

**MINUTES OF THE REGULAR MEETING OF  
THE NORTH VANCOUVER MUSEUM & ARCHIVES COMMISSION  
HELD AT 5:30pm ON JULY 16, 2015  
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  
DON EVANS, Vice-Chair  
SHERYL FISHER  
COUNCILLOR ROBIN HICKS (District)  
TERRY HOOD  
SANFORD OSLER (Friends Society Representative), Chair  
ROBERT WATT  
NANCY KIRKPATRICK, Director  
SHIRLEY SUTHERLAND, Assistant Director  
JAN MANATON, Recording Secretary

REGRETS: VICTOR ELDERTON  
MATTI POLYCHRONIS  
SHERRY SHAGHAGHI

GUESTS: NICK LOCKE, Optimus Fundraising, Campaign Director

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**1. CALL TO ORDER**

The Chair called the meeting to order at 5:38pm. The Chair noted that for this and future meetings, a "Consent Agenda" was proposed which includes items that are routine and/or non-contentious and which require approval or receipt by the Commission. He pointed out that any Commissioner can request that any item on the Consent Agenda can be pulled for discussion. The Chair proposed that "BCMA Conference October 2015" be added under "Other Business". The amended agenda was unanimously approved on a motion by Mr. Hood, seconded by Ms Fisher.

The Chair noted that Commissioners will be asked to provide update reports on any matters they are responsible for when they are unable to attend a meeting. Commissioners were requested to reply concerning their attendance by the deadline indicated in the reminder email that is sent a week ahead of Commission Meetings and, if there is any uncertainty around availability, that this be so indicated.

**2. CONSENT AGENDA**

Councillor Bell MOVED and Mr. Evans SECONDED

THAT the Minutes of the June 18, 2015 Regular Meeting of the North Vancouver Museum and Archives Commission be approved;

AND THAT the Notes of an Information Meeting of North Vancouver Museum and Archives Commissioners on June 18, 2015 prepared by the Commission Secretary be received and filed;

AND THAT the June 13, 2015 New Museum at the Shipyards Update presentation prepared by the New Museum Campaign Chair be received and filed;

AND THAT the June 2015 Economic Impact Assessment report prepared for North Vancouver Museum & Archives by Grant Thornton be received and filed;

AND THAT the Five-Year Financial Plan for the New Museum at The Shipyards prepared for the City of North Vancouver by the North Vancouver Museum and Archives Commission dated June 30, 2015 be received and filed.

CARRIED UNANIMOUSLY.

### 3. **REPORTS FOR APPROVAL**

#### *Museum Collections Clean-Up Project Final Report*

Ms Kirkpatrick spoke to the report and attachments circulated with the meeting package, noting that this report follows a different format from the quarterly reports in that it represents a summary of the project's objectives and accomplishments. She made the following additional comments:

- There are many items remaining in the collection that are candidates for deaccession and this process will be reactivated once a new Curator is hired.
- The Archivist, Director and Assistant Director had contributed many hours to the deaccession process by participating in meetings with the Collections Manager and Collections Coordinator.
- The Administrative Services Manager was thanked for managing the accounting details throughout the project to ensure that all costs went through the correct fund or grant.
- The former Collections Manager and Collections Coordinator are presenting a session on deaccessioning at the BCMA Annual Conference in October.
- An application to BCMA for a recognition award for the project has been submitted.

Councillor Bell suggested that the total number of deaccessions be included in the report. Commissioners discussed how the report might be used to leverage some awareness of the Museum. Ms Downes MOVED and Mr. Evans SECONDED:

THAT the report entitled "Museum Collection Clean-Up Project Final Report" dated July 10, 2015 be received;

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

The Chair proposed the following additional motion, which was agreed to by Ms Downes and Mr. Evans:

AND THAT the NVMA Commission expresses its deep appreciation to all staff and volunteers for their work on this project.

CARRIED UNANIMOUSLY.

ACTION: Ms Kirkpatrick to offer tours of the warehouse to municipal mayors and councillors when the report is submitted to the City and the District.

*Staff Wage Increases for 2015*

Councillor Bell MOVED and Mr. Watt SECONDED

THAT this matter be discussed in-camera.

CARRIED UNANIMOUSLY.

Ms Downes MOVED and Ms Fisher SECONDED

THAT the in-camera motions relating to Staff Wage Increases for 2015 be ratified.

CARRIED UNANIMOUSLY.

#### **4. CAPITAL CAMPAIGN CABINET REPORT**

*Fundraising Update*

Mr. Evans reported the following:

- Mr. Watt had joined the Capital Campaign Cabinet.
- The Cabinet had met on June 29, 2015.
- “Corporate asks” for donations and/or gallery sponsorships continue and he is comfortable that the fundraising goal will be reached.
- The campaign has entered the “personal asks” phase and Cabinet members are now working on this aspect.
- The Department of Canadian Heritage approved a request from NVMA that the amount of funding under the Canada Cultural Spaces program be increased by \$200,000.
- Commissioners were encouraged to send names of individuals who should be approached under the “personal ask” phase.

*Speaking Events/Awareness Raising*

- The use of the Wash Hut on weekends provides a good opportunity for raising awareness and very positive comments are being received from members of the public.
- Members of the public attending the Wash Hut were interested in obtaining more general information about plans for The Shipyards; Ms Kirkpatrick confirmed that she had been provided with site maps by the City for this purpose.
- He has made successful presentations to three groups.

Mr. Locke reported that thank you letters and copies of the standard case brochure have been sent out to seven of the organizations that provided support letters for the Canada Cultural Spaces application; Mr. Locke will follow up to see whether there are presentation opportunities. Four other organizations will be contacted and apprised of the conclusions of Grant Thornton’s Economic Impact Study. Commissioners discussed how best to use the information in that study.

ACTION: Ms Kirkpatrick to provide a copy of the Economic Impact Study to David Stuart, the District’s Chief Administrative Officer, and to Charlene Grant, the District’s General Manager of Corporate Services.

Councillor Hicks recommended that a comprehensive presentation to Council on recent achievements be made by Don Evans to provide context for the Economic Impact Study;

**ACTION:** Councillor Hicks to speak with Ms Kirkpatrick and follow up with David Stuart with respect to a suitable date for a presentation to District Council.

Ms Kirkpatrick noted that she had included on the my-museum.ca blog and shared on Facebook a reference to the conclusions of the Economic Impact Assessment. She asked Commissioners to use social media to get the word out to their networks that a new museum in the Pipe Shop will have more economic benefit than a retail operation in the same location.

Several commissioners reported on their progress in pursuing opportunities for presentations.

#### *Revised Gift Agreement*

The Chair noted that the document that had been circulated with the June meeting package had been redrafted as a result of feedback from a variety of sources. Mr. Locke reported that all suggested changes had been captured and spoke to the necessity of having such a document to maintain transparency and to address concerns regarding pledges and donations if the project does not proceed. Mr. Evans noted that he had not had a chance to review the revised document and was unable to recommend its adoption at this time. Councillor Bell **MOVED** and Mr. Watt **SECONDED**

THAT the Commission approves the creation of a gift agreement to be entered into by donors, the Friends Society and the Commission, and authorizes representatives of the Friends Society board, the Capital Campaign Cabinet and the Chair of the Commission to agree the final wording.

CARRIED UNANIMOUSLY.

## **5. MATTERS ARISING**

### ***New Museum***

#### *Presentation to City Council, July 13, 2015*

Mr. Evans reported that the presentation, which was well received, focussed on how the new museum will contribute both to the economy and the community. He also mentioned a favourable meeting with the City Mayor ahead of the presentation and noted that he had provided the Mayor with a copy of the brochure "Find Your Place in History".

Ms Kirkpatrick noted that the City will be retaining the services of an independent financial reviewer to look at the Lord Cultural Resources report and the revised operating estimates provided by the Commission. The review is to be provided to City Council by the end of September.

#### *Report on Brainstorming Workshop*

#### *re Site Animation and Evening Uses for New Museum*

Mr. Hood spoke to his draft report that was circulated with the meeting package, noting that it was a work in progress designed to complement the work done by the Capital

Campaign Cabinet. He noted that the workshop had generated a variety of excellent ideas.

**ACTION:** Commissioners to review the report and submit their own creative ideas for incorporation into the document.

Various opportunities for developing the ideas in the report were discussed. Mr. Hood will provide an updated document for review at the September Commission meeting.

#### *Wash Hut*

Ms Kirkpatrick distributed promotional postcards designed by Brand FX and circulated a schedule for community outreach at the Wash Hut. Commissioners were asked to indicate their availability. She noted the following:

- Two large signs are being created for the two large windows closest to the Pipe Shop. Receptionist and Graphics Assistant Bonnie Miller was thanked for creating these signs on short notice using Brand FX theming;
- Ms Miller will also be attaching to the outside of the Wash Hut a brochure holder for take-away print materials; and
- Orientation session notes and feedback from people who have volunteered at the site are available upon request.

#### *First Nations*

Ms Fisher reported the following:

- Alice Guss very much appreciated the letter thanking her for her workshops at the Sea to Sky Heritage Fair;
- She had met with the Chair and Mr. Hood and was working on an information document about the new museum that would officially go forward to the Squamish and Tsleil Waututh Nations.

**ACTION:** Copy of document to be circulated by the Chair to Commissioners for comments. Commissioners who wish to be involved as a member of this group should so indicate.

The Chair expressed his wish that meetings with representatives of the two Nations take place as soon as possible, as they will be asked to provide letters of support for the project. The Chair noted that the intent was to start small and brainstorm ideas with the First Nations with a view to identifying who should be included in any formal discussion group.

**ACTION:** Document to be circulated to Carla George (Squamish) and Jen Thomas (Tsleil Waututh) within the next week to facilitate the discussion process.

**ACTION:** Chair to send an email invitation to people identified by Ms Fisher, requesting an opportunity to meet and requesting names of individuals who should be invited to participate in formal discussions.

Ms Kirkpatrick noted that she would like to arrange a private welcome ceremony for the totem pole carved by Chief Mathias Joe in the 1940s, to take place on the first day of Culture Days. The pole would be open to the public for viewing on the following day. Ms Fisher suggested that Carla George be invited to the Community History Centre to discuss protocols and permissions. Ms Kirkpatrick also reported that a donor has come forward who is willing to pay for a newly-carved welcoming figure for the new museum.

### *Trademarking of New Name*

Ms Kirkpatrick noted that an information report was circulated with the June meeting package and that she and Ms Downes would follow up.

## **6. REPORTS**

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

Ms Kirkpatrick noted the following:

- The Foreshore Cabin had been moved and the process captured on video. She will meet with the videographer on Friday, July 17. It appears that one of the cabin's residents is willing to collaborate in some way. The intention is to premiere the video in the West Gallery.
- The videographer will also be approached about the development of a video table/touch screen for the gallery, with a tentative theme of "North Vancouver as creative inspiration". She will review the *Canada 150* grant guidelines to see whether funding might be available for this project.

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

Ms Sutherland noted the following:

- Six students attended the Provincial Heritage Fair in Victoria; their chaperone reported that they had represented the region exceptionally well;
- The *Waterfront Productions* theatrical interpreters were working from the Wash Hut on Friday, Saturday and Sunday afternoons and at Lynn Canyon Park on Wednesday and Thursday afternoons and were meeting with considerable success. The program's interaction with the public has improved.
- Curator Lisa Wilson, working with *Canada Summer Jobs* student employee Anna Gooding on the *Voices and Views* project, has produced thirteen oral histories and transcriptions and a website. She has attended three events. Ms Gooding has scanned numerous images for Dan Francis' book and she has scanned and catalogued many more images and audiofiles.

### ***Governance Committee***

The Chair noted that the next meeting will take place on September 11, 2015.

### ***Friends Society***

The Chair noted the following:

- At its June 23, 2015 meeting of directors, John Gilmour had been re-elected as President and Terry McAlduff as Vice-President of the board.
- Sponsorships and live auction donations are still being sought for the September 23<sup>rd</sup> fundraising event at Presentation House.

**ACTION:** The Chair will forward details of the event to Commissioners; Commissioners to suggest names of anyone who may be interested in sponsoring the event or contributing to the live auction.

## **7. ITEMS FROM COMMISSIONERS**

There were no items.

**8. OTHER BUSINESS**

***Scheduling of Warehouse Tour***

ACTION: Ms Kirkpatrick will invite members of the Commission and the City and the District Mayors and Council to tour the warehouse, and will propose dates.

***BCMA Conference, October 25-27***

The Chair noted that this year's conference takes place at Anvil Centre in New Westminster. Details can be obtained from the BCMA website. Four current or former staff members are presenting at the conference. Mr. Watt MOVED and Ms Downes SECONDED

THAT up to two Commissioners are authorized to attend the conference at the Chair's discretion.

CARRIED UNANIMOUSLY.

***Family History/Genealogy***

Councillor Bell commented on the importance of family histories in small town museums. Ms Sutherland noted that the Archives is trying to incorporate some genealogical content and that a workshop on preservation of family records will be presented as part of Culture Days in September.

**9. ADJOURNMENT**

The meeting was adjourned at 8:07pm. The next regular meeting is scheduled to take place on Thursday, September 17, 2015 at 5:30pm in the Community History Centre Meeting Room.

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SANFORD OSLER, Chair  
NORTH VANCOUVER MUSEUM & ARCHIVES COMMISSION

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