

Brockville Museum Board of Management

Meeting Minutes

August 10, 2020

PRESENT: David Buck, Megan Lawson, Councillor Nathalie Lavergne, Margaret Lawrence, Paul Naylor, Dr. John Arnott

STAFF: Natalie Wood

GUESTS: City Manager, Janette Loveys

CHAIR: Chuck Quick

1.0 Call to Order: 7:03 pm via Zoom

2.0 Additions to/Approval of Agenda

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

4.0 Business Arising from Minutes

Follow-up on:

- Insurance certificate – applied and awaiting copy of certification.

5.0 Correspondence and Communication

None.

6.0 Amendments to/Discussion and Approval of the Staff Report

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

- Visitor numbers are encouraging and great numbers to the website.

7.0 Executive Reports

7.1 Chairman of the Board

7.2 Curator/Director

- Publicity of the Museum has been great during the last month. The appearance on CTV Ottawa has been great and a great article in the Recorder and Times. The links to the recent media coverage will be sent out after the meeting.
- The Talk and Tea will be virtual and be free for the remainder of the year. Walking Tours will be beginning in the fall and all tickets will be done through the pre-booking system. The 1st regular e-blast will be sent out over the next month. Social media engagement is increasing and continuing to post
- The Arts Center is taking a lot of phone bookings and the system is working well. Very thankful for the Arts Center and booking system.
- A launch targeting collecting the stories of individuals and business during this pandemic time. Will be sending out a COVID-19 questionnaire to gain feedback from local business to capture stories.
- Working on virtual exhibits and starting the process of with filming. The launch of the exhibits will be at the end of the month.

8.0 New Business

8.1 Thanksgiving Hours:

8.1.1 The Board moves to extend the current hours of operation (Tuesday to Saturday from 10am to 3pm) until October 9,2020. Moved by M. Lawrence and Seconded: C. Quick

8.2 Collection Policy: Review and edit the policy on a few sentences to ensure compliance. Great job by Veronica on drafting the policy.

9.0 Date, Time, Location of Next Meeting

The next meeting of the Board will be held on Monday, September 14, 2020 at 7:00 pm.
Location: Zoom

10.0 Adjournment: 7:51 pm

Moved By: P. Naylor and Seconded By: M. Lawrence Carried.