

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

Commencing at 5:30 pm on Wednesday, October 17, 2018
AT THE COMMUNITY HISTORY CENTRE
3203 INSTITUTE ROAD, NORTH VANCOUVER, B.C. V7K 3E5

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- PRESENT:** JONATHAN EHLING
VICTOR ELDERTON (Chair)
JAMES FOX
DEREK HAMILL
GINETTE HANDFIELD
TERRY HOOD
BOB McCORMACK (Friends Alternate Rep)
NANCY KIRKPATRICK, Director
SHIRLEY SUTHERLAND, Asst. Director
LAUREL LAWRY, Recording Secretary
- REGRETS:** COUNCILLOR DON BELL, SHERYL FISHER-RIVERS,
COUNCILLOR ROBIN HICKS, TERRY McALDUFF (Friends Society)
- GUESTS:** Bill Peters, Bill Peters Consulting (by videoconference)
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1. Call to Order at 5:38 pm and Approval of Agenda

2. Consent Agenda

- Approval of Minutes of Regular Meeting held September 19, 2018
Moved by Mr. Ehling and seconded by Mr. Hamill to approve the consent agenda.

Carried Unanimously

3. Presentation by Bill Peters (remotely via "Zoom")

- Update on New Museum Transition Planning
In-Camera Session due to confidential employee and financial information.

4. New Museum Reports

- Update on New Museum Budget (Kirkpatrick)

An additional \$550,000 in City funding for building costs was approved by City Council for the museum construction project. Subsequently, a new museum team meeting took place and the items which had been previously value-engineered out of the project have been put back in, and budgeted amounts have been restored for contingencies and cost escalation.

West Coast Railway Association has been selected as the Streetcar restorer. The streetcar is scheduled to go into the building in May or June, prior to the exterior glazing going in.

- Update on New Museum Exhibit Planning

The content for the exhibit plans have been refined through workshops in October with NVMA staff and the design team. Design documents have been provided to NVMA staff, including early

AV design with Resolve Design working with Kei Space Design as the subcontractor for A/V User Interfaces. IT meetings are underway to sort out the planning of responsibilities and logistics. The landscape plan is being reviewed to ensure that the entrance to the Museum is visible and accessible. A comprehensive list of photographs to be used in exhibits has been sent by the designers to NVMA for review.

5. Director's Report & Emergent Issues

The deaccessioning process continues. A contract researcher named Kate Petrusa has been hired to work on the first featured exhibit: *The Lions/The Sisters: Mountains, Myth, Muse*. Pamela Roberts, who has previously carried out consulting for NVMA on the interactive exhibit design for the kids' areas, has been hired as a Public Programs Planner. The Heritage BC funded position of Indigenous Community Engagement Researcher is in the interview stage. The Director is going to the BCMA Conference in Kelowna, and then to MuseumNext in New York City, a conference focused on the future of museums with international attendees and speakers.

6. Councillors' Review/Reports

This item was deferred until the next Commission meeting as the municipal Council representatives were not present.

7. Reports:

- Friends Society Report (McCormack)

The Society plans to send a year-end request to its members to raise funds for general operating funding. The annual fundraising event was discussed at its most recent board meeting but a desire for some direction from the Capital Campaign is sought by the Society board. Friends volunteers will be attending Christmas Fairs to sell books and possibly memberships.

- Governance Committee Report (Elderton)

The Chair of the Governance Committee, Kevin Evans, resigned earlier this year so the Governance Committee has not met formally in the interim. Victor will be speaking with the Friends Society about the Memorandum of Understanding developed by the Governance Committee.

The status of the Commission Fundraising Policies, under review by the District legal counsel, will need to be pursued by the Governance Committee.

A list of competencies should be compiled in order to begin recruiting for the City-appointed Commissioner position, left vacant by Kevin Evans, who resigned earlier this Fall. The main competencies identified were Marketing, Communications, and Governance.

- Capital Campaign Cabinet (Hamill)

- Donor Recognition Brochure

NVMA staff prepared the Capital Campaign Budget and it will be reviewed in depth at the next meeting. Donor and sponsor cultivation has been taking place. A new Chair for the Communications Committee should be found, following the resignation of Kevin Evans; the next meeting is October 23.

The level and timing of donations received will determine the flavor of the Public Campaign Launch. The brand and identity will also be launched at that time; both will be about public awareness as opposed to simply fundraising. Judy will create a series of questions to be

presented to the Capital Campaign Cabinet in December relating to the Public Launch. The new collateral developed by the Capital Campaign was presented by the NVMA Director. A one-page stand-alone donor grid will be created, as an insert. An NVMA fact sheet will be developed by staff in the coming weeks.

- Marketing & Communications Committee

- New Museum Update

Terry Hood, Terry McAlduff and Catharine Downes are taking the lead to keep the work moving forward on the Communications Committee. Catharine Downes will act as Interim Chair at least until Christmas. Terry Hood and Terry McAlduff will provide organizational support. The New Museum Updates created by staff and committee members are very useful to be included in the fundraising material package.

A Privacy Policy for the website has been crafted by the webmaster and NVMA staff, with input from District of North Vancouver staff; it has been shared with the head of the Communications Committee and will be sent to the District legal team for review.

- Community Engagement & Partnership Strategy

- Updated CE&P Strategy Table

An outreach meeting took place at the City of North Vancouver Hall with CNV staff, Mr. Hood, and the NVMA Director. Public Realm planning was discussed, including the possibility of using archival images or other NVMA branding for murals in the Lower Lonsdale area. Tourism North Shore extended an invitation to the NVMA for an event on November 26. Terry McAlduff is progressing on the Time Capsule arrangements. The North Vancouver Public Art Coordinator is being consulted to discuss wayfinding and lighting the public realm in the new Lonsdale Quay transit hub. Further discussions will be held with Seaspan to review the possibility of the Museum's exterior wrap. The Lower Lonsdale restaurants are interested in pursuing some cohesive heritage wraps and images for the exterior of the zero-block of Lonsdale. The Sixth Field Engineers will be added to the Partnership Table; NVMA staff will be visiting their museum next Wednesday.

- Indigenous Voices Advisory Committee

Sheryl Fisher-Rivers has been occupied with ceremonies within her Nation. She has, however, been providing support to the Exhibit Designers, as have Carleen Thomas and Sandra White. A request to Chief and Councils will be undertaken by the Indigenous Voices Advisory Committee. There are currently six NVMA flipbooks to be distributed to the Councils which will be arranged at a later date.

8. Items from Commissioners

- Standing Item: Commissioner communications with municipal councillors

City and District orientation sessions will take place later in the year and for the City, a 2-hour visit to the Archives along with a printed insertion in the Binder will be provided. For the District, a 5-slide presentation will take place on Tuesday November 20. Council candidates were receptive to the information packages that were sent out by NVMA staff prior to the election.

Commission Chair Victor Elderton will meet with Mayor Walton prior to the end of his term.

The Museum invitation-only event on November 14 will be managed by the Fund Development

Administrator.

9. Other Business

With the resignation of Kevin Evans, there were a number of issues to be dealt with. Victor will be looking for a Vice-Chair to Chair meetings for the next six months, and will possibly change the date of the meeting schedule during that time, to be confirmed by the next Commission meeting.

10. Adjournment at 8:50 pm. Next meeting at 5:30 pm on Wednesday, November 21, 2018 in the Community History Centre Meeting Room.

Victor Elderton

Victor Elderton, Chair
North Vancouver Museum & Archives Commission

Laurel Lawry

Minutes prepared by:
Laurel Lawry, Commission Secretary