

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

Commencing at 5:30 pm on Wednesday, September 19, 2018
AT THE COMMUNITY HISTORY CENTRE
3203 INSTITUTE ROAD, NORTH VANCOUVER, B.C. V7K 3E5

PRESENT: COUNCILLOR DON BELL
JONATHAN EHLING
KEVIN EVANS (Acting Chair)
JAMES FOX
GINETTE HANDFIELD
COUNCILLOR ROBIN HICKS
TERRY HOOD
BON McCormack (Friends Alternate Rep)
NANCY KIRKPATRICK, Director
SHIRLEY SUTHERLAND, Asst. Director
LAUREL LAWRY, Recording Secretary

REGRETS: DEREK HAMILL, SHERYL FISHER-RIVERS, VICTOR ELDERTON (Chair),
TERRY McALDUFF (Friends Society)

GUESTS: Barry Duncan (IF Communications), Catharine Downes (Communications
Committee), Lene Burgmann, Roxanne McGregor, Sofia Stalner (NVMA Staff)

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1. Call to Order at 5:30 pm and Approval of Agenda, by unanimous consent.
 2. Consent Agenda
 - Approval of Minutes of Regular Meeting held July 18, 2018
 - Recommended Museum Deaccessions Report #22

This item was deferred until after the presentation by the guests, IF Communications (item 3)

Comment on Item 7 in the July Minutes: Reports, Governance Committee Report (with amendment to the term "report to").

Bob McCormack moved and James Fox seconded the approval of the consent agenda, with an amendment to item 7 in the July minutes, and the following motions contained in *Museum Deaccessions Report #22*:

THAT the North Vancouver Museum & Archives Commission approves the deaccessioning and disposal of all 156 accessioned objects and 83 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. Presentation by IF Communications

Catharine Downes introduced Barry Duncan, Associate Creative Director at IF Communications (North Vancouver), who presented a summary of the work that took place to identify the name and brand of the museum. The community feedback sessions informed the creative direction that was taken with respect to the name, brand, and logo. The proposed wordmark for the new Museum was reviewed within the context of the objectives set out by the Communications Committee. The Commission and staff found the results to be very sophisticated, clever, and creative; the colour palette works well together with the exhibit design colour palette. The next phase is to develop key assets and promotional materials (letterhead, signage, advertisements, etc). The new name, wordmark and brand identity will not be announced publicly until next year.

Guests left at 6:00 pm, after the presentation.

4. New Museum Reports

- Update on New Museum Budget & Transition Planning

A "Class A" Estimate was received by the cost estimator in July. Based on the information contained in the estimate, the City confirmed that the request for additional funding would be submitted to Council. The report will be an information report which will be included in the Finance Director's request for amendments to the 2018 budget plan. The cost escalation was the largest factor and the essential items added to the project scope were for items that were deemed to be critical to the functionality of the museum. The report will be circulated to Commissioners.

Transition Planning update: A tremendous amount of work has been carried out on the transition plan. During the first week of October, there will be a draft circulated to the Governance Committee and the next draft will be presented to the Commission at the October meeting. By the November meeting of the Commission, there should be a draft that can be presented for approval by the Commission, with a final version to go to Council in the new year. A new federal report has been released and some of its recommendations will inform the transition plan in some ways. The transition plan will inform the strategic plan. Staff have been providing input to the transition plan consultant, in order to map out the best options for the museum public operation.

- Update on New Museum Exhibit Planning

3DS has been chosen as the exhibit fabricator for the new museum exhibit construction. A design-assist work plan will be used to create the most cost-effective exhibit construction possible. The first week of October, there will be workshops focused on the exhibit 65% completion review. The 90% design report will be provided to the Commission in November and the 100% report will be provided to the Commission in mid-December. A large part of the focus for staff has been the design and stories, whereas in the next phase, the artifacts will be chosen for the exhibits.

5. Director's Report & Emergent Issues

The Commissioners discussed the Delbrook Recreation Centre Mobile Exhibit vandalism (where a visitor to the recreation centre deliberately damaged sections of the exhibit panels, which required refabrication and reinstallation). The issue of insurance coverage, responsibility, and District involvement in monitoring the exhibits was also discussed and a letter from the Commission should be drafted outlining expectations in that regard. The possibility of installing a motion-detector alerting system was discussed.

New museum lease discussions with the City took place during the early part of the summer. The next version of the Lease will need to be reviewed carefully. The Director also reported that the retail consultant being engaged will be informing the decision about the model for the retail operation, but will not be engaged to manage the retail operation.

6. Councillors' Review/Reports

Councillor Hicks reported that an information session with the municipal candidates is being held at the District of North Vancouver Hall, in order to be brought up to date on municipal matters by the District CAO. The Commission as a whole conveyed its deepest thanks to the Council representatives to the Commission for all the work they have carried out over the years for the Museum & Archives.

7. Reports:

- Friends Society Report

The Society's AGM will be held on September 20. The Society representative provided a short report touching on the fundraising event in 2018, successful membership initiatives and community events. Two new board members will be joining the board.

- Governance Committee Report

- Approval of 2019 Budget Report

Discussion of the transition plan and its impact on the 2019 budget ensued. A question about the accumulated surplus reserve was raised and will be posed to the Audit firm in terms of how the accumulated surplus applied to expenses in 2018 will be represented in the audited financial statements. The layout of the financial projections and budget was discussed and there are some improvements can be made to the format.

The Friends Society/NVMA Memorandum of Understanding is being reviewed by the Friends' legal counsel. The Friends Society Purposes will be changed to reflect the inclusion of the Archives.

Bob McCormack moved and Don Bell seconded

THAT the 2019 Operating Budget be approved as presented.

Carried unanimously

- Capital Campaign Cabinet

Mr. Evans provided a report on the activities of the Capital Campaign. The targets for fundraising are on track to be met by the timelines set by the Campaign Plan. The Opportunities for Donor and Sponsor Naming and Recognition documents are being finalized. The Fund Development Committee is working very hard to achieve the goals set out by the Cabinet. A joint meeting was held by the Communications Committee and the Fund Development Committee in order to prevent silos from forming. The Director thanked the tremendous amount of volunteer work being carried out.

- Marketing & Communications Committee

The presentation made to the Commission by IF Communications was done with the input, direction, and decision of the Marketing and Communications Committee. Brochures and communications materials are being developed by the Committee and will be circulated to the Commission prior to the next meeting.

- Community Engagement & Partnership Strategy

The Strategy developed by Mr. Hood on behalf of the Commission will be to share and revise the table of partners and associations that need to be monitored and advanced. One of the most significant contributions to partnership development was made by the Shipyards Pals and the

Lower Lonsdale Ambassadors. The City of NV will be hiring a Waterfront Manager and a meeting will be set up before Christmas with the Community Engagement and Partnership Strategist. Seaspam will be approached to be a part of the proposed time capsule project. The North Vancouver Community Arts Council has been talking with staff and commissioners about candidate question, cultural mapping, transit loop revitalization, and other projects. "The Bridge" film by George Orr will be screened at the The Polygon Gallery in the coming month and the NVMA will have the opportunity to be involved in some way.

- Indigenous Voices Advisory Committee

Meeting of the Indigenous Voices Advisory Committee will take place soon. Condolences were sent to Sheryl Fisher-Rivers on the loss of her mother.

8. Items from Commissioners

- Standing Item: Commissioner communications with municipal councilors

Councillor Bell has spoken to City of NV staff about a possible artistic and historic treatment of the Flamborough Head.

9. Other Business

The Director reported that City staff and others have been planning a one-hour lunch-hour information session on October 25 in City Chambers.

10. The meeting was adjourned at 8:00 pm. The next meeting will take place at 5:30 pm on Wednesday, October 17, 2018 in the Community History Centre Meeting Room.



Victor Elderton, Chair
North Vancouver Museum & Archives Commission



Minutes prepared by:
Laurel Lawry, Commission Secretary