

**MINUTES OF THE REGULAR MEETING OF
THE NORTH VANCOUVER MUSEUM & ARCHIVES COMMISSION
HELD AT 5:30pm ON SEPTEMBER 17, 2015
IN THE COMMUNITY HISTORY CENTRE MEETING ROOM
3203 INSTITUTE ROAD, NORTH VANCOUVER, B.C. V7K 3E5**

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

REGRETS: DON EVANS, Vice-Chair
SHERYL FISHER

GUESTS: NICK LOCKE, Optimus Fundraising, Campaign Director

1. CALL TO ORDER

The Chair called the meeting to order at 5:35pm. Ms Kirkpatrick asked that an item entitled "Lapsed Membership Campaign" be added under Item #5, Friends Society Report; the Chair proposed a sixth item entitled "New Museum Planning" to be added to Item #4, New Museum. The amended agenda was approved unanimously on a motion by Mr. Watt, seconded by Ms Downes.

2. CONSENT AGENDA

Mr. Hood MOVED and Ms Downes SECONDED

THAT the Minutes of the July 16, 2015 Regular Meeting of the North Vancouver Museum and Archives Commission be approved;

AND THAT the Minutes of the July 16, 2015 In-Camera Meeting of the North Vancouver Museum and Archives Commission be approved.

CARRIED UNANIMOUSLY.

3. CAPITAL CAMPAIGN CABINET REPORT

Fundraising Update

Mr. Locke provided an overview of funds raised to date; Commissioners discussed progress with respect to leads being cultivated.

The Chair noted that the Gift Agreement document that was circulated in draft form several months ago had been finalized over the summer with John Gilmour, President of the Friends Society. The document allows for the option of an annual pledge.

The annual giving expectation placed upon Commissioners was discussed and it was emphasized that, in recognizing that the ability to pay varied, the amount anticipated is one which is “personally meaningful” for each individual, with no dollar requirement imposed. Commissioners were asked to contact Mr. Locke by the end of September regarding their personal contribution.

Commissioners discussed the various components of the fundraising campaign, progress being made, and how to meet the goals set for each.

Gift Acceptance Policy

Mr. Locke noted that the proposed Gift Acceptance Policy circulated as Attachment #3 had been provided for information purposes only. It is intended that this document will be adopted by the Friends Society Board to govern their fundraising activities and has been written with donors in mind. It defines terms such as “gift”, “sponsorship”, “endowment”, etc., and discusses donor privacy, return of gifts and donor recognition.

ACTION: Commissioners were asked to provide any feedback to Mr. Locke.

4. MATTERS ARISING

New Museum

- *NVMAC Report to City Council re Fundraising Update*

Ms Kirkpatrick noted that the written report and accompanying PowerPoint presentation would need to be submitted by September 30, 2015 for presentation to Council on October 5, 2015.

ACTION: Ms Kirkpatrick will follow up with Charlene Grant to determine whether District Council would like a written update and/or presentation at this time.

- *Financial Review of Museum’s 5-Year Financial Plan by BDO*

Ms Kirkpatrick noted that the City had hired BDO to review both the Lord Cultural Services Report and the revised operating estimates submitted by the Commission at the end of June. A representative of BDO had met last week with Ms Kirkpatrick and Messrs Osler, Evans and Locke to discuss the plan and had said he had been impressed with the quality and quantity of work that had been done to date. City staff has a deadline of September 30th to present the BDO Report to Council and Ms Kirkpatrick expressed confidence that it will reinforce the 5-year financial plan for the new museum.

- *Fundraising Update Presentation*

Ms Kirkpatrick noted that she and Mr. Evans had been working on the presentation and had discussed the draft with Mr. Osler.

- *Wash Hut*
Ms Kirkpatrick thanked everyone who had volunteered their time over the summer to talk to members of the community about the new museum, and invited feedback. The Wash Hut has now been vacated and keys returned to the City. Use of the hut as a base was very helpful to the waterfront interpreters and it is hoped that the building will be available next year. Community Engagement Curator Lisa Wilson had made some excellent connections for the *Voices and Views* website and the *NV125* book project. Commissioners reported that they had received very good feedback, especially from parents of young children. The Chair added his thanks to all who had volunteered.
- *First Nations Advisory Group*
The Chair conveyed Ms Fisher's apologies for being unable to attend the Commission meeting due to illness and noted that she very much hoped to attend the first meeting of the advisory group. Mr. Hood spoke to the 5-page working document distributed for information purposes entitled *Towards Partnership* and noted that, following protocols through Ms Fisher, the group had been formed and would be holding its first meeting tomorrow. One of its goals will be to meet with Chiefs and Councils of the two North Shore First Nations and obtain letters of support for the new museum.
- *New Museum Planning*
Mr. Hood spoke to his draft handout *Beyond Yes to New Museum Opening Day*. The final report, currently a work in progress, incorporates a flow chart and discussion notes from aboriginal partnership, tourism and site animation planning meetings; it will be distributed via Ms Manaton. One of its major premises holds that the museum stories can animate the entire Shipyards neighbourhood. Mr. Hood noted that he had recently met with Larry Orr, the City's Manager, Lands and Business Services to discuss this.

Commissioners discussed the merits of holding a fall workshop versus individual briefing sessions for key stakeholders to elicit support and advocacy for the new museum. The best methods of providing this support, as a secondary effort to support the fundraising campaign, were identified.

ACTION: Ms Kirkpatrick and the Chair will discuss this further and develop a proposed plan.

5. **REPORTS**

Director's Report

Ms Kirkpatrick noted the following:

- The project plan for the *Waters Edge* project had been circulated ahead of the meeting. This new exhibit in the museum at Presentation House provides an opportunity to pilot new ideas and raise awareness of how different the new museum will be. Eve Lazarus has been engaged to research and write the content and will work with KEI Design, who will create the interactive displays. The museum will be open four days a week as of late January 2016.

- Along with various staff members, she was working on the BC Arts Council application submission due on September 30th. The application is for an operating grant for two years (2016 and 2017) and requires budget information for the years 2014-17, statistical information for 2014-16 and program information for 2016/17. The narrative component of the application will be distributed with the October Commission meeting package.
- Commissioners were reminded of the traditional Welcome Pole Ceremony to be held on the morning of September 25 as part of *Culture Days*.

Museum & Archives Operations

Ms Kirkpatrick noted the following:

- The *Culture Days* brochure containing all programs across the North Shore was circulated. The NVMA was the first cultural organization on the North Shore to participate in 2009; this year's offerings include a *Voices and Views* open house event hosted by Lisa Wilson at Centennial Theatre, the *West of Eden* photograph exhibit, *Family Records Workshop* presented by Archivist Janet Turner, and a *Squamish Community Exhibit* in conjunction with the new totem pole viewing at the Community History Centre, and a *Pleasure Faire Walk and Talk* at Maplewood Flats hosted by Bill Jeffries, curator of the *West of Eden Exhibit*.

Governance Committee

The Chair noted that minutes of the meeting held on Friday, September 11, 2015 had been circulated with the meeting package.

Friends Society

The Chair noted the following:

- Seats were still available for the FUNdraiser at Presentation House Theatre on September 23, 2015 and Commissioners were encouraged to attend and bring their friends.
- The board of directors has begun discussing its future role and recognizes that it requires more information and time to review the various options.

Lapsed Membership Campaign

Ms Kirkpatrick noted that a campaign will be launched whereby previous Friends Society members are contacted and encouraged to renew their membership in order to show their support for the new museum. All Commissioners were encouraged to join the Society by contacting Membership Secretary Roxanne McGregor or completing a membership brochure.

ACTION: Mr. Locke to advise Commissioners of their membership status.

6. ITEMS FROM COMMISSIONERS

There were no items.

7. OTHER BUSINESS

Scheduling of Warehouse Tour

Ms Kirkpatrick asked Commissioners wanting a tour of the warehouse to contact her to arrange a date.

8. ADJOURNMENT

The meeting was adjourned at 8:05pm. The next regular meeting is scheduled to take place on Thursday, October 15, 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