

Brockville Museum Board of Management Meeting Minutes

April 10th, 2017

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

STAFF: Natalie Wood

GUESTS:

CHAIR: Chuck Quick

1.0 Call to Order: 7:03 pm in the Classroom

2.0 Additions to/Approval of Agenda

P. Naylor suggested including an item to discuss the Friends on the agenda.

Moved by: P. Naylor and Seconded by: D. Egan that we approve the proposed agenda. Carried.

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

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

4.0 Business Arising from Minutes

N. Wood reported that she will be making a presentation before the Economic Development and Planning (EDP) Committee on May 2nd.

5.0 Correspondence and Communication

5.1 Tunnel Park Stakeholders Questionnaire

N. Wood opened a detailed discussion of the questionnaire received from the consultants for the Tunnel Committee. She explained that tourism stakeholders are being solicited for differing ideas and perspectives. Several Board members expressed scepticism about the questionnaire, with a general consensus that the logistics of the Tunnel Park plan have not been worked out, and there is not yet a coherent plan. It was agreed that D. Buck would accompany N. Wood to the stakeholders meeting on April 12th.

5.2 Tunnel Committee

N. Wood reported that she had received a request from the Tunnel Committee for the Museum to participate in the Tunnel Opening parade. It was agreed to decline this invitation.

6.0 Amendments to/Discussion and Approval of the Staff Report

Moved by: P. Naylor 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

C. Quick expressed pleasure with the outcome of the Friends Annual General Meeting (AGM), noting that the Friends' Executive includes some enthusiastic new members.

7.2 *Curator/Director*

7.2.1 *Annual Report*

N. Wood presented the details of the Museum's Annual Report. Board members expressed appreciation of the report.

Moved by: D. Egan and Seconded by: P. Naylor that we approve the Annual Report as issued and discussed. Carried.

7.2.2 *Presentation to EDP*

N. Wood noted that the Museum will be the first organization to make a presentation to the EDP under the new reporting procedure. The presentation will take place on May 2nd. The "Highlights" section of the Annual Report will serve as the framework for the presentation, with emphasis on the challenge/constraint of the Museum's limited space, and the decision to close on Sundays.

8.0 New Business

8.1 *Friends of the Brockville Museum*

P. Naylor reported that, following the Friends' AGM, their Executive is fully staffed. Ongoing issues of membership fees and fundraising were discussed.

B. Healy will request funds from the Friends for gardening supplies at the Friends meeting on April 25th. The Board approved a request for \$400.

N. Wood will draft, and C. Quick will sign, a letter of appreciation from the Board to outgoing Friends President, Doug Smith.

8.2 *Caboose*

N. Wood reported that the Museum currently pays \$600 per year for security at the caboose in Armagh S. Price Park. The caboose is in deteriorating condition, and is unusable as part of the Museum's programming mandate. The Board authorized her to seek to relinquish responsibility for the caboose.

9.0 Date, Time, Location of Next Meeting

The next meeting of the Board will be held on Monday, May 8th, 2017 at 7:00 pm in the Classroom.

10.0 Adjournment 8:36 pm