

**MINUTES OF THE REGULAR MEETING OF  
THE NORTH VANCOUVER MUSEUM AND ARCHIVES COMMISSION  
HELD AT 5:30 P.M. ON DECEMBER 18, 2014  
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)  
CATHARINE DOWNES  
VICTOR ELDERTON  
DON EVANS (Vice-Chair)  
SHERYL FISHER  
ROBERT HEYWOOD, Friends Society Representative  
COUNCILLOR ROBIN HICKS (District)  
TERRY HOOD  
SANFORD OSLER (Chair)  
MATTI POLYCHRONIS  
ROBERT WATT  
NANCY KIRKPATRICK, Director  
JAN MANATON, Recording Secretary

GUESTS: JOHN GILMOUR, Friends Society President  
NICK LOCKE, Optimus Fundraising

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1. **CALL TO ORDER.**  
The Chair called the meeting to order at 5:32pm. The agenda was approved as circulated.
2. **WELCOME RE-APPOINTED MUNICIPAL REPRESENTATIVES**  
The Chair congratulated Councillors Bell and Hicks on their election success. He stated that he was very pleased that they were both reappointed and acknowledged their valuable contributions and help over the past several years.  
  
The Chair noted that this was Bob Heywood's last meeting as the Friends Society representative. He thanked Mr. Heywood for serving for four years as Commission Chair. Mr. Heywood remains as a director on the Friends Society Board and will continue to sit on the Commission's Campaign Cabinet. It is hoped that he will agree to serve on the Governance Committee as well.
3. **APPROVAL OF MINUTES OF THE REGULAR MEETING HELD ON NOVEMBER 20, 2014**  
Mr. Heywood MOVED and Mr. Evans SECONDED  
  
THAT the Minutes of the Regular Meeting of the Commission held on November 20, 2014 be approved.  
CARRIED UNANIMOUSLY.
4. **MATTERS ARISING**  
**New Museum Update**  
Ms Kirkpatrick noted that updates would be provided on various matters in the Campaign Cabinet

report. She stated that she had presented to the City's Directors' Team an update on NVMA's activities and progress, and had showcased the new website. Her presentation had been very well received. She had been encouraged to do a similar presentation to City Council and this has been arranged for January 12, 2015. Ms Kirkpatrick will ask the District to schedule an opportunity for her to provide an update to District Council in the new year.

Ms Fisher noted that she would be engaging the Tsleil-Waututh and Squamish Nations separately and then together in discussions about the New Museum. She will be communicating with Justin George of the Tsleil-Waututh but was not certain who her contact at the Squamish Nation will be. Ms Fisher hopes to get discussions underway with the Tsleil-Waututh in January.

Mr. Hood noted that he had been approached by Paul Ferguson, former Curator of the Chilliwack Museum, who is interested in NVMAC's plans. The Chair suggested that a pre-meeting information session to allow Mr. Ferguson to share his expertise would be appropriate, and Ms Kirkpatrick agreed that staff should be invited to attend.

**ACTION:** Mr. Hood to arrange a time for Mr. Ferguson to meet with Commissioners and staff prior to an upcoming Commission meeting.

Councillor Bell suggested presenting an historic film such as *Land of the Headhunters* by Edward Curtis as a fundraising/community outreach event. Ms Fisher agreed to check with her contacts to see what might be involved in staging such an event. The Chair suggested that this might be an appropriate event for the Friends Society to take on.

**ACTION:** Ms Fisher to determine what was involved in staging the recent presentation of *Land of the Headhunters* and report back to the Commission or Friends Society.

## 5. REPORTS FOR APPROVAL

### ***Collections Project Update #10***

Ms Kirkpatrick spoke to her report, noting that by the end of November, staff had inventoried almost 20,000 objects and have now finished that segment of the project. She confirmed that the project will be completed by May 2015 when municipal funding expires. The next step is to reconcile object records against location records to determine whether any objects listed in the database are no longer in NVMA's possession.

Ms Kirkpatrick noted that a workshop had been held to discuss the shipyard collection. Former NVMA director Robin Inglis, former NVMA archivist Francis Mansbridge, and Dr. Chris Madsen, a North Vancouver researcher and military historian at the Canadian Forces College, participated. Dr. Madsen concluded that the most important and unique part of the collection was the personnel and business records held in the Archives, along with the many images that depict the social structure, and the shipyards' importance to the economy and the people of North Vancouver. While there are many signature artifacts, the North Vancouver shipyards lagged in terms of adopting technological change and no artifact is particularly innovative. Some of the objects demonstrate the shipyard culture of "making" tools as needed and may be considered unique. The Collections Manager is drafting a collecting plan to inform the preparation of a proposed deaccession list of shipyard items. The plan will likely recommend retention of a few of the more iconic, important artifacts such as the band saw that cut the wood for the *St Roch*, and objects that demonstrate what was unique about shipbuilding in North Vancouver.

Ms Kirkpatrick reported that any time spent by project staff working on non-project tasks, such as assisting with exhibits and the website, had been charged to the Operating budget. Two temporary part-time collections technicians had been hired for a few months with the funds made available in the

collections project budget as a result of this practice. A full accounting of staff and supplies costs through the project budget will be provided as soon as it is available after year end.

The Move Specialist hired with funding from the Museums Assistance Program has been purchasing supplies. Staff will be trained on how to stabilize and pack objects in preparation for a move.

Ms Kirkpatrick noted that significant work was done to identify for deaccession the books and pamphlets in the collection. Some items on the list will be moved to the Archives or Reference Collections once deaccessioned. Reports to the two Councils will be submitted in January. Project staff are now working on disposal of deaccessioned objects, with the vast majority of items expected to go to auction. Loaned items are being returned, items considered to be hazardous have been properly disposed of, and some objects will go to other organizations. Details will be available in the next Collections Update Report. The Chair congratulated and thanked the Collections Project team for processing many more objects than originally anticipated. Ms Kirkpatrick noted that deaccession and disposal is expected to be complete by the end of May 2015. While she was uncertain how much space will be freed up through disposal, she hoped that additional space will become available at the Rice Lake storage warehouse. Ms Kirkpatrick reported that she had spoken with the City's Fire Chief about taking on responsibility for the two fire trucks, and he had agreed to look at the vehicles with his mechanic early in the new year.

Mr. Heywood MOVED and Mr. Watt SECONDED

THAT the report entitled "Museum Collection Clean-Up Project Report for Quarter #10" dated December 15, 2014 be received;

AND THAT the report be submitted to the Councils of the City and the District of North Vancouver.

CARRIED UNANIMOUSLY.

***Recommended Museum Deaccessions #4***

Ms Kirkpatrick spoke to the report and four attached lists, representing City-owned items, District-owned items, jointly-owned items and found items that are considered to be jointly owned. A list of all items recommended for deaccession was circulated at the meeting. Councillor Bell suggested that one item may be of interest to the Sixth Field Squadron. Mr. Heywood MOVED and Councillor Bell SECONDED

THAT the North Vancouver Museum & Archives Commission approves the deaccessioning and disposal of all 936 objects on the lists attached to the report dated December 15, 2014 entitled "Recommended Museum Deaccessions #4", and recommends to the municipal owner of each (the City and/or the District of North Vancouver, as appropriate) that all 936 items be deaccessioned and disposed of according to the provisions of the Commission's Collections Policy.

CARRIED UNANIMOUSLY.

**6. REPORTS**

***Director's Report***

***Purchase of First Nation Objects***

Ms Kirkpatrick noted that two objects had been purchased with proceeds from deaccessioning. One is a mask by Chief August Jack Khatsahlano, who was a very significant member of the Squamish Nation. A mat creaser was also purchased.

Ms Kirkpatrick requested that as her next item involved a real estate matter, it be discussed in camera.

### **Museum & Archives Operations**

Ms Kirkpatrick noted the following:

- Kristine Nolte has commenced work as the 2015 Heritage Fair & Events Coordinator.
- Lisa Wilson has been hired as a temporary Community Engagement Curator and will start in mid-January. The position is funded primarily through a BC Arts Council grant and will encompass work on the community input aspects of the NV125 Project and birthday celebration. Ms Wilson has experience working on a similar project in Newfoundland.
- A Historical Resources Brochure is in the final stage of completion and will be available at all North Shore Libraries and Archives. A copy of the mock-up was circulated.

### **Governance Committee**

The Chair noted that the next meeting of the Committee will take place on February 11, 2015.

### **Campaign Cabinet**

#### *Case for Support*

Mr. Locke spoke to the draft Case for Support that had been circulated with the meeting package. The purpose of this document is to provide a script for use when speaking with donors and it is designed to convey key messages in a concise manner. Elements of the document include a brief message from Campaign Chair Don Evans, the new museum's role in the plans to transform the City's waterfront, an outline of the impact the new museum will have on the community, elements of the new museum and an outline of how the donor can help. The document also contains contact information and a brief history of North Vancouver Museum. Mr. Evans noted that the document will be updated as the campaign progresses and will be customized for individual proposals. The document will always be presented after initial contact has been made and is not intended as a mail-out. It will be professionally produced in small batches. Mr. Locke stated that he will be discussing layout and context with Bonnie Miller, NVMA's in-house graphics assistant.

Commissioners suggested various items for inclusion. Mr. Evans noted that comments would be welcomed if Commissioners felt any conceptual items were missing or out of balance.

ACTION: Commissioners to provide feedback to Mr. Locke by Tuesday, December 23, 2014.

### **Museum Name**

Mr. Evans reported that the Canadian Museums Association has provided permission to use the name "Muse" or "The Muse" if it is selected. A legal search will be done to see if there are any other roadblocks, and community testing will take place. Web URLs have been reserved. He noted that the opportunity still exists for naming rights. Mr. Locke noted that an inventory of naming opportunities will be drawn up.

Ms Downes reported that a leading player in the Lower Mainland consumer research field has offered to test three or four names and tag-lines with groups of citizens; a non-profit rate will be charged for this service. This will involve some work with the researcher to determine the process for the interviews and other details. Testing will likely take a few weeks and results could be available by early February. Mr. Evans noted that it will be critical to share the results with the municipalities. As Councillors Bell and Hicks were unavailable for the presentation by the pro-bono branding consultants, the Chair explained the process. Councillor Bell noted the importance of the brand being in harmony with City branding for the waterfront.

ACTION: Ms Manaton to send the branding consultant's presentation document to Councillors Bell and Hicks.

### **Campaign Progress**

Mr. Evans reported the following:

- The first major “ask” is in process.
- The Federal *Cultural Spaces* grant application is in process. A meeting was held with the West Vancouver Historical Society and a letter of support for the application is likely to be forthcoming. Ms Fisher stated that she is working on a letter of support from the Squamish Nation. Mr. Locke noted that he has four letters in hand and seven are in process.
- MLA Naomi Yamamoto’s office has responded to a request to set up a meeting with the North Shore MLAs.
- A response has not yet been received with respect to Qualified Donee status for NVMAC. Ms Kirkpatrick added that she had been advised by legal counsel in November that a Canada Revenue Agency staff person will be assigned the file shortly.

***Friends Society Report***

Mr. Heywood noted that Mr. Osler has been appointed to the board and designated as its representative to the Commission effective January 1, 2015. Mr. Gilmour reported the following:

- The Society’s bylaws call for the Society’s statements to be audited, although it is not a requirement of CRA. A board member who is a chartered accountant is assisting in the search for someone to perform a pro bono audit.
- The board is uncertain whether it will hold a *Treasures from the Attic* event in the spring. Revenue was down this year over prior years.
- A year end letter had been sent, outlining the Society’s achievements in 2014 and asking for donations.
- Christmas cards had been sent to event sponsors.

**7. ITEMS FROM COMMISSIONERS**

- Mr. Hood agreed to defer his item *Building Relationships with Key North Vancouver Tourism Businesses* to the next meeting, as the matter needs some time for discussion.

**8. OTHER BUSINESS**

- The Chair noted that he had attended the staff brunch earlier in the week and thanked staff on behalf of the Commission for a successful year.

**9. ADJOURNMENT**

The meeting was adjourned at 7:30 p.m. The next regular meeting is scheduled to take place on Thursday, January 15, 2015 at 5:30 p.m. in the Community History Centre Meeting Room.

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SANFORD OSLER, Chair  
NORTH VANCOUVER MUSEUM AND ARCHIVES COMMISSION

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