

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

Commencing at 5:30 pm on Wednesday, July 18, 2018
AT THE COMMUNITY HISTORY CENTRE
3203 INSTITUTE ROAD, NORTH VANCOUVER, B.C. V7K 3E5

PRESENT: COUNCILLOR DON BELL
VICTOR ELDERTON (Chair)
KEVIN EVANS
JAMES FOX
DEREK HAMILL
GINETTE HANDFIELD
COUNCILLOR ROBIN HICKS
TERRY HOOD
TERRY McALDUFF (Friends Society)
NANCY KIRKPATRICK, Director
LAUREL LAWRY, Recording Secretary

REGRETS: SHERYL FISHER-RIVERS, JONATHAN EHLING

GUESTS: Jessica Bushey, NVMA Archivist

1. Call to Order at 5:40pm and Approval of Agenda

2. Consent Agenda

- Approval of Minutes of Regular Meeting held June 20, 2018 (*Attachment #1*)
- Recommended Museum Deaccessions Report #21 (*Attachments #2, 2-1 to 2-4*)
- Museum Deaccessioning Project Final Report (*Attachment # 3*)

Ginette Handfield moved and Kevin Evans seconded the approval of the consent agenda, and the following motions contained in *Museum Deaccessions Report #21*:

THAT the North Vancouver Museum & Archives Commission approves the deaccessioning and disposal of all 189 accessioned objects and 169 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. Introduction of Archivist Jessica Bushey, Ph.D

The archivist introduced herself and shared her educational and professional background with the Commission. Audio Visual archives and digital access and preservation are her particular areas of interest and public access to online holdings. Jessica stressed the support for the new museum and exhibits provided by the Archives. Archives differ from libraries in that they collect multiple copies of

published material whereas Archives collect unique artifacts. It resembles the collection of museum in some ways but employs different methods than museum collection management practices. They differ from libraries in that the preservation of materials is much more specialized. Jessica has been very impressed by the holdings of the Archives, in particular the shipbuilding collections. She feels strongly that the resources must be made more accessible to researchers and university students by increasing awareness, partnerships and collaboration. Her view is that restructuring the existing holdings in a way that will be more conducive to activating them for public engagement through different lenses. The Commission's marketing committee is eager to assist the Archivist in exploring ways to tell the stories that exist in the Archives collection.

4. New Museum Reports

- Update on New Museum Budget & Transition Planning

The Director provided an update on the transition planning work that is underway. Five items will be dealt with next week during the consultant's work sessions with NVMA, including budgets, governance matters, staffing plans, the operating costs for the New Museum and the lease agreement including retail strata regulations. A draft transition plan is anticipated to be available for the Commission to review in September.

- New Museum Update & Presentation to CNV Council

The presentation and report to Council on July 16 are attached and the issue of cost escalations (Class A estimate will be coming in September) was discussed, including the September request to City Council for a 2018 budget increase of approximately 10% of the project budget. The presentation was made by the Director but it was City Staff who addressed questions from Councillors on the Report. It was made quite clear that the City staff are the managers of the project. City Staff have been directed to submit a report to Council on the project costs to date. It was recommended by the Councillors that the Chair of the Commission in future should sit next to the Director and have his name listed on the agenda at such presentations.

It was recommended that the update be provided to District Council and the Director will contact the CAO in order to arrange this.

- Update on New Museum Exhibit Planning

The 65% completion document will be available at the end of September and staff input and workshopping with the designers will take place in early October. In early August, the Exhibit Fabricators' RFP responses will be reviewed and a fabricator will be selected at that time. The designers and fabricators will work collaboratively in order to design and build the most efficient exhibits possible. Once the City has been given access to the space, the trolley will be placed in the museum facility prior to the installation of the windows (March/April 2019). The tenant improvements and exhibit installation will take place in the months following the granting of access; the museum is slated to open in February 2020. The two children's activities areas are being redesigned, with feedback and concepts stemming from workshops with a specialist in interactive exhibits.

5. Director's Report & Emergent Issues

Further details of the Iranian oral histories were provided by the Director, including the expanded story requests from the NVMA to the Ismaili community. This oral history model will be used again with other communities in future. The Streetcar Theatrical Interpreter program script will be tested in the community by the theatre specialist and the actors who are student summer employees, initially at seniors' centres. The possibility of using volunteer interpreters was discussed, and the volunteer program in general having the potential for greater development.

6. Councillors' Review/Reports

Councillor Bell discussed the presentation to City Council, which was well-received, and indicated that some of the more "pointed" questioning was indicative of attitudes toward development in general in the municipality. The new CAO is appointed and will take on the role at the end of August. She comes from the City of Edmonton and is an innovative leader. Development and traffic concerns are a major theme across the region and will be a factor in election results. North Vancouver MP Jonathan Wilkinson was appointed Minister of Fisheries; MP Pablo Rodriguez is the new Minister of Culture.

Councillor Hicks stressed the importance of making a presentation to the new mayor or mayoral candidates. He recommends that the NVMA update to City Council can be shared with District Councillors but Mobile Exhibits should be highlighted in the document to District Councillors. The use of the mobile exhibits as a way of creating awareness in the community while the Museum is closed can be an important benefit.

7. Reports:

- Friends Society Report

The AGM package is underway and the speaker for the event has been secured: Gerry Brewer is one of the founders of North Shore Rescue and a former City Manager. An auditor will be engaged for the following year to perform a review engagement.

The Night for the Museum event final report will be presented at the next Friends Society board meeting, scheduled for August 23.

Friends involvement in local community events have been successful with many volunteers involved.

- Governance Committee Report

The draft MOU was circulated to the Commission. The discussion with the Friends Society President will take place prior to the MOU being presented to the Friends Society.

The Donor Recognition Policy document contains amendments to the previous document, which had been approved by the Commission, with the addition of an additional category of donor: "Benefactor" and the change in name of one category to "Trailblazer". Appendix 1 contains amendments to the levels of recognition available to donors. The "Benefactor" title is seen to be less superlative than necessary so a change to "Founding Benefactor" will take place. A question around signage was raised and the fact that the details of the specificities of signage must be determined jointly with donors and the NVMA.

Kevin Evans moved and Derek Hamill seconded

THAT the Donor Recognition Policy (with amendments to Appendix 1, as reflected in the attached document) be approved by the Commission.

CARRIED UNANIMOUSLY

The 2019 Budget will be presented to the Commission in September, with contributions from Councillor Hicks and Mr. Hamill, both of whom have a background in accounting.

The Marketing & Communications Committee Terms of Reference reflect the following change: this will no longer be a subcommittee of the Capital Campaign Cabinet, but will be a standing committee of the NVMA Commission.

- Capital Campaign Cabinet

Mr. Evans welcomed Mr. Hamill back from his absence, which was taken for health reasons. Mr. Evans reviewed the timeline of the campaign goals and milestones. The focus now is getting traction with donor cultivation and solicitation. The research and prospects must be carefully applied to the work that is being done by the committee.

A matrix of skills and abilities is in development and there is a call for more volunteers for the solicitation committee. The Commissioners can view the list by using the Solicitation Committee's dropbox folder of material.

BC Gaming Commission grant will be prepared and submitted at the end of July by NVMA staff.

The NVMA Director and Chair of the Solicitation Committee attended a meeting with a prospective sponsor which went very well; a proposal is in development.

- Marketing & Communications Committee

- Marketing & Communications Committee ToR (Draft)

This item was discussed as part of the Governance Committee Report.

- Community Engagement & Partnerships Committee

- Updated Activity and Contacts Checklist Table

The Table was presented to the Commission for review and discussion. The LLBIA is proving to be very supportive of the NVMA. The meetings between Seaspan and NVMA have been very productive in terms of potential programming collaborations. A meeting about the Public Realm between NVMA and CNV staff will be rescheduled for September 2018

- Indigenous Voices Advisory Committee

Kei Space Design and the contracted Indigenous Cultural Advisors have been working together on the exhibit content for the New Museum and a report will be presented at a later date.

8. Items from Commissioners

- Standing Item: Commissioner communications with municipal councilors

9. Other Business

10. The meeting was adjourned at 7:55 pm. The next meeting at 5:30 pm on Wednesday, September 19, 2018 in the Community History Centre Meeting Room.



Victor Elderton, Chair
NORTH VANCOUVER MUSEUM & ARCHIVES COMMISSION

Minutes prepared by: 
Laurel Lawry, Commission Secretary