

**MINUTES OF THE REGULAR MEETING OF
THE NORTH VANCOUVER MUSEUM AND ARCHIVES COMMISSION
HELD AT 5:30 P.M. ON DECEMBER 13, 2012
IN THE COMMUNITY HISTORY CENTRE MEETING ROOM
3203 INSTITUTE ROAD, NORTH VANCOUVER, B.C. V7K 3E5**

PRESENT: DOUGLAS COLBY
CATHARINE DOWNES
DAN FRANCIS
ROBERT HEYWOOD (Chair and Friends Society Representative)
COUNCILLOR ROBIN HICKS (District)
MATTI POLYCHRONIS
SEPIDEH SARRAFPOUR
ROBERT WATT
NANCY KIRKPATRICK, Director
SHIRLEY SUTHERLAND, Assistant Director
JAN MANATON, Recording Secretary

REGRETS: COUNCILLOR DON BELL (City)
SANFORD OSLER (Vice-Chair)

GUEST: JOHN GILMOUR, President, Friends of the NV Museum & Archives Society

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

The Chair called the meeting to order at 5:46 p.m. The agenda was unanimously approved as circulated.

2. **APPROVAL OF THE MINUTES OF NOVEMBER 15, 2012 REGULAR AND IN-CAMERA MEETINGS**

Mr. Watt MOVED and Ms Polychronis SECONDED

THAT the Minutes of the Regular and In-Camera Meetings of the Commission held on November 15, 2012 be approved.

CARRIED UNANIMOUSLY.

3. **MATTERS ARISING**

Commission Vacancy

In Councillor Bell's absence, there was nothing to report.

Collection Clean-Up Project

Ms Kirkpatrick spoke to her report that was circulated with the meeting package, noting that presentation of the first quarterly report to both Councils had been preempted by other Council matters. The second quarterly report, which covers the period September to November 2012, will form the basis of Information Reports to both Councils that will also include a request to approve the new deaccession method and a list of items for deaccession. A PowerPoint presentation demonstrated progress to date. The clean-up process is expected to speed up significantly as some regular staff are to be diverted to the project in 2013. Mr. Francis MOVED and Mr. Watt SECONDED

THAT the report entitled "Collection Clean-up Progress Report #2" dated December 10, 2012 be received;

AND THAT the report should form the basis of Information Reports to be submitted to the Councils of the City and the District of North Vancouver.

CARRIED UNANIMOUSLY.

New Museum Update

The Chair noted that the appropriation request for additional funds for studies had been passed by City Council. Ms Kirkpatrick called attention to her Overview of New Museum Planning Studies dated November 30, 2012 that had been circulated with the meeting package and noted that Council's approval enabled the Commission to continue with the Business Case Study. The contract has been awarded to Lord Cultural Resources. Principals Ted Silberberg and Heather Maximea will be in North Vancouver for two days early in January and will hold a workshop on January 8, 2013 with Commissioners and staff. Ms Kirkpatrick had been sent two questionnaires to complete that would provide background financial and statistical information; she will be providing other background material and compiling a list of stakeholders who should be interviewed.

ACTION: Commissioners should forward to Ms Kirkpatrick names of any non-obvious individuals who should be interviewed by Lord Cultural Resources.

List of Possible Sponsors and Key Individuals

Mr Watt noted that he had spoken with a City councillor and anticipated that he would be meeting with a member of the School Board as well. He would speak with museum staff to learn about program offerings. A suggestion was made that there might be an opportunity to connect with the new Environmental Learning Centre at the Outdoor School in Squamish.

ACTION: Ms Polychronis to circulate the list of possible sponsors and key individuals that she has compiled.

ACTION: Ms Polychronis and Ms Downes to provide feedback on format and content of a list Ms Kirkpatrick provided which had been compiled several years ago as a result of brainstorming sessions. The list will then be updated and circulated to Commissioners for input and feedback.

Commissioners asked that they receive an indication of what is expected when approaching the various individuals and potential sponsors. Ms Downes said that the list will be divided into various sectors – for example, community leaders and media. Ms Kirkpatrick noted that Commissioners will be asked to talk, both on a formal and informal basis, with individuals known to them about the new museum project and to gather feedback and ascertain whether they might be a supporter or possible financial contributor.

4. REPORTS

Director's Report

Ms Kirkpatrick had nothing further to report.

Museum & Archives Operations

Ms Sutherland noted the following:

- A bug lights workshop at the Carol Ship Parade of Lights event in Lower Lonsdale was very successful, with people lining up to participate. A second workshop will be held on December 15th at Panorama Park in Deep Cove.
- Volunteer docents have been busy presenting the *Winter Days* school program twice a day, Wednesday through Friday.
- The Archives was recently overrun by students from Sutherland Secondary working on a "then and now" project which involved choosing an image of a building and conducting research on that building.
- A new on-line exhibit has just been uploaded to the website. *Mountain Light* highlights images from the BC Mountaineering Club collection held by the Archives. A contract archivist focused

on mountain images taken by six photographers, and comments on each individual's style and work are included on the website.

- It is the intention to provide more on-line content on the website, Facebook and Twitter.

Governance Committee

The Chair noted that a summary of the self-evaluation survey had been circulated with the meeting package. A workshop will be held by Mr. Osler prior to a future Commission meeting to discuss results.

Special Committee on Exhibit Planning

Mr. Francis noted that a meeting had been held recently at which the consultants, KEI Design Group, had presented their 33% completion report and that this report had been presented at a workshop immediately preceding the Commission meeting. A further meeting will be held in January when the consultants reach the 50% stage.

Special Committee on Business Planning

The Chair noted that a second proponent had been interviewed by phone and, as noted earlier in the meeting, Lord Cultural Resources had been awarded the contract. Ms Kirkpatrick commented that Lord had called attention to statistics that reveal that children's and natural history museums are the most popular and self-sustaining. Ms Kirkpatrick noted that she, Councillor Bell and the Chair had met with John Nightingale, director of Vancouver Aquarium, who had indicated that their own studies had suggested that a natural history museum could be totally self-sustaining. As there is no children's museum in Metro Vancouver, Ms Kirkpatrick said that this study – and the exhibit planning study - will consider how the new museum could be child-oriented and family friendly to enhance visitation and revenue potential.

Friends Society

The Chair introduced John Gilmour, President of the Friends Society. Mr. Gilmour noted that the Society is working with videographer Kevin Hamilton to produce a video as part of an awareness campaign about the new museum and its potential waterfront location. It will be possible to modify the video later into more of a history presentation that might be used to set the stage for visitors entering the new museum. The awareness campaign may also feature a postcard/brochure in both physical and digital formats, a possible reception/open house event at a venue to be determined, and advertisements in local media. The board is also considering holding several competitions.

Ms Downes noted that it was critical that the videographer work with the KEI Design Group team.

ACTION: Ms Kirkpatrick asked Commissioners to suggest names of local celebrities who might be willing to endorse or provide a voice-over for the video, preferably someone from a younger generation.

Mr. Gilmour noted that the Friends are also focusing on fundraising. Attempts to secure sponsors and/or advertisers for the *Express* newsletter have met with some difficulty and is a key area to be worked on. The Society plans to hold another *Treasures in the Attic* fundraising event in the spring.

The Chair noted that the Board had discussed the "Cyrus cylinder" event proposed by the O'Shahan Cultural Group and decided that they would be unable to meet the deadlines imposed. Ms Sarrafpour indicated that the event would need to be held at the latest in January 2013. She noted that she had discussed the proposed event with the City and with District of West Vancouver staff and would be going as a delegation before the respective Councils early in January.

Ms Kirkpatrick noted that Ms Sarrafpour had arranged for the Friends Society to participate in the Norooz Fire and Nature Festivals in West Vancouver.

5. **OTHER BUSINESS**

Pipe Shop

Mr. Watt asked whether promotional material can state that the new museum will be in the Pipe Shop, given political sensitivities. The Chair noted that City Council has voted unanimously in principle for a new museum in the Pipe Shop and that the Commission has the authority to pursue and talk about this plan pending a final decision by Council. The next step is for the results of the Business Planning Study and Exhibit Design Plan to be presented by the consultants to City Council in a workshop to facilitate discussion. The Commission will then seek Council's direction and approval to conduct the Fundraising Feasibility Study.

Commissioners noted that the key issue will be funding, both from the municipality and other sources, recognized that there are competing projects for these funds, and considered whether the Commission could be perceived as being too presumptuous about the Pipe Shop. Ms Kirkpatrick stated that if the fundraising study is positive, the Commission will then request formal designation of the Pipe Shop as the home of the new museum. In the meantime, work needed to be done to develop a critical path for raising awareness about the project.

Christmas Potluck

Ms Kirkpatrick reminded Commissioners about the Christmas Potluck to be held on Tuesday, December 18th at 11:00 a.m.

6. **ADJOURNMENT**

The meeting was adjourned at 7:15 p.m. The next regular meeting is scheduled to take place on Thursday, January 17, 2013 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