

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

*November 12th, 2018*

PRESENT: Margaret Lawrence, Paul Naylor, David Buck, Dr. John Arnott,  
Neil O'Brien

STAFF: Natalie Wood

GUESTS:

CHAIR: Chuck Quick

**1.0 Call to Order:** 7:04 pm in the classroom.

## **2.0 Additions to/Approval of Agenda**

Moved by: M. Lawrence and Seconded by: P. Naylor 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: J. Arnott that we approve the minutes of the last meeting after discussion. Carried.

## **4.0 Business Arising from Minutes**

#### *4.1 Friends' Silent Auction*

P. Naylor reported that the auction went well, earning about \$2,500.

#### *4.2 Lead/Asbestos Testing*

N. Wood stated that the City will need to do this testing; however, it has not yet been done.

### **5.0 Correspondence and Communication**

None.

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

Moved by: J. Arnott 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 Statement about MAT allocation*

The Museum's position, in line with Tourism Brockville and other stakeholders, regarding the allocation of funds from the Municipal Accommodation Tax was affirmed by the Board. A Motion was moved by: D. Buck and Seconded by: P. Naylor, that a letter to this effect be sent to City Council, signed by C. Quick as Chair. Carried.

##### *7.2.2 Collection Policy*

After review, approved with minor changes. Moved by: P. Naylor and Seconded by: N. O'Brien. Carried.

### *7.2.3 Surveillance Policy*

C. Quick observed that this policy is a “work in progress,” with some clarification still required. The policy was reviewed, and approved with minor changes. Moved by: M. Lawrence and Seconded by: J. Arnott. Carried.

### *7.3 Friends Report*

None.

## **8.0 New Business**

### *8.1 2032 Committee*

It was agreed that a sub-committee of the Board should be formed immediately, with a view to moving forward with planning for the Museum's eventual relocation. It was agreed that, initially, the sub-committee should comprise 2 members from the Board, the Curator/Director (or designate), 1 member from the Friends of the Brockville Museum, and 1 member from the Leeds and Grenville Branch of the Ontario Genealogical Society. Other members may be added as needed or desirable.

N. Wood reported that she had made enquiries regarding grants from the Cultural Spaces Fund at Canadian Heritage, and had been told that funding is available to assist at each stage of a project (feasibility, architectural, and build).

N. Wood also stated that she had received an informal “ballpark” estimate for a feasibility study of \$30,000-\$35,000.

N. Wood will be attending a timely workshop/seminar in Calgary later this month on “Museum Marketing and Fundraising.”

C. Quick suggested that the first step for the sub-committee would be to prepare a Request for Proposal, and take it to City Council.

It was agreed to wait until the Board's December meeting before choosing the Board representatives for the sub-committee, as it is anticipated that the Board will have at least one new member at that time.

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

Due to the unavailability of the Curator/Director in the evening, the next meeting of the Board will be held on Monday, December 10th, 2018 at 1:00 pm in the Classroom. *NOTA: The time of this meeting has been changed to the usual 7:00 pm, date and location unchanged.*

**10.0 Adjournment** 9:26 pm