

# **Brockville Museum Board of Management Meeting Minutes**

*October 19, 2020*

PRESENT: David Buck, Megan Lawson, Margaret Lawrence, Paul Naylor, Haley Veronyak

STAFF: Natalie Wood

GUESTS:

CHAIR: Chuck Quick

**1.0 Call to Order:** 7:00 pm via zoom

## **2.0 Additions to/Approval of Agenda**

Moved by: M. Lawrence and Seconded by: H. Veronyak that we approve the proposed agenda. Carried.

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

Moved by: P. Naylor and Seconded by: D. Buck 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**

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

## **7.0 Executive Reports**

### *7.1 Chairman of the Board*

### *7.2 Curator/Director*

- Research requests are coming in and done by Veronica. Developed an Archival Fee Schedule - everything looks good
  - o Need to clarify if HST remittance will be deposited back into the museum account when collected by the City.
- The Board moves to extend the current hours of operation (Tuesday to Saturday from 10am to 4pm) until December 19, 2020. Moved by P. Naylor and Seconded: M. Lawson
- 2032 Committee
  - o Met for the first-time last week
  - o Contract for feasible study has been signed
    - 17 weeks to complete study that begins October 19th
  - o Will be doing a site visit on Wednesday October 21, 2020
  - o Consultation with the Public will be done
  - o Zoom workshop with consultants with 2032 Committee next week – week of October 26th

## **8.0 New Business**

### *Board Evaluations*

Homework to be completed and submitted before next meeting

Read over the by-laws and terms of reference

- Write down what you don't understand or want further clarity?
- What needs to be changed?
- Why am I on the board? What skills and abilities do I bring?
- Are there activities/actions can I do to improve the museum?
- Review the Board Evaluations under each section and note down room for improvement and how might that be achieved or worked on?

## Change of meeting schedule

- Change the day of the meeting to coordinate with Curator schedule
- Motion to move Museum Board meeting to the second Tuesday of each month until further notice. Moved By: M. Lawrence and Seconded By: H. Veronyak Carried.

## **9.0 Date, Time, Location of Next Meeting**

The next meeting of the Board will be held on Tuesday, November 10, 2020 at 7:00 pm. Location: Zoom

## **10.0 Adjournment:** 8:20pm

Moved By: P. Naylor and Seconded By: M. Lawrence Carried.