

**MINUTES OF THE REGULAR MEETING OF
THE NORTH VANCOUVER MUSEUM AND ARCHIVES COMMISSION
HELD AT 6:15 P.M. ON OCTOBER 17, 2013
IN THE COMMUNITY HISTORY CENTRE MEETING ROOM
3203 INSTITUTE ROAD, NORTH VANCOUVER, B.C. V7K 3E5**

PRESENT: DOUGLAS COLBY
CATHARINE DOWNES
ROBERT HEYWOOD (Chair and Friends Society Representative)
COUNCILLOR ROBIN HICKS (District)
SANFORD OSLER (Vice-Chair)
MATTI POLYCHRONIS
SEPIDEH SARRAFPOUR
ROBERT WATT
NANCY KIRKPATRICK, Director
JAN MANATON, Recording Secretary

REGRETS: COUNCILLOR DON BELL (City)
IAN CAMPBELL
DAN FRANCIS

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

The Chair called the meeting to order at 7:05 p.m. The agenda was approved as circulated.

2. **APPROVAL OF THE MINUTES OF SEPTEMBER 19, 2013 REGULAR MEETING**

Mr. Watt MOVED and Ms Sarrafpour SECONDED

THAT the Minutes of the Regular Meeting of the Commission held on September 19,
2013 be approved.

CARRIED UNANIMOUSLY.

3. **MATTERS ARISING**

Workshop with District Council

Ms Kirkpatrick noted that an in-camera workshop with District Council to present the two new museum studies will take place on Tuesday, November 12th. Approximately two hours will be allotted for this meeting. The Chair and Vice-Chair, along with Ms Kirkpatrick, will attend on behalf of the Commission; Juan Tanus of KEI Design will present the Exhibit Design Concept, and Ted Silberberg of Lord Cultural Resources will be available by video conference to present the Business Feasibility Study. A decision will be made prior to the meeting as to whether to seek a resolution from the District Council or simply ask for their endorsement of the new museum plans.

Federal Funding Sources

Ms Kirkpatrick stated that she had briefed the Western Office and Program Branch of the Department of Canadian Heritage and would be submitting grant applications by November 1st for the purposes of obtaining separate grants to assist with the cost of the fundraising feasibility study, fundraising database software, and a manager to coordinate the packing and move of the collection at the warehouse. Ms Kirkpatrick noted that she was still hoping to arrange a meeting with local Member of Parliament Andrew Saxton.

Advocacy and Fundraising Contact Lists

Ms Kirkpatrick said that a new database for fundraising was clearly needed in order to produce useful materials. The document created by volunteers was not in a format that allowed for circulation to Commissioners for comments or additions. She reminded Commissioners to forward contact information and suggestions to Jan Manaton.

Waterfront Vision and Branding Study

Ms Kirkpatrick noted that she had contacted Roger Brooks, who reported that the public outreach component of the study was viewed as a success, and that he had been looking for common threads in the comments provided by the general public. Mr. Brooks confirmed that, as far as he was concerned, the new museum was part of the plan for the site. He also reiterated that, to be successful, the site would have to be active both day and night, and he strongly recommended that the Commission be considering ways to activate the museum in the evenings.

The Chair noted that City Council had recently received a report from Colliers International, which had been retained to maximize opportunities for market rentals of the buildings on the Shipyards site. Colliers had included in their plans three retail units in the Pipe Shop. While it was unclear whether the Commission should be concerned about this, the Chair reminded Commissioners that City Council had provided its unanimous approval of the Commission's plans for a new museum in that building.

PM-Volunteers.org

Ms Kirkpatrick noted that she and the Chair had met with a client manager for this organization in order to provide an overview of two projects that might be of interest to local project managers. She explained that project managers have to volunteer for projects in order to maintain their professional standing. Members of the organization consist of both retired and active project managers. Of the two projects presented, the client manager agreed to post information on an "awareness and membership project" to attract a volunteer to work with the Friends Society.

4. **REPORTS**

Director's Report

BC Arts Council Grant

Ms Kirkpatrick reported that the grant application had gone forward and noted that the overview of activities in 2013 and plans for 2014 that formed the basis of the application had been included with the meeting package. This document will be provided to both municipal councils as an Information Report, to provide them with an understanding of the organization's achievements and upcoming exhibits and programs.

Updated Cover Report for Collections Clean-Up Report #5

Ms Kirkpatrick noted that she had updated her cover report to include reference to the fact that staff are now working on deaccessioning, using more accurate lists from the cleaned-up database. She added that it was her intention to work at the warehouse one day a week in 2014. Ms Kirkpatrick also noted that she will be liaising with the District and the City to locate a new storage facility. The matter will be discussed at the next Governance Committee meeting. A list of options for consideration, along with various implications (including financial), would be provided.

Transitional Logo and Wordmark

Ms Kirkpatrick presented the new logo and wordmark that will be used by the Museum and Archives, and by the Friends Society.

ACTION: The Chair asked that Ms Kirkpatrick draft a letter to be sent to KEI Design, thanking them for the design work which had been provided at a much-reduced cost.

Ms Kirkpatrick noted that she had mentioned the expectation of a new look for the *Express* newsletter to its editor, Sharon Proctor. The Chair noted that sponsors who were approached had commented that they were uninterested in sponsoring the newsletter as the membership is currently too small.

Museum and Archives Operations

Ms Kirkpatrick noted the following:

- The *Great Cut* exhibit had been installed in the museum lobby at Presentation House in preparation for the run of the show *Good Timber*. Presentation House Theatre will be temporarily moving its box office into the Museum's Visitor Services Office for the run of the show. A small exhibit of Leonard Frank images is on view in the stairwell gallery at Presentation House.
- Program Assistant Kelsey Beaudry has decided to return to full-time teaching. The position has been posted and interviews will be held as soon as possible. Ms Beaudry has agreed to work part-time to present school programs until her replacement starts work.

Governance Committee

Mr. Osler noted that the next meeting is scheduled to take place on November 5, 2013.

Special Committee on Fundraising Planning

The Chair noted that a special workshop will be held with consultant Judy Oberlander to discuss priorities of the fundraising initiative at a date soon to be determined. He emphasized the need to support the Friends Society's upcoming fundraiser, to identify key people for the board, and to substantially increase membership in the Society.

Friends Society

The Chair noted that the Society's fundraising event is on Tuesday, October 22, 2013 in conjunction with Presentation House Theatre. Commissioners were encouraged to promote this event widely among their contacts.

5. OTHER BUSINESS

Request for Leave

The Chair noted that Chief Ian Campbell had submitted a formal request for leave of the Commission. The bylaw requires Commissioners to do so when they are unable to attend their third consecutive meeting. Chief Campbell is out of town on business until November 23. Ms Kirkpatrick added that Councillor Bell, who was unable to attend the meeting, had requested that she note Chief Campbell's interest in attending Commission meetings. Mr. Osler MOVED and Mr. Colby SECONDED

THAT Chief Ian Campbell be granted leave from the Commission for the third consecutive meeting.

CARRIED UNANIMOUSLY.

New Commission Appointments

Ms Kirkpatrick noted that candidate applications had been forwarded by and requests had been received from both municipalities for recommendations with respect to appointments to fill upcoming vacancies on the Commission.

Signage on the Pipe Shop

Ms Polychronis, acknowledging that nothing can be affixed to the Pipe Shop, asked whether it would be worthwhile to install signage about the potential new museum at Presentation House and the Community History Centre.

ACTION: Ms Downes stated that she would consult with a signage professional about what was legally possible.

6. ***ADJOURNMENT***

The meeting was adjourned at 7:32 p.m. The next regular meeting is tentatively scheduled to take place on Thursday, November 21, 2013 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