

**MINUTES OF THE REGULAR MEETING OF
THE NORTH VANCOUVER MUSEUM AND ARCHIVES COMMISSION
HELD AT 5:30 P.M. ON MAY 17, 2012
IN THE COMMUNITY HISTORY CENTRE MEETING ROOM
3203 INSTITUTE ROAD, NORTH VANCOUVER, B.C. V7K 3E5**

PRESENT: DOUGLAS COLBY
CATHARINE DOWNES
DAN FRANCIS
ROBERT HEYWOOD (Chair and Friends Society Representative)
(via conference call for a portion of this meeting)
SANFORD OSLER (Vice-Chair)
MATTI POLYCHRONIS
SEPIDEH SARRAFPOUR
NANCY KIRKPATRICK, Director
JAN MANATON, Recording Secretary

REGRETS: COUNCILLOR DON BELL (City)
COUNCILLOR ROBIN HICKS (District)
ROBERT WATT

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

The Vice-Chair called the meeting to order at 5:35 p.m. Both the Vice-Chair and Mr. Colby noted that they wished to discuss an item under Other Business. The agenda was approved as circulated.

2. **NEW COMMISSIONER WELCOME**

The Chair introduced Catharine Downes, the new District appointee to the Commission who has an extensive background in marketing and communications. Ms Downes stated that, as someone with a passion for history, she was excited about the prospect of a new museum and the opportunity to contribute to her community.

3. **APPROVAL OF THE MINUTES OF THE APRIL 19, 2012 MEETING**

Mr. Francis MOVED and Mr. Colby SECONDED

THAT the Minutes of the Regular Meeting of the Commission held on April 19, 2012 be approved.

CARRIED UNANIMOUSLY.

4. **MATTERS ARISING**

Commission Vacancy

In the absence of Councillor Bell, the Vice-Chair noted while he had not been provided with a status report, he was aware that the councillor was still pursuing this matter.

Update on Museum Collection Clean-Up Project

Ms Kirkpatrick asked that this matter be discussed in-camera as she was not at liberty to discuss in public the response from District Council.

Approval of Revised Collections Policy

Ms Kirkpatrick spoke to the document entitled *Revision to the Collections Policy's Municipal Ownership Section* that was circulated at the previous Commission meeting. The document explains why approval is being sought to revise language relating to deaccession procedures and assigning municipal ownership. The changes have been approved by the Governance Committee and the Special Committee on Programming & Collections. In order to speed up the deaccession process, it is recommended that Section 6.2.4 of the Collections Policy, approved by the Commission in November 2011, be amended so that ownership of all materials acquired post-1995 be shared jointly, except for municipal records and any materials directly transferred to the Commission from the City or the District, which shall remain the property of the originating municipality, and that this change be made retroactive to 1996. Ms Kirkpatrick noted that the Collections Policy has not yet been submitted to the municipalities for adoption but this would take place once the revision has been approved by the Commission. Mr. Francis MOVED and Ms Polychronis SECONDED

THAT the Commission approves a new Collections Policy (revised April 2012), which includes a revised Section 6.2.4 on Municipal Ownership of Collections and supersedes the Collections Policy revised in November 2011;

AND THAT the Commission recommends approval of the new Collections Policy (revised April 2012) by the Councils of the City and the District of North Vancouver.

CARRIED UNANIMOUSLY.

The Vice-Chair noted that the policy will now be submitted to the municipal councils for approval.

5. ***REPORTS***

Director's Report

Approval of Deaccession Recommendations

Ms Kirkpatrick spoke to the list of items recommended for deaccession that was circulated with the meeting package. The list had been reviewed by the staff collections committee and by the Special Committee on Programming and Collections, which is recommending that all items be approved for deaccession. All but one item is owned solely by the City of North Vancouver and the list will be submitted to the City for approval. The District will be asked to approve deaccession of one item that is owned jointly. Ms Kirkpatrick noted that the deaccession list will be sent to the municipalities with the revised Collections Policy. Mr. Francis MOVED and Mr. Colby SECONDED

THAT the North Vancouver Museum and Archives Commission approves the deaccessioning of all 473 items on the list dated May 14, 2012 (document number 1843621), according to the provisions of the Commission's Collections Policy, and recommends to the City of North Vancouver that all 473 items on that list of materials should be deaccessioned.

CARRIED UNANIMOUSLY.

Mr. Francis MOVED and Ms Downes SECONDED

THAT the North Vancouver Museum and Archives Commission approves the deaccessioning of all 473 items on the list dated May 14, 2012 (document number 1843621), according to the provisions of the Commission's Collections Policy, and recommends to the District of North Vancouver that it approve the deaccession of the one item on that list that is jointly owned by the District and the City.

CARRIED UNANIMOUSLY.

The teleconference with the Chair was concluded.

Presentation on American Association of Museums Conference

Ms Kirkpatrick welcomed Shelley Craig, principal of Urban Arts, who is currently conducting a feasibility study on housing a new museum in the Pipe Shop and had expressed interest in this presentation. Ms Kirkpatrick noted that 4,000 people had attended the conference. She observed that she now had a better understanding of how a “visitor-centric” facility worked and her presentation showed examples of “convivial museum spaces” and engaging displays in both Chicago and Minneapolis.

New Museum Update

Ms Craig was invited to participate in the discussion. She noted that she had recently met with Assistant Director Shirley Sutherland and Susan Lewis, who is contracted by the City to coordinate public events. The purpose of that meeting was to consider how events at the new museum and the stage at Shipbuilders’ Square might be managed. She circulated the latest plans for the new museum and noted recent changes to the interior made as a result of discussions with staff. Ms Craig said that she would be meeting with heritage planners to discuss ideas for the exterior of the building and for interpretive and directional signage. Ms Downes noted the importance of using similar styling to tie together the various structures and developments on the site. Ms Craig called attention to the awkward location of hydro boxes in the plaza adjacent to the Pipe Shop. Ms Kirkpatrick stated that one of these boxes was a heritage transformer and a piece of public art, and moving it would be contentious. Ms Craig encouraged Commissioners to review the latest design and offer suggestions.

Ms Kirkpatrick called attention to the May 10, 2012 letter from the City noting Council’s motion directing staff to “proceed with further efforts to activate the Central Waterfront based upon the following Council directions.... 4. North Vancouver Museum to be located on Lot 4 of the Pier Development (former Pipe Shop).” The Vice-Chair noted that approval of this site in principal represented the achievement of one of the goals in the Commission’s strategic plan for the year.

Museum & Archives Operations

Ms Kirkpatrick noted that the new format for the Heritage Fair had been very successful. A report from Ms Sutherland will be circulated to Commissioners.

Standing Committee on Governance

Mr. Osler had nothing to report.

Special Committee on Community Engagement

Ms Polychronis noted that the Friends Society is organizing a fundraising event featuring contemporary artist Ian Baxter&, to take place on June 14th at the new Pier 7 restaurant on the waterfront. The meal cost is being negotiated with the restaurant and tickets are expected to be around \$75 each. There will be seating for approximately 40 people. The event is intended to expand awareness of the museum and plans for the new facility. The Vice-Chair asked whether a list of names of key individuals who would be invited to the fundraiser was being compiled. Ms Polychronis confirmed that a strategic dinner list was being drawn up. Ms Downes suggested that this list include people who might be targeted in future for sponsorships.

Ms Kirkpatrick reported that invitations to an open house for the Baxter& exhibit on July 17 at the Museum had been circulated with the Society’s AGM package. Ms Polychronis suggested that a contest could be held via the exhibit brochure or a mobile phone app to encourage people to visit the four exhibit sites. Ms Kirkpatrick noted that the press will be invited to interview Ian Baxter&.

Special Committee on Programming & Collections

The Vice-Chair noted that chair Dan Francis had left the meeting. There was nothing further to report.

Special Committee on Facilities Planning

The Vice-Chair noted that chair Dan Francis had left the meeting. Ms Kirkpatrick said that she would be requesting a meeting of this committee in the near future.

Friends Society

Ms Kirkpatrick noted that the Society's Annual General Meeting will be held on Saturday, June 2nd in the Community History Centre Meeting Room. She will be showing a presentation on the new museum plans. The Society is currently trying to develop its fundraising skills and to that end the Baxter& dinner is being coordinated by the board. One board member had recently attended a webinar on fundraising. The current board has made a shift in focus and is eager to take on a lead fundraising role for the new museum. Board members will have a table at Lynn Valley Day with display boards, membership promotion, etc. There will be a board for community members to post their thoughts relating to a new museum.

6. OTHER BUSINESS

Commissioner Orientation

The Vice-Chair noted that all Commissioners sit on at least one committee and proposed that a natural fit for Ms Downes was the Special Committee on Community Engagement. He also suggested an orientation session involving a tour of the Archives and the warehouse, etc., for Ms Downes, who undertook to arrange this with Ms Kirkpatrick. He asked other Commissioners to let Ms Kirkpatrick know if they wished to participate.

Volunteer Barbecue

Ms Kirkpatrick noted that the annual Volunteer Barbecue would be held on Thursday, July 5th and asked Commissioners to make a note of this date.

Promotional Presentation

Mr. Colby encouraged the Commission to be in a state of readiness when the time comes to launch a fundraising campaign for the new museum, and asked whether there was any funding available for a digital presentation. Ms Kirkpatrick noted that planning funds had been approved by the City but not appropriated, and that the City would expect the Commission to ask for funding for this purpose. Mr. Colby noted that a meeting had been set up for May 22nd with a public relations company that produces promotional videos and other materials.

7. ADJOURNMENT

The meeting was adjourned at 8:02 p.m. The next regular meeting is scheduled to take place on Thursday, June 21, 2012 at 5:30 p.m. in the Community History Centre Meeting Room.

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

Minutes prepared by: _____
Janice Manaton, Commission Secretary