

**MINUTES OF THE REGULAR MEETING OF
THE NORTH VANCOUVER MUSEUM & ARCHIVES COMMISSION
COMMENCING AT 5:30pm ON THURSDAY, JANUARY 19, 2017
AT THE COMMUNITY HISTORY CENTRE
3203 INSTITUTE ROAD, NORTH VANCOUVER, B.C. V7K 3E5**

PRESENT: COUNCILLOR DON BELL (City)
VICTOR ELDERTON (Chair)
JONATHAN EHLING
COUNCILLOR ROBIN HICKS (District)
RICHARD NOVEK (Vice-Chair)
NANCY KIRKPATRICK, Director
JOHN GILMOUR, Friends Society President
LAUREL LAWRY, Recording Secretary

REGRETS: SHERYL FISHER-RIVERS
TERRY HOOD
CATHARINE DOWNES
KEVIN EVANS
JAMES FOX

1. ***Call to Order and Approval of Agenda.***

The Chair called the meeting to order at 5:43 pm. The Agenda was approved on a motion by Mr. Bell, seconded by Mr. Hicks.

2. ***Consent Agenda***

Mr. Novek MOVED and Mr. Bell SECONDED

THAT the Minutes of the Regular and In-Camera Meetings held on December 15, 2016 be approved as circulated.

CARRIED UNANIMOUSLY

3. ***Matters Arising:***

- New Museum:

Update on new museum communications

Ms. Kirkpatrick presented her report and update which was circulated along with a binder containing the key media that had been published. An overview of online, print, social media shows the messaging was very successful with 6063 people reached. Emails, fact sheets and media releases were sent to federal and provincial representatives as well as municipal representatives.

Provincial representatives indicated they expect acknowledgement of past Provincial funding provided to support a waterfront museum in North Vancouver*. A strategy for how to recognize the Province's support over the many years and project iterations was discussed.

When the acknowledgement plaque is placed in the New Museum, the work and support of parties going back many years, and even decades, will be acknowledged.

* [Background note: In May 2008, the Province of British Columbia awarded \$9 million to the City of North Vancouver for planning and project initiation of a proposed National Maritime Centre (NMC).]

Action: Councillor Hicks asked to receive a copy of the letter from the Province re: NMC funding.

Status of new museum planning

City has submitted an interim progress report to CCSF in January with milestones and a budget. The cost of the Project Manager's contract has been included in the reimbursable expenses from the federal grant.

Requests for Proposals for "Prime Consulting Services" and "Supply and Installation of Compact Storage Units" have been issued. RFPs for "Supply and Installation of Lighting System" and "Exhibit Planning and Design Services" will be issued next week.

Staff and Commissioners can be part of the RFP process in the following way: by signing a confidentiality agreement and using forms and computer access at the NVMA, staff and commissioners can submit their input to the Committee.

Purchasing Manager Sabine Zander will be heading up the RFP bid process and the Project Manager Dianna Foldi will coordinate. There will be technical questions relating to the bid process that the Purchasing Manager will have to answer and therefore will sit on the panel and be involved in the process. Robert Skene and Dianna Foldi, under Barb Pearce's direction, will also be main parts of the process. Contract process, change orders will be handled by the Project Manager but the Construction Manager will be overseeing the subtrades. Concerns with respect to doubling up of management on this project were expressed and the suggestion that a Construction Project Manager would be able to oversee the full extent of the project, not Project Manager as well as the Construction Manager.

The architect needs to be selected prior to the management details being sorted out, including the outlay of roles and responsibilities, within the project charter. The Construction Budget has been costed out and the budget can be made available to the Commission on a confidential basis.

There must be caution exercised with respect to the budget so that Exhibits will be well represented at the opening of the Museum, and will not be adversely affected by budget overruns on building costs.

Public Art Call using the designated donation for a Welcome Pole to match CCSF funding is now in the selection process with the North Vancouver Public Art Commission as well as representatives from the Aboriginal Voices Partnership, and other stakeholders.

- **Future fundraising committee**

The NVMA's previous funding campaign had requirements for building and construction funds whereas in this instance, we have to strategize and be consistent with our message surrounding the "ask". There are interested parties who would like to be on the campaign but caution that we need to be very clear in the messaging. The NVMA should identify bigger ticket items that we can offer, such as naming opportunities for spaces in the museum. External building treatment or facade, exhibits, and special projects all offer opportunities for targeted fundraising.

- **Commissioner engagement**

At the last meeting, the topic of commissioner engagement was broached and Mr. Evans offered to identify and approach a facilitator who can help with our engagement and goals. Mr. Hood and Mr. Elderton have put together a schematic on ideas for engagement and strategic planning, which was circulated. Charles Holmes has been approached and agrees to act as a facilitator, pro bono, for a planning session, which would ideally occur prior to mid-March because there would still be time for corporate donors to earmark funds within their current year budgets and following year.

Tuesday will be an operational planning session for staff at NVMA. The Chair will attend for a portion. Staff have worked to identify a work plan for 2017 and will collaborate with the Commission so the work and goals are well-integrated. Creating a cohesive group will be important between Commissioners and Staff. Open invitation to Commissioners was extended to participate in the planning session.

The Director and Chair will meet with the facilitator, Mr. Holmes, in late January to start to envisage the facilitated session – pre-planning and goals.

4. **Reports:**

- **Friends Society Report**

Mr. Gilmour, the Society President, delivered his report to the Commission, remarking on the great group of Board members active in the Society.

February 21 event – New Acquisitions Preview event

Over 40 people are registered to attend this event. This "Fundraising" event will focus on welcoming new and supportive members, lapsed members, former volunteers and supporters, and their guests. Membership forms and volunteer sign-up sheets will be available and explained. New acquisitions will be unveiled; food and refreshments will be available.

Feb 24 event – 4th Annual "Night at the Museum" FUNdraiser in support of NVMA

This will be a gala event at Gordon Smith Gallery featuring live entertainment. Live and Silent Auctions by Kevin Evans will be held and donations have been received. Any auction items can be brought forward if Commissioners would like to contribute or help coordinate. Friends Society members will receive discounted tickets online or paper tickets from NVMA.

- **Director's Report**

Grant applications (YCW, BC/Canada 150, MAP, Celebrate Canada)

Canada 150 – Celebrating BC Communities grant will be applied for by DNV working together with the NVMA to build a network of four mobile exhibits. The deadline is February 10, 2017. By January 30, NVMA will have the content of the grant written and shared with the District staff. The project is projected to cost \$90,000 total, with \$60,000 requested through the grant and with District contributing \$30,000 – design, production, and graphics content is included in the figure. Four portable exhibits have already been funded for the New Museum through the CCSF grant.

Status of deaccessioning project

Items deaccessioned in 2016 have been offered to other museums and public collections and a half dozen museums have requested the transfer of individual artifacts.

A new list of proposed deaccessions will be presented at the next NVMAC meeting. The City aims to soon begin cleaning out their warehouse. At the end of June 2017, we will see the start of the moving process from existing NVMA warehouse to new City-owned warehouse facility.

In April, a report will be presented to City Council showing progress and plans for the deaccessioning process and outlining specific targets and milestones. Volunteers, interns, and staff will be participating in the deaccessioning, documentation and moving process. Grant-funded staff may also be used to accelerate the deaccessioning process.

- **Museum & Archives Operations**

Operational planning with staff

This item was discussed by the Chair within the Commissioner Engagement agenda item.

Exhibits and programs update

The NVMA staff are continuing to work on the Chief Dan George Exhibit. Exhibit items have been located online and purchased. An old Maclean's magazine featuring Chief Dan George on the cover was found in an obscure comic shop in Manitoba. We are also collecting items branded "Capilano" for a mobile exhibit. The name "Capilano" is now so entwined with the North Shore that we are collecting everything and anything that shows the word "Capilano", from mugs to match books to caps.

Councillor Bell informed the Commission that "Capilano" was considered in the past as a new name for the District of North Vancouver. Chief Dan George was also perhaps given the Freedom of the District, and this will be researched by NVMA.

It was discussed that the creation of personal exhibits could offer program opportunities to the community, like a Museum Day where, like Antiques Roadshow, people can bring in items and create a personal exhibit that could be displayed, perhaps within the portable exhibits.

5. Items from Commissioners

No items were presented.

6. Other Business

Acknowledgement of Richard Novek

The Chair thanked Mr. Novek for his service and expressed regret that he will be leaving the Commission but is thankful for his recommendation for a replacement on the Commission.

Mr. Novek regrets that with his move, he can no longer be a part of the Commission, but he is grateful for the opportunity to contribute and be a part of the work done and looks forward to making a trip over to North Vancouver for the opening of the New Museum.

7. **Adjournment at 7:10 pm.**

Next meeting at 5:30 pm on February 16, 2017 in the Community History Centre Meeting Room.

Victor Elderton, Chair
NORTH VANCOUVER MUSEUM & ARCHIVES COMMISSION

Minutes prepared by: _____
Laurel Lawry, Commission Secretary