

Brockville Museum Board of Management Meeting Minutes

October 7th, 2019

PRESENT: Margaret Lawrence, Dr. John Arnott, Neil O'Brien

STAFF: Natalie Wood

GUESTS:

CHAIR: Chuck Quick

1.0 Call to Order: 7:09 pm in the Genealogical Society Library.

2.0 Additions to/Approval of Agenda

Moved by: M. Lawrence and Seconded by: J. Arnott that we approve the proposed agenda. Carried.

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

Moved by: N. O'Brien and Seconded by: J. Arnott that we approve the minutes of the last meeting after discussion. Carried.

4.0 Business Arising from Minutes

None.

5.0 Correspondence and Communication

None.

6.0 Amendments to/Discussion and Approval of the Staff Report

N. Wood requested Board approval to close the Museum to the public during the Christmas/New Year week, as has been done in previous years. She proposed closing at 5:00 pm on Friday, December 20th and reopening at 10:00 am on Thursday, January 2nd, 2020. Carried.

There is ongoing concern regarding the HVAC system, specifically the continuing, unexplained spikes in humidity. This situation has potentially serious consequences for the upcoming Prudence Heward exhibit.

Moved by: N. O'Brien and Seconded by: J. Arnott that we approve the Staff Report as issued and discussed. Carried.

7.0 Executive Reports

7.1 Chairman of the Board

7.1.1 Board Member Duties

C. Quick distributed a generic "Job Description and Checklist" document, and encouraged all Board members to familiarize themselves with its suggestions.

7.1.2 Performance Appraisal for Curator/Director

C. Quick noted that he and M. Lawrence will develop a performance review for N. Wood. To this end, he requested that N. Wood provide him with a list of accomplishments since her arrival at the Museum in 2013.

7.2 Curator/Director

7.2.1 Prudence Heward Exhibit Sponsorship

N. Wood distributed the sponsorship form for the exhibit, and encouraged Board members to share the information with contacts in the community. No further donations have been received.

7.2.2 Collections Policy and Procedures

N. Wood and C. Quick discussed the need for a review of criteria for the Collections Committee. The current Policy and Procedures document was distributed to Board members for review.

7.2.3 School Groups

N. Wood noted that bookings for school groups has increased in 2019, but visits are on hold due to the Ontario teachers' work-to-rule campaign.

7.2.4 2020 Budget

N. Wood distributed a spreadsheet tracking the Museum's budget from fiscal year 2012 to 2019 YTD. She noted the budget has increased by \$65,000 since her arrival in April 2013, but that only a small fraction of the total budget (approximately four percent) is discretionary and controlled by the Curator/Director. Since the initiation of admission-by-donation in 2016, revenue has increased.

7.3 Friends Report

Following cancellation of the silent auction, a reorganization of the Friends executive is underway, facilitated by Board member H. Veronyak. N. Nicholson has resigned as Friends Chair, and been replaced by N. Van Ulden.

7.4 2032 Committee

None.

8.0 New Business

None.

9.0 Date, Time, Location of Next Meeting

The next meeting of the Board will be held on Monday, November 11th, 2019 at 7:00 pm in the Classroom.

10.0 Adjournment 8:12 pm

Moved By: M. Lawrence and Seconded By: J. Arnott. Carried.