

MINUTES OF THE REGULAR MEETING OF
THE NORTH VANCOUVER MUSEUM & ARCHIVES COMMISSION

Commencing at 5:30pm on Thursday, November 16, 2017
AT THE COMMUNITY HISTORY CENTRE
3203 INSTITUTE ROAD, NORTH VANCOUVER, B.C. V7K 3E5

PRESENT: CATHARINE DOWNES
JONATHAN EHLING
VICTOR ELDETON (Chair)
KEVIN EVANS
SHERYL FISHER-RIVERS
JAMES FOX
DEREK HAMILL
COUNCILLOR ROBIN HICKS
TERRY HOOD
TERRY McALDUFF (Friends Society)
NANCY KIRKPATRICK, Director
LAUREL LAWRY, Recording Secretary
SHIRLEY SUTHERLAND, Assistant Director

REGRETS: COUNCILLOR DON BELL

GUESTS: SANDRA WHITE, Aboriginal Voices Working Group Co-Chair
KEN IZATT (Friends Society), Naming and Branding Working Group

1. Call to Order and Approval of Agenda

The meeting was called to order at 5:40 pm

Jonathan Ehling moved and Sheryl Fisher-Rivers seconded the approval of the agenda

2. Introduction: Sandra White, New Co-Chair, NVMA Aboriginal Voices Working Group

Ms. Fisher-Rivers and Mr. Hood introduced Sandra White to the Commission and outlined her work, experiences and connections to the community. The committee's work will continue to reflect the concepts developed by the exhibit designers and on building a community museum that effectively tells the stories of First Nations. Ms. White commended the NVMA Commission and Staff on bringing forward the stories, history and culture of the Squamish and Tseil-Waututh people into the new museum and for forming the Aboriginal Voices Working Group.

3. Consent Agenda

Derek Hamill moved and Catharine Downes seconded

THAT the recommendation listed within the "Consent Agenda", be approved.

CARRIED UNANIMOUSLY

- *Recommended Museum Deaccessions #14*

THAT the North Vancouver Museum & Archives Commission approves the deaccessioning and disposal of all 235 accessioned objects and 209 unaccessioned (found in inventory) objects on the attached lists,

AND THAT the Commission recommends to the municipal owner of each accessioned object (City and/or District of North Vancouver as appropriate) that all of these items be deaccessioned and disposed of, according to the provisions of the Commission's Collection Policy.

CARRIED UNANIMOUSLY

4. **Councillors' Review/Reports**

Mr. Hicks reported that Council is in election mode; it is a good opportunity for promoting the Museum to councillors. Both upcoming municipal updates will take place on December 4. Feedback from the Delbrook Recreation Centre should be included in the presentation.

No report from Councillor Bell (absent) on City matters.

5. **Matters Arising:**

- *New Museum Updates:*

- *Status of New Museum Planning #8*

The new NVMA collection facility visit with the City of NV staff was very successful. The Director thanked the City staff for their great work and dedication in bringing this project to fruition.

Revised Class B Cost Estimate is being developed by the project Architects with the cost consultants, BTY Group. Higher than anticipated costs have contributed to being in a position where the budget is being examined carefully for possible reductions which will still allow us to create a facility of the quality originally anticipated. The issue of in-kind donations to the new museum of much-needed contributions of construction supplies and in-kind services was discussed. Possible difficulties could arise as a result of it being a City-Owned space. Per-square-foot cost is being examined by the cost estimators; currently the cost is comparable to an office renovation.

- *Other new museum items*

An exhibit review meeting between NVMA staff and Kei Space Design took place and images were circulated to the Commissioners.

6. **Reports:**

The Chair provided an update on the agenda structure and Committee reporting.

- *Governance Committee Report*

A potential candidate has been identified and discussions have taken place to initiate the appointment of the candidate to the Commission when the Ms. Downes' term expires in the new year. In future, recruitment geared toward identifying gaps in expertise will play a larger role.

- *Report on Commission Retreat*
 - *Self-Evaluation Action Plan*

The Commission was reminded of the upcoming December 2 strategic plan session for Commissioners, facilitated by Charles Holmes.

- *Branding/ Naming Working Group*
 - *Terms of Reference*
 - *Presentation by Catharine Downes*

A PowerPoint Presentation (authored by *if Communications*) was given by Ms. Downes, followed by the Commission providing feedback and suggestions. Commissioners were reminded to keep all potential names strictly confidential.

Community feedback will be sought in the New Year to gain insight from a variety of demographics and views.

Community consultation and rigorous research will go into the naming process. Information about the naming process should be part of the presentation to the municipal councils.

Shirley Sutherland and Sandra White left the meeting.

- *Friends Society Report*

The Society's year end fundraising letters have been mailed to members. Board giving and membership in the Friends Society were discussed. A privacy policy is currently being developed by the Friends. The Naming/Branding presentation was given to the Society's board. A venue for the fundraising event in the new year will be identified and secured soon.

- *Outreach & Partnerships Working Group*
 - *Terms of Reference*

The Community Engagement & Partnerships Committee is the official name of this committee; its goals and objectives are improved understanding of the community's needs, increased awareness and future visitation, identification of sponsors, improved efficiency through collaborations, and a strengthened reputation. New Museum neighbours such as the LLBIA, City & District staff and elected officials, the Tourism industry, and Community partners are identified as important relationships to foster.

Victor Elderton moved and Kevin Evans seconded to accept the Terms of Reference of the Branding/Naming Working Group, presented earlier in the meeting for Commission's review.

CARRIED UNANIMOUSLY

Victor Elderton moved and Derek Hamill seconded to accept the Terms of Reference of the Community Engagement & Partnerships Committee.

CARRIED UNANIMOUSLY

- *Aboriginal Voices Partnership*

Terms of Reference for the Aboriginal Voices Working Group are being developed and will be presented at the next meeting. The working group will remain ad-hoc for the time-being but a formal structure may be adopted in future, particularly as the group has been approached by other cultural organizations to work on future projects beyond the New Museum. Very productive discussions between the AVWG and the Exhibit Design staff occurred earlier in the week.

- *Fundraising Cabinet*

The Terms of Reference for the Capital Campaign Cabinet were distributed to the Commission. After review, they will be accepted by the Commission at the next meeting. The position of a Fundraising Administrator is being considered to assist with the Cabinet's work. A budget will be prepared by the end of January 2018, to be presented at the January Commission meeting. An increased fundraising target of \$2.25 million was established. The number of cabinet members within the terms of reference has not been set at this time. It was suggested that the District IT department review the Fundraising Software eTapestry, which is being considered as a donor and prospect management tool, for additional input and information.

7. **Items from Commissioners**

- *Standing Item: Commissioner communications with municipal councilors*

A meeting between the local MLA and the NVMA Chair and Director will be set up in December.

Robin will review the December 4 presentation prior to the date of the DNV Council meeting.

8. **Other Business**

Terry Hood had informal discussions about maximizing the retail revenue potential. Outside expertise is being sought from the MOHAI retail manager and an urban cultural precinct planning consultant. Travel costs and an honorarium could be provided. Early in the new year is being considered as the date. Britannia Museum retail manager has also been identified by Mr. Ehling as a resource.

9. **Meeting was adjourned at 7:45.**

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

Victor Elderton, Chair
NORTH VANCOUVER MUSEUM & ARCHIVES COMMISSION

Minutes prepared by: _____
Laurel Lawry, Commission Secretary