



A meeting of the Board of Management of the Port Colborne Historical and Marine Museum was held January 19, 2021 at 7 p.m. at the Port Colborne Historical and Marine Museum.

Present via Microsoft Teams: Stephanie Powell Baswick, Abbey Stansfield, Brian Heaslip, Terry Huffman, Jeff Piniak, Donna Abbott, John Maloney, Marcia Turner, Claudia Brema, Cheryl MacMillan, Bina Patel. Councillor Eric Beauregard, Pam Koudjis, Scott Luey and Bryan Boyles

Regrets: Margaret Tanaszi, Bonnie Johnston

In accordance with the Museum Board's Procedural Policy, Brian Heaslip led the nominations and elections for the Executive. Positions were voted on orally. The outcome of the election is as follows:

Executive

Chair – Brian Heaslip

Vice Chair – Terry Huffman

Finance Chair – Marcia Turner

Secretary – Bina Patel

Moved by: Brian Heaslip

Seconded by: Marcia Turner

To: Approve the new executive and to keep 2020 committees in place.

Motion carried.

Minutes of the Last Meeting:

Moved by: Claudia Brema

Seconded by: Brian Heaslip

To: Approve the minutes of the Board of Management from November 17, 2020.

Motion carried.

Business Arising From Minutes:

Currently no movement has been made with the 1927, Pretti sign. Pretti was a Port Colborne tailor and his business was located on Main Street and West Street at different times.



Port Colborne Historical & Marine

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Algoma are will deliver the anchor and propeller but anything else like pads on site would be the museum's responsibility cost wise. Algoma has been on the site and taken a look at where the items could go on the property. They are willing to hold the item until the spring. The projected move date is May 1, 2021.

Moved by: Brian Heaslip

Seconded by: Marcia Turner

To: Accept the Algoma offer of the anchor and propeller on behalf of the city of Port Colborne with location to be determined.

Motion was carried.

Building and Property committee will hold a committee meeting to discuss logistics.

Correspondence:

Stephanie Powell Baswick reported that historical and museum magazines and newsletters available to be borrowed if anyone wants to read them.

Friends of Roselawn have reached out to the museum to work together to help develop Roselawn's visual and heritage arts.

Curator Report:

Stephanie Powell Baswick gave a museum staffing report in relation to the Province wide lockdown.

Director/ Curator and Assistant Curator are working from home but someone is always on the property to ensure buildings are looked after. The Education Programmer is on site Monday to Friday full time until March and working on how to get volunteers back on site. The Archivist is now full time Monday to Thursday with 5 hours coverage from Archivist Assistant on Friday afternoons. The Weekend Receptionist not laid off but is staying at home until restrictions are lifted. Administrative Assistant is in two days a month to maintain museum financial items. The Registrar is working two days a week to maintain the artifacts that have been accepted. The Custodian is coming in on reduced hours to paint and maintain cleaning standards.

Stephanie spoke about the five summer student grants that the Museum has put in applications for. The applications put in for Young Canada Works, Canada Summer Jobs and Summer Job Experience. The museum could also have two students for the tea room but only if it opens.

Staff is working on the 2020 Annual report and Stephanie is aiming for the report to be done by February. In accordance to City directive we are working on new way of presenting information for accessibility and ease of reading.

Stephanie reported that the website has been launched and requested that the board take a minute to go and explore it. Items that are currently in the work to enhance what we already have include blogs and the online Welland Canal exhibit.



Auxiliary Report:

Stephanie Powell Baswick reported that there is a project proposal for the Port Colborne Tapestry project for the 150th village anniversary. The project would have community members embroidering scenes of historic Port Colborne from kits that the Museum would provide. Then they would return the finished panel and they will all be joined. Looking for funding to buy hoops, tread and needles.

Cheryl MacMillan reported that there has been a lot of difficulty staying in touch with Auxiliary members due to COVID restrictions. It was suggested that a blog or other method be created so that the 37 Auxiliary members can stay in touch while they are not able to meet in person. Stephanie, Cheryl and Amanda Emery will meet to discuss the best way to do so.

Programme Committee Report:

The Museum sold out of the make your own wreath kits and the cookbook and tea cup kits. The Wreath kits were accompanied by a Facebook video on how to put the materials in your kit together.

The Education Programmer is currently working with the Communications department on editing videos on the exhibit for release on Facebook. Marcia Turner suggested that a remote program at Northland Pointe and Portal Village would be welcomed due to the COVID restrictions that have been put in place have limited the activities they can enjoy.

Abbey Stansfield reported that DeWitt Carter School has reached out for a Virtual Field Trip lesson over Microsoft teams. The Museum is offering virtual programs to schools using the History Detective program to connect and engage with the students that currently cannot come in due to COVID.

Fundraising Committee Report:

Artist Doug Todd generously donated 2 paintings and auctioned off \$600 and he will be donating more paintings for fundraiser. Stephanie is currently working with another artist who is also willing to donate work. Currently we are just working on best practice for auctioning these works.

Stephanie reported that all recipe books and extra tea cups sold plus donations earned \$890 for the tearoom.

The Museum sold all of the Christmas wreath kits and raised \$1040. 127 people participated in the purchasing and pick up of the Christmas kits.

Building and Property Committee Report:

Stephanie reported that the roof work is waiting on a third quote from someone who does cedar shingles and will advise the board once it comes in.



Brian Heaslip reported on a project that he is developing for Remembrance Day. The cut outs are designed to look like a rifle from First and Second World War and helmet into the ground. This project is going to be done in conjunction with a project that was developed by the Niagara Falls Museum knitted Poppy project. Niagara Falls Museum has donated 2025 knitted poppies to us made by their community for the project which will be displayed at the museum for the next four years. Volunteers ready to work when needed to help create this outside exhibit.

Finance Report:

New accounting codes in process and closing all books by February for 2020. This will allow the statement for 2020 to be distributed much quicker.

Stephanie reported that there are a few last deposits to be made and then she will have the corporate donor drive final total in February.

Membership Committee Report:

The committee will meet to discuss what they want to do for February.

Accession Committee Report:

Terry Huffman reported that he will set up meeting with staff and the committee. At the meeting the committee will discuss the idea of not accepting items at this time because for safety of committee due to COVID.

Stephanie will check if tailor sign still available for sale. While no new price has been presented a donor has made a donation with the suggestion that they be used to establish an acquisition fund. The proposal would be to have the \$1000 set aside for the purchase of artifacts as they come up. John Maloney suggested that should this fund go forward we would need a Policy to guide in the purchase of artifacts.

Policy Report:

Acquisition and Education policies need revising when the committee first meets.

Marketing and Site Promotion Report:

City website is the current focus as we just launched it and are still working to enhance what we have there. We are also making as accessible as possible.

Heritage Committee:

No report.



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New Business:

Brian Heaslip reported that he would like to set up a virtual meeting for property committee to be set up for next week.

Stephanie reported that we are in the process of reviewing monthly donations and how to make that process as streamlined as possible. Stephanie is currently working with the IT and Finance departments to achieve this.

The staff is currently looking at strategic planning across the board to determine where the museum should be when COVID is over. What does our new place in the community look like? Do we revisit or revamp Canal days and Christmas Festival? The belief is strategic planning needed to stay current and plan ahead to ensure that the museum is still present and relevant in five or ten years time.

Motion to Adjourn: Marcia Turner