

Brockville Museum Board of Management

Minutes of the Meeting

July 8, 2021 at 7:00 PM via Zoom

Present: Margaret Lawrence, David Buck, Paul Naylor, Haley Veronyak, Neil O'Brien
Staff: Natalie Wood, Viktor Kaczkowski
Chair: Chuck Quick

1.0 Call to Order & Land Acknowledgement. 7:03 PM

We acknowledge that the land on which we gather, exchange ideas, and share our past, present and future is the traditional territory of the Anishinaabee, Haudenosaunee and Wendat.

2.0 Additions to/Approval of Agenda

It was agreed that item 5.1 be moved to the top of the agenda.

Moved by: M. Lawrence and Seconded by: P. Naylor that we approve the agenda. Carried.

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

Moved by: P. Naylor 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 Performance Evaluation of Curator/Director

Moved by: M. Lawrence and Seconded by: P. Naylor that the Board move *in camera* for discussion. Carried.

Moved by: P. Naylor and Seconded by: M. Lawrence that the Board return to the regular meeting after discussion. Carried.

5.0 Correspondence and Communication

5.1 Presentation by Community Engagement Officer Re: Volunteer Program

V. Kaczkowski provided background of his years with the Brockville Museum, and the many changes and enhancements that have taken place. He has recently undertaken a significant revamping of the volunteer program, particularly regarding the front desk volunteers. The emphasis is on creating a meaningful visitor experience, which starts with the person sitting at the front desk. Volunteers will begin returning to the Museum in August, with the return of visitors.

6.0 Amendments to/Discussion and Approval of the Staff Report

Moved by: H. Veronyak and Seconded by: N. O'Brien that we approve the Staff Report as issued and discussed. Carried.

7.0 Executive Reports

7.1 Chairman of the Board

None

7.2 Curator/Director

7.2.1. Variance Report

N. Wood reported that, working with the Cultural Manager, she developed a mid-year variance report which differs from previous years. Because HR had set aside funding for two summer students and an intern (none of which have been hired), the Museum currently shows a \$30,000 surplus, but she cautioned that this could evaporate as billings are processed. However, through this process, she did learn that the spending freeze has been lifted.

7.2.2. Carriage Hall Progress Report

N. Wood reported that work is progressing, although it will not be completed before the reopening to the public on August 3. Installation of the New York Restaurant sign has proved more costly and difficult than originally thought.

7.2.3. Reserve Fund

N. Wood was informed by Finance that a Museum reserve fund already exists, and that will not therefore create a new one for the 2032 project. C. Quick will request for more information.

7.3 Friends Report

The Executive met on July 6, and, among other topics, once again raised the idea of hiring a part-time administrative assistant. They are also planning to hold a special meeting to discuss the 2032 feasibility study.

7.4 2032 Committee

None

8.0 New Business (and Ongoing Business)

8.1. Governance Discussion Continued

8.1.1. Priorities, BLT Review and Next Steps

P. Naylor introduced a list of refined priorities based on feedback from Board members. In addition, he presented a spreadsheet with item-by-item comments on the Museum by-law and Terms-of-Reference. It was agreed to hold a special meeting of the Board on July 22 to further the discussion.

9.0 Date, Time, Location of Next Meeting

Thursday, August 12, 2021 at 7:00 PM via Zoom

10.0 Adjournment 9:11 PM

Moved by: H. Veronyak. Carried.