

Brockville Museum Board of Management

# Minutes of the Meeting

March 11, 2021 at 7:00 PM via Zoom

Present: Margaret Lawrence, David Buck, Paul Naylor, Coun. N. Lavergne, Haley Veronyak  
Staff: Natalie Wood, Peggy Hause  
Chair: Chuck Quick

## 1.0 Call to Order 7:01 PM via Zoom

## 2.0 Additions to/Approval of Agenda

Moved by: N. Lavergne 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: N. Lavergne that we approve the minutes of the last meeting after discussion. Carried.

## 4.0 Business Arising from the Minutes

It was noted that the idea of distributing surplus postcards advertising Museum activities has been put on hold for the time being.

## 5.0 Correspondence and Communication

None.

## 6.0 Amendments to/Discussion and Approval of the Staff Report

Appreciation was noted that Viktor Kaczowski, the Museum's Community Engagement Officer, is currently reworking the volunteer program.

Concern was expressed regarding ongoing maintenance of the museum building. N. Wood indicated that she is in discussion with the Facilities Department.

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

C. Quick undertook to send an email to the City Manager, requesting the Museum's final budget numbers for planning purposes.

## 7.2 Curator/Director

### *7.2.1. Presentation by the Interpretation & Public Program Coordinator*

P. Hause provided an informative presentation outlining current and future programming initiatives, including DIY Heritage Skills boxes, mini-Muse project, Talk & Tea, etc. , including the pivot to digital and virtual delivery. The Board commended her for her excellent work through a very difficult year.

### *7.2.2. 2020 Annual Report Discussion and Approval*

Moved by: P. Naylor and Seconded by: D. Buck that we approve the 2020 Annual Report after discussion. Carried.

### *7.2.3. Service Levels*

In light of changing COVID-19 restrictions, some public confusion exists as to what level of service the Museum offers. The Board confirmed that existing service levels will remain in place.

## 7.3 Friends Report

The Annual General Meeting will take place via Zoom on March 13.

## 7.4 2032 Committee

M. Lawrence reported that the draft final report has been received, with the report in final form following shortly thereafter. It was agreed to hold a special meeting of the Board before our next regular meeting for presentation of the Feasibility Study and its approval.

## 8.0 New Business (and Ongoing Business)

### *8.1. Statutory Holidays and Staff Hours*

In light of the current work week (Tuesday-Saturday) of Museum staff, the question arose as to compensatory time off when a statutory holiday falls on a Monday. N. Wood will draw up a calendar identifying such occurrences in 2021, and proposed compensatory time off for staff.

N. Wood reported that the provincial government is making grant funding available to assist museums pivot to digitization. She will submit an application as soon as possible.

## 9.0 Date, Time, Location of Next Meeting

Thursday, April 8, 2021 at 7:00 PM via Zoom

## 10.0 Adjournment 8:40 PM

Moved by: D. Buck. Carried.