

MINUTES OF THE REGULAR MEETING OF
THE NORTH VANCOUVER MUSEUM & ARCHIVES COMMISSION

Commencing at 5:30pm on Thursday, September 21, 2017
AT THE COMMUNITY HISTORY CENTRE
3203 INSTITUTE ROAD, NORTH VANCOUVER, B.C. V7K 3E5

PRESENT: COUNCILLOR DON BELL
JONATHAN EHLING
VICTOR ELDERTON (Chair)
KEVIN EVANS
SHERYL FISHER-RIVERS
JAMES FOX
DEREK HAMILL
ROBIN HICKS
BOB McCORMACK (Friends Society)
NANCY KIRKPATRICK, Director
LAUREL LAWRY, Recording Secretary

REGRETS: TERRY HOOD, CATHARINE DOWNES

1. ***Call to Order and Approval of Agenda.***

The Chair called the meeting to order at 5:40 pm. The Agenda was approved as distributed.

2. ***Approval of Minutes***

Moved by Mr. Ehling and seconded by Mr. McCormack that the Minutes of the Regular Meeting held on July 20, 2017 be approved as circulated.

CARRIED UNANIMOUSLY

3. ***Reports for Approval***

- *Recommended Museum Deaccessions #13*

Moved Mr. Fox and seconded by Mr. Hamill

THAT the North Vancouver Museum & Archives Commission approves the deaccessioning and disposal of all 481 objects on the attached lists, and recommends to the municipal owner of each (City and/or District of North Vancouver as appropriate) that all 481 items be deaccessioned and disposed of, according to the provisions of the Commission's Collection Policy.

CARRIED UNANIMOUSLY

Sheryl Fisher-Rivers arrived.

- *Policy Statement and Approval Process for New Museum Content Development with Key Milestones attachment.*

Moved Mr. McCormack and seconded by Mr. Hamill

THAT the North Vancouver Museum & Archives Commission approves the Policy Statement and Approval Process for New Museum Content Review and Development dated September 20, 2017.

CARRIED UNANIMOUSLY

- *2018 NVMA Budget and municipal grant request*

Moved by Mr. McCormack and seconded by Jonathan Ehling
THAT the 2018 Operating Budget be approved as presented.

CARRIED UNANIMOUSLY

4. **Reports**

- *Director's Report*

- BC Arts Council Operating Assistance grant application (2018 and 2019);
Director provided updates and information on the grant application process and goals around the increased operating grant request to BC Arts Council for 2018 and 2019. Due September 30. The narrative from the grant will be distributed to the Commission at its next meeting and potentially used to inform a Commissioner package and Friends Society board members.
- BC Arts Council Enhanced Capacity grant application;
Director provided updates and information on the grant application process and goals around the enhanced capacity grant request to BC Arts Council for 2018 and 2019. Due September 30.
- BC Gaming Branch Capital Project grant application
Through the Friends Society, a grant application for the Community Room in the New Museum will enhance and develop program space for the community will be submitted to the Provincial government Gaming Grant September 30. Naming opportunities will still be available. Approaching the provincial representatives from the area will be arranged.

- *Museum & Archives Operations*

School Programs brochure has been distributed and the First Nations programs have been very popular; booking requests from teachers are experiencing a high uptake. The Sidney Museum & Archives has expressed interest in borrowing the *Chief Dan George: Actor & Activist* traveling exhibit in 2019.

- *Governance Committee Report*

The NVMAC board self-evaluation results were examined at its last committee meeting and presented to the Commission. By unanimous consent, the Commission accepted the recommendation for a special session of the Commission on Saturday October 14 at 9:30 am at CHC to review the greatest challenges and strengths of the Commission and determine next steps in addressing these. A report from this session would be prepared by the governance committee and presented to the Commission at its November meeting.

Quarterly presentations to both Councils are planned, in a five-minute, PowerPoint presentation at a council session or meeting.

Recommendations from the Community Needs Assessment will be reviewed and a planning proposal will be prepared.

Lease discussions will be undertaken by NVMA staff with the City of North Vancouver staff.

Succession planning for the retirement from the Commission of Catharine Downes at the end of 2017 was discussed, with diversity as well as expertise in marketing being two criteria to inform for the search.

- *Friends Society Report*

Lynn Canyon LINK trail opening was attended by Friends members and a booth display prompted feedback from the community about the New Museum layout and plans for exhibits.

The Society Annual General Meeting was held on September 14 where new by-laws were passed.

Fundraising event locations were explored through a meeting at the North Shore studios however, there are certain limitations and challenges to the space and the suitability and possibility of using the soundstages or studio areas for an evening fundraising event. Alternatives locations are being pursued, including the Polygon Gallery.

The Parkgate community event attended by the Friends Society provided feedback from residents on the Museum's mobile exhibits.

Privacy policy wording is being developed to be included on the Society's correspondence and forms.

- *Aboriginal Voices Partnership*

Sandra White, who comes from Aboriginal Tourism having developed *FirstHost*, is co-chairing the working group with Sheryl Fisher-Rivers. Ms. Fisher-Rivers provided an update on developing Terms of Reference for the group, and hosting a First Nations content development workshop on October 10 at CHC. A process has been developed with the Kei Space Design team to communicate priorities and sensitivities around content for themes, exhibits, programs and stories at the New Museum.

5. **Matters Arising**

- *New Museum*

- New Museum and Discussion regarding Kei Space Exhibit Concept Plan

The Director provided some context around themes and the concept plans, including the development of a vision and programming plan for the streetcar, which will inform an additional proposal from the exhibit design team. Bi-weekly meetings with the whole team have been taking place to date, but going forward, the Architectural team will meet with City PM and Museum team once every 4 weeks, and the exhibit design team will meet with the City PM and NVMA team alternating 4 weeks, maintaining the same bi-weekly schedule, but with a more efficient, focused structure. Public realm and exterior treatments have been proposed with schematics provided by the architectural team circulated to the Commission.

Feedback to the concept plan was compiled by NVMA staff and submitted to Kei Space Design. Some concern around circulation within the Permanent Gallery has been expressed to the design team and the Director will keep the Commission apprised of any changes. Programmatic and thematic documents have been carefully reviewed by NVMA staff and a response has been provided to the exhibit design team. Kei Space Design is requesting authorization from the Commission to move forward to the schematic design phase of the project. The Commission has been asked to provide approval in principle on the 90% Concept Plan.

By unanimous consent, the Commission approved the 90% Concept Plan with the proviso that the comments provided by NVMA staff be incorporated into the document.

- Task Group / Committee Proposal
 - Structure
The Chair provided an update on the development of the new committees and proposed that once struck, the committees will provide reports regularly at Commission meetings in the Reports section. Building, Fundraising, Governance, Outreach/Tourism, and Aboriginal Voices.
 - Terms of Reference
The Chair provided an update on the development of the new committees, with a request for the draft terms of reference to be presented at the next meeting of the Commission.
- Architecture and Building
This item was discussed previously within the New Museum update.
- Brand Narrative
Naming work will be undertaken, with the intent of the working group to remain tightly focused on naming only, leaving aside other marketing concerns.
Outcome:
 - i. 3-4 names shortlisted – \$3,200
(City & District of North Vancouver approval can be sought at this time.)
 - ii. Public feedback and testing – \$13,000
 - iii. Logo development – \$6,500
 - iv. Tagline – \$2,800

Moved by Mr. Evans and seconded by Mr. McCormack

THAT the Naming/Branding Working Group be authorized to expend up to \$30,000 from the “Friends Special Project Fund” for Naming development, testing and marketing through BrandFX and LUX Marketing.

CARRIED UNANIMOUSLY

NVMA Staff and Commission will inform both councils that NVMA Commission is engaged in naming development, testing and marketing.

Staff, with support from the Commission, will develop a purchasing and procurement policy for expenditures using funds outside the City and District operating budget, and the existing policy

document will be reviewed and brought to the governance committee.

6. Items from Commissioners

- Standing Item: Commissioner communications with municipal councillors
This item was deferred.
- Stakeholder map
This item was deferred.

7. Other Business

The NVMA staff and the fundraising committee will meet with Nick Locke, the former fundraising consultant.

8. Adjournment at 8:00 pm.

Next meeting at 5:30 pm on October 19, 2017 in the Community History Centre Meeting Room.

Victor Elderton, Chair
NORTH VANCOUVER MUSEUM & ARCHIVES COMMISSION

Minutes prepared by: _____
Laurel Lawry, Commission Secretary