

**MINUTES OF THE REGULAR MEETING OF
THE NORTH VANCOUVER MUSEUM AND ARCHIVES COMMISSION
HELD AT 6:15 P.M. ON JUNE 21, 2012
IN THE COMMUNITY HISTORY CENTRE MEETING ROOM
3203 INSTITUTE ROAD, NORTH VANCOUVER, B.C. V7K 3E5**

PRESENT: COUNCILLOR DON BELL (City)
DOUGLAS COLBY
CATHARINE DOWNES
DAN FRANCIS
ROBERT HEYWOOD (Chair and Friends Society Representative)
COUNCILLOR ROBIN HICKS (District)
NANCY KIRKPATRICK, Director
JAN MANATON, Recording Secretary

REGRETS: SANFORD OSLER (Vice-Chair)
MATTI POLYCHRONIS
SEPIDEH SARRAFPOUR
ROBERT WATT

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

The Chair called the meeting to order at 6:27 p.m. The agenda was approved as circulated.

2. **APPROVAL OF THE MINUTES OF MAY 17, 2012 IN-CAMERA AND REGULAR MEETINGS**

Mr. Francis MOVED and Ms Downes SECONDED

THAT the Minutes of the In-Camera Meeting of the Commission held on May 17, 2012 be approved;

AND THAT the Minutes of the Regular Meeting of the Commission held on May 17, 2012 be approved.

CARRIED UNANIMOUSLY.

3. **MATTERS ARISING**

New Museum Update

Mr. Francis, Chair of the Special Committee on Facilities Planning, spoke to the minutes of the June 13th meeting and noted that Ms Kirkpatrick had reviewed with the Committee the draft Pipe Shop Renovation Feasibility Study by Urban Arts. The Committee recommends a motion that endorses Option 3. The final report will be received next week. Concern was expressed about endorsing the study before the final version had been reviewed. Councillor Bell suggested that the concepts in Option 3 be approved in principle and recommended to City Council for its consideration. Ms Kirkpatrick said that she would circulate a link to the final version and its appendices as soon as it was received from Urban Arts. A short meeting could be held prior to the July 5 Volunteer Barbecue if there were concerns. There being none, Mr. Francis MOVED and Mr. Colby SECONDED

THAT the North Vancouver Museum and Archives Commission endorses Option 3 of the Pipe Shop Renovation Feasibility Study prepared by Urban Arts Architecture as the preferred option for a new North Vancouver Museum;

AND THAT it recommends the Study and construction cost estimate be submitted for review by the City of North Vancouver's Major Projects Committee/Directors' Team;

AND THAT it recommends, thereafter, that the Study and construction cost estimate, and a copy of this motion of support, should be forwarded for consideration to the Mayor and Council of the City of North Vancouver.

CARRIED UNANIMOUSLY.

Commission Vacancy

Councillor Bell noted that he had spoken with representatives of the Squamish Nation and had contacted a prospective commissioner by email.

Update on Museum Collection Clean-Up Project

Ms Kirkpatrick asked that this matter be discussed in-camera as it relates to an in-camera item that will go before District Council.

4. **REPORTS**

Director's Report

Ms Kirkpatrick noted the following:

- The Baxter& exhibit has now opened. She thanked Commissioners who had attended the fundraising dinner and called attention to an article in the *Vancouver Sun* about the exhibit. Photographs of the small opening event on Sunday, June 17 will appear in an upcoming *North Shore News*' "Bright Lights" section.
- The latest issue of the *Express* features information on North Shore Studios and the film industry in British Columbia. The NVMA bulletin will feature a lead article on sister-city relationships.

Museum & Archives Operations

Ms Kirkpatrick noted the following:

- A *Young Canada Works* grant had been approved for only one of the two positions applied for. The student interpreter will launch *Waterfront Productions* tours on Canada Day and will appear on Sundays at Lynn Canyon.
- *Summer Fun* programs will start soon; she circulated copies of the promotional flyer.
- The current edition of *BC History* includes an article on Maisie Hurley which includes some erroneous information and attributes the recent *Entwined Histories* exhibit to Presentation House rather than the Museum. She will be sending a letter to the journal to correct these mistakes.
- A request will be submitted to the Vancouver Foundation for grant funding to support the *Diversifying History* project.
- She will be attending a workshop in Vancouver on *artsVest*, a new sponsorship training and matching incentive program of Business for the Arts that helps develop new, mutually beneficial partnerships between businesses and arts organizations with annual budgets under \$1.5 million.
- She will be attending the BC Arts Council's Annual General Meeting. The guest speaker, from the Vancouver Foundation, will report on its recent community engagement study.
- Recent federal cutbacks to funding for archives will result in loss of a grant via the *National Archives Development Program* that was recommended by the BC Archives Association. Funding would have enabled the Archives to catalogue, digitize and upload the recently acquired BC Mountaineering Club archives, a collection of national importance. It is hoped that Friends Society funds set aside to match the grant can be used to fund the project on a smaller scale.

Standing Committee on Governance

Mr. Osler had nothing to report. The committee next meets on July 5, 2012.

Special Committee on Community Engagement

In Ms Polychronis' absence, there was nothing to report.

Special Committee on Programming & Collections

Mr. Francis had nothing to report.

Friends Society

Ms Kirkpatrick reported that the Society's fundraising dinner, which had been a very positive experience, had raised approximately \$1,000. She thanked the Chair for his hard work recruiting attendees. Ms Kirkpatrick noted that she had sat with several members of the Lower Lonsdale Business Association who were extremely keen about the new museum. The Society will be attending the *Party at the Pier* on July 15, which will provide a good opportunity to present the new museum plans. The Chambers of Commerce on both sides of Burrard Inlet were suggested as good contacts for discussing sponsorship opportunities for the new facility.

6. **OTHER BUSINESS**

Volunteer Barbecue

Ms Manaton reminded Commissioners of the volunteer barbecue to be held on July 5.

Commission Vacancy

Further to discussion earlier in the meeting, Ms Kirkpatrick asked Councillor Bell to inform her if no Squamish Nation individual wishes to serve on the Commission. Several suggestions were made with respect to possible sources of appointees should it be necessary to look elsewhere.

Next Steps – New Museum Planning

Ms Kirkpatrick noted that City staff had recommended that the Commission request funding from Council to develop a business case analysis of operating revenue potential, and funding to hire a part-time fundraising professional to coordinate the volunteer fundraising effort and help with recordkeeping and materials production if the project is approved. Approval to issue a Request for Proposals from exhibit planners should also be sought. Several commissioners suggested that consideration be given to submitting a request for assistance to put together a promotions package.

7. **ADJOURNMENT**

The meeting was adjourned at 7:30 p.m. The next regular meeting is scheduled to take place on Thursday, July 19, 2012 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