

**MINUTES OF THE REGULAR MEETING OF
THE NORTH VANCOUVER MUSEUM AND ARCHIVES COMMISSION
HELD AT 5:30 P.M. ON OCTOBER 16, 2014
IN THE COMMUNITY HISTORY CENTRE MEETING ROOM
3203 INSTITUTE ROAD, NORTH VANCOUVER, B.C. V7K 3E5**

PRESENT: COUNCILLOR DON BELL (City)
CATHARINE DOWNES
VICTOR ELDERTON
DON EVANS (Vice-Chair)
JOHN GILMOUR, Friends Society President/Alternate Representative
COUNCILLOR ROBIN HICKS (District)
TERRY HOOD
SANFORD OSLER (Chair)
MATTI POLYCHRONIS
ROBERT WATT
NANCY KIRKPATRICK, Director
SHIRLEY SUTHERLAND, Assistant Director
JAN MANATON, Recording Secretary

REGRETS: SHERYL FISHER
ROBERT HEYWOOD, Friends Society Representative

GUEST: Nicholas Locke, Optimus Fundraising

1. **CALL TO ORDER.**
The Chair called the meeting to order at 5:30pm. The agenda was unanimously approved on a motion by Mr. Watt, seconded by Mr. Evans.

2. **APPROVAL OF MINUTES OF THE REGULAR AND IN-CAMERA MEETINGS HELD ON SEPTEMBER 18, 2014**
A typographical error was noted in the penultimate sentence of the second paragraph of Item 6 in the Regular Minutes – the year “2013” should read “2014”. Mr. Watt MOVED and Mr. Osler SECONDED

THAT the Minutes of the Regular Meeting of the Commission held on September 18, 2014 be approved as amended.

Mr. Watt MOVED and Mr. Hood SECONDED

THAT the Minutes of the In-Camera Meeting of the Commission held on September 18, 2014 be approved.

CARRIED UNANIMOUSLY.

3. **MATTERS ARISING**

New Museum Update

Ms Kirkpatrick noted the following:

- A number of name suggestions had been forwarded to the branding firm that is providing pro bono assistance to the Commission. Commissioners, staff and Friends Society directors have been asked to continue to submit suggestions to Mr. Locke or Ms Kirkpatrick, who will be meeting with the consultants again at the end of the month. At that time, the consultants will present names and themes for consideration.
- The lawyer pursuing Qualified Donee status for the Commission had been advised that processing times are longer than usual and the file has still not been assigned. If donations come in prior to Qualified Donee status being confirmed, there is the option of receiving and receipting them through the Friends Society.

ACTION: Ms Kirkpatrick to ask the lawyer to continue to follow up and try to exert some pressure on Canada Revenue Agency, as this matter needs to be resolved by the time the Campaign Cabinet starts to accept donations.

- Ms Kirkpatrick and Mr. Locke had met with local Department of Canadian Heritage staff, to introduce Mr. Locke and to discuss the process for submitting a grant application for support via the Cultural Spaces Fund. The local DoCH representatives, who are very interested in and supportive of the project, assist clients to refine the complicated application. Proof of community support will be essential and letters should be obtained from organizations which will benefit from the project. Commissioners identified a number of groups that should be asked to provide letters of support. Letters should be received by the end of November, as the intention is to submit an application package by the end of 2014.

ACTION: Mr. Locke and Ms Kirkpatrick to draft a sample letter for support to be provided as a template for Commissioners to use when approaching groups they are associated with. Mr. Locke to discuss First Nations support with Ms Fisher.

- A meeting had been held with Glenn Stainton, City of North Vancouver Manager, Facilities, to discuss potential models for managing the construction administration process. He suggested that the process should be similar to that followed for the new City Library. Ms Kirkpatrick will meet with the Chair to go over her meeting notes, discuss implications, etc., and will speak with the Chief Librarian to discuss the Library's construction experience. The model will be different from that of Presentation House Gallery, which is not as closely aligned with the City.
- Councillor Hicks noted that at the recent Union of BC Municipalities conference he had provided information packages to Coralee Oakes, provincial Minister of Community, Sport and Cultural Development, and to the federal Minister of Industry James Moore. Mr. Evans asked Commissioners to raise the issue of the new museum with politicians and other influential people whenever the opportunity arises.
- Councillor Bell noted that he had also provided the package to Minister Oakes and MLA Jane Thornthwaite.

Municipal Adoption of Collections Policy

- Ms Kirkpatrick noted that the policy had been adopted by the City of North Vancouver. While she was unsure whether it had gone to District Council, Ms Kirkpatrick stated that she was not anticipating any hold up. The City had required some rewording of the final resolution that deals with how funds from sale of deaccessioned items are held and disbursed. This matter has been discussed with the City's Director of Finance and the methodology will be discussed at the next Governance Committee meeting.

Template – Commissioner Research

Mr. Hood noted that he had modified the template since the first draft had been circulated and suggested that Commissioners give the template a try as a means by which to report on other museums and then suggest modifications. His intent is to create a template that can be a useful tool for gathering information that may be thought provoking and/or relevant to the new museum. Ms Kirkpatrick noted that staff has been collecting materials over the years but has not had a central location for these materials. A rolling bookcase has been ordered and all material will be readily available for perusal. She encouraged Commissioners to participate in the information exchange.

The Chair asked Commissioners to forward routine information to Ms Kirkpatrick and to share anything substantive with the Commission under “Items from Commissioners”. Mr. Hood stated that it would be useful for Commissioners to advise each other at their monthly meetings of any plans to travel and/or visit museums.

ACTION: Ms Manaton to forward Mr. Hood’s revised Word template to other Commissioners.

Ms Kirkpatrick suggested that it may be possible to put forms and templates in a limited-access part of the website.

4. **FINANCIAL MATTERS**

Revised Motion to Approve Staff Salary Increases

Ms Kirkpatrick reported that there had been an error in the motion that was passed at the September meeting. She requested that the motion be rescinded and replaced by a revised motion, as outlined in the report that was circulated with the meeting package. The original motion would have prevented some newer employees who are eligible for retroactive pay from receiving same. Mr. Watt MOVED and Ms Downes SECONDED

THAT the motion relating to the approval of staff salary increases approved under Item 5 on September 18, 2014 be rescinded;

AND THAT, having received confirmation from the City and the District of North Vancouver that the municipalities will fund a 1.75% wage increase for 2014 for all NVMA Commission staff, the Commission authorizes this increase for its employees;

AND THAT the 2014 increase be retroactive to January 1, 2014 for all employees (both regular staff and staff working on the Collection Clean-Up Project) who are employed by the Commission on the date this motion is passed.

CARRIED UNANIMOUSLY.

2014 Financial Projections

Ms Manaton spoke briefly to the projections and notes that had been circulated with the meeting package. A deficit of approximately \$10,700 is anticipated, provided that there are no unusual weather events or unanticipated repairs at the Community History Centre or warehouse. On the revenue side, unexpected funds could be received, for example from a film shoot, that would reduce the deficit. Commissioners were reminded that approval is in place to use up to \$10,000 of the Operating Reserve to cover costs associated with the Walter Draycott website project; any deficit over that amount will need to be covered by the reserve fund.

5. **REPORTS FOR APPROVAL**

Recommended Museum Deaccessions #3

Ms Kirkpatrick noted that the list had three components – one for items wholly owned by the District, one for items wholly owned by the City, and a third for items that are jointly owned. She added that all “found” items are considered to be jointly owned. Most of the items on the list are in poor condition and have no North Vancouver connection. If the Commission approves the list, it will be submitted to the municipalities.

Ms Kirkpatrick confirmed that future Collection Clean-Up Reports will include in chart format the number of items deaccessioned to date. The Chair asked that the cumulative proceeds of deaccessioning also be shown. Ms Kirkpatrick reported that new items continue to be discovered although at a much slower rate. A significant number of items are in very bad shape and should never have been collected. She added that with new temporary staff members working at the warehouse, over 1,500 items had been processed in September. A methodology for reviewing the textile collection had been decided. There are many gaps in the collection overall, but crowd-sourcing may be a way of obtaining items or information. For example, an old chain was recently found in a North Vancouver garden but the individual did not know what it was and she contacted the Museum. Ms Kirkpatrick posted a photograph on Facebook and received 35 responses. The item was identified as a log boom chain and a lot of other information was provided. Ms Sutherland added that people felt a connection with that object.

Mr. Watt MOVED and Mr. Evans SECONDED

THAT the North Vancouver Museum & Archives Commission approves the deaccessioning and/or disposal of all 218 objects on the three lists attached to the October 9, 2014 report entitled “Recommended Museum Deaccessions #3” according to the provisions of the Commission’s Collection Policy, and recommends to the municipal owner of each (City and/or District of North Vancouver as appropriate) that all 218 items be deaccessioned and/or disposed of.

CARRIED UNANIMOUSLY.

6. **REPORTS**

Director’s Report

Deaccession Rationale for Ladder Truck

Ms Kirkpatrick spoke to the report circulated with the meeting package, noting that the Museum was custodian of two decommissioned fire trucks from the City Fire Department. The aerial truck is housed at Rice Lake in a facility owned by Metro Vancouver. The value in deaccessioning the truck, which is not foreseen to have any use at the new museum, lies in freeing up space at Rice Lake which can be used to house items currently at the warehouse or in a rental storage facility. The fund that is covering rental costs for storage space will be used up by the end of November 2015. Ms Kirkpatrick was seeking approval from the Commission to commence discussions with the City Fire Department and/or the City to see if there is any interest in taking on the aerial truck. Commissioners felt that it may be worthwhile to discuss relinquishing both vehicles and, once discussions have taken place, the Commission can decide whether to deaccession one or both vehicles. Commissioners discussed alternate uses for the trucks as outdoor engagement or parade items. Councillor Bell MOVED and Councillor Hicks SECONDED

THAT Ms Kirkpatrick be authorized to talk with City of North Vancouver Fire Department and City of North Vancouver staff to discuss their interest in taking over responsibility for the fire trucks currently housed at Rice Lake.

CARRIED UNANIMOUSLY.

NVMA Overview Distributed to Municipal Candidates

The Chair noted the overview which was circulated with the meeting package summarizes what the Commission is doing and would like to do. Ms Kirkpatrick noted that she had sent copies to both Municipal Clerks and Chief Administrative Officers, and to the School Board, and asked that copies be distributed to all candidates.

ACTION: Ms Kirkpatrick to ensure that the overview has been distributed to candidates by the municipalities and School Board and, if not, to send them directly to the candidates. A detailed package can be provided to successful candidates after the election.

Grants Update – BC Arts Council Application

Ms Kirkpatrick noted that the 3-page report circulated with the meeting package represented this year's streamlined application, which incorporated responses to a series of questions posed by the Arts Council. Statistical and financial information was submitted separately. The Arts Council has already indicated that NVMA will receive the same amount in 2015 as in 2014, i.e., \$30,000.

Museum & Archives Operations

Ms Sutherland noted the following:

- *Culture Days* activities had been successful, with a total of 300 participants attending a variety of offerings – costumed interpreters at Lynn Canyon Park, a lecture by Dan Francis, and two fully-booked workshops presented by Archivist Janet Turner.
- The *Sharing our Stories* exhibit that aims to preserve multicultural personal histories opens on October 25. The event will feature Persian music, exhibit panels that tell immigration and settlement stories, memory boxes, and a space for visitors to note their own stories. A booklet containing an essay by student researcher Jenni Wilmot and edited by an SFU professor, along with transcribed interviews from a related oral history project in 2013, will be available in the Archives. Together these materials represent the only research on this particular topic. The exhibit will be on display through mid-March 2015.

ACTION: Ms Downes suggested that the Iranian-Canadian Advisory Committee be asked to write a letter of support for the new museum that can be used for the Department of Canadian Heritage application.

Governance Committee

The Chair noted that the next meeting of the Committee will take place in mid-November.

Campaign Cabinet

- Mr. Evans noted that a meeting had been held on October 9, 2014. Ms Polychronis had been welcomed as a new member of the cabinet. The cabinet is currently finalizing a list of corporate entities that should be approached.
- Mr. Locke noted that he had tabled a first draft of the Case for Support and is currently receiving feedback from cabinet members.
- Mr. Evans noted that progress was being made with respect to federal funding.
- Mr. Evans cautioned Commissioners about the importance of using confident, positive language when discussing the new museum.
- Mr. Locke is putting together a package that can “go public” early in the new year.

Commissioners discussed the possibility of signage on the Pipe Shop and having a presence at the Christmas Market. Ms Kirkpatrick noted that she had been strongly lobbying to have use of the Bath Hut in 2015. Both she and Mr. Locke were working on content for pull-up banners to be used at the Market. She noted that any signage that is eventually affixed to the Pipe Shop must be removable. A suggestion was made to sponsor a tree at Lynn Valley Village and have a booth at the Christmas Market. The Chair noted that both may be something the Friends Society could consider taking on.

Friends Society Report

Mr. Gilmour reported the following:

- The *Night at the Museum* event at Presentation House had been very successful. The theatre had enjoyed almost a full house, excellent food was provided by the Summerhill, and the Society expects to raise several thousand dollars from the event. The Society hopes to hold a similar event next year.
- Discussions were being held with a new Lower Lonsdale restaurant which has indicated that it will be willing to supply refreshments and food for events when it opens next year. The *Business After 5* event currently contemplated for January at Presentation House may be postponed until spring to take advantage of this offer.

The Chair thanked and complimented the Society's directors who had organized the *Night at the Museum* event.

7. ***ITEMS FROM COMMISSIONERS***

- Mr. Hood presented a report on Seattle's Museum of History and Industry. He noted that its Executive Director Leonard Garfield had offered to visit North Vancouver and meet with staff and Commissioners. The Chair agreed that this would be a good opportunity to learn and exchange ideas.

ACTION: Mr. Hood to follow up with Mr. Garfield once Ms Kirkpatrick has identified a suitable time for a visit in the new year. Commissioners visiting Seattle are encouraged to visit the facility.

- The Chair spoke to his report on a visit to the Sncewips Heritage Museum in Westbank, which had recently opened. He had spoken with senior staff and been advised that their primary motivation had been to tell the First Nation's story from its own perspective and to portray a living culture.

8. ***OTHER BUSINESS***

- There was no other business.

9. ***ADJOURNMENT***

The meeting was adjourned at 7:40 p.m. The next regular meeting is scheduled to take place on Thursday, November 20, 2014 at 5:30 p.m. in the Community History Centre Meeting Room.

SANFORD OSLER, Chair
NORTH VANCOUVER MUSEUM AND ARCHIVES COMMISSION

Minutes prepared by: _____
Janice Manaton, Commission Secretary