

Brockville Museum Board of Management Meeting Minutes

June 12th, 2017

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

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: P. Naylor and Seconded by: D. Egan that we approve the proposed agenda. Carried.

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

Moved by: D. Buck and Seconded by: B. Healy that we approve the minutes of the last meeting after discussion. Carried.

4.0 Business Arising from Minutes

J. Arnott enquired if any feedback had been received following the OMA workshop, and if anything further had been heard from the Railway Tunnel Committee. N. Wood stated that no feedback had yet been received, and that there had been no further communication from the Committee.

5.0 Correspondence and Communication

5.1 Westport Historical Society

N. Wood reported that the Society, while supporting the idea of returning the original “Sally Grant” statue to Brockville, indicated that the logistics of removing it from the Westport Museum make this impossible.

6.0 Amendments to/Discussion and Approval of the Staff Report

M. Lawrence noted the deadline for Capital Budget requests, and enquired what items the Museum is requesting. N. Wood responded that new items included a water bottle filling station, video monitoring, office window blinds, and an accessible washroom entry system (push button door openers). N. Wood also reviewed items previously approved and scheduled for completion this year.

Moved by: D. Egan 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 Friends Donation

N. Wood and P. Naylor reported that the Friends Executive has approved a donation of up to \$25,000 for projects in support of the Museum’s

mandate and programming. Included are an outdoor bulletin board (weather-protected and secured) for advertising museum events and programs, and a pop-up banner, among others.

7.2.2 Tourism Advisory Committee

At long last, the Museum has been given a seat on the Committee. N. Wood attended her first meeting of the Committee in June.

7.2.3 YCW Internship

The Museum has been awarded a grant for a 21-week internship for a recent university/college graduate as a marketing and outreach coordinator. However, funding from the Friends would be required to cover 25% of the cost. N. Wood reported the difficulty of identifying good candidates for the position. Some discussion ensued regarding the relative importance of a museum background versus a business/marketing background. It was agreed that if a suitable candidate cannot be found, the grant will be turned down.

7.2.4 Demonstrating Value

N. Wood recently circulated to Board members a memorandum on ways in which Board members can assist in projecting the Museum's mission and activities to the wider community. C. Quick noted that this issue needs more attention. A robust discussion ensued on the difficulties of determining "value" of an entity such as the Museum through normal accounting standards.

7.3 Friends Report

None.

8.0 New Business

N. Wood noted the third, and final, Museum@Night event ("Battle of the Brushes") will take place on June 23rd. A revived attempt to undertake a "Brockville Spirit Walk" is scheduled for July 15th-16th; however, the program is currently lacking sufficient volunteers to move forward. The annual "Raising a

Glass” fundraiser is now confirmed for August 24th.

M. Lawrence noted she will be absent from the next meeting.

9.0 Date, Time, Location of Next Meeting

The next meeting of the Board will be held on Monday, September 11th, 2017 at 7:00 pm in the Classroom.

10.0 Adjournment 8:27 pm