

MINUTES OF THE REGULAR MEETING OF  
**THE NORTH VANCOUVER MUSEUM & ARCHIVES COMMISSION**  
COMMENCING AT 5:30pm ON THURSDAY, MARCH 16, 2017  
AT THE COMMUNITY HISTORY CENTRE  
3203 INSTITUTE ROAD, NORTH VANCOUVER, B.C. V7K 3E5

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PRESENT: COUNCILLOR DON BELL (City)  
CATHARINE DOWNES  
JONATHAN EHLING  
VICTOR ELDERTON (Chair)  
JAMES FOX  
COUNCILLOR ROBIN HICKS (District)  
TERRY HOOD  
SHERYL FISHER-RIVERS  
KAREN DEARLOVE, Curator  
NANCY KIRKPATRICK, Director  
LAUREL LAWRY, Recording Secretary  
SHIRLEY SUTHERLAND, Assistant Director

REGRETS: KEVIN EVANS

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

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

2. ***Consent Agenda***

Moved by Ms. Downes and seconded by Mr. Hood that the Minutes of the Regular Meeting held on February 16, 2017 be approved as circulated.

CARRIED UNANIMOUSLY

3. ***Staff Presentation***

*Presentation on Collection Clean-up and Storage Consolidation by Dr. Karen Dearlove.*  
The Commission thanked Dr. Dearlove for her presentation and by unanimous consent, requested her to return periodically to keep the Commission apprised of the work and progress on the Collections project, including presenting photographs, and graphic representations. Dr. Dearlove left the meeting.

#### 4. *Reports for Approval*

- **Recommended Museum Deaccessions #10 Report – Attachment # 3**

Moved by Mr. Fox and seconded by Ms. Fisher-Rivers

**PURSUANT** to the report of the Director of the NVMA, Nancy Kirkpatrick, dated March 10, 2017, entitled “Recommended Museum Deaccessions #10”:

**THAT** the North Vancouver Museum & Archives Commission approves the deaccessioning and disposal of all 346 objects on the attached lists, and recommends to the municipal owner of each (City and/or District of North Vancouver as appropriate) that all 346 items be deaccessioned and disposed of, according to the provisions of the Commission’s Collection Policy.

CARRIED UNANIMOUSLY

- **Request To Re-Designate Funds In NVMA’s Operating Reserve Report – Attachment # 4**

Moved by Ms. Downes and seconded by Ms. Fisher-Rivers, as amended:

**PURSUANT** to the report of the Director of the NVMA, Nancy Kirkpatrick, dated March 14, 2017, entitled “Request To Re-Designate Funds In NVMA’s Operating Reserve”:

**THAT** the NVMA Commission reduces a committed allocation from the Commission’s Operating Reserve by \$13,000 by:

a) cancelling a previous designation (approved in 2013) of up to \$20,000 for costs related to the purchase, data conversion and implementation of new software for fund development and donor management; and

b) committing up to \$7,000 as a contingency to provide the match for a federal grant that has been applied for through the Young Canada Works program;

**AND THAT** the NVMA Commission approves the use of up to \$3,500 of the City’s 50% share of the Operating Reserve for this purpose;

**AND THAT** the NVMA Commission will seek permission from the Director of Finance for the District of North Vancouver to utilize up to \$3,500 of the District’s 50% share of the Operating Reserve for this purpose.

CARRIED UNANIMOUSLY

- **Re-allocation of Staff Resources Report - Attachment # 5**

Moved by Don Bell and seconded by Victor Elderton, as amended:

**PURSUANT** to the report of the Director of the NVMA, Nancy Kirkpatrick, dated March 14, 2017, entitled “Re-allocation of Staff Resources”:

**THAT** the Commission approves a partial secondment of the NVMA’s Reference Historian for two days per week (Tuesday and Wednesday) to work on projects

related to the Museum collection and exhibits under the supervision of the Curator, commencing July 2017;

**AND THAT** the NVMA Commission approves a change in the Archives public access hours from Tues-Sat (noon to 5:00 pm) to Thursday to Friday (noon to 5:00 pm) and Saturday (10:00 am to 5:00 pm) effective July 2017, with by-appointment service to be advertised to the public;

**AND THAT** these changes remain in place until further notice.

By unanimous consent, the Commission requested that Janet Turner, NVMA Archivist, be invited to attend the April Commission meeting.

#### 5. **Matters Arising:**

- New Museum

The Director provided updates on the following items:

- Public art commission “Sisters Mountain” welcome panel
- New Museum facility planning
- New Museum exhibit planning
- Invitation to City Staff to attend an upcoming Commission meeting will be extended in the future
- Facilitated planning session, Saturday March 25, 2017. The Chair provided a reminder and update on the session.
- Stakeholder map - Attachment #6 (*This item was deferred to the next meeting*)
- Commissioner communications with municipal councillors (*This item was deferred to the next meeting*)

#### 6. **Reports:**

- Governance Review - (*This item was deferred to the next meeting*)
- Director’s Report

Ms. Kirkpatrick reported on the status of grant applications and the upcoming Chief Dan George exhibit, scheduled to open June 21, 2017.

- Museum & Archives Operations

Ms. Sutherland reported on NVMA activities.

- Friends Society Report

Mr. Gilmour reported on the activities of the Friends Society, including the successful event, Night at the Museum, held February 24, 2017 and the 2017 AGM scheduled for September 2017. By unanimous consent, the Commission agreed to end the September Meeting at 7:00 pm to accommodate the Friends Society AGM to be held directly afterward, at 7:30 pm on September 21, 2017.

#### 7. **Items from Commissioners**

No items from Commissioners.

8. **Other Business**

No other business.

9. **Adjournment at 7:55 pm.**

Next meeting at 5:30 pm on April 20, 2017 in the Community History Centre Meeting Room.

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Victor Elderton, Chair  
NORTH VANCOUVER MUSEUM & ARCHIVES COMMISSION

Minutes prepared by: \_\_\_\_\_  
Laurel Lawry, Commission Secretary