

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

*November 11th, 2019*

PRESENT: Margaret Lawrence, Neil O'Brien, David Buck, Haley Veronyak,  
Councillor Nathalie Lavergne

STAFF: Natalie Wood

GUESTS:

CHAIR: Chuck Quick

**1.0 Call to Order:** 7:03 pm in the Classroom.

## **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: N. O'Brien and Seconded by: C. Quick that we approve the minutes of the last meeting after discussion. Carried.

## **4.0 Business Arising from Minutes**

N. Wood noted that a “Summary of Accomplishments,” prepared at the request of C. Quick, was included with the meeting documents.

## **5.0 Correspondence and Communication**

N. Wood reported that in discussions with Patti Mordasewicz, Chair of the Leeds and Grenville Branch of the Ontario Genealogical Society, it was agreed that in 2020, the Branch’s monthly meeting will move to the Classroom (current location: the Carriage Hall) and will begin at 7:00pm (current time: 7:30pm). The location move is due to the presence of the Prudence Heward exhibit for much of 2020, and the time change is in order to better sync the Branch meeting with the Museum Board meeting.

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

N. Wood noted that, due to limited staff availability, room rentals must be restricted to within normal business hours only. Enquiries were being told that the Classroom is not available evenings, weekends and holidays. This will also be made clear on the Museum’s website.

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*

None.

### *7.2 Curator/Director*

#### *7.2.1 Strategic Plan Survey Results*

Survey results, while somewhat fewer than had been hoped, pointed to priorities within our target community, including an increased presence

on social media, maintaining an ambitious exhibit schedule, and attracting a younger audience.

### *7.2.2 2020 Program & Event Calendar*

N. Wood noted that, with the Prudence Heward exhibit in the Annex for most of 2020, it will be impossible to hold programs and events in the Carriage Hall. To compensate for the lack of in-house events, two bus tours will be organized next year, one to the McMichael Collection in Kleinberg, and the second to the Canadian War Museum in Ottawa. The popular “Raising a Glass” event has been moved off-site. Museum@Night has been cancelled.

### *7.2.3 Draft Programming Budget Notes*

The Board reviewed the notes, which highlight the difficulty in projecting Museum revenue, as it is impossible to predict how many people will visit the Museum or attend fundraising events.

### *7.2.4 5-Year Exhibit Plan*

N. Wood noted that the most ambitious element of the Plan, in addition to the Prudence Heward Exhibit, is the planned makeover of the Carriage Hall. The challenge is to create new and refreshed exhibits while maintaining the space for larger gatherings.

### *7.2.5 Motion for Vacation Time Carry-Over*

N. Wood explained her request for have her 12 days of excess accrued overtime/vacation time carried over into 2020.

**MOTION:** THAT the Brockville Museum Board of Management approve the carry-over into 2020 of twelve (12) days of excess accrued leave by Natalie Wood, Brockville Museum Director/Curator.

Moved by: H. Veronyak and Seconded by: N. Lavergne. Carried unanimously.

### *7.2.6 Prudence Heward Intern*

N. Wood noted that the hiring process for an intern to assist

with the preparation of the Prudence Heward exhibit has been completed. Brooke began work this month under a grant from the Young Canada Works program.

### *7.3 Friends Report*

H. Veronyak reported that the Friends executive has approved the hiring of an administrative assistant for 5 hours per week for six months. The Friends Annual General Meeting will be held on November 30th at 10:00 am at the Museum.

### *7.4 2032 Committee*

M. Lawrence reported that she has been asked to update the Friends at their AGM on the status of the RFP/feasibility study process. To this end, she and N. Wood will be meeting with the City Manager on November 15th.

## **8.0 New Business**

None.

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

The next meeting of the Board will be held on Monday, December 9th, 2019 at 7:00 pm in the Classroom.

## **10.0 Adjournment 8:15 pm**

Moved By: D. Buck and Seconded By: N. O'Brien. Carried.