



Port Colborne Historical & Marine
MUSEUM
...more than a museum!

The meeting of the Board of Management of the Port Colborne Historical and Marine Museum was held March 21, 2023, at 7:00 p.m. in the L.R. Wilson Heritage Research Archives.

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

Regrets: John Maloney

Minutes:

Moved by: Brian Heaslip

Seconded by: Bonnie Schneider

To: Approve the minutes of the Board of Management from February 21, 2023 as amended.

Business Arising:

Stephanie Powell Baswick reported that the requested clothing for the Board Members will be arranged through the communications department so that the clothing meets municipal standards.

Correspondence:

Meghan Chamberlain read correspondence from Karen Walker, daughter of former board member Marcia Turner. Karen her brother would like to know if it is possible to purchase a tree for the grounds and bury their mother and father's ashes beneath.

Curator Michelle Mason indicated that a Mountain Ash tree from the South East corner of the museum grounds was lost due to some foundation repairs so that is a tree we are looking to replace. Councillor Beauregard indicated that the internment of ashes is likely not permitted. Stephanie will follow up with a definitive answer on the internment of ashes



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and can also suggest other options available for the family such as a stone purchase at the archives.

Council Report:

Councillor Eric Beauregard reported the city is in the process of reviewing the strategic plan and will be looking to approve it after some more discussion.

Curator's Report:

Michelle Mason reported that city staff from operations came to the Museum to discuss the capital projects that require assistance including painting the Williams' home, replacing the heritage resource centre boardwalk with cement, and the South entrance stair replacement. The building and property committee will work with volunteers to restore and replace wood on the carriage house this season.

Michelle Mason provided costs for different popcorn machines for the board. Fundraising Committee will look for sponsorship for the purchase.

The Niagara Peninsula Area Aboriginal Management Board held a "Breakfast of Champions" in Hamilton for partners and Stephanie Powell Baswick and Michelle Mason attended. Presentation by youth participants demonstrated the meaningful experiences that the placements provide. Our student, Teghan Porter is looking to extend his position into the summer.

An extension for the Francophone Community Grant was approved. Outreach Coordinator, Christina Szymanis, and Michelle Mason will attend Ecole St Joseph for the Francophone community pop-up exhibit presentation to students. The permanent heritage village panels are now in English and French and can be expected to be mounted before Arabella's Pie Social.

Auxiliary Report:

Cheryl MacMillan reported that the Auxiliary will prepare for Arabella's Pie Social on May 28th, 2023.



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Friends of Roselawn Liaison Report:

Arlene Lessard reported that the executive nominated new interim Co-Chairs, Barbara Butters, and Ann Kennerly. The annual general meeting will be held in June where a new chair will be nominated. The online art auction raised \$2900. Planning for the next fundraiser, the Coronation Tea on May 7th ongoing. A run-through will be held for volunteers on May 6th. The next member's newsletter will be out this April.

Finance Chair:

Bonnie Schneider reported that she met with Director of Museum and Culture Stephanie Powell Baswick to review the Lighthouse, Museum, Roselawn, and Archives budgets for the first quarter. In addition, the six grant applications for project grants and student grants were reviewed. The membership campaign has collected \$1170 in memberships and \$581 in donations.

Membership Committee:

Claudia Brema reported that there are 9 new life patrons signed up for 2023, 24 student memberships, and 7 individual and 44 family memberships. Of the 84 memberships sold, 40 of these members requested to sign up for the PORTicipate Pass to take advantage of rewards provided by the initiative from the city of Port Colborne.

Building and Property Committee:

Brain Heaslip shared that the city of Port Colborne has acquired the 1926 Bickel firetruck that is from Humberstone ON. The fire truck was in service until the 1950s. It now resides at the volunteer firefighter's hall on Bell St.

The volunteers are making progress on the Program space at Roselawn and the artifact preventative conservation continues at the Heritage Resource Centre.



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Program Committee:

In absence of the Program Chair, Michelle Mason reported on the success of the March Break program provided by Sloane McDowell, Public Programmer. Both programs at the Museum and Roselawn had full enrollment. Spring programming, including spring school programs and tours of the grounds, are in development.

Board members were reminded if they can donate a bottle of wine and a plate of food for the Member's Reception on April 30th, 2- 4 for the exhibit preview.

Archivist Michelle Vosburgh will present to the Port Colborne Lions Club the services provided by the L.R. Wilson Heritage Research Archives. In addition, the archives recently assisted the Marina with historic images for their lobby from the collection. The Archivist reports that spring cemetery tours and urban history walking tours are being offered this year again.

Fundraising Committee:

Claudia Brema deferred to Terry Huffman to report on the music on the lawn at Roselawn. The Friends of Roselawn has agreed to provide sponsorship funds to support the series. The entertainment, tent, and event dates have been secured. Acts will be announced next meeting. A discussion was held regarding the marketing of the event which will include social media, a website, flyers, and a newspaper article.

Motion by: Gary Hoyle

Seconded by: Luke Brazeau

To: Approve the Music on the Lawn series at the Roselawn Centre.

Motion carried.

Policy Committee:

No report



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Accession Committee:

Terry Huffman was a meeting of the Accession Committee was held February 27th and the committee accepted an assortment of artifacts and archives for research material. Stephanie Powell Baswick clarified the policy and procedure regarding the purchase of artifacts for the Museum. Although the collection management policy does not specify a budget amount for the purchase of items for the collection, the Museum Auxiliary has on occasion purchased items for the collection. Staff can allocate funds to purchase items for exhibits, research, or marketing and those items would go through the same process the Accession Committee follows for all artifacts.

Director Report:

Stephanie Powell Baswick requested Luke Brazeau to report on Heritage Day 2023. Luke reported that he was invited to attend the Ontario Heritage Trust awards ceremony at Queen's Park with Port Colborne Ontario Heritage Trust member Rick Hall. Stephanie thanked Luke for being an ambassador of heritage in Port Colborne.

The draft strategic plan was distributed for comments, board comments and suggestions to be accepted before the next board meeting. One item that was discussed to be included is the role of the Heritage Committee to be included in the strategic plan.

A schedule of the Roselawn Exhibits was submitted to the board for the 2023 season. A list of activities for the year for the Board of Management will be emailed with the board minutes.

New Business:

Arlene Lessard suggested that a tour of the facilities being offered for the board members that are new can become more familiar with the grounds. Michelle Mason suggested this may be offered in May.



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An inquiry was made regarding if an action was required for the purchase of the popcorn machine. Stephanie reported that the event budget Assistant Curator could purchase the machine if the staff had the room for it, however, the last machine was sponsored so there is an opportunity to have it purchased by a business or organization.

Motion to adjourn:

Cheryl MacMillan

A handwritten signature in black ink, appearing to read 'Cheryl MacMillan', written in a cursive style.