

**MINUTES OF THE REGULAR MEETING OF
THE NORTH VANCOUVER MUSEUM AND ARCHIVES COMMISSION
HELD AT 5:30 P.M. ON DECEMBER 12, 2013
IN THE COMMUNITY HISTORY CENTRE MEETING ROOM
3203 INSTITUTE ROAD, NORTH VANCOUVER, B.C. V7K 3E5**

PRESENT: DOUGLAS COLBY
DON EVANS
DAN FRANCIS
ROBERT HEYWOOD (Chair and Friends Society Representative)
SANFORD OSLER (Vice-Chair)
MATTI POLYCHRONIS
NANCY KIRKPATRICK, Director
JAN MANATON, Recording Secretary

REGRETS: COUNCILLOR DON BELL (City)
CATHARINE DOWNES
COUNCILLOR ROBIN HICKS (District)
SEPIDEH SARRAFPOUR
ROBERT WATT

1. **CALL TO ORDER AND APPROVAL OF AGENDA**

The Chair called the meeting to order at 5:30 p.m. The agenda was approved, with a notation that the next meeting would be held on January 16, 2014 rather than January 15 as indicated.

The Chair welcomed new City appointee, Don Evans, who had been appointed by the City to complete Chief Ian Campbell's term, followed by a 3-year term commencing in January 2014. The Chair also noted that this was Dan Francis' last meeting as a Commissioner and thanked him for his six years of service.

2. **APPROVAL OF THE MINUTES OF OCTOBER 17, 2013 REGULAR MEETING**

Mr. Colby MOVED and Mr. Osler SECONDED

THAT the Minutes of the Regular Meeting of the Commission held on October 17, 2013 be approved.

CARRIED UNANIMOUSLY.

3. **GOVERNANCE COMMITTEE REPORT**

Report on Use of Funds from Operating Reserve

Ms Kirkpatrick spoke to the report dated December 2013 circulated with the meeting package. She noted that testing and evaluation by NVMA staff and members of the District's IT Department of software for contact and donor management, membership and fundraising details was in progress. She requested that funds from the reserve account be set aside to cover the purchase of appropriate software, the cost of which includes training of staff, conversion of existing data and annual support for the first year. Ms Kirkpatrick reminded Commissioners that decisions on use of

the City's portion of the fund are delegated to the Commission (provision of an Information Report to Council is necessary). Use of the District's portion of the fund requires the approval of the Director of Finance, who will want to have the District's IT Department sign off before providing approval, as the software will reside on the District's servers. Mr. Osler MOVED and Mr. Heywood SECONDED

THAT the NVMA Commission recommends the use of up to \$20,000 from the NVMA Commission's Operating Reserve for costs related to the purchase, data conversion and implementation of new software for fund development and donor management;

AND THAT the NVMA Commission approves the use of up to \$10,000 of the City's 50% share of the Operating Reserve for this purpose;

AND THAT the NVMA Commission will seek permission from the Director of Finance for the District of North Vancouver to utilize up to \$10,000 of the District's 50% share of the Operating Reserve for this purpose.

CARRIED UNANIMOUSLY.

Report on Staff Costs

This item was discussed in-camera.

4. ***MATTERS ARISING***

Collections Clean-Up Project Report #6

Ms Kirkpatrick spoke to the report dated December 10, 2013 that was circulated prior to the meeting. She noted that the Collections Manager would be returning from maternity leave at the end of January or early February and that the incumbent's priority would be deaccessioning and disposal of items to reduce the collection size. She confirmed that the deaccession and disposal would take place in the most expeditious way but that methodology would be discussed with the Collections Manager. Mr. Colby MOVED and Mr. Francis SECONDED

THAT the report entitled "Museum Collection Clean-up Progress Report #6" dated December 10, 2013 be received; AND THAT the report be submitted to the Councils of the City and the District of North Vancouver.

CARRIED UNANIMOUSLY.

5. ***OTHER BUSINESS***

Capital Campaign

The Chair noted that Don Evans had agreed to serve as Chair of the Capital Campaign for the new museum. Mr. Osler provided background information and outlined Mr. Evans' credentials. Mr. Colby MOVED and Mr. Francis SECONDED

THAT Don Evans be appointed as Chair of the Commission's Capital Campaign Committee.

CARRIED UNANIMOUSLY.

The Chair noted that it is normal practice when raising funds for board members to make personal contributions. The Capital Campaign Committee wants to be able to attest that every Friends Society board member and Commissioner has made a personal donation. Contributions will not be necessary until the campaign starts, although it was suggested that if this was accomplished by the end of February 2014, it would send a strong message to prospective donors.

Update on Brooks Study

Ms Kirkpatrick noted that a report was expected to be presented to City Council on February 3, 2014. She added that she would have an opportunity to review the plan in mid-January. There may be an opportunity to use the refurbished Coppersmith Shop in 2014 for display boards, but this was subject to a City decision on site use.

New Museum Update Sheets

Ms Kirkpatrick handed out copies of this document, requesting that Commissioners distribute them to at least ten people to raise awareness. An electronic version will be made available.

The Chair noted that Matters Arising noted in the Agenda for the November meeting (which was cancelled due to lack of quorum) would be discussed at the January meeting of the Commission.

6. **ADJOURNMENT**

The meeting was adjourned at 5:57 p.m. The next regular meeting is scheduled to take place on Thursday, January 16, 2014 at 5:30 p.m. in the Community History Centre Meeting Room.

ROBERT N. HEYWOOD, Chair
NORTH VANCOUVER MUSEUM AND ARCHIVES COMMISSION

Minutes prepared by: _____
Janice Manaton, Commission Secretary