

Port Colborne Historical & Marine Museum Board Meeting Minutes

Date: Tuesday, July 18, 2023
Time: 7:00 pm
Location: L.R. Wilson Heritage Research Archives
286 King St, Port Colborne, ON L3K 4H2

Members Present: B. Heaslip
M. Tanaszi
C. Brema
J. Piniak
J. Maloney
G. Hoyle
L. Brazeau
B. Schneider
A. Lessard
M. Heaslip

Member(s) Absent: C. MacMillan
E. Beauregard, Councillor
T. Huffman
B. Murphy

Staff Present: S. Powell Baswick, Director of Museum and Culture
M. Mason, Curator
M. Chamberlain, Staff Liaison

Others Present: Rick Hall (Member of the Public)

1. **Call to Order**

Arlene Lessard called the meeting to order at 6:59 p.m.

2. **Disclosures of Interest**

N/A

3. **Adoption of Agenda**

Moved by B. Schneider

Seconded by C. Brema

That the agenda dated July 18, 2023, be confirmed, as circulated, or as amended.

Carried

4. Approval of Minutes

Moved by L. Brazeau

Seconded by J. Maloney

That the minutes dated June 20, 2023, be approved, as circulated, or as amended.

Carried

4.1 Museum Board Meeting Minutes - June 20, 2023

5. Business Arising from the Minutes

N/A

6. Correspondence

Meghan Chamberlain reported one item of correspondence received from the Auxiliary thanking the Board of Management and Museum staff for arranging a 45th-anniversary celebration for volunteers on July 2, 2023.

7. Council Report

No report.

8. Curator's Report

Michelle Mason reported that the Canadian Museum Operation Grant (CMOG) was submitted at the end of June. Also, the summer 2023 Museum Musings newsletter has been completed and sent out to Museum members.

Lastly, Michelle shared that Dave Johnson from The Tribune interviewed herself and Port Colborne Art Club members about the upcoming Roselawn Exhibit, 'Centennial Art Show', that will be showcasing pieces from Port Colborne High School alumni in celebration of their 100th anniversary.

9. Auxiliary Report

Marianne Heaslip reported that Arabella's Tea Room has serviced approximately 100 more visitors in June 2023 than in June 2022. Marianne also reported that on July 7, 2023, the ignitor in the kitchen stove went out which caused the Tea Room to close for the day.

Lastly, on July 2, Auxiliary volunteers enjoyed a 45th Anniversary party with goodies served by Board members and a special visit from Mayor Bill Steele.

10. Friends of Roselawn Centre Liaison Report

Arlene Lessard reported that the FORC now has 97 annual members and 46 life members. On July 15th, members were invited to a special reception that featured a sneak peek at the Discovery of the Titanic exhibit and a presentation from professional explorer Adam Shoalts.

Arlene also reported that the Music on the Lawn series has been a great success and that there has been good engagement with the 50/50 draw.

11. Committee Report

11.1 Finance Committee

Bonnie Schneider reported that as of July 18, 2023, the Museum has received \$1600.00 in Life Patron donations and \$637.00 in Membership donations.

Bonnie also reviewed the 2024 Requested Operating Budget (Excluding Payroll), which had been sent out to members in advance for assessment.

Seconded by B. Heaslip

To accept the recommended 2024 Requested Operating Budget (Excluding Payroll)

Carried

11.2 Membership Committee

Claudia Brema reported that Memberships have increased by six since the last Board of Management meeting.

11.3 Building and Property Committee

Brian Heaslip reported the following property updates: The second-floor window on the Heritage Resource Centre has been replaced, new gravel

was brought in by the City, the captain's quarters of the Yvonne Dupre were painted, and two of the workbenches in the blacksmith shop were repaired. The committee will be focusing on repairing the Hochelaga in the coming weeks.

Luke Brazeau and Rick Hall inquired about outdoor signs on the Museum grounds and City branding. Stephanie Powell Baswick responded that the department has been working to update and improve signage for all facilities in coordination with the City's Infrastructure team.

Bonnie Schneider requested that Arabella's gate signage and Roselawn also be considered in these upgrades, to which Stephanie suggested that they would begin an inventory of all signs.

11.4 Programme Committee

John Maloney reported that Archivist Michelle Vosburgh's Urban History Walking Tours have continued to grow in popularity with very good feedback from the public. John also reported that the Music on the Lawn concert series at the Roselawn Centre has been successful thus far.

John concluded his report by reminding the Board of the upcoming 45th Annual Canal Days and Marine Heritage Festival. The Museum will be open for festivities from August 5th to 6th with heritage demonstrations from HMS Psyche, Niagara Antique Power, Blackthorn Productions, and more. This year other local businesses produced Canal Days t-shirts, this may be an issue we will need to address or consult before next year's fundraiser. Brian Heaslip suggested it could present an opportunity for a partnership that we could look into.

11.5 Fundraising Committee

Claudia Brema reported that the Music on the Lawn concert series has been a success with 300 visitors in attendance for The Nu-Tones and 311 present for Second Hand News. The weather has been great on both occasions and the final show will be on August 27, for the Toronto All-Star Big Band. A full report will be prepared for the October meeting.

Claudia also reported that the Discovery of the Titanic exhibit at the Roselawn Centre will also serve as a fundraising event, where visitors can participate in a silent auction of the items on display and the proceeds will assist in the installment of ultraviolet window protection for artifacts.

11.6 Policy Committee

No report.

11.7 Accession Committee

No report.

11.8 Heritage Committee

Stephanie Powell Baswick reported that the committee met on July 17, and Luke Brazeau has been elected committee chair. Stephanie also provided an update on the status of Humberstone Township Hall.

Luke Brazeau also alerted the Board that another committee meeting will take place in July to discuss heritage designation guidelines. Luke noted that if anyone wishes to know more about committee meetings, minutes will also be available online.

12. Confidential Items

N/A

13. Director's Report

Stephanie Powell Baswick reported that a draft copy of the Department's 5-year accessibility plan has been completed and will be sent to the Policy Committee for review. The Capital Budget is still in progress and awaiting documents from the consultant's report.

Stephanie also reported that she had met with Luke Brazeau, John Maloney, and senior management at the museum to complete new terms of reference, and a draft will be prepared for an upcoming meeting.

14. New Business

Bonnie Schneider asked if Canal Days volunteer t-shirts would be provided again this year, to which Michelle Mason replied that they would be supplied by the City.

Claudia Brema asked about the status of the popcorn machine for the Canal Days festival. Michelle supplied that the Port Colborne Volunteer Fire Co. would be lending us their machine for the festival and Stephanie Powell Baswick added that we are awaiting a grant approval to purchase a new one for the Museum.

15. Adjournment

John Maloney motioned to adjourn.

Mayor

Staff Liaison