

**MINUTES OF THE REGULAR MEETING OF
THE NORTH VANCOUVER MUSEUM & ARCHIVES COMMISSION
HELD AT 5:30pm ON JANUARY 15, 2015
IN THE COMMUNITY HISTORY CENTRE MEETING ROOM
3203 INSTITUTE ROAD, NORTH VANCOUVER, B.C. V7K 3E5**

PRESENT: COUNCILLOR DON BELL (City)
VICTOR ELDERTON
DON EVANS, Vice-Chair
COUNCILLOR ROBIN HICKS (District)
TERRY HOOD
SANFORD OSLER (Friends Society Representative), Chair
MATTI POLYCHRONIS
ROBERT WATT
NANCY KIRKPATRICK, Director
JAN MANATON, Recording Secretary

REGRETS: CATHARINE DOWNES
SHERYL FISHER

GUESTS: ROBERT BAYERSDORFER, Optimus Fundraising
NICK LOCKE, Optimus Fundraising

1. CALL TO ORDER

Ms Kirkpatrick called the meeting to order at 5:30pm. The Agenda was unanimously approved on a motion by Mr. Watt, seconded by Mr. Evans.

2. ELECTION OF CHAIR AND VICE-CHAIR FOR 2015

Ms Kirkpatrick called for nominations for the position of Commission Chair. Mr. Hood nominated Sanford Osler; the nomination was seconded by Mr. Evans. Mr. Osler accepted the nomination. There being no other nominees for the position of Chair, Sanford Osler was acclaimed Chair of the Commission for 2015.

The Chair called for nominations for the position of Vice-Chair. Mr. Osler nominated Don Evans, and the nomination was seconded by Mr. Watt. Mr. Evans accepted the nomination. There being no other nominees for the position of Vice-Chair, Don Evans was acclaimed Vice-Chair of the Commission for 2015.

3. APPOINTMENT OF GOVERNANCE COMMITTEE MEMBERS

The Chair noted that members of the Governance Committee were the Commission Chair, the Vice-Chair and the two municipal appointees. As there were no dissenting comments, the Committee members will remain unchanged. Appointments to the Capital Campaign Cabinet will continue on from 2014.

**4. APPROVAL OF MINUTES OF IN-CAMERA AND REGULAR MEETINGS
HELD ON DECEMBER 18, 2014**

Mr. Elderton MOVED and Mr. Evans SECONDED

THAT the Minutes of the December 18, 2014 Regular Meeting of the North Vancouver Museum and Archives Commission be approved.

CARRIED UNANIMOUSLY.

Mr. Watt MOVED and Mr. Elderton SECONDED

THAT the Minutes of the December 18, 2014 In-Camera Meeting of the North Vancouver Museum and Archives Commission be approved.

CARRIED UNANIMOUSLY.

5. MATTERS ARISING

New Museum

Qualified Donee Status

Ms Kirkpatrick reported that the Commission's application had been assigned and was under review, although no timeframe was provided for a response.

Museum Name

Ms Kirkpatrick indicated that an update on this matter would be included in the Capital Campaign Cabinet report later in the meeting.

Canada Cultural Spaces Application

Ms Kirkpatrick reported that a draft application for \$2 million had been submitted and a telephone conference was scheduled with Colleen Craig, Senior Cultural Analyst, Department of Canadian Heritage, on Friday, January 16 to discuss the application. Mr. Locke noted that five letters of support are in hand, and four or five are in process, and that he is comfortable with progress being made. The application is expected to be finalized in the next two or three weeks. Ms Kirkpatrick noted that the City of North Vancouver has just appointed a new Manager of Facilities and Development. It is hoped that he will have an opportunity to review the application before it is finalized and indicate that he is supportive of the construction process.

Reports to City and District Councils

Ms Kirkpatrick distributed copies of a presentation to City Council on January 12 which had been well received, and noted that Council will be receiving quarterly updates throughout 2015. The Chair remarked that the Commission can expect progress to be monitored against the conditions set by the City, and he reported that no concerns had been expressed with respect to the naming process. He added that Councillor Back had requested a briefing and both he and Ms Kirkpatrick were following up on this. Ms Kirkpatrick noted that it was important that the Commission maintains close contact with City staff and ensures that they are kept aware of plans as they develop.

Ms Kirkpatrick stated that she was endeavouring to arrange a date for a similar presentation to District Council, with less emphasis on museum fundraising and more on what the Museum and Archives are doing. Two Collections Project Reports will also be presented to District Council in the near future.

6. **REPORTS**

Director's Report

Foreshore Cabin

Ms Kirkpatrick referred to the cabin on Port Metro Vancouver ("PMV") foreshore land at the edge of Cates Park that had been the subject of last meeting's in-camera discussion. She stated that a contribution agreement with Port Metro Vancouver was being negotiated and funds would be used to document the cabin, its history and that of its inhabitants, and to create video footage of its demolition. The video will also focus on the history of squatting in North Vancouver, especially at Maplewood Flats. It has taken about a month to work through the agreement and identify who the signatories will be. Ms Kirkpatrick reported that she had met with Juan Tanus of Kei Space Design with respect to the feasibility of preserving part of the cabin's façade for the new museum. His conclusion was that, while it was technically possible, it would not fit into the new museum and a video would likely be a more powerful way to tell the story.

Collections Project

Ms Kirkpatrick noted that the Collection Manager is working on a summary graph of the project and this would be available at the next Commission meeting. 899 potential deaccessions have been recently reviewed by staff; approximately 50 objects will be subject to further research before a recommendation is made. Another deaccession list is being prepared for approval. Larger deaccessioned items are going to auction and overall, good progress is being made. The City's Fire Chief has looked at the two fire trucks and he has expressed an interest in transferring one or both into the care of the City Fire Department. Storage and other options are being costed before a final decision is made and communicated to the Commission.

Museum & Archives Operations

Ms Kirkpatrick noted that Lisa Wilson has been hired as Curator of Community Engagement, a temporary position funded mainly by the BC Arts Council. Ms Wilson has done very similar work in Newfoundland and is looking forward to moving the project ahead. The Heritage Fair & Events Coordinator is working with the Programs Assistant to attract participants for the 2015 Heritage Fair.

Governance Committee

Mr. Osler noted that the next meeting is scheduled for February 11, 2015. He reminded Commissioners of the policy on annual giving whereby Commissioners contribute an amount that is meaningful to them either to the NVMA or to the Friends Society. Ms Manaton provided a brief overview of donation options.

Ms Kirkpatrick noted that she expected the Commission applicant recommended by the Governance Committee and the District's Advisory Oversight Committee to be approved by District Council at its next meeting.

Campaign Cabinet

Mr. Evans noted the following:

- The four short-listed names for the new museum have been subjected to a quick legal search to discover any obvious impediments to their use. Researchers will now test the names with the public and once a name has been identified, it will be subjected to more rigorous legal diligence.

- A follow-up meeting will be scheduled with MP Andrew Saxton to bring him up to date on progress.
- A January 23, 2015 meeting has been scheduled with the three North Shore MLAs. West Vancouver MLA Ralph Sultan indicated in an unsolicited note of thanks for the 2015 calendar that he feels the new museum project is worthy of support.
- Corporate donations of \$250,000 or more are being pursued.
- To increase the level of awareness in the community, the Commission needs to be arranging more speaking engagements. Scripts and material can be provided to anyone interested in doing a presentation. Commissioners were encouraged to review their contacts and identify prospective groups for presentations.

Ms Kirkpatrick noted that the bath hut building adjacent to the Pipe Shop will be available in June 2015, providing a prime location for public awareness raising. Mr. Hood suggested that the Commission hold a brainstorming session to identify prospects for presentations at the February meeting. Mr. Locke agreed to provide a list of groups the Cabinet wishes to address, and Commissioners will be asked to indicate whether they have any contacts. He will also speak with the Friends board on this matter, and on their role in the fundraising campaign.

Case for Support

Mr. Evans noted that several different drafts have been produced and he will be meeting with Mr. Locke and Ms Kirkpatrick to finalize. The document will be sent to a professional writer for review.

Friends Society

Ms Kirkpatrick noted that a \$50,000 cheque had been received from the Kitty Heller Alter Ego Trust. Initially the trustee had indicated that funds donated or raised by the Society would be matched up to \$50,000 but he had since decided to donate the full amount to the Society. Use of the funds is subject to certain restrictions and Ms Kirkpatrick will discuss these with the Chair.

7. ITEMS FROM COMMISSIONERS

Building Relationships with Key North Vancouver Tourism Businesses

Mr. Hood noted he had discussed this matter with Ms Kirkpatrick prior to the meeting. His intent in raising this item is to encourage discussion amongst Commissioners on how to best connect with the North Shore tourism community and create good relationships. Ultimately, he would like to see a statement of cooperation between the Commission and major attractions to build on the cluster of activities in Lower Lonsdale and to maximize on the opportunity to create a tourist destination – with cross promotion, rather than competition, being the focus. Mr. Hood will check whether it is possible for the Commission to join Vancouver's North Shore Tourism organization. He undertook to flesh out ideas for cross promotion and coordinate any discussions.

ACTION: Mr. Hood to prepare a one-page strategy paper outlining the rationale for building relationships with major North Shore tourism businesses and the approach to be taken to move this forward. Councillor Hicks to be provided with a copy of anything sent to Vancouver's North Shore Tourism organization.

8. OTHER BUSINESS

- Councillor Hicks asked Ms Kirkpatrick to let him know when a date for the presentation to District Council is set.

- Mr. Elderton thanked Ms Kirkpatrick for the links sent out prior to Christmas, especially the link to the “maker society movement”.
- Mr. Watt noted that outgoing chair Franci Stratton will be honoured by the Board of Trustees for School District #44 at a public session on January 20. Ms Stratton is a strong supporter of the Museum and Archives and the new museum project. Mr. Watt encouraged Commissioners to attend the public session and noted that he would send information to them.

9. ADJOURNMENT

The meeting was adjourned at 7:02pm. The next regular meeting is scheduled to take place on Thursday, February 19, 2015 at 5:30pm in the Community History Centre Meeting Room.

SANFORD OSLER, Chair
NORTH VANCOUVER MUSEUM & ARCHIVES COMMISSION

Minutes prepared by: _____
Jan Manaton, Commission Secretary