

Brockville Museum Board of Management Meeting Minutes

March 12th, 2018

PRESENT: Margaret Lawrence, Paul Naylor, David Buck, Barb Healy, Dr. John Arnott, Neil O'Brien, Daria Egan

STAFF: Natalie Wood, Peggy Hause

GUESTS:

CHAIR: Chuck Quick

1.0 Call to Order: 7:07 pm in the Classroom.

2.0 Additions to/Approval of Agenda

Moved by: N. O'Brien and Seconded by: D. Buck that we approve the proposed agenda. Carried.

3.0 Additions to/Approval of the Minutes of the Last Meeting

By way of clarification, Section 7.2 should read "ledger page" rather than "ledger." In Section 4.0, Peggy's last name is Hause, not Nause.

Moved by: B. Healy and Seconded by: P. Naylor that we approve the minutes of the last meeting after discussion. Carried.

4.0 Business Arising from Minutes

4.1 Peggy Hause, Interpretation & Public Program Coordinator

Peggy provided a brief summary of her professional background and experience. She was welcomed to the Museum, and assured of the Board's support.

4.2 Followup with Larry Sherman

N. O'Brien feels no followup is required at this point, as the process for selection to the Collections Committee has been explained to Mr. Sherman. N. Wood reiterated that he must complete the necessary paperwork to be considered for the position.

4.3 South side door

N. Wood reported that the new door for the south (parking lot) entrance has arrived, and will be installed shortly.

5.0 Correspondence and Communication

None

6.0 Amendments to/Discussion and Approval of the Staff Report

N. Wood reminded Board members that she will be presenting the Museum Annual Report to the EDP Committee on April 3rd. Board members are encouraged to attend to lend support.

J. Arnott inquired when we might hear regarding summer grant applications. N. Wood indicated grant awards are not typically announced until May.

Air quality testing at the Museum has been promised by City staff, but not yet conducted.

It was noted that room rentals have decreased. N. Wood explained this is in part due to availability of staff, but also due to unpredictability of issues which could cancel a booking, such as water shutoff in the Museum.

It was noted that one-third of visitors to the Museum website consult the online collections database. This is part of a staff effort to encourage visitors/researchers to do their own research, rather than phone or email Museum staff.

Moved by: M. Lawrence and Seconded by: D. Buck that we approve the Staff Report as issued and discussed. Carried.

7.0 Executive Reports

7.1 Chairman of the Board

None

7.2 Curator/Director

N. Wood noted the receipt of communication from the Railway Tunnel Committee, inviting the Museum to purchase an advertisement in a proposed guide/brochure of the Tunnel.

This year's Museum@Night series has been announced, with dates in March, April and June.

7.3 Friends Report

P. Naylor reported that the Friends are busy preparing for the annual used book sale. They are also working on the development of a website. The AGM went well, and was the most animated in years.

8.0 New Business

D. Egan announced that she will be resigning from the Board after the June 2018 meeting, as she is moving out of the country.

9.0 Date, Time, Location of Next Meeting

The next meeting of the Board will be held on Monday, April 9th, 2018 at 7:00 pm, venue TBD..

10.0 Adjournment 8:13 pm