

**MINUTES OF THE REGULAR MEETING OF  
THE NORTH VANCOUVER MUSEUM AND ARCHIVES COMMISSION  
HELD AT 5:30 P.M. ON NOVEMBER 15, 2012  
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)  
DOUGLAS COLBY  
CATHARINE DOWNES  
DAN FRANCIS  
ROBERT HEYWOOD (Chair and Friends Society Representative)  
COUNCILLOR ROBIN HICKS (District)  
SANFORD OSLER (Vice-Chair)  
MATTI POLYCHRONIS  
SEPIDEH SARRAFPOUR  
ROBERT WATT  
NANCY KIRKPATRICK, Director  
SHIRLEY SUTHERLAND, Assistant Director  
JAN MANATON, Recording Secretary

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

The Chair called the meeting to order at 5:46 p.m. The agenda was unanimously approved as circulated.

2. **APPROVAL OF THE MINUTES OF SEPTEMBER 20, 2012 REGULAR MEETING**

Mr. Watt MOVED and Ms Polychronis SECONDED

THAT the Minutes of the Regular Meeting of the Commission held on September 20, 2012 be approved.

CARRIED UNANIMOUSLY.

3. **MATTERS ARISING**

***Collection Clean-Up Project***

Ms Kirkpatrick noted that her report to the two municipal councils had been amended as suggested at the September meeting and reviewed by Councillor Bell prior to submission. The report has been forwarded to City Council and Ms Kirkpatrick anticipates presenting the report in camera to District Council sometime in December.

Changes in the wording of the deaccessioning process included in the revised Collections Policy remains an outstanding issue with the municipalities and therefore the adoption of the Collections Policy by the two Councils (and the deaccessioning of items) has been delayed. A second deaccession list is expected to be presented in January 2013.

A second quarterly report will be due in February 2013. The project is progressing well. A third museum technician has been hired to work part time for a few months with funding left over from two related Museums Assistance Program grants.

***Commission Vacancy***

Councillor Bell reported that this matter was still a work in progress; the individual identified continues to confirm his interest but awaits confirmation from the Squamish Band before he can formally apply to the City.

Ms Kirkpatrick noted that the City has requested a motion advising that there is a vacancy on the Commission. Mr. Francis MOVED and Mr. Osler SECONDED

THAT, by virtue of the fact that City appointee Deborah Jacobs has left the North Vancouver Museum and Archives Commission, there is a vacancy and need for a new City appointee.

CARRIED UNANIMOUSLY.

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

As this matter related to a formal bidding process underway, it was discussed in camera.

## 4. **REPORTS**

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

#### ***BC Family Day Statutory Holiday***

Ms Kirkpatrick noted that both municipalities had adopted BC Family Day as a statutory holiday and this holiday will therefore apply to Commission staff as well.

#### ***BC Arts Council Narrative***

Ms Kirkpatrick spoke briefly to the report that had been circulated with the meeting package, noting that it provides a detailed overview of the institution's achievements for 2011 and 2012, and outlines its plans for 2013.

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

Ms Sutherland noted the following:

- School programs were booking well now that the teachers' dispute has ended.
- More teaching kits are being developed, with a First Nations' kit to be available the first week of December.
- The *Young Citizens* program that enabled three students to create videos about their Heritage Fair projects has netted very good results. One student was featured on CBC on Canada Day. Another project about heritage preservation has won a Governor General's History Award. The student will travel to Ottawa to attend the National History Forum, where she will meet historians from across Canada. An article about her achievement will be in the November 16 issue of the *Vancouver Sun*.
- Membership in the Youth Team initiated by Programs Assistant Kelsey Beaudry has doubled. The team is producing a video on how to do a Heritage Fair project.
- The Library has produced a promotional publication about the Baxter& exhibit; a copy of the brochure was circulated at the meeting.

### ***Governance Committee***

#### ***City Museum (CAMOC) Conference Reports***

Mr. Osler spoke to the minutes of the November 5, 2012 meeting that were circulated with the meeting package and called attention to the reports on the CAMOC conference, noting the common themes in these reports. Five commissioners and two staff members had attended the conference, and several attendees noted the value of attending and insights gained.

**ACTION:** Ms Kirkpatrick will locate a link to a presentation made by Larry Beasley, former City of Vancouver Chief Planner, and to some other videos. She will also contact Graham Black of Nottingham Trent University in the UK, to obtain a copy of his checklist of criteria for evaluating city museums.

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

Mr. Osler noted that over the year, the Governance Committee had reviewed comments from last year's evaluation and taken action on most, and is proposing to undertake another self-evaluation

later in November. The process is intended to enable comments and suggestions to be submitted anonymously for consideration.

**ACTION:** Mr. Osler to circulate a link to an on-line self-evaluation questionnaire that he has inputted. Commissioners are asked to respond within two weeks. A workshop will be held to discuss results immediately before the December meeting, which will be held a week earlier than usual.

Discussion was held about the degree to which Commissioners should be connecting with municipal councillors and others, and the need for a database identifying who has connections with individual council members and key people in the community.

**ACTION:** Ms Polychronis will compile the list and update a previous database. Ms Kirkpatrick will forward the old list to Commissioners to update and submit to Ms Polychronis. The list will be reviewed, added to and prioritized at the next Commission meeting.

Mr. Osler reminded Commissioners of the need to attend meetings regularly, noting that the October meeting had to be cancelled due to lack of quorum.

#### ***Special Committee on Exhibit Planning***

Mr. Francis noted that minutes of three meetings had been circulated with the meeting package. He advised that KEI Space Design Group has been awarded the contract to produce the Exhibit Planning study. Two external advisors had been added to the committee to assist with evaluation process, and Mr. Francis noted that they had made valuable contributions to the discussion. Ms Kirkpatrick noted that Charlene Grant, District appointee to the former Facilities Planning Committee, had asked to be kept apprised of progress. The next meeting of the committee will be held on December 5 at 5:00pm.

#### ***Special Committee on Business Planning***

The Chair noted that the committee was undergoing a similar process in the selection of a proponent to complete the Business Plan for the new museum. Nine responses had been received and two companies had been short-listed. One proponent has been interviewed and a tentative date has been set to interview the other.

#### ***Friends Society***

The Chair noted that the Society's board will be meeting next week. Ms Sarrafpour provided details of a proposal made by the O'Shihan Cultural Organization, which is a local non-profit, apolitical group, to put on an event with the Friends Society. Such an event would possibly result in new members and the selling of reproductions of the Cyrus cylinder would raise funds. There will be no cost to the Society, as Ms Sarrafpour was sure that she could provide a sponsor for the event and arrange media coverage.

**ACTION:** The Chair will meet with Society president John Gilmour to discuss if and when this could be a fundraising opportunity for the Society.

The Society is considering sponsoring another *Antiques Road Show* type of event, possibly in the new City Hall lobby.

### **5. OTHER BUSINESS**

Mr. Watt noted that he had received a note from the City Clerk advising him that his appointment ends in December and asking for an expression of interest in continuing, which he will provide. Ms Polychronis noted she had also received the letter and will also respond positively.

Ms Kirkpatrick noted that Commissioners had all been given a 2013 calendar. This is provided to all volunteers as a thank you gift and to members of the municipal councils and key executive personnel.

6. **ADJOURNMENT**

The meeting was adjourned at 7:45 p.m. The next regular meeting is scheduled to take place on Thursday, December 13, 2012 at 5:30 p.m. in the Community History Centre Meeting Room.

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ROBERT N. HEYWOOD, Chair  
NORTH VANCOUVER MUSEUM AND ARCHIVES COMMISSION

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