



The meeting of the Board of Management of the Port Colborne Historical and Marine Museum was held June 21, 2022, at 7:00 p.m. in the L.R. Wilson Research Archives Hall.

Present: Brian Heaslip, John Maloney, Terry Huffman, Bonnie Schneider, Bonnie Johnston, Margaret Tanaszi, Jeff Piniak, Gary Hoyle, Bert Murphy, Claudia Brema, Cheryl MacMillan, Councillor Eric Beauregard, Michelle Mason, Stephanie Powell Baswick, Meghan Chamberlain

Regrets: Arlene Lessard

Welcome given by Chair Brian Heaslip to new Board of Management member Bonnie Schneider. Introductions of all present board members followed.

Minutes:

Moved by: Bonnie Johnston

Seconded by: Terry Huffman

To: Approve the minutes of the Board of Management from May 17, 2022.

Business Arising:

Stephanie Powell Baswick reported that as per the Board of Management's request, Matt Lupia submitted a formal request to metal detect on the Roselawn Centre's grounds.

Motion by John Maloney to accept the formal request by Matt Lupia.

Seconded by: Gary Hoyle

Motion carried by all members.

Correspondence:

Meghan Chamberlain reported a proposal submitted by Mary-Lou Ambrose-Little, executive director of the Downtown Port Colborne BIA, to participate in the Harvest Fest Event on September 24, 2022 from 10:00 a.m. to 4:00 p.m.



Cheryl MacMillan suggested that the Auxiliary could plan a fall Pie Social with a new variety of flavours for the museum's participation in this event.

Meghan also reported that Arlene Lessard and members of the Friends of Roselawn Centre sent their praise of the recent 'Through the Windowpane' exhibit.

#### Curator's Report:

Michelle Mason reported that a new student, Malakai Turner, has been hired as a server in Arabella's Tea Room.

Since opening on May 1<sup>st</sup>, approximately 1,009 people have visited the Museum grounds.

The 2022 Canal Days t-shirts have been released and are available for purchase at the museum gift shop. The museum will also have a table allocated at the Port Colborne Farmer's Market, any board members who would like to volunteer to sell shirts Fridays leading up to Canal Days can contact Michelle Mason or Tami Nail. The shirts were designed by Stephen Brule and sponsored by local business Bell Marine.

Hands on Heritage: A Traditional Skills Workshop Series will be led by Heritage Outreach Officer Isabella Favero from July 16 to August 27. The workshops will take place every Saturday between this time frame from 1:00 to 3:00 p.m. and will be led by local partnerships or museum staff.

There has been good reception from the Urban History Walking Tours led by Michelle Vosburgh.

DeWitt Carter Elementary School's JK classes recently visited the Museum grounds to participate in a scavenger hunt provided by Public Programmer Sloane McDowell.

Stephanie Powell Baswick has presented on behalf of the Museum at both the recent City Council and Town Hall meetings.





#### Auxiliary Report:

Bonnie Johnston reported that annual Arabella's Pie Social was very successful, with over 100 guests attending. The Auxiliary is hoping to plan a fall pie social with a variety of new festive flavours.

There was recently a biscuit mix incident, that has now been resolved.

Within the month of June there was 128 guests to the tea room. It has been decided by the Auxiliary that Arabella's will be open July 1<sup>st</sup> this year.

Bonnie also reports to the board that the upstairs washroom basin has a faucet issue that has resulted in the enamel being taken off. Stephanie Powell Baswick informed the board that the enamel will be patched by original company, but they recommend that the faucet is fixed to prevent further damage. Stephanie will coordinate with the curator to have this investigated.

#### Friends of Roselawn Report:

No report.

#### Finance Committee:

Terry Huffman reported the current reserve budget amounts to the board of management. Stephanie Powell Baswick then presented the proposed amounts for the 2023 Capital Budget.

John Maloney requested that a full written report of the proposed capital budget be provided to the board of management for review. Stephanie Powell Baswick agreed that a full report will be supplied for review.

#### Membership Committee:

Claudia Brema reported that thus far there are 313 members for the year 2022 and donations have been high.



#### Building and Property Report:

Brian Heaslip reported that several developments have been made following the committee's assessment last month. They are as follows:

A group of volunteers led by the committee will be assessing all three white fences on the museum grounds in the coming week to determine what needs to be replaced. After this, the fences will be repainted.

A painter will be inspecting Arabella's Tea Room and providing a quote for necessary repainting. Michelle Mason also reported Frank Habjan will be repainting Arabella's ramp and porch soon.

On the William's House, repairs will soon be finished on the bay window, Niagara Yardscapes will be replacing current Princess St. ramp, and the west facing flat roof has been repaired.

Patches have been added to the floor of the Hochelaga but it needs to be brought up to standard.

Lastly, the committee and staff have been in contact with the City and are hopeful they will have a contractor to replace the windows on the Yvonne Dupre.

#### Programme Committee:

Motion by John Maloney to approve the Art Exhibits in Museum Facilities Policy.

Seconded by Councillor Eric Beauregard

Motion approved by all.

John Maloney reports that Arabella's Annual Pie Social was successful with roughly 300 guests to the Museum grounds. Thank you letters have been mailed by Assistant Curator Tami Nail to all volunteers and participants.

John also reported that the opening of the Through the Window Pane exhibit has been received very well.

Lastly, Canal Days is coming soon and volunteers are needed. Please contact Tami Nail at the Museum if you are available.





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**Fundraising Committee:**

Claudia Brema reports that the committee is still looking for a lemonade stand sponsor.

**Policy Report:**

No report from Cheryl MacMillan.

Stephanie Powell Baswick informs the board of management that the Art Exhibit in Museum Facilities Policy, approved earlier in the meeting, was presented to the Policy committee as well. The policy was derived from a draft of the Library Exhibits in the Atrium Policy.

**Accession Committee:**

Terry Huffman reported that a committee meeting will take place June 22 at 10:00 a.m. in the L.R. Wilson Heritage Research Archives Hall.

**Heritage Committee:**

Councillor Eric Beauregard reported that Planning Student Ella Morkem and Assistant Curator Tami Nail will be meeting within the week to discuss a plan for heritage buildings. Reports will be presented to committees afterwards.

**Director's Report:**

Stephanie Powell Baswick invited board of management members to the Friends of Roselawn Centre members reception on June 24 at 7:00 p.m. The reception will give guests an early look at the Lens & Palette exhibit and introduction to featured artists, Chris de Laat and Josh Vail.

Stephanie also reported that June 21 marks National Indigenous Peoples Day and recommends the Library's literary selection of Indigenous authors as well as the Story Walk of 'Sometime I Feel Like a Fox' by Indigenous author Danielle Daniel.



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**New Business:**

Claudia Brema reported that St. Elizabeth in Wainfleet and Lakeshore High School collaborated in a project recently and proposed a similar project be thought about for the museum.

Stephanie Powell Baswick asked Finance Committee Chair, Terry Huffman, if the committee would approve a spending of \$2000-5000 from the reserve funds for the purchase of exhibit cases.

Motion by Terry Huffman to approve request to utilize \$2000-5000 from the reserve budget.

Seconded by Gary Hoyle

Motion approved by all.

Motion to adjourn by Bonnie Johnston.