schneider reported that the total donations from January to November 20, 2023, are \$18,422.11. The breakdown of those donations is as follows: \$5624.81 in donation bin/cheques, \$1500.00 memorial bench, \$1412.30 Canada Helps, \$9895.00 Corporate Donor Drive.

11.2 Membership Committee

Claudia Brema reported that as of November 20, 2023, the Museum has received 20 new Life Patrons and 100 memberships, 45 being seniors, 40 being families, and 15 being individuals.

11.3 Building and Property Committee

Brian Heaslip began his report by bringing forward an offer from the Port Colborne Horticultural Society to volunteer their services for both the Museum and Roselawn grounds. Stephanie Powell Baswick responded to this proposal that she will meet with the society's chair and coordinate for the coming year. Both Brian and Stephanie agree that this will be a great opportunity to engage with volunteers and enhance the natural components of the grounds. Councillor Eric Beauregard confirmed with Brian that the volunteers would be using their own equipment but also suggested coordinating with pre-existing City resources if more are needed.

Brian continued his report by updating the members on the status of the following projects. The new deck/sidewalk on the Heritage Resource Centre is almost completed, the old side ramp on the William's House is being removed, and volunteers have repainted the President's Room at the Roselawn Centre. Brian ended his report by thanking City electrician Mike Kyle for his help with their projects.

11.4 Programme Committee

Tami Nail reported on behalf of John Maloney the following programming updates. Public Programmer, Sloane McDowell, had 3 successful Fall programs with Ghost Hunts having 44 participants, Lantern Tours having 54 guests, and Halloween having 160 trick or treaters. Tami Nail has been overseeing the holiday festivities to come such as Victorian decorations at the Roselawn Centre, Countdown to Christmas, and the Grand Old Christmas Festival.

Tami also reported the the annual Volunteer Appreciation would be December 12, 2023 at 7:00pm.

Lastly, Tami presented a proposal for the two Museum exhibits for 2024. The main exhibit would be 'Made in Poco' and feature local business and industry, and the featured exhibit would be the 100th anniversary of the Humberstone Shoe Company building.

Moved by A. Lessard

Seconded by B. Heaslip

To move forward with the 2024 exhibit recommendations made by staff.

Carried

11.5 Fundraising Committee

Claudia Brema reported that 177 guests attended Adam Shoalts presentation at the Roselawn Centre on November 12, 2023. A total of \$1000.00 was donated to both the Museum and Port Colborne Library for running this event. Stephanie Powell Baswick thanked committee chair Claudia Brema for presenting both the Land Acknowledgements and the event sponsors.

11.6 Policy Committee

N/A

11.7 Accession Committee

Terry Huffman reported that the next committee meeting will be November 22, 2023, at 10:00 am in the L.R. Wilson Heritage Archives.

11.8 Heritage Committee

Councillor Eric Beauregard reported that there was a motion at the latest Council Meeting from the Heritage Committee that all top properties be examined, however, staff recommended that 10 properties that have owners who express interest in designation be focused on. The resolution that was reached was to focus on the 10 properties first and to assess the additional 10 as time and funds allow,

Gary Hoyle reported that the committee met on November 20, 2023, and discussed descriptions, history, cultural aspects, and photos for prioritized properties. Two property research reports have been completed and submitted to the Heritage Committee by Archives staff with more to come.

12. Confidential Items

N/A

13. Director's Report

Stephanie Powell Baswick reported to the Board that price projections on a few outstanding capital projects have increased. The Board has applied for additional funds and the Museum has funding in reserves. Stephanie believes that the difference can be paid through operating reserves and seeks the members' approval.

Moved by B. Heaslip
Seconded by G. Hoyle

To, if required, supplement cost increases on outstanding capital projects from Museum operating reserve funds.

Carried

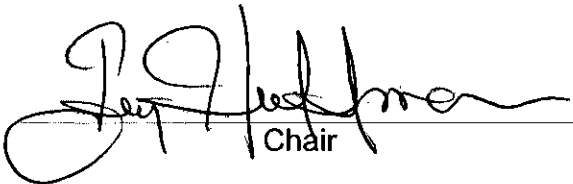
14. New Business

Terry Hughes, a volunteer for 18 years, presented his collection of Canal Days t-shirts and suggested that the original logo be included in future designs to assist in province-wide recognition of the Museum. Terry also complimented the Board by saying it is one of the best operations in all of Ontario full of enthusiastic and productive volunteers. Terry thanked the members and notified them that he will now be serving on the Welland Museum board. Terry Huffman thanked Terry Hughes in return and said that he is more than welcome to join us anytime.

Bonnie Schneider asked if there had been an update about the Main St. City Hall property. Stephanie Powell Baswick provided that the report submitted by the Board did not go to Council with the official proposal.

15. Adjournment

The Chair adjourned the meeting at approximately 8:07pm.


Chair


Staff Liaison