

**MINUTES OF THE REGULAR MEETING OF
THE NORTH VANCOUVER MUSEUM AND ARCHIVES COMMISSION
HELD AT 5:30 P.M. ON JUNE 19, 2014
IN THE COMMUNITY HISTORY CENTRE MEETING ROOM
3203 INSTITUTE ROAD, NORTH VANCOUVER, B.C. V7K 3E5**

PRESENT: COUNCILLOR DON BELL (City)
CATHARINE DOWNES
DON EVANS (Vice-Chair)
JOHN GILMOUR, (Friends Society Representative)
COUNCILLOR ROBIN HICKS (District)
TERRY HOOD
SANFORD OSLER (Chair)
MATTI POLYCHRONIS
NANCY KIRKPATRICK, Director
JAN MANATON, Recording Secretary

REGRETS: VICTOR ELDETON
ROBERT WATT

1. **CALL TO ORDER.**

The Chair called the meeting to order at 5:32pm. He welcomed new District appointee, Terry Hood. The agenda was unanimously approved on a motion by Mr. Evans, seconded by Councillor Bell.

2. **APPROVAL OF MINUTES OF THE REGULAR AND IN-CAMERA SESSIONS OF MEETING HELD ON MAY 15, 2014**

Councillor Hicks MOVED and Ms Downes SECONDED

THAT the Minutes of the Regular Meeting of the Commission held on May 15, 2014 be approved.

CARRIED UNANIMOUSLY.

Mr. Evans MOVED and Councillor Hicks SECONDED

THAT the Minutes of the In-Camera Meeting of the Commission held on May 15, 2014 be approved.

CARRIED UNANIMOUSLY.

3. **MATTERS ARISING**

New Museum

• **City Council Approval to Launch Fundraising Campaign**

Ms Kirkpatrick thanked Mr. Evans for his successful presentation to Council, made in conjunction with Rose Terzariol of KCI Ketchum Canada, and noted that everyone was delighted to receive unanimous approval of City Council to move ahead with the fundraising campaign. The Chair said that it was now up to the Commission to run the campaign and fulfill the City's conditions. He thanked all Commissioners, and in particular Mr. Evans, for their assistance.

- ***Campaign Director Posting***

Ms Kirkpatrick noted that the posting was not a standard request for proposals. With assistance from the City, the Call for Expressions of Interest had been crafted to ensure that the position was a consultancy rather than an employee relationship. The consultant's services will be retained on a month-to-month basis to give the Commission flexibility should the selected consultant not be the right fit for the campaign; the City's Purchasing Agent will review the contract to ensure that correct wording is used. The posting, a copy of which was circulated with the meeting package, has been circulated through regular channels for fundraisers, to the museum community and to previous consultants who have worked on the new museum project. The Chair asked Commissioners to alert any of their contacts who may be interested in the posting. Commissioners confirmed that the selection committee should be comprised of Mr. Evans and Ms Kirkpatrick.

Commission Vacancies

Councillor Bell noted that an interested member of the Squamish Nation would be submitting an application to the City Council in the near future and that this will be considered as soon as possible by City Council.

Commissioner Donations

Ms Manaton noted that she had been absent for a few days and still needs to clarify with a few Commissioners the nature of donations they had made to the Friends Society.

Future Museum Collection Storage Options

Ms Kirkpatrick spoke to her report that was circulated with the meeting package. She commented that this report was based on a summary document that was prepared for an initial meeting with Charlene Grant, District General Manager - Corporate Services, and Larry Orr, City Manager, Lands and Business Services, who had been appointed by their respective municipalities to assist with finding a solution to the collection storage issue. Ms Kirkpatrick noted that she had recently attended a very helpful District seminar on how to use a business case analysis template, and that the District's Business Analyst will provide assistance once more information on the various options is available. Both Ms Grant and Mr. Orr have suggested that until it is certain that the new museum will be located in the Pipe Shop, the best solution may be to negotiate an extension of the current lease. Ms Kirkpatrick noted that she would report to both municipal executive teams and councils once an option has been endorsed. Commissioners discussed several suggestions for an alternative storage location.

The Chair noted that staff had been hired to work on the Collections Clean-Up Project to downsize the collection in preparation for a move from the warehouse to a smaller location at expiry of the current lease. If the move takes place after 2015, current project staff will not be available to assist. He asked that the landlord for the present location be asked to confirm the notice date and rate for renewing the lease in case that option is chosen. Ms Kirkpatrick undertook to ask the City's Property Evaluator to make enquiries about the rate if the lease is renewed. She added that funding for the Collections Clean-Up Project did not include moving costs or wages relating thereto. The matter will be discussed further at the next Governance Committee meeting.

ACTION: Ms Kirkpatrick to request the City's Property Evaluator to enquire about lease renewal rates with the warehouse landlord.

4. ***REPORTS FOR APPROVAL***

Museum Clean-Up Project Report for Quarters #7 and #8

Ms Kirkpatrick spoke to her report that was circulated with the meeting package. She noted that staff had initially focused on surveying larger items in the collection to make space. The focus is now on doing a stream-lined inventory of remaining items, checking the condition of objects, and ensuring that they are recorded in the database. The Collections Manager and Collections Coordinator are concentrating on deaccessioning, and weekly meetings are being held to consider the long list of items

proposed for deaccession. A list of 250 items will be presented at the July Commission meeting. Items previously deaccessioned are in the process of being disposed of. Ms Kirkpatrick noted that a significant amount of time has been spent ensuring, for the comfort of District Council, that there is no residual value in the Harbottle engine, and the District will be asked to formally approve deaccession of the engine.

Ms Kirkpatrick reported that two things had impacted progress in the last reporting periods. NVMA was given 10 days' notice to vacate one of the offsite storage facilities and had to move the contents to other locations. Secondly, NVMA had to respond to staff concerns about exposure to lead and asbestos on artifacts and in airborne particles. Samples were taken and procedures have been either implemented or reinforced with staff working at the warehouse. NVMA was pleased to receive confirmation that levels of asbestos and lead are within safe limits. Also, with the assistance of the District of North Vancouver's Health & Safety Officer, a workshop was held on the handling of hazardous materials.

The Chair noted that while the report states that there are no concerns with respect to processing the items in the collection within the term of the project, it is unclear whether all deaccessioning can be completed by May 2015. Ms Kirkpatrick responded that the objective has always been to deaccession sufficient objects to enable the collection to be stored in 4,000 square feet of space and expressed confidence that this objective will be met. The Chair asked that this be noted in the report.

Ms Kirkpatrick noted that a more detailed business case study concerning collection storage options will be presented to the Commission in September.

Mr. Evans MOVED and Ms Polychronis SECONDED

THAT the report entitled "Museum Collection Clean-up Project Report for Quarter #7 and Quarter #8", dated June 13, 2014 be received;

AND THAT the report be submitted to the Councils of the City and the District of North Vancouver.

CARRIED UNANIMOUSLY.

5. **REPORTS**

Director's Report

Ms Kirkpatrick noted the following:

- Making changes to one of the exhibits at Presentation House has proved to be challenging as debris has been piled in front of the garage where cases are stored, and there is evidence that rats had been in the cases.
- Felice Jolliffe, who has been filling in for the Reference Historian while on education leave and maternity leave, has handed in her resignation, as she wishes to find a teaching position.
- A Museums Assistance Program grant has been awarded to assist with collection packing and relocation readiness. The program is juried nationally and there were more requests than funds available. She had received a call from MP Andrew Saxton's office to alert her of the grant, followed by a confirming letter from the Department of Canadian Heritage.

Ms Kirkpatrick did a PowerPoint presentation entitled *10 Ideas in 10 Minutes – Things I Learned at the American Alliance of Museums Conference*, to provide a brief overview of things that had resonated with her at the conference in Seattle, which she and Assistant Director Shirley Sutherland had attended. Commissioners commented on the presentation, noting that they would be especially interested in being directed to websites of institutions that could be used to communicate what NVMA would like to be doing and to inspire Commissioners and others.

Museum & Archives Operations

Ms Kirkpatrick noted the following:

- This year's waterfront interpreters *Shipyard Sal and Sam* did their debut presentation at the Friends Society's Annual General Meeting on June 12, 2014. The interpreters are again this year receiving coaching in live, interpretive theatre from Presentation House staff. The duo will also be appearing at the annual volunteer barbecue on June 25. They will be performing regularly at the waterfront Wednesday through Saturday and at Lynn Canyon Park on Sundays.
- School programs are finished for the year. Videos made by two Heritage Fair participants who were selected to make a video under the *Young Citizens* program have been uploaded to the web. Shirley Sutherland will send the link to Commissioners.
- Heritage Fair award winners will be attending the Provincial Fair in Kamloops at the beginning of July. Former Program Assistant Kelsey Beaudry will be acting as chaperone.
- Ms Sutherland is working with the web designer on the new website, which uses WordPress and which will be launched in the near future.

Governance Committee

The Chair noted that the next meeting will take place on June 24, 2014.

Campaign Cabinet

Mr. Evans noted that the cabinet will be ramping up work on raising awareness. He addressed the Friends Society at its AGM on June 12 and will make himself available for speaking engagements whenever possible. Commissioners were asked to look for opportunities and advise him. The Campaign Director, once hired, will be working on a draft case statement and will assist the Cabinet's marketing committee. In July and August, the Cabinet will develop a key targets list.

Friends Society Report

Mr. Gilmour reported the following:

- The previous evening, June 18th, the first meeting of the new Board (following the successful AGM on June 12) was held. The Board was pleased to welcome a new member, Shirin Ismail, who wants to help with membership.
- Two other potential new Board members have come forward and their appointment will be voted upon at a future Board meeting.
- The Friends are gearing up for Canada Day. They will participate in the parade, hand out origami "fortune tellers" (with new museum information on the reverse), and staff a booth at Waterfront Park where there will be a new NVMA/new museum banner.
- They are looking into an opportunity to have a regular table at the Shipyards' Friday night markets.
- An October fundraising event in conjunction with Presentation House Theatre's presentation of *Rebel Women* (a show about militant suffragettes in the UK in the early 20th century) is in the planning stages.
- The Friends are talking with the Chamber of Commerce about doing a Business After 5 event next January in the Museum at Presentation House. Some Commissioners thought that venue would send the wrong message about the new museum and suggested that they try to arrange to hold the event in the Pipe Shop.

ACTION: Mr. Gilmour will draft a letter asking to use the Pipe Shop and will send it to Don Bell for his input.

6. OTHER BUSINESS

Councillor Bell said that:

- He expected the Roger Brooks Visioning Study to come back to City Council in July.
- The City expected to sign a lease for the Coppersmith Shop soon.

7. **ADJOURNMENT**

The meeting was adjourned at 7:35 p.m. The next regular meeting is scheduled to take place on Thursday, July 17, 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