

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

Commencing at 5:30 pm on Wednesday, November 21, 2018
AT THE COMMUNITY HISTORY CENTRE
3203 INSTITUTE ROAD, NORTH VANCOUVER, B.C. V7K 3E5

PRESENT: COUNCILLOR DON BELL
JONATHAN EHLING
VICTOR ELDERTON (Chair)
DEREK HAMILL
TERRY HOOD
TERRY McALDUFF (Friends Society)
NANCY KIRKPATRICK, Director
SHIRLEY SUTHERLAND, Asst. Director
LAUREL LAWRY, Recording Secretary

REGRETS: SHERYL FISHER-RIVERS, JAMES FOX, GINETTE HANDFIELD

GUESTS: JUAN TANUS, Kei Space Design; JOHN GILMOUR, KEN IZATT,
BOB McCORMACK (Friends Society Directors)

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1. Call to Order at 5:35 pm and Approval of Agenda
 2. Approval of Minutes of Regular and In-Camera Meetings held October 17, 2018
Moved by Mr. Ehling and seconded by Mr. Hamill to approve the minutes.

Carried unanimously

3. Presentation by Kei Space Design
 - Update on New Museum 90% Exhibit Design

Juan Tanus described to the Commission and guests the ongoing development of the exhibits via a presentation of visuals and 3D renderings laying out the artifacts, digital and interactive displays, audiovisual components, and graphics in greater detail within the Permanent Gallery.

- Questions & Answers

Commissioners asked questions about the building's infrastructure and lighting requirements, clarification on exhibit topics, examples of stories told through text in contrast to those told through interpreters and docents, and the importance of featuring the Archives location in the new museum.

4. Director's Report & Emergent Issues
 - The Director's Report was received by the Commission, as circulated.
5. Councillors' Review/Reports

New Councils have been elected and the City representative to the Commission, Don Bell, has been reconfirmed. There will be a visit to the NVMA by the Council members, to be scheduled by municipal

staff at a future date.

The District Council representative to the NVMA Commission will be appointed in December.

- The Director's Presentation to District Council was received by the Commission, as circulated.

6. New Museum Reports

- Update on New Museum Exhibit Planning

The museum exhibit team will meet on Friday November 23 to review the exhibit design and offer revisions to the exhibit designers. An opportunity for a site visit to the new museum building is being organized and Commissioners are asked to contact the Director if they are interested in attending.

- Update on New Museum Budget

The Transition Plan Report & Preview were received by the Commission. The Director reinforced that the Transition Plan iterates the strategy for the organization and all its components to work cohesively to attain the goals set out. The Chair discussed the need for the plan to be reviewed by both the Commission and Friends Society Directors in order to create general understanding and affirmation of the plan and to generate a strong report to Council moving forward.

Questions were received from the Friends Society around the Supporting Membership cost and how that will impact membership numbers. It was suggested that the museum Annual Pass and Friends (Supporting) Membership should be equivalent. There was consensus that user fees are an important revenue source and likely would not be a deterrent for residents (Recreation Centre user fees and levies for light standards were brought up as examples). It was mentioned that there is complexity in the levels and tiers of memberships.

The purpose of the plan is to bring the Friends and NVMA into alignment so they will be seen by the municipalities as one cohesive entity. The Director will provide examples of other Lower Mainland museum membership structures. Diverse streams of revenue are required in order to become self-sufficient and sustainable. The Chair reminded Commissioners and guests that the consultant who worked with staff is an expert in the field who has a broad perspective on the relevant examples across the country.

Marketing the memberships should be discussed in a deeper way among the Communications and Marketing Committee. Implementation of the recommendations in the plan is the key issue and staff must gauge how best to implement changes. Terry Hood, Ken Izatt, Derek Hamill, Nancy Kirkpatrick and Laurel Lawry will convene a working session to create consensus and a cohesive membership structure.

The summary Preview document presented to the Commission was very strong and can be expanded into a Council presentation. Commissioners commented that the plan shows the importance of volunteers, longer public hours of operation, and diverse, quality programs offered to the public.

7. Reports:

- Friends Society Report

Delane Knight, a professional accountant, has been elected to the board and is replacing Ken Izatt as Treasurer; Mr. Izatt has become the new Membership Coordinator. McCormac & Co. Chartered Professional Accountants is engaged for 2019 Review Engagement. A new board

member, Robin Harvey, has event planning experience. The new *Time Travel in North Vancouver* book is available for purchase; a copy will be donated to the North Vancouver Chamber of Commerce for an event draw and copies will be distributed to Mayors and Council members, School Trustees, and others.

- Governance Committee Report

Ginette Handfield has agreed to become the new Vice-Chair of the Commission and Chair of the Governance Committee. A meeting of the Governance Committee will take place once the new District Councillor is named, likely in January. An MOU on Communications and Marketing will be drafted by staff and Commissioners for discussion and review.

- Capital Campaign Cabinet

The Cabinet and the Fund Development Committee held a combined meeting. Policies that had been sent to District lawyers for review require follow-up by staff on their status. A strategy session previously scheduled for December 17 will be rescheduled for 2019. The Fund Development Committee has suggested that additional people are needed to support the Campaign in developing new contacts and relationships. Relationships are being developed with strong prospects by committee members.

- Marketing & Communications Committee

- The Privacy Policy created by NVMA staff and webmaster was brought to the Communications Committee at the last meeting. The policy has been circulated to the Commission for information and will be reviewed by a legal department.
- The Committee named four Co-Chairs. All meeting notes and minutes from this Committee will be shared with the Capital Campaign Cabinet. The Capital Campaign Cabinet meeting minutes will likewise be shared with the Communications Committee. The terms of reference have been revised and accepted by the Committee. The Committee has been reviewing items including the list of communications document. Catharine Downes, Shirley Sutherland, Nancy Kirkpatrick, and Laurel Lawry will meet next week to discuss NVMA's needs for collateral items that align with new brand standards.

- Community Engagement & Partnership Strategy

Progress was made on the Tourism North Shore event, to be held Monday November 26. Dianna Foldi, Giuliana Buitenhuis, and Jill Cameron met with Terry Hood and Nancy Kirkpatrick regarding the Lower Lonsdale public realm. Terry Hood will be meeting with Lori Phillips and Nancy Cottingham-Powell to discuss potential partnerships and projects. Upcoming informal meetings with various community partners are being schedule and will increase the organization's public profile.

- Indigenous Voices Advisory Committee

Terry Hood met with Sheryl Fisher-Rivers who has been recently occupied with community, ceremonial and family matters. Terry Hood also met with Sandra White and Karen Dearlove and has coordinated with Chief Janice George and Carleen Thomas, on matters concerning Indigenous content and community engagement.

8. Items from Commissioners

- Standing Item: Commissioner communications with municipal councillors
This item was deferred.

9. Other Business

Commissioners were reminded that the NVMA Holiday Party takes place on December 7 from 11 am to 1 pm at the Community History Centre.

10. Adjournment at 9:15 pm, moved by Jonathan Ehling. The next meeting will take place at 5:30 pm on Wednesday, December 19, 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