

## **Port Colborne Historical and Marine Museum Board Meeting Minutes**

**Date:** Tuesday, March 18, 2025  
**Time:** 7:00 pm  
**Location:** Roselawn Centre  
296 Fielden Ave, Port Colborne, ON L3K 4T6

Members Present: B. Heaslip  
C. MacMillan  
T. Huffman  
C. Brema  
J. Piniak  
G. Hoyle  
L. Brazeau  
J. van Dillen  
A. Lessard  
B. Schneider

Member(s) Absent: E. Beauregard, Councillor  
M. Hili  
M. Heaslip

Staff Present: M. Mason, Museum Curator  
Tami Nail

### **1. Call to Order**

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

### **2. Disclosures of Interest**

None to report.

### **3. Adoption of Agenda**

Moved by C. Brema  
Seconded by G. Hoyle

That the agenda dated March 18, 2025, be confirmed, as circulated or as amended.

Carried

**4. Approval of Minutes**

Moved by J. Piniak

Seconded by C. MacMillan

That the minutes from the previous meeting dated February 18, 2025, be confirmed as circulated or ammended.

Carried

**5. Business Arising from the Minutes**

Michelle Vosburgh met with an architect to discuss the possibility of expansion of the L.R. Wilson Heritage Resource Archives. The initial design work and report will cost \$6,000-\$8,500. The completed design and report will provide a cost of the expansion.

Moved by B. Heaslip

Seconded by L. Brazeau

To pay the architect design and repost fee of \$6,000-\$8,500 from the reserve fund.

Carried

**5.1 Reports in Agenda package**

Tami reported that all the previous Heritage Minutes have been printed and are in a binder at the L.R. Wilson Heritage Resource Archives.

**6. Correspondence**

Tami read the email from Robert Sheele regarding turning the L.R. Wilson Heritage Resource Archives into a daycare centre that would also allow for expansion.

Moved by L. Brazeau

Seconded by G. Hoyle

That the Board received, acknowledged, and discussed the information and proposal and tabled it.

**7. Council Report**

None to report. Councillor Beauregard was absent.

**8. Curator's Report**

Michelle congratulated Gary Hoyle for receiving the King George III Coronation Medal for his service to the community.

Research and Exhibit Assistant, Elyse Richardson's 10-month Young Canada Works Intern contract is coming to an end on March 27th. Elyse created 4 exhibits, 1 outreach exhibit and coordinated the building of a travelling exhibit case. Elyse was a great asset to the Museum.

Collection Assistant, Stephani McDougal's 10-month Museum Assistance Program contract is coming to an end on March 28th. Stephani reorganized the textile collection and the framed art collection. Her work made a great improvement and protection of the collections.

Summer student employments postings have been up for a week and interviews will be conducted in the next few weeks.

Interviews for a new Visitor Services Assistant will be conducted this week.

Thank you pins for propelling forward the corporate drive have been ordered.

Michelle also reported that the L.R. Wilson Archives will be participation once again in the Welland Canal Bicentennial Travelling Lecture Series in November 2025, with archivist, Michelle Vosburgh schedules as the lecturer for the Wilson Archives. The lecture will also be a part of our own autumn Speakers Series. Two of the speakers/topics have been finalized.

The Archives staff were recently contacted by a professor from Western Michigan University about an image in our online exhibit of the *Jessie Scarth*. It is the only known image of the ship.

The Port Colborne High School digitized collection of yearbooks on ourontario.ca public in time for Archives Awareness week in April.

The Archivist will again be providing content and training support for the Historic Walking Tours offered to the cruise ship passengers. An increase in the number of the ships has necessitated a reworking of some of the tour scripts.

On April 26 and May 3 we will be offering our Walking Through History Cemetery Tours - Overholt Part 1 and 2 on April 26, and Oakwood on May 3.

## **9. Auxiliary Report**

Cheryl reported that an Executive meeting was held. They are planning the AGM for April 14 at the Archives.

There will be an upcoming training session for all volunteers for the 2025 season.

There will be bus tours coming this year with a maximum of 30 guests.

## **10. Friends of Roselawn Centre Liaison Report**

Arlene reported that a meeting was held on March 12th.

Once again there will be a \$250 scholarship for an art student from Port Colborne High School and Lakeshore Catholic High School.

The Art Show and Auction will take place September 19 0 October 3 at Roselawn.

Arlene is collection Roselawn ghost stories. Please contact Arlene to share any.

## **11. Committee Report**

### **11.1 Finance Committee**

Bonnie reported that to date \$428 in donations from memberships has been received, as well as \$691 in memberships, and \$560 from CanadaHelps donations.

The IT department is going to build the audio system for the Presidents Room at Roselawn. This project was in the 2024 Capital Budget.

The Community Curator's project successfully received funding of just over \$14,000 from the New Horizons for Seniors Grant starting March 30, 20205 to the end of March 2026.

### **11.2 Membership Committee**

Claudia reported that to date we have received the following memberships:

- Senior/Student: 15
- Individual: 2
- Family: 11

- Life Patrons: 6

### **11.3 Building and Property Committee**

Brian reported that they are continuing to work on the basement at Roselawn. It is possible that most of the 400 tulip bulbs planted in the late fall have been eaten by squirrels.

Two quotes for the fencing around the Museum grounds have been received:

- Fence Source: \$20,503 (generic off-the-shelf metal)

- St. Catharines Building Supply: \$30,000 (custom to match existing fence)

Neither of these quotes include installation, which is estimated to be \$10,000. Still waiting on a quote for the picket fencing.

### **11.4 Programme Committee**

Cheryl reported that March Break Pirate program, which consisted of 4 take home kits and an in-person party at the end, had 10 participants each paying a fee of \$10. The programming was well received, with a parent reaching out saying it was the best planned March Break programming in the City.

The upcoming PD Day on April 4th will offer a free drop in event from 10:30am-12:30pm to build your own log cabin.

#### **a. 50th Anniversary Committee**

Cheryl reported that a meeting was held on March 17th to continue the planning for the the July 6 anniversary celebration picnic. Board members will be assigned tasks for the event shortly.

### **11.5 Fundraising Committee**

Claudia reported that June 8th is the first concert of the 2025 Music on the Lawn Series at Roselawn.

### **11.6 Policy Committee**

A meeting date is to be determined to go over the Procedural and the Collections Policy: Development and Management before the next board meeting. The committee will bring back recommendations to the next Board meeting.

### **11.7 Accession Committee**

Luke reported that a meeting was held on March 12 where they reviewed 26 items to consider for donation, and recommended 13 to be accepted. They also reviewed 17 items to consider for de-accessioning, 14 of which were recommended to be de-accessioned.

#### **11.8 Heritage Committee**

Luke reported that Heritage Week was February 17-23 and it was well represented on the Museum's social media pages.

The committee has been working on their 2025 tactical plan. The online Heritage Registry has been updated. The INCO Recreation Hall has been recommended for designation.

The Heritage Committee may be moving to a Committee of the Council from a subcommittee.

Diana Vasu has been a great support to the Heritage Committee. She discovered that none of motions from the past 2 years from the committee have been brought to council. Four motions will be presented at the April 4th Council Meeting.

#### **12. Confidential Items**

None to report.

#### **13. New Business**

Claudia reported that in 2017 the Bocce Club had baffles installed to help with echoes and noise for a cost of \$3,000. Perhaps this could be a solution to the sound issue at the Archives.

#### **14. Adjournment**

The Chair adjourned the meeting at approximately 8:06pm.

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Chair

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Staff Liaison