

**MINUTES OF THE REGULAR MEETING OF
THE NORTH VANCOUVER MUSEUM & ARCHIVES COMMISSION
HELD AT 6:00pm ON MARCH 19, 2015
IN THE COMMUNITY HISTORY CENTRE MEETING ROOM
3203 INSTITUTE ROAD, NORTH VANCOUVER, B.C. V7K 3E5**

PRESENT: COUNCILLOR DON BELL (City)
CATHARINE DOWNES
DON EVANS, Vice-Chair
SHERYL FISHER
COUNCILLOR ROBIN HICKS (District)
TERRY HOOD
SANFORD OSLER (Friends Society Representative), Chair
MATTI POLYCHRONIS
SHERRY SHAGHAGHI
NANCY KIRKPATRICK, Director
JAN MANATON, Recording Secretary

REGRETS: VICTOR ELDERTON
ROBERT WATT

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

1. CALL TO ORDER

The Chair called the meeting to order at 6:15pm. The agenda was unanimously approved on a motion by Mr. Evans, seconded by Ms Downes.

2. APPROVAL OF MINUTES OF REGULAR MEETING HELD ON FEBRUARY 19, 2015
Ms Shaghaghi MOVED and Ms Downes SECONDED

THAT the Minutes of the February 19, 2015 Regular Meeting of the North
Vancouver Museum and Archives Commission be approved.

CARRIED UNANIMOUSLY.

**APPROVAL OF MINUTES OF IN-CAMERA MEETING
HELD ON FEBRUARY 19, 2015**

Several Commissioners expressed concern about the level of detail reported; a revised version of the minutes will be circulated with the next meeting package.

3. **REPORTS FOR APPROVAL**

Recommended Deaccessions #6

Ms Kirkpatrick spoke to the report entitled *Recommended Museum Deaccessions #6* and attached lists circulated with the meeting package and responded to questions. Councillor Bell MOVED and Mr. Hood SECONDED

THAT the North Vancouver Museum & Archives Commission approves the deaccessioning and disposal of all 1,537 objects on the lists attached to the report entitled *Recommended Museum Deaccessions #6*, and recommends to the municipal owner of each (City and/or District of North Vancouver as appropriate) that all 1,537 items be deaccessioned and disposed of according to the provisions of the Commission's Collection Policy.

CARRIED UNANIMOUSLY.

Collections Clean-Up Project Report for Quarter #11

Ms Kirkpatrick spoke to the report circulated with the meeting package, noting that this report would go before both municipal councils on March 30, 2015. She will be attending the City Council meeting. Ms Kirkpatrick noted a correction to the last paragraph on page 1 and to the "Quarter 11 Deaccessioning Chart" on page 2. The number of items identified for deaccessioning is 1,851, not 1,871. The cumulative total of items for deaccession also changes from 4,030 to 4,010. Ms Kirkpatrick noted that the project was on budget although it is unclear whether the municipalities would continue to fund wage increases for 2015 that were not built into the project budget approved in 2012. She confirmed that it should be possible to arrange for disposal for all deaccessioned items by the end of May.

Ms Kirkpatrick reported that costume expert Ivan Sayers has been providing guidance to staff on the clothing collection. Conservators will be providing a report on how to store the remaining items in the collection after deaccession and disposal; the report will also identify future collection storage space requirements.

Ms Kirkpatrick stated that there will be a gathering to thank all volunteers, staff and former staff who have worked on the project.

Ms Shaghghi MOVED and Ms Polychronis SECONDED

THAT the report entitled *Museum Collection Clean-Up Project Report for Quarter #11* dated March 16, 2015 be received;

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

CARRIED UNANIMOUSLY.

4. **MATTERS ARISING**

New Museum

Canada Cultural Spaces Fund Application

Ms Kirkpatrick noted that discussions had been held with City staff to clarify whether the application to the *Canada Cultural Spaces Fund* for the new museum would be submitted by the City or the Commission; it was decided that the application will be made by the Commission. A letter from the City committing to a minimum 10-year lease of the Pipe Shop for the new museum is required as part of the application conditions. Ms Kirkpatrick noted that she would be meeting with City staff to discuss submission of a Report to Council in this connection. Councillor Bell MOVED and Councillor Hicks SECONDED

THAT the North Vancouver Museum and Archives Commission approves a request to the Department of Canadian Heritage's *Canada Cultural Spaces Fund* in the amount of \$2 million for the construction of a New Museum;

AND THAT the application shall be submitted by the North Vancouver Museum and Archives Commission and signed on behalf of the Commission by its Chair, Sanford Osler.

CARRIED UNANIMOUSLY.

ACTION: Ms Kirkpatrick to draft a short Report to Council regarding the requirement for a letter confirming a minimum ten-year lease on the Pipe Shop for the new museum if the Commission meets its commitment to raise \$5.25 million by December 31, 2015.

New Museum Preview Centre

Ms Kirkpatrick noted that staff members are determining how the Bath Hut building attached to the Pipe Shop can best be outfitted as a preview centre for the New Museum and a place to meet potential donors, and as program space for *Waterfront Productions* and the *NorthVan125* project. The building is expected to be available by July 2015. Commissioners identified a primary need for interactive programming in the Bath Hut to promote the new museum.

ACTION: Ms Kirkpatrick will follow up on suggestions made by Commissioners for interactive programming and will determine what type of signage can be used on the Bath Hut.

First Nations Advisory Group

Ms Fisher reported that she has been working with both the Squamish and Tsleil-Waututh to identify dates for an initial meeting of this group. With respect to a letter of support from the Squamish Nation for the *Canada Cultural Spaces Fund* application, Ms Fisher advised that this would not be available until background has been provided and the Chiefs and Council are fully aware of what they are being asked to support. Mr. Hood, Councillor Bell and Ms Fisher, along with Ms Kirkpatrick (and the Chair if required by protocol) will represent the Commission on the Advisory Group; Ms Kirkpatrick noted that she had been approached by someone else interested in participating. Ms Fisher stated that all Commissioners interested in participating would be welcome.

Benefitting from and Influencing Waterfront Tourism

Mr. Hood spoke to the report circulated with the meeting package which identifies what he believes to be an opportunity for the Commission to make a valuable contribution to the City's vision for the waterfront and The Shipyards precinct. The report proposes a task force that brings together cultural facilities, stakeholders in the Lower Lonsdale area, and major tourism players on the North Shore for mutual benefit. Commissioners were asked to review Mr. Hood's report and provide their feedback and ideas to Mr. Hood over the next week. Mr. Hood was provided with a mandate to act on the Commission's behalf to initiate contact with other players who might be interested in forming the proposed task force.

5. REPORTS

Director's Report

Ms Kirkpatrick noted that a small reception will be held for the contributors to *Mountain Playground*, a new section of the museum's permanent display at Presentation House. An invitation will be sent by email to Commissioners and Friends Society board members.

Museum & Archives Operations

Ms Kirkpatrick noted that, along with author Dan Francis and Community Engagement Curator Lisa Wilson, she will be meeting with District Mayor Walton on March 30, 2015 to update him on the NorthVan125 Project. A website for the project is under development and will soon be available for viewing.

Governance Committee

Mr. Osler noted that he had circulated general selection criteria for new commissioners and encouraged Commissioners to suggest names, prior to April 6, 2015, of City residents who might be appropriate for the Commission. A follow-up report on an item from the February meeting was discussed in camera.

Campaign Cabinet

Mr. Evans asked that the Campaign Cabinet report be placed earlier on the agenda at future meetings in order to allow sufficient time for discussion to take place. He provided a report on his visit with Mr. Locke to MOHAI in Seattle. Mr. Evans reported that the Cabinet is in the process of making "asks" of potential corporate donors. He noted the groups to which he had made presentations, stating that feedback was very positive.

ACTION: Ms Manaton to survey Commissioners for their interest in and ability to attend a group trip to MOHAI.

Friends Society

Mr. Gilmour reported on the Society's activities as follows:

- Mr. Gilmour, Vice-President Terry McAlduff and Treasurer Jennifer Pantel had met with Ms Kirkpatrick and Mr. Locke with respect to the Society assuming responsibility for community fundraising for the new museum. This will be discussed by the board at its meeting on March 26, 2015. The board will also consider a fundraising event for 2015.
- A director resigned early in February; a new director with experience fundraising for the St Paul's Church twin towers was appointed at the February board meeting.

- The Trade Show booth was well positioned and considered successful. Interactions with attendees were positive and the event provided a good opportunity to build relationships.
- The format for financial reporting is being sorted out.
- The Society is seeking prospective board members for nomination at the Annual General Meeting.

The Chair noted that Ms Manaton had sent Commission minutes to the Friends directors; she was asked to send recent Friends board meeting minutes to Commissioners. Commissioners who would like to receive these ongoing can so indicate.

6. ITEMS FROM COMMISSIONERS

There were no items raised.

7. OTHER BUSINESS

There was no other business.

8. ADJOURNMENT

The meeting was adjourned at 8:15 pm. The next regular meeting is scheduled to take place on Thursday, April 16, 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