

**MINUTES OF THE REGULAR MEETING OF
THE NORTH VANCOUVER MUSEUM AND ARCHIVES COMMISSION
HELD AT 5:30 P.M. ON JANUARY 17, 2013
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)
MATTI POLYCHRONIS
SEPIDEH SARRAFPOUR
ROBERT WATT
NANCY KIRKPATRICK, Director
SHIRLEY SUTHERLAND, Assistant Director
JAN MANATON, Recording Secretary

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

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

The Chair called the meeting to order at 5.32 p.m. The agenda was unanimously approved as circulated.

2. **ELECTION OF OFFICERS FOR 2013**

Ms Kirkpatrick took the chair and called for nominations for the position of Commission Chair. Mr. Francis nominated Robert Heywood; the nomination was seconded by Ms Downes. Mr. Heywood accepted the nomination. There being no other nominees for the position of Chair, Robert Heywood was acclaimed Chair of the Commission for 2013.

The Chair called for nominations for the position of Vice-Chair. Mr. Watt nominated Sanford Osler, and the nomination was seconded by Mr. Francis. Mr. Osler had indicated to the Governance Committee prior to the meeting that he would accept if nominated. There being no other nominees for the position of Vice-Chair, Sanford Osler was acclaimed Vice-Chair of the Commission for 2013.

3. **APPROVAL OF THE MINUTES OF DECEMBER 13, 2012 REGULAR MEETING**

Mr. Francis noted that the date of the next meeting was indicated as January 15, 2013 whereas this should have been January 17, 2013. Mr. Francis MOVED and Ms Polychronis SECONDED

THAT the Minutes of the Regular Meeting of the Commission held on December
13, 2012 be approved as amended.

CARRIED UNANIMOUSLY.

4. **MATTERS ARISING**

Commission Vacancy

Ms Kirkpatrick noted that the City of North Vancouver has posted the vacancy. One application had been received but has not been followed up on, pending an update from Councillor Bell regarding the application from a member of the Squamish Nation.

New Museum Update

Ms Kirkpatrick spoke to her confidential January 11, 2013 report *New Museum Planning Update and Draft Timeline* that was circulated with the meeting package. She noted that both the Exhibit Plan Overview (KEI Space Design) and the Business Case and Feasibility Study (Lord Cultural Resources) were going well. A visioning and assumptions workshop had been held by Lord Cultural Resources. Municipal councillors and key staff members, along with leaders of local cultural and community organizations, had been interviewed. The majority of interviewees had provided good feedback and was generally enthusiastic.

Lord Cultural Resources are proposing dedicated children's spaces in the new museum, as statistics clearly demonstrate that children's museums attract funding, better attendance, sponsorship and more interest overall. There is also an under-served market of children and families in the Lower Mainland. The exhibit design plan has been amended to incorporate this space at the expense of the temporary exhibit gallery. As an alternative, the idea of a "hub and spoke" model is being proposed wherein small temporary exhibits would be developed at the museum and distributed to exhibit sites in smaller, community-oriented spaces. An "idea exchange" area will be incorporated to allow for the introduction of topics of contemporary interest.

The completed Exhibit Plan Overview is expected by the end of February, and the Business Case and Feasibility Study by the end of March; both reports are expected to go to Council as early as April.

Commissioners discussed the pros and cons of including a significant children's component in the new museum design, and the age range that this would appeal to. The Commission recognized the revenue-generating potential and looked forward to reviewing the report from Lord Cultural Resources, and also welcomed the idea of reaching out to a younger audience. Concern was expressed that the removal of a temporary gallery would represent a move away from the idea that the new museum would incorporate community participation in temporary exhibits and that it would diminish the focus on history. Care would need to be taken to ensure that any "family friendly" components would fit within the Commission's mandate and vision. Further concern was expressed about the hub-and-spoke model for temporary exhibits that could require a significant amount of staff time to manage and could be difficult to program. Ms Kirkpatrick stated that a staffing plan would be worked on with Lord Cultural Resources and noted that she would convey the Commission's comments and concerns to the consultants.

The Commission discussed potential opportunities for museum project funding through anticipated federal Canada Sesquicentennial Celebration programs, and whether this should be drawn to the attention of the City and the District. More research into the program parameters will be necessary. Mr. Watt MOVED and Mr. Francis SECONDED

THAT, with the approach of the sesquicentennial of the confederation of Canada in 2017, the Commission seek the endorsement of the Councils of both the City and the District of North Vancouver to have the new museum designated as the City and the District's official sesquicentennial project.

CARRIED UNANIMOUSLY.

Commissioners discussed other recommendations and suggestions from the consultants for revenue generation and space usage. The Chair noted that before any follow-up action could be taken, the Commission must await the formal recommendations in the consultants' reports. Ms Kirkpatrick noted that she had been advised by City staff that final go-ahead on the new museum may not be given until the fundraising study had been received.

ACTION: Ms Kirkpatrick to forward the above motion in a report to both Councils.

List of Possible Sponsors and Key Individuals

Ms Polychronis noted that she had started to compile a prospect list of key individuals, sponsors and corporate sponsors which will be reviewed with Ms Downes and Ms Kirkpatrick. The list will then be circulated to Commissioners and staff, who will be requested to add pertinent information. The list will eventually be maintained in a database that will be available to be used by staff. The

Chair noted that fundraising had been discussed at both a recent Friends Society board meeting and Governance Committee meeting. When the two temporary Commission special committees disband after the Reports to Council are submitted by the consultants, the Business Planning Committee, which is primarily finance-oriented, will become a project management and oversight committee. A special committee for fundraising and community awareness will be required, but as these tasks fall under the mandate of the Friends Society, it is foreseen that board members will form the core of that group. Ms Kirkpatrick stated that raising awareness should be the key focus at the moment, as the City's commitment to the project is necessary in order to be able to fundraise successfully. Commissioners strategized about how awareness could be raised and the timing of various initiatives.

ACTION: Ms Polychronis to finalize and circulate list of possible sponsors and key individuals.

Collection Clean-Up Project

Ms Kirkpatrick noted that the project was moving along well. The City had received the second quarterly report and approved the new deaccessioning methodology and the deaccession list. The report and list goes before District Council on Monday. A reporter from the *North Shore News* who had attended the City Council meeting had contacted Ms Kirkpatrick to ask questions about the project. The editor of the *North Shore News* has assigned a writer and a feature article will be written. They are interested in what is being disposed of but the article will also provide a forum to discuss the new museum project. This may also result in other opportunities for media coverage. Ms Kirkpatrick noted that the Canadian Museums Association had also picked up on the deaccession project and a call had already been received from another museum director regarding items that might be available.

5. **REPORTS**

Director's Report

Ms Kirkpatrick noted that the BC Arts Council had awarded funding under its Co-op Placements Program. A recent application from NVMA had initially been declined; however, funds became available when another participant had dropped out. A graduate student will be hired to work on the *Diversifying History* oral history project. The Friends Society will be submitting an application for additional grant funding to the Vancouver Foundation.

Museum & Archives Operations

Ms Sutherland had nothing to report.

Governance Committee

The Chair noted that, in Mr. Osler's absence, a workshop to discuss results of the self-evaluation survey had been postponed. The Chair spoke to the minutes of the January 10, 2013 Governance Committee meeting that were distributed with the meeting package. A list of staff job titles and pay grades had been discussed and confirmed by the Committee and was received by the Commission. The Chair noted the reappointment of City appointees Robert Watt and Matti Polychronis.

Special Committee on Exhibit Planning

Mr. Francis had nothing to report but noted that a meeting would be held to receive the next stage report from KEI Design Group. Ms Kirkpatrick stated that this was expected before the end of January.

Special Committee on Business Planning

The Chair noted that the first report from Lord Cultural Resources would be due in about five weeks' time, at which time the committee would meet to receive that report.

Friends Society

The Chair reported that the Society was seeking a celebrity associated with North Vancouver to do a voice-over and cameo appearance in the new video. Ms Kirkpatrick noted that the script was being tightened up and that there was lots of material for the videographer to work with. The

Society is considering ending the video with the URL of a new information website to be constructed and is exploring the availability of registering "my-museum" .org or .ca

6. ***OTHER BUSINESS***

There was no other business.

7. ***ADJOURNMENT***

The meeting was adjourned at 7:05 p.m. The next regular meeting is scheduled to take place on Thursday, February 21, 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