

**MINUTES OF THE REGULAR MEETING OF
THE NORTH VANCOUVER MUSEUM AND ARCHIVES COMMISSION
HELD AT 5:30 P.M. ON JULY 19, 2012
IN THE COMMUNITY HISTORY CENTRE MEETING ROOM
3203 INSTITUTE ROAD, NORTH VANCOUVER, B.C. V7K 3E5**

PRESENT: COUNCILLOR DON BELL (City)
CATHARINE DOWNES
DAN FRANCIS
ROBERT HEYWOOD (Chair and Friends Society Representative)
SANFORD OSLER (Vice-Chair)
MATTI POLYCHRONIS
NANCY KIRKPATRICK, Director
JAN MANATON, Recording Secretary
SHIRLEY SUTHERLAND, Assistant Director

REGRETS: DOUGLAS COLBY
COUNCILLOR ROBIN HICKS (District)
SEPIDEH SARRAFPOUR
ROBERT WATT

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

The Chair called the meeting to order at 5:30 p.m. The agenda was approved as circulated.

2. **APPROVAL OF THE MINUTES OF JUNE 21, 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 June 21, 2012 be approved;

AND THAT the Minutes of the Regular Meeting of the Commission held on June 21, 2012 be approved.

CARRIED UNANIMOUSLY.

3. **REPORT: STANDING COMMITTEE ON GOVERNANCE**

Mr. Osler noted that the format of minutes of Commission meetings had been discussed and that a change was recommended. Minutes from now on will adopt a tighter format used elsewhere and will show what was agreed and any action required. Action items will be brought forward under Matters Arising at the next meeting. The Chair noted that reports will be required to provide background information for items discussed and voted upon. Mr. Osler noted that the Chair will summarize discussion for the minute-taker. Councillor Bell MOVED and Mr. Osler SECONDED

THAT minutes of future meetings should reflect a summary of topics discussed and note any decision of the Commission. Names of dissenters should be recorded in the vote.

CARRIED UNANIMOUSLY.

Mr. Osler stated that several Commissioners had expressed interest in attending the International Conference on City Museums to be held at the Museum of Vancouver on October 24-26, 2012. Mr. Osler MOVED and Councillor Bell SECONDED

THAT the Commission budget pay for up to three registrations to the International

Conference on City Museums at the Museum of Vancouver on October 24-26, 2012.

CARRIED UNANIMOUSLY.

ACTION: Mr. Osler will coordinate registration of Commissioners wishing to attend the conference.

4. **MATTERS ARISING**

Commission Vacancy

Councillor Bell noted that he had communicated further with a prospective commissioner, but was unable to confirm at this time.

Presentations to City and District Councils

Ms Kirkpatrick spoke to her report circulated with the meeting package entitled "Recent City and District Motions Regarding North Vancouver Museum and Archives and Required Follow-Up". Next steps were discussed. As the City staff would like action to be taken immediately with respect to the new museum, a meeting was held involving members of the Special Committee on Facilities Planning, Ms Kirkpatrick and City and District staff. Chair of the Special Committee on Facilities Planning, Dan Francis, noted that requests for proposal for a business plan and for a preliminary exhibit design plan will be drafted and posted as soon as possible, with a view to receiving the reports by the end of 2012. A request for proposal for a fundraising plan will be delayed until later in the year. The Commission's special committees will need to be augmented by a larger project management team to assist with assessing proposals for the business plan and the exhibit design concept.

ACTION: The Chair and Ms Kirkpatrick are to meet with Larry Orr, to discuss formation of a project management team.

ACTION: Commissioners are to suggest names of high level individuals who may be interested in participating on the project management team.

Commissioners discussed desirable characteristics of team members and timelines for the preparation of the requests for proposal, awarding the contracts, and receipt of the final reports. Mr. Francis MOVED and Ms Polychronis SECONDED

THAT Ms Kirkpatrick prepare a Request for Proposals, to be approved by the Special Committee on Programming and Collections, for an Exhibit Design Concept for the new museum in the Pipe Shop, with a view to receiving proposals by mid-September 2012.

CARRIED UNANIMOUSLY.

Mr. Francis MOVED and Ms Polychronis SECONDED

THAT Ms Kirkpatrick (in collaboration with City staff), prepare a Request for Proposals, to be approved by the Governance Committee, for a Business Plan for the new museum in the Pipe Shop, with a view to receiving proposals by the end of September 2012.

CARRIED UNANIMOUSLY.

The Chair noted that the project management team and other committees will make recommendations to the Commission for approval, as it is the Commission that is accountable to Council. Discussion took place about the need for rebranding and identifying an articulated brand strategy (which would influence the design concept), and the possibility of holding a facilitated workshop to discuss branding. The Chair noted that the vision for the new museum should be revisited in the fall so that it can be readily articulated.

ACTION: Ms Downes will identify the steps that need to be taken to rebrand the museum and will submit a methodology for consideration by the Commission.

Ms Polychronis MOVED and Mr. Francis SECONDED an amendment to the latter motion as follows:

THAT Ms Kirkpatrick (in collaboration with City staff), prepare a Request for Proposals, to be approved by the Governance Committee and the Special Committee on Community Engagement, for a Business Plan for the new museum in the Pipe Shop, with a view to receiving proposals by the end of September 2012.

CARRIED UNANIMOUSLY.

The Commission discussed the importance of adequately incorporating the District of North Vancouver in the new museum and its programming.

Update on Museum Collection Clean-Up Project

Ms Kirkpatrick noted that two temporary part-time museum technicians had been hired. A report to City Council will need to be submitted to formally request appropriation of funding for the project approved by Council. Regular progress reports will also need to be submitted.

At the request of municipal staff, the new Collections Policy has not yet been forwarded to the municipal Councils for adoption. Deaccession of items approved by the Commission will not take place until the new policy is adopted.

5. **REPORTS**

Director's Report

Ms Kirkpatrick noted the following:

- She had been invited by the BC Museums Association's Award of Merit Committee to submit a nomination for the NVMA, based on the innovative work being done. Former Commissioner Eric Jamieson had agreed to submit a nomination letter. The award is announced at the end of October.
- She had submitted a project sheet to the City for the balance of the \$2.7 million set aside by the City for a new museum.
- Several grant applications will be submitted for the *Diversifying History* project that seeks to document immigrant experiences of the North Vancouver Iranian community.
- NVMA's participation in *Party at the Pier* had been successful, with the possibility of acquiring some artifacts as a result, along with new members and volunteers. Attendees had been asked what they would like to see in a new museum. She thanked Commissioners who had attended and met with the public.

Museum & Archives Operations

Ms Sutherland noted the following:

- Long time volunteers Eric Jamieson and Jan Keeton were each recognized with an inscribed plaza brick at the annual Volunteer Barbecue on July 5th.
- The waterfront interpretive tours led by student Leigha Smith, employed via the *Young Canada Works* grant program, have been the subject of media coverage. The *North Shore News* feature page on *Party at the Pier* included several photographs, Ms Smith was interviewed on CBC's *Early Edition* about the program, and *City Views* will also feature information about the tours.
- *The Outlook* will be featuring an article about the *Baxter&* exhibit.
- Funding is being sought for a Grade 4 First Nations education kit and related research.
- Strategies are being developed for maintaining a public profile while the museum is closed. These will be outlined in the BC Arts Council operating grant request.

Special Committee on Community Engagement

Ms Polychronis noted that more fundraising events will be needed to help maintain the museum's profile and increase awareness while it is closed. She will be seeking feedback from Ms Downes in this regard.

Special Committee on Programming & Collections

Mr. Francis noted that the committee will need to meet in the near future to discuss the Request for Proposals.

ACTION: Ms Kirkpatrick will arrange a date and time for this meeting by email.

6. **OTHER BUSINESS**

As Councillor Bell had indicated that he needed to leave and thus quorum would be lost, the Chair moved an item forward under Other Business. Commissioner Robert Watt had requested leave to be away for a third consecutive meeting, noting that his absences had been unavoidable. Councillor Bell MOVED and Mr. Francis SECONDED

THAT permission be granted to Robert Watt to miss a third consecutive Commission meeting.

CARRIED UNANIMOUSLY.

Ms Kirkpatrick requested that the Commission receive and endorse the Schematic Design component of the Pipe Shop Renovation Feasibility Study prepared by Urban Arts. Mr. Francis MOVED and Councillor Bell SECONDED

THAT the Commission receive and endorse the Schematic Design concept in the Pipe Shop Renovation Feasibility Study prepared by Urban Arts.

CARRIED UNANIMOUSLY.

Item #5, Reports Cont'd....

Friends Society

The Chair noted that the Society will be increasing its focus on fundraising and the board had been looking at a variety of ways to approach this task. Two board members had not sought re-election due to business commitments, providing an opportunity to recruit new directors.

ACTION: Ms Polychronis to email a PowerPoint presentation on fundraising concepts, prepared by director Jack Habart.

7. **ADJOURNMENT**

The meeting was adjourned at 6:57 p.m. The next regular meeting is scheduled to take place on Thursday, September 20, 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