

Brockville Museum Board of Management Meeting Minutes

September 16th, 2019

PRESENT: Margaret Lawrence, David Buck, Dr. John Arnott, Haley Veronyak, Neil O'Brien, Paul Naylor, Councillor Nathalie Lavergne

STAFF: Natalie Wood, Veronica Vareiro

GUESTS:

CHAIR: Chuck Quick

1.0 Call to Order: 7:02 pm in the Classroom.

2.0 Additions to/Approval of Agenda

Moved by: N. Lavergne and Seconded by: D. Buck that we approve the proposed agenda. Carried.

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

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

4.0 Business Arising from Minutes

4.1 Introduction of new Administrative Assistant/Registrar

Veronica Vareiro was introduced, and outlined her experience. Board members welcomed her to the Museum.

5.0 Correspondence and Communication

None.

6.0 Amendments to/Discussion and Approval of the Staff Report

The monthly “Talk and Tea” events are attracting a good number of participants. It was noted that discussions with a more narrow focus (i.e., a specific business or industry) are popular, and staff are using this information to refine the subjects for these events.

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

7.0 Executive Reports

7.1 Chairman of the Board

7.1.1 Board Member Duties

C. Quick introduced a Canadian Museum Association (CMA) documents on the responsibilities of members of a museum Board of Management. The document will be distributed to all Board members.

7.2 Curator/Director

7.2.1 Strategic Planning

N. Wood led discussion of the draft Strategic Plan. Challenges in the areas of budget/fundraising, human resources, and physical plant

have been highlighted in the Plan.

7.2.2 Prudence Heward Exhibit Sponsorship

In order to cover the very high costs of mounting the exhibit in 2020, the Museum has created a tiered sponsorship fundraising strategy for individual and corporate donors. Each ascending level of sponsorship comes with “perks” (i.e., name on donor wall, tickets to opening reception, etc.). The first donation has been received.

7.3 Friends Report

The Executive has set October 4th-5th for the annual silent auction fundraiser. (NOTE: Subsequently, the silent auction has been cancelled.) N. Wood noted that new members for the Friends Executive are urgently needed.

7.4 2032 Committee

M. Lawrence noted that momentum on the feasibility study is currently stalled, due to issues with Canadian Heritage. We await the outcome of discussions with Canadian Heritage before proceeding.

8.0 New Business

None.

9.0 Date, Time, Location of Next Meeting

The next meeting of the Board will be held on Monday, October 7th, 2019 at 7:00 pm in the Genealogical Society Room.

10.0 Adjournment 8:36 pm

Moved By: M. Lawrence and Seconded By: J. Arnott. Carried.