

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

Commencing at 5:00pm on Wednesday, January 17, 2018
AT THE COMMUNITY HISTORY CENTRE
3203 INSTITUTE ROAD, NORTH VANCOUVER, B.C. V7K 3E5

PRESENT: COUNCILLOR DON BELL
JONATHAN EHLING
VICTOR ELDETON (Chair)
DEREK HAMILL
GINETTE HANDFIELD
COUNCILLOR ROBIN HICKS
TERRY HOOD
TERRY McALDUFF (Friends Society)
NANCY KIRKPATRICK, Director
LAUREL LAWRY, Recording Secretary
SHIRLEY SUTHERLAND, Assistant Director

REGRETS: KEVIN EVANS, JAMES FOX, SHERYL FISHER-RIVERS
GUESTS: JUAN TANUS, Kei Space Design

1. Call to Order at 6:15 pm and Approval of Agenda

Mr. Terry Hood moved and Mr. Derek Hamill seconded the approval of the agenda.

2. Consent Agenda

- Approval of Minutes of the Regular Meeting held on December 20, 2017
- Director's Report
- Recommended Museum Deaccessions Report #15

Mr. Jonathan Ehling moved and Ms. Ginette Handfield seconded

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

CARRIED UNANIMOUSLY

Recommended Museum Deaccessions #15

THAT the North Vancouver Museum & Archives Commission approves the deaccessioning and disposal of all 192 accessioned objects and 154 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

3. Presentation and Discussion

This item took place prior to the call to order, from 5:10 to 6:15 pm.

- New Museum Exhibit Plan and Budget Update – Juan Tanus, KEI Space Design
Changes to the layout and design of the Exhibit Gallery at the New Museum were presented and discussed. Some changes were made in response to suggestions from the Indigenous Cultural Advisors, whose contract has begun. Two joint advisors are working with the New Museum Content Team, enabling review and oversight, reflecting the voices of the two First Nations in North Vancouver.

4. New Museum Reports

- New Museum Exhibit Budget
The Director spoke to the “New Museum Exhibit Budget” report that was distributed to the Commission with the meeting package. The City of North Vancouver Project Management team has been working on preparing a Request for Qualifications from exhibit fabricators in advance of tendering the Exhibit Fabrication contract. The scope of the exhibit design work as presented has been costed out at \$1.52 million by the exhibit designers with support from a professional exhibit budget specialist. The current base budget allocated within the Project Budget is \$1.04 million. NVMA staff recommends that the shortfall of approximately \$500,000 be committed as the first priority of spending from the fundraising proceeds.

Mr. Tanus left the meeting.

Mr. Don Bell moved and Mr. Derek Hamill seconded the following motion:

THAT the Commission recommends to the City of North Vancouver that KEI Space be authorized to complete the Schematic Design phase and continue into the Design Development stage of the exhibit planning process;

THAT KEI Space design the full exhibit program, with some separately priced elements, and

THAT fabrication contract documents include only those elements for which funds are in hand and/or formally pledged at the time the contract for fabrication is issued.

CARRIED UNANIMOUSLY

Mr. Bell left the meeting at 7:20 pm.

- Status of New Museum Planning
This item was discussed as part of the budget discussions.

5. Councillors’ Review/Reports

The municipal councillors had nothing to report to the Commission.

6. Reports:

- **Aboriginal Voices Advisory Group**

Mr. Hood reported on the work of the Cultural Advisors in relation to the AVAG and the exhibit content; he outlined the meaningful involvement and partnerships between the NVMA and the First Nations in North Vancouver.

- **Friends Society Report**

Ms. McAlduff reported on the purchase of the eTapestry donor management software. The Night at the Museum fundraiser is to be held at the Polygon Gallery on April 27, 2018. The theme is *Then and Now*. The Friends' Society planning committee is working on the preparations, including auction items. The Commissioners are encouraged by the Society board to participate in the preparations and to attend the event. The Friends Society will host, on April 12 at the Community History Centre, the North Vancouver Chamber of Commerce "Business After 5" event from 5-7 pm. A tour of the Archives will be offered in addition to the networking event.

- **Community Engagement and Partnerships Committee** (formerly Outreach & Partnerships Working Group)

Mr. Hood has developed a draft matrix which will be circulated by email to the Commissioners prior to the next meeting and will be discussed at the February 2018 Commission meeting. A Retail Options Workshop will be held with NVMA staff and interested stakeholders, coordinated by members of the Community Engagement and Partnerships Committee.

- **Branding/ Naming Working Group**

Ms. McAlduff reported on a meeting with *if* Communications, the Naming & Branding agency, and the working group's request for the agency to develop further name options. A testing plan is being developed with a consumer research agency.

- **Fundraising Cabinet**

Some preliminary work has been done on fundraising collateral material as well as educational opportunities for members of the committee. The Commission directed the representatives on the Cabinet to make a recommendation to the members of the Fundraising Cabinet that draft materials must be circulated to the Commission as soon as possible.

- **Governance Committee Report**

Nothing to report.

7. Items from Commissioners

- Standing Item: Commissioner communications with municipal councillors

Mr. Hood updated the Commission on the status of the slide deck for meeting between Commissioners and Community Partners.

The retail options workshop is in development for NVMA staff and professionals in the museum retail sector.

A coordinated group meeting between LLBIA and NVMA staff would be beneficial to discuss the Lower Lonsdale Improvement Area Banner Project.

Mr. Hamill informed fellow commissioners of a book he is reading that offers insight into the fundraising process.

8. Other Business

9. Adjournment at 7:45 pm.

Next meeting at 5:30 pm on Wednesday, February 21, 2018 in the Community History Centre Meeting Room.



Victor Elderton, Chair
NORTH VANCOUVER MUSEUM & ARCHIVES COMMISSION

Minutes prepared by: 
Laurel Lawry, Commission Secretary