

**MINUTES OF THE REGULAR MEETING OF
THE NORTH VANCOUVER MUSEUM & ARCHIVES COMMISSION**

Commencing at 5:30 pm on Tuesday, March 19, 2019

AT THE COMMUNITY HISTORY CENTRE

3203 INSTITUTE ROAD, NORTH VANCOUVER, B.C. V7K 3E5

PRESENT: JONATHAN EHLING
VICTOR ELDERTON (Chair)
JAMES FOX
DEREK HAMMILL
GINETTE HANDFIELD (Vice-Chair)
TERRY HOOD
TERRY McALDUFF (Friends Society)
NANCY KIRKPATRICK, Director
SHIRLEY SUTHERLAND, Asst. Director
LAUREL LAWRY, Recording Secretary

REGRETS: COUNCILLOR DON BELL, SHERYL FISHER-RIVERS, COUNCILLOR BETTY FORBES

1. Call to Order at 5:35 pm. Approval of Agenda was moved by Mr. Hamill and seconded by Ms. Handfield.

2. Consent Agenda

- Approval of Minutes of Regular Meeting held February 19, 2019
- Recommended Museum Deaccessions Report #24

Moved by Mr. Ehling and seconded by Mr. Hamill

THAT the recommendations listed within the "Consent Agenda" be approved.

Recommended Museum Deaccessions #24

THAT the North Vancouver Museum & Archives Commission approves the deaccessioning and disposal of all 93 accessioned objects and 5 unaccessioned (found in inventory) objects on the attached lists,

AND THAT the Commission recommends to the municipal owner of each accessioned object (City and/or District of North Vancouver as appropriate) that all of these items be deaccessioned and disposed of, according to the provisions of the Commission's Collection Policy.

CARRIED UNANIMOUSLY

3. Director's Report & Emergent Issues

Range of work being carried out by NVMA staff is impressive. It would be interesting to have some follow up discussions around the work staff is doing with various community partners.

4. NVMA Conceptual Schematic

As a follow up to the work that was done previously around the strategic plan, a schematic was developed by Mr. Hood to summarize or represent graphically the work and the objectives of the

Commission. The schematic is intended to serve as an internal tool representing a framework to establish and retain the key elements that will feed into the paths and goals of the organization. The schematic complements the scheduling and project management tools that Ginette Handfield has been developing.

5. Councillors' Review/Reports

Both Council representatives were absent. The Director provided an update on the City Council Orientation session to the Commissioners, taking place on April 3 at 5:30 pm at CHC. The City Volunteer Appreciation Reception takes place April 2 at City Hall.

6. New Museum Reports

- Update on New Museum Planning

- Admissions and Retail Store Checklist – Confidential

NVMA staff has completed the Exhibit content: text, image, and caption content; a final exhibit text document is yet to be reviewed and finalized. NVMA Archives staff has been incredibly helpful in carrying out this work. New artifact acquisitions have informed some of the planning and selection of items in the permanent gallery and the way they are activated.

The retail consultant who provided the attached checklist and report attended a retail workshop session at the NVMA, and subsequent meetings with NVMA staff. The consultant and the Administrative Services Manager both attended the Museum Enterprises Conference in Toronto. The Administrative Services Manager provided the Commissioners a summary of the take-aways from the conference.

A key piece of the recommendations will be to implement software that will capture the necessary data to assess the success of sales.

- Update on Transition Business Plan

- Draft Report to City Council: NVMA Transition Business Plan

As a follow up to an early February meeting between City and NVMA staff, the NVMA Director and Administrative Services Manager reworked the transition plan to highlight the high level recommendations of the plan and prepared an accompanying report and table. The impact of admission fees on tourist attendance, security and control were set out clearly to City staff and are represented clearly in the report and transition plan. The accompanying report recommends Scenario C as the starting point for the business plan in order to maximize growth potential. The Director and Administrative Services Manager will meet again with the City Staff to review and discuss the report and plan. Discussion ensued pertaining to the Municipal Bylaw governing the Commission which delegates authority to the Commission to set service fees and the role of the Commission and Director.

7. Reports:

- Friends Society Report

Ms. McAlduff reported that the MOU has been approved by the Friends Society board. The 2018 year-end fundraising letter 2018 results were reported, including gross proceeds, the associated costs and volunteer time, and the net proceeds, as well as some analysis of the average donations and fundraising costs per dollar. Four Friends Society Directors will assist with the April 9 information session about the Streetcar and New Museum. September 12, 2019 was set as the Annual General Meeting date and a speaker will be sought out. The

Friends volunteers will participate in public awareness raising at community events beginning in June 2019.

- Governance Committee Report

- Director's job posting

Position has been posted on the CNV Career Portal website and the NVMA website. Museum and Archives industry websites have been notified and will post the position. A panel will be established for interviews by the end of the month of March. The posting closes April 15 and the process to short-list candidates will follow, with the interview period taking place over a period of time in May, with an anticipated start date for the successful candidate of July 1, 2019.

- Key Messages document

The document sets out the key messages around the retirement and recruitment of the new Director. The Chair of the Commission will act as the official spokesperson.

- MOU-Financial between Friends & Commission for approval

Moved by Ms. McAlduff and seconded by Mr. Hamill

THAT the North Vancouver Museum & Archives Commission approves the Memorandum of Understanding between the Friends of NVMA Society and the NVMA Commission, as presented.

CARRIED UNANIMOUSLY

- Approval of 2019 Amended Budget & Delegation of Authority

Moved by Mr. Hamill and seconded by Mr. Fox, with the following amendment:

THAT the North Vancouver Museum & Archives Commission approves the Amended 2019 Budget and Grant Request, as presented;

AND THAT the North Vancouver Museum & Archives Commission approves the delegation of authority to the NVMA Director for future budget adjustments under the following circumstances: errors or late changes, subject to a maximum amount of \$5,000;

AND THAT the North Vancouver Museum & Archives Commission approves the delegation of authority to the NVMA Director to submit a Budget Realignment for the reallocation of discretionary spending allocations, which does not increase or change the size of the budget and is consistent with the NVMA's strategic and operating priorities.

CARRIED UNANIMOUSLY

- Capital Campaign Cabinet

- Confidential Campaign Activity Summary

Dee Dhaliwal will act as a community liaison for the NVMA. She will be joining the March 21 joint meeting of the Communications and Fundraising committees. Strategies around the plans for public awareness and outreach are being discussed. Proposals are being prepared and distributed to potential donors. Mr. Evans has been approached by the North Shore News to talk about the Streetcar refurbishment project. The Streetcar and New Museum Event is organized to place on April 9.

- Marketing & Communications Committee

The Committee has not met since the last Commission meeting but will hold a joint meeting with the fundraising committee on March 21. The NVMA website New Museum page has

been revised. "if Communications" branding materials have been reviewed. NVMA staff have engaged a marketing and communications strategist; a report is being prepared and will be shared with the Commission when it is available. The report will focus on identifying efficient use of available resources and timing and strategies leading up to the public launch. A meeting and presentation will take place on April 17, to which the Commissioners have been invited. The consultant was very complimentary and enthusiastic about the work done to date by the NVMA and will be able to provide a practical guide, in light of the strength of the existing material and background work. The revision of the Capital Campaign Communications Plan will be informed by the work carried out by the consultant.

- Community Engagement & Partnership Strategy

The Community Partners Table will be updated and presented to the Friends Society. The Lower Lonsdale Business Improvement Association has indicated that the banners on Lonsdale can be reserved for the NVMA for any length of time to promote the opening of the new museum. The Archives input into the work being carried out on the Shipyards.ca site for the area was recognized by the LLBIA. The summer student LLBIA ambassadors and the NVMA Shipyards Pals may have the opportunity to collaborate again this summer but in a limited way. LLBIA membership should be explored by the NVMA, and potentially a board member position for an NVMA staff member; a meeting between LLBIA and NVMA staff will be organized. Seaspan will be approached by a member of the fundraising committee

- Indigenous Voices Advisory Committee

Khelsilem (Dustin Rivers) has advised that the plan to develop an MOU between the Squamish Nation and the NVMA has been officially approved in principle by the Squamish Nation Council. A formal agreement will be put in place and an agreement with the Tsleil-Waututh will be pursued. Latash (Maurice Nahanee) has been working with the Curator to further the work of the NVMA.

8. Items from Commissioners

- Standing Item: Commissioner communications with municipal councillors

9. Other Business

10. Adjournment at 8:05 pm. Next meeting at 5:30 pm on Wednesday, April 24, 2019 in the Community History Centre Meeting Room.


Victor Elderton, Chair

North Vancouver Museum & Archives Commission

Minutes prepared by: 
Laurel Lawry, Recording Secretary