

**MINUTES OF THE REGULAR MEETING OF  
THE NORTH VANCOUVER MUSEUM AND ARCHIVES COMMISSION  
HELD AT 5:30 P.M. ON FEBRUARY 21, 2013  
IN THE COMMUNITY HISTORY CENTRE MEETING ROOM  
3203 INSTITUTE ROAD, NORTH VANCOUVER, B.C. V7K 3E5**

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PRESENT: COUNCILLOR DON BELL (City)  
CATHARINE DOWNES  
DAN FRANCIS  
JOHN GILMOUR (Alternate Representative, Friends Society)  
COUNCILLOR ROBIN HICKS (District)  
SANFORD OSLER (Vice-Chair)  
SEPIDEH SARRAFPOUR  
NANCY KIRKPATRICK, Director  
SHIRLEY SUTHERLAND, Assistant Director  
JAN MANATON, Recording Secretary

REGRETS: DOUGLAS COLBY  
ROBERT HEYWOOD (Chair and Friends Society Representative)  
MATTI POLYCHRONIS  
ROBERT WATT

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

The Vice-Chair called the meeting to order at 5:40 p.m. The agenda was unanimously approved with a minor change. As Ms Sutherland needed to leave the meeting early, the Report on Museum & Archives Operations would be delivered prior to 6:00pm. The Vice-Chair introduced Friends Society President John Gilmour, noting that at its most recent board meeting, the Friends Society board had passed a motion appointing John Gilmour as an alternate Commissioner when Robert Heywood was unavailable. He will have full voting rights. The City Clerk had been consulted on this matter and had provided approval.

2. **APPROVAL OF THE MINUTES OF JANUARY 17, 2013 REGULAR MEETING**

Mr. Francis MOVED and Ms Downes SECONDED

THAT the Minutes of the Regular Meeting of the Commission held on January 17, 2013 be approved.

CARRIED UNANIMOUSLY.

3. **APPOINTMENT OF GOVERNANCE COMMITTEE**

The Vice-Chair noted that this standing committee needed to be appointed each year. The 2012 committee members were Councillors Don Bell and Robin Hicks, Sanford Osler and Robert Heywood. Commissioners were asked to consider whether there was any need to change the membership. Councillor Bell MOVED and Mr. Francis SECONDED

THAT Councillor Don Bell, Councillor Robin Hicks, Sanford Osler and Robert Heywood be reappointed to the North Vancouver Museum & Archives Commission's Governance Committee for 2013.

CARRIED UNANIMOUSLY.

#### 4. **MATTERS ARISING**

##### ***Commission Vacancy***

Councillor Bell noted that he had recently placed a call to the prospective Commissioner and was awaiting a reply.

ACTION: Councillor Bell to follow up on this matter.

##### ***Collection Clean-Up Project***

Ms Kirkpatrick noted that the project had been picking up momentum due to the additional staff working on the project since closure of the museum to general attendance. The number of items processed in January had exceeded objectives and some deaccessioned items have been moved out of the warehouse. A quarterly report to the end of February will be sent to the municipal Councils as information reports. Some of the funds freed up as a result of the Collections Manager's maternity leave will enable a part-time museum technician to be extended through to the end of 2013.

ACTION: Ms Kirkpatrick to prepare quarterly information report on the Collection Clean-Up project for approval at the March 2013 meeting.

Mr. Gilmour noted that positive comments from a former Commissioner had been received as a result of a *Facebook* post regarding items being deaccessioned.

##### ***Report to District Council Seeking Approval for Expedited Deaccessioning***

Ms Kirkpatrick noted that the report had gone before District Council on January 21, 2013; it had been well received and she had fielded thoughtful, interesting questions from Councillors at the meeting. Council had approved the expedited deaccessioning process. It had also approved the deaccession of an engine but did not approve its disposal, posing questions about its suitability for alternate use. Ms Kirkpatrick had also apprised District Council on the progress of the studies related to the new museum.

##### ***New Museum Update***

###### ***Prospect List of Possible Sponsors and Key Individuals***

Ms Downes stated that the confidential advocacy campaign materials circulated by Ms Kirkpatrick prior to the meeting superseded the list currently being worked upon by Ms Downes and Ms Polychronis. Ms Kirkpatrick noted that she would be discussing with staff the suitability of NVMA's PastPerfect database for management of contact information. The Richardson Foundation, which is associated with Richardson International, was mentioned as a possible lead to pursue. The foundation had been mentioned at a public consultation process.

ACTION: Ms Kirkpatrick to contact Richardson International to indicate the various opportunities presented by the new museum and to discuss the types of projects the Richardson Foundation might support.

###### ***Report to Councils on Canada's Sesquicentennial***

Ms Kirkpatrick noted that she had circulated reports drafted as a result of the motion passed at the January Commission meeting. She had met with the City's Chief Administrative Officer to discuss format and had been encouraged to circulate an information report calling attention to the motion. The report had been well received by both the CAO and the City's Director of Finance, and it was suggested that staff would forward a joint report to council that included a recommendation. Councillor Hicks advised that an information report should be submitted to District Council.

Ms Kirkpatrick planned to meet with MP Andrew Saxton to discuss federal funding for Sesquicentennial projects.

### *New Museum Planning Update*

Ms Kirkpatrick noted reports from both consultants were progressing well. The Exhibit Planning committee meets on Thursday, February 28<sup>th</sup> to go over the 90% complete Exhibit Concept Plan with KEI Design. Staff has reviewed and provided significant feedback on the draft document. The Commission discussed the extent of the children's component within the new museum plan and how receptive the City might be to this. Ms Kirkpatrick reported that both consultants have discussed this aspect and the revenue projections will be based upon the incorporation of a 1,200 square foot children's gallery. Ms Kirkpatrick noted that a rough first draft of the Business Plan was expected to be received tomorrow. It will be circulated prior to the meeting of the Business Planning Committee on March 7<sup>th</sup>.

Ms Kirkpatrick reported on a meeting held with the City's CAO and its Director of Finance and noted that she is scheduled to present both studies to the City's Directors Team on March 26<sup>th</sup>. Both reports should be complete or almost complete at that point. This will provide an opportunity to prepare for questions from Mayor and Council. The CAO will try to schedule in late April a 90-minute workshop with City Council, the lead consultants of the present studies and the Commission. It is unclear whether this meeting would be in-camera or open to the public. The Commission will then submit the reports to Council for endorsement, commitment of the Pipe Shop for the new museum, and approval to undertake the Fundraising Study.

Discussion ensued regarding the interviews held by Lord Cultural Resources. Ms Kirkpatrick noted that she had sent emails to City Councillors who had not been interviewed, providing details on who to contact in order to add their input.

**ACTION:** Ms Kirkpatrick to provide Councillor Bell with a copy of the email sent to City Councillors who had not been interviewed by Lord Cultural Resources.

Ms Kirkpatrick noted that it must be clearly recognized that the new museum is not proposed to be a children's museum but rather, a museum with a children's gallery within it.

**ACTION:** Ms Kirkpatrick to circulate to Commissioners a list of dates of upcoming meetings.

## 5. **REPORTS**

### ***Friends Society***

Mr. Gilmour spoke to the confidential 3-page overview of the advocacy campaign that was made available at the meeting. This document was completed at the Society's most recent board meeting and contains a list of potentially influential supporters of a new museum. The document is considered to be fluid and will be emailed to Commissioners for additional input. The Society is focused on raising awareness and funds, with various projects underway.

Mr. Gilmour noted that a 5-minute video has been produced and a 1-minute version will also be made available. Some editing will be done to fine-tune the video before it is placed on the NVMA website and social media. A hand-out will also be produced using a graphic theme consistent with KEI Design's Exhibit Design Plan.

Ms Kirkpatrick noted that the Society hoped to use volunteer services to assist with promotions and help put together some presentation tools. Someone with membership development experience is being sought for the board and a request will be going out to the community. Also, NVMA has contracted KEI Design to produce a short animated overview of the new museum and exhibits to be used as an advertisement for the project.

**ACTION:** Ms Kirkpatrick to send an email prompt to remind Commissioners to input details into the list of potential supporters by Monday morning.

Mr. Gilmour noted that Ms Polychronis would be making a presentation to the Friends board on how to pursue sponsorships.

Councillor Hicks suggested that the NVMA should attend the March 14, 2013 North Shore Business Trade Show at the Pinnacle Hotel, sponsored by the Chamber of Commerce.

**ACTION:** Ms Kirkpatrick to contact Louise Ranger to discuss attending the trade show.

Ms Kirkpatrick noted that she was working with marketing professional Katherine Flett to pursue a multipart series in the North Shore News to present the story of where NVMA has come from and where it is going. This would be an effective way of reaching the mass North Shore market.

### ***Director's Report***

Ms Kirkpatrick noted that the lead consultant for Lord Cultural Resources had asked for feedback from Commissioners on changing the name of the museum to "Vancouver's North Shore Museum". There was resistance to this based on the fact that the North Shore suburbs are not a "subset" of Vancouver. It was also felt that the name "North Shore Museum" may be inappropriate because the municipality of West Vancouver does not contribute any funding and is unlikely to do so.

### ***Museum & Archives Operations***

Ms Sutherland noted that NVMA had been recognized by the District during Heritage Week with a Heritage Award for its work in preserving mountain history and lore. Five years of exhibits, programs and the acquisition of the BC Mountaineering Club archives has resulted in the institution becoming a repository for information and a centre for mountaineering research. The Vice-Chair recognized the work of Museum & Archives staff in this area, and notably Ms Sutherland for taking the lead on this project. Councillor Hicks suggested that NVMA have a presence at next year's International Mountain Festival.

**ACTION:** Ms Sutherland to contact festival organizers to discuss participation in the 2014 International Mountain Festival.

Ms Sutherland reported that Kristen Shultz, a three-time participant in the Sea-to-Sky Regional Heritage Fair, also received an award from the District for her video entitled *My Heritage Home*. The video was produced with assistance from NVMA staff under the *Young Citizens* program of Canada's History Society. Kristen is the youngest recipient of a District Heritage Award.

### ***Governance Committee***

#### ***Commission Self-Evaluation***

The Vice-Chair noted the four priority areas for improvement identified via the Self-Evaluation Survey and agreed at the workshop held prior to the Commission meeting:

- Define new museum via the studies currently underway – the Special Committees on Business Planning and Exhibit Planning to be responsible.
- Clarify fundraising and advocacy roles and responsibilities vis-à-vis the Friends Society and the Commission – Bob Heywood to be responsible.
- Raise community awareness of new museum – both Friends Society and Commission to be responsible.
- Complete Fundraising Feasibility Study and develop a fundraising plan by year end.

The Vice-Chair noted that the meaning of some comments from the survey were unclear and a request was made for Commissioners to articulate their concerns and comments so that appropriate action could be taken.

**ACTION:** Mr. Osler to provide a written note of priority areas that form the key focus for 2013.

#### ***Personnel Item***

This item was discussed in-camera.

***Special Committee on Exhibit Planning***

Mr. Francis noted that the committee would be meeting to review the Exhibit Design report on Thursday, March 28<sup>th</sup>.

ACTION: Ms Kirkpatrick to circulate document for review ahead of the meeting.

***Special Committee on Business Planning***

The Vice-Chair noted that Ms Kirkpatrick was seeking a date for a meeting with the consultant.

ACTION: Ms Kirkpatrick to circulate document ahead of the meeting to committee members so that anyone unable to attend could provide their input.

6. ***OTHER BUSINESS***

There was no other business.

7. ***ADJOURNMENT***

The meeting was adjourned at 7:39 p.m. The next regular meeting is scheduled to take place on Thursday, February 21, 2013 at 5:30 p.m. in the Community History Centre Meeting Room.

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SANFORD OSLER, Vice-Chair  
NORTH VANCOUVER MUSEUM AND ARCHIVES COMMISSION

Minutes prepared by: \_\_\_\_\_  
Janice Manaton, Commission Secretary