

Brockville Museum Board of Management

# Minutes of the Meeting

May 13, 2021 at 7:00 PM via Zoom

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

## 1.0 Call to Order 7:04 PM via Zoom

## 2.0 Additions to/Approval of Agenda

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

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

*3.1. The Motion, passed by email April 20-22, be recorded:*

THAT the Brockville Museum Board of Management request the establishment of a Reserve Fund to enable the Museum to raise and allocate funds for the relocation and expansion of the Brockville Museum.

Moved by: M. Lawrence, Seconded by: P. Naylor. PASSED

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

## 4.0 Business Arising from the Minutes

### 4.1 EDRTC Presentation

It was agreed that the presentation by M. Lawrence, N. Wood and T. Silberberg (Lord Cultural Resources) was well-received, with the Board motion being included on the consent agenda for Council's May 4 meeting, where it was approved. Planning for establishment of the Reserve Fund now rests with the City's Finance Department.

## 5.0 Correspondence and Communication

None

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

Moved by: D. Buck and Seconded by: N. Lavergne that we approve the Staff Report as issued and discussed. Carried.

## 7.0 Executive Reports

### 7.1 Chairman of the Board

C. Quick reported on a telephone conversation with the City Manager, in which she confirmed the passage of the Reserve Fund motion with little or no discussion. She also reiterated her support for the Museum, and noted that the City's new Cultural Manager has been hired. She requested that a performance assessment of the Curator/Director be completed using the newly-mandated forms and process for this purpose.

## 7.2 Curator/Director

### 7.2.1. Summer Student

A grant offer has been received from Young Canada Works, but with the ongoing museum closure and pandemic-related protocols, staff are leaning towards turning down the offer.

### 7.2.2. Visitor Experience Analysis

N. Wood presented a document she had prepared for a University of Victoria course, highlighting deficiencies and opportunities in planning an improved visitor experience when the Museum reopens to the public. It was suggested this document will be a useful template for planning for the new Museum facility.

### 7.2.3. Carriage Hall Renovation

N. Wood reported that the Atlas automobile, on loan from the Canadian Automotive Museum in Oshawa, will be returned to that institution in the fall, in preparation for a major renovation of the Carriage Hall, scheduled for later in the year.

## 7.3 Friends Report

None.

## 7.4 2032 Committee

M. Lawrence stated that, with the EDRTC presentation completed and the Reserve Fund motion passed, the Committee will prepare a report to the Board, to be presented in June.

## 8.0 New Business (and Ongoing Business)

### 8.1. Hours of Operation/Service Levels

N. Wood sought Board approval to extend existing hours of operation (Tuesday-Saturday) until the annual Christmas/New Year closure. This was approved. With some expectation that museums and other like facilities would be permitted to reopen soon, service levels would then be amended to allow by-appointment-only visitation. Service levels will be reviewed on a monthly basis.

### 8.2. Member Item: Discussion about holding a Special Meeting

P. Naylor spoke to the need for the Board to become fully engaged in the 2032 process, aided by more focussed and streamlined policy/procedural guidance, and the recruitment of new members with specific skill sets. He solicited input from each Board member. He will present a working document to the Board in June.

## 9.0 Date, Time, Location of Next Meeting

Thursday, June 10, 2021 at 7:00 PM via Zoom

## 10.0 Adjournment 8:03 PM

Moved by: M. Lawrence. Carried.