

Brockville Museum Board of Management Meeting Minutes

October 17, 2016

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

STAFF: Natalie Wood, Viktor Kaczkowski

GUESTS:

CHAIR: Brian Porter

CITY COUNCILLOR:

1.0 Call to Order: 7:00 pm in the Genies Room

2.0 Additions to/Approval of Agenda

Moved by: John Arnott and Seconded by: Barb Healy that we approve the proposed agenda.

Carried.

3.0 Additions to/Approval of Minutes of the Last Meeting

Moved by: Daria Egan and Seconded by: Paul Naylor that we approve the minutes of the last meeting after discussion.

Carried.

4.0 Correspondence and Communication

5.0 Business Arising from Minutes

Silent Auction: Smaller revenue than last year (\$1753), only open for sales one day.

Bus Tour: small profit (Approx \$400), good trip, and good feedback.

Both events are Friends of the Brockville Museum events.

6.0 Amendments to/Discussion and Approval of the Staff Report

Moved by: Barb Healy and Seconded by: John Arnott that we approve the staff report as issued, and discussed.

Carried.

7.0 Executive Reports

7.1 *City Councillor*

None

7.2 *Chairman of the Board*

The chair indicated that he will not be re-applying for a position on the Board in the upcoming re-appointment cycle.

7.3 *Curator/Director*

The Curator/Director provided some updates:

- The Curator/Director reviewed her discussions on the make up of the Board with the Clerk's Office. The current Board maximum is 10, and we now have 3 positions vacant. After the meeting the Clerk's Office confirmed that quorum is determined by the number of appointees, not the maximum. After discussion the Board agreed that the maximum size need not change at this time.
- The Curator/Director brought forward 3 motions, included below:
 1. That the Museum Director/Curator facilitates the opening of a Museum Reserve Account for the deposit of monies raised from Museum Fundraising Events and to be used for the purpose of collections care and maintenance, exhibition development and other special museum projects.

2. That museum staff are not responsible for managing events and activities proposed by the Friends of the Brockville Museum Executive.
3. That the Museum Board of Management acknowledges the tremendous financial support given by the Friends of the Brockville Museum over recent years, especially towards the Open Drawer Project and the development of new exhibitions.

Moved by: Brian Porter and Seconded by: Daria Egan that we approve the 3 motions above and discussed.

Carried

- The Curator/Director spent some time explaining that the Staff involvement with the Friends events was taking away from the work that Staff are normally doing. It was suggested that the Friends leadership be approached and the situations discussed. Some tasks need to be taken back by the Friends in order to allow staff to do the work of the Museum. Paul Naylor will approach the Friends. Also noted was the last number of Friends meetings did not have quorum (3 members present instead of the 4 required).
- Moneris Machine: The Curator/Director explained that by switching to the City's agreement we would save money and the Friends would not need to rent one. The re-imburements that used to go to the Museum would be unnecessary, and should make the Friends bookkeeping a little simpler.

Moved by: Brian Porter and Seconded by: Paul Naylor that we approve the move to a Moneris machine for the Museum at a reduced rental over the machine leased by the Friends (same agreement as other City Departments).

Carried

8.0 New Business

None

9.0 Date, Time, Location of Next Meeting

The next meeting of the Board will be on Monday November 14th, 2016 at 7:00 pm in the classroom.

10.0 Adjournment: 8:35 pm