

# BROCKVILLE MUSEUM BOARD MEETING MINUTES

## Jun 8th, 2015

BOARD MEMBERS IN ATTENDANCE:

Dr. John Arnott, Daria Egan, Chuck Quick, Barb Healy, Paul Naylor, Neil O'Brien

STAFF: Natalie Wood

GUESTS: John Taylor - Brock Trail

CHAIR: Brian Porter

CITY COUNCILLOR: P. Deery

### 1.0 Call to Order: 7:00 pm

A presentation was made by J. Taylor on the possible role the Museum might play in the Brock Trail Project. There was considerable discussion especially on the role of their proposed Friends group.

The role of the Friends would be to raise funds to support the Brock Trail (e.g. improvements, seating, signage, etc.). It was thought that the Museum could supply materials (maps, guide sheets) to users as a central location and possibly look after phone enquires.

This group is in the concept stage and a lot of details need to be worked on.

The Board seemed supportive of the concept and felt there would be some sort of a link in the future. The Brock Trail group will probably return with more details in the fall.

### 2.0 Additions to/Approval of Agenda:

Moved by: B. Healy and Seconded by: J. Arnott that we approve the proposed agenda.  
Carried.

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

Moved by: J. Arnott and Seconded by: B. Healy that we approve the minutes of the last meeting held 11 May 2015.

Carried.

4.0 Correspondence and Communication:

None

5.0 Amendments to/Discussion and Approval of the Staff Report:

Doors Open: The Curator/Director reported on attendance: 143 people came through in 2015 (which is comparable to 161 in 2014)

Doors Open management will be changing as Pam Brooks at Fulford Place is retiring.

The income from bus tours is \$3.50 per person.

It was mentioned by the Chair that the gardens are in good shape due to the excellent efforts of Barb Healy and her helpers.

Moved by: J. Arnott and Seconded by: B. Healy that we approve the staff report.  
Carried.

6.0 Business Arising from Minutes:

The Curator/Director is re-prioritizing the list of proposed capital projects. Wider eaves troughs and the genies furnace need further investigation. P. Deery indicated that he would like these priorities soon so that they can be dialed into the City budget process. The Board would like to see this revised list as well before submission.

The Curator/Director presented the latest revision of her job description. It was felt by the Board to be simpler and more easily understood, and several suggestions were made. A formal motion was made to accept the revised job description so it could be incorporated in our museum grant process and the City's job description catalog.

It was moved by P. Deery and seconded by J. Arnott that the Board approve the revised Curator/Director job description as discussed.  
Carried.

Moved by: P. Deery and Seconded by: J. Arnott that we approve the revised staff report.  
Carried.

7.0 Executive Reports:

7.1 City Councilor:

P. Deery remarked that the briefing given to City Council by the Curator/Director on museum activities was well presented and received.

7.2 Chairman of the Board:

The chairman indicated that some special recognition be considered for Robert Palmer who passed away last Thursday. After this meeting the Staff did a thorough review of Robert's wishes and the appropriate actions, and decided that there was enough in place already, especially as Robert's wish was to have very little official recognition.

7.3 Curator/Director:

The Curator/Director reported that expenditures were about 49% ytd (essentially on budget).

8.0 New Business:

Amongst the activities being planning are some historical walking tours of the downtown for every Friday in July and August at 4:00 pm and 7:00 pm guided by one of our summer students. A. Mackie and the student guide are working up the scripts and advertising will start shortly.

P. Deery noted that Ribfest is coming up (August 6-8) and as the festival is next door to the museum, asked if the Museum would be interested in doing something special as this is an opportunity to advertise the Museum. The Curator/Director and staff will look at various options.

9.0 Date, Time, Location of Next Meeting:

The next meeting of the Board will be on Monday 14 September 2015 at 7:00 pm in the classroom.

10.0 Adjournment: 8:05 pm