



A meeting of the Board of Management of the Port Colborne Historical and Marine Museum was held May 18, 2021 at 7 p.m. over Microsoft Teams.

Present via Microsoft Teams: Stephanie Powell Baswick, Abbey Stansfield, Brian Heaslip, Terry Huffman, Bonnie Johnston, John Maloney, Claudia Brema, Cheryl MacMillan, Bina Patel, Councillor Eric Beauregard, Jeff Piniak, Bert Murphy, Arlene Lessard.

Regrets: Pam Koudjis

Minutes:

Moved by: Bonnie Johnston

Seconded by: Jeff Piniak

To: Approve the minutes of the Board of Management from April 20, 2021.

Motion carried.

Business Arising:

Stephanie Powell Baswick updated the museum board as to the outcome of the May 4th meeting about Roselawn falling under the Museum's portfolio. The museum board supported the staff recommendation that went before council on having Roselawn come under Museum management and to add a Museum Board seat for a Friends of Roselawn Centre liaison.

Moved by: Terry Huffman

Seconded by: Cheryl MacMillan

To: Adopt the board endorsement, made at the May 4 special board meeting, to support the staff recommendation going before Council regarding Roselawn.

Motion carried.

Arlene Lessard was chosen by the Friends of Roselawn Centre to represent the group at the Museum Board of Management meetings.

Bina Patel sent around the updated policy for Collection Development policy for Board approval.

Moved by: Bina Patel

Second by: Cheryl MacMillan

To: Approve the updated Collections Development Policy.

Motion carried.

Correspondence:

No Report



Council Report:

Councillor Beauregard reported that during council the Roselawn staff recommendation never got pulled for discussion and was passed.

Auxiliary Report:

No report

Friends of Roselawn Report:

Arlene Lessard reported that Friend of Roselawn had their annual general meeting took in May and Gail Todd is now Chair of the group. Arlene also reported that their recent fundraising activities included an art auction. The Friends of Roselawn's mandates are to help facilitate the offerings of art & culture events in both the community at large and at the Roselawn Centre, itself and through partnership with the City of Port Colborne, help restore and maintain the Roselawn Centre and the beautiful Victorian Mansion. Discussion was held by the Museum board about Roselawn and a request has been put forward that the Museum Board be able to tour Roselawn when restrictions allow.

Finance Report:

Terry Huffman reported that the Museum had received a \$7810 COVID digitization grant. The grant provided by the Community Museum Operating Grant program in response to museums across the province loosing out on in person program revenue due to COVID and to make going digital accessible. Discussion was held to determine the best use of these funds and the board recommended using this money to provide sponsored virtual programming to the community for 2021 was the best use of the grant.

Moved by: Terry Huffman

Seconded by: Cheryl MacMillan

To: Use the COVID Digital grant funds to provide sponsored virtual programming to the public for 2021.

Motion carried

Curator Report:

Stephanie Powell Baswick reported that May 18 is International Museum Day and this year's theme is recovery and imagine.

Stephanie also reported that she reported the 2020 Museum annual Report to council and it was well received.

The Museum has hired for a new registrar, the position is a permanent part-time staff position, and the successful candidate was Amanda Emery.

New museum staff also includes Sloane McDowell, an intern from Fleming College museum certificate course. Meghan Chamberlain has re-joined museum staff as our Eco-tourism Ambassador/ receptionist for the summer. Interviews for the Niagara



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Investment in Culture Outreach Coordinator for the “Digging for Roots: Diversity Garden” will be conducted. Staff will also be interviewing for a Digitization Assistant with Canada Summer Jobs grant and an Educational Programming Assistant with the Summer Experience Program grant. Stephanie spoke on the information for the staff has collected on new photocopiers for the museum and archives. The recommendation was for leasing two new photocopiers for \$175 a month.

Membership Committee Report:

Claudia Brema reported that for 2021 the museum has 162 families (up 30 from last month), 258 individual memberships (up 46 from last month) and 5 life patrons memberships (up 3 from last month).

Building and Property Committee Report:

Brian Heaslip reported that the roofs of the schoolhouse, carriage house and the blacksmith shop have all been cedar shingled.

Brian also reported that the Algoma propeller has been installed.

Marketing and Site Promotion Report:

No report.

Programme Committee Report:

Cheryl MacMillan reported that the museum is currently hosting Museum Month I Spy until May 28 on the Museum Social Media accounts. Each Saturday a general picture goes up with a list of things to find, and the next six days are explanations of what the artifacts are.

Cheryl also reported that Arabella's received a grant to have community volunteers do embroidered images from the museum collection which will be put together to create a tapestry. Pick up of the kits is on the last Sunday in May to mark when the Pie Social would have been. There are 30 kits available.

The committee also discussed making the Village tours a digital tour to make it accessible to more people.

Canal Days plan is to currently to have Sea Shanties

Fundraising Committee Report

Stephanie reported that they are currently looking for Corporate sponsor for Sea Shanty contest.

Policy Report:

Education Programmer, Abbey Stansfield, is looking to update and expand the Education Programmer Policy at include digital media, programs operation, volunteer recruitment. She has requested the committee pull it for review input as part of her



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Interpretive Master Plan project which she plans to have a board draft for by December of 2021.

Accession Committee Report:
No Report

Heritage Committee:

The project of the planning department student is to liaison with museum student to update list of Heritage locations in Port Colborne to determine which properties really deserve to be on the list and present their recommendations to the committee for review later this summer.

New Business:

Brian Heaslip asked if the board felt that there needs to be an extra meeting in August. No meeting was added.

Terry Huffman to follow up with a potential donor about the accession committee moratorium.

Jeff Piniak asked what the next steps are for the interpretation of the Summer Kitchen at the Sherk Log Cabin. Currently looking for a W.E.T.T. certified technician who is willing to move and set up the stove we have or to purchase and install a reproduction stove.

Motion to Adjourn: Cheryl MacMillan