

**MINUTES OF THE REGULAR MEETING OF  
THE NORTH VANCOUVER MUSEUM AND ARCHIVES COMMISSION  
HELD AT 5:30 P.M. ON NOVEMBER 20, 2014  
IN THE COMMUNITY HISTORY CENTRE MEETING ROOM  
3203 INSTITUTE ROAD, NORTH VANCOUVER, B.C. V7K 3E5**

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PRESENT: CATHARINE DOWNES  
VICTOR ELDERTON  
DON EVANS (Vice-Chair)  
ROBERT HEYWOOD, Friends Society Representative  
TERRY HOOD  
SANFORD OSLER (Chair)  
MATTI POLYCHRONIS  
ROBERT WATT  
NANCY KIRKPATRICK, Director  
SHIRLEY SUTHERLAND, Assistant Director  
JAN MANATON, Recording Secretary

REGRETS: SHERYL FISHER  
COUNCILLOR DON BELL (City)  
COUNCILLOR ROBIN HICKS (District)

GUEST: John Gilmour, Friends Society President  
Nicholas Locke, Optimus Fundraising

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1. **CALL TO ORDER.**  
The Chair called the meeting to order at 6:23pm. Point #2, New Museum Steering Committee, under Agenda Item #4, Reports for Approval, was removed as the matter will be addressed in the Governance Committee Report. The amended agenda was unanimously approved on a motion by Ms Downes, seconded by Mr. Evans.
  
2. **APPROVAL OF MINUTES OF THE REGULAR MEETING HELD ON OCTOBER 16, 2014**  
Mr. Evans MOVED and Mr. Hood SECONDED  
  
THAT the Minutes of the Regular Meeting of the Commission held on October 16, 2014 be approved.  
  
CARRIED UNANIMOUSLY.
  
3. **MATTERS ARISING**  
  
**New Museum Update**  
Ms Kirkpatrick noted that updates on various aspects would be covered under other agenda items. Mr. Osler mentioned that Ms Fisher had asked him to report, in her absence, that she planned to contact the Tsleil-Waututh Nation with respect to organizing discussions regarding their involvement with the new museum.

#### 4. **REPORTS FOR APPROVAL**

##### ***Capital Campaign Plan and Associated Budget***

Consultant Nick Locke spoke to the draft Capital Campaign Plan and budget document (the "Plan") circulated with the meeting package. The Plan outlines basic principles, specifics regarding the structure of the campaign cabinet, its fundraising strategies and goals, and discusses the importance of identifying the new museum name and brand. Mr. Locke noted that a separate Case for Support was almost complete and would be distributed for comment within the next week or so.

Several items are not fully developed in the Plan and will need attention; these include communications and marketing plans, and donor recognition policy. The latter is critical for approaching donors, especially corporations. Policies and procedures will depend, to some extent, upon the charitable status of the Commission.

The Plan incorporates a high-level fundraising budget from the present to the opening of the new museum in 2017 and contemplates pledges of at least three years; the term may be longer for more significant gifts. The goal is to have 100% of the fundraising goal pledged by the end of 2015. The Chair noted that development of a cash flow plan with City staff will be undertaken over the next while, and a brief discussion was held about the tender and construction management process.

A draft continuation plan is also outlined in the Plan to ensure ongoing viability of the new museum. Mr. Locke noted that he would be providing a Gift Acceptance Policy for review and acceptance by the Commission. The timing of the development of an Endowment Fund was discussed and it was noted that, while gifts would not be turned away, they would not be considered to be part of the capital fundraising campaign. Awarding of naming rights was also discussed briefly.

Mr. Evans pointed out that the Commission is being asked to approve the approach outlined in the Plan rather than exact content; he confirmed that the Capital Campaign Cabinet is already working under the framework outlined in the Plan. Mr. Locke noted that changes and updates will be provided on a regular basis. The Plan is to be viewed as an internal document for the Cabinet and Commission only.

Mr. Evans MOVED and Mr. Heywood SECONDED

THAT the Capital Campaign Plan prepared by Optimus Fundraising, and amendments thereto from time to time, be adopted as the internal framework for the North Vancouver Museum & Archives Commission and its Capital Campaign Cabinet to conduct the Capital Campaign for a new museum over the next several years.

CARRIED UNANIMOUSLY.

Ms Downes asked that each version of the plan be provided with a version number and date so as to preclude confusion.

##### ***Policy on Workplace Bullying, Harassment and Discrimination***

Ms Kirkpatrick spoke to the report that was circulated as part of the meeting package. She noted that the policy was an adaptation of the City of North Vancouver's existing policy. The adoption of such a policy by all employers is a recent requirement of WorkSafe BC. All contractors, employees, committees, and anyone associated with NVMA will be governed by this policy. Ms Kirkpatrick sought clarification on who would handle complaints about the director; it was agreed that the Commission Chair would handle such complaints. Ms Downes MOVED and Mr. Hood SECONDED

THAT the Policy Regarding Workplace Bullying, Harassment and Discrimination be approved.

CARRIED UNANIMOUSLY.

### **Deaccession Rationale for NVMA's Two Fire Engines**

Ms Kirkpatrick spoke to the report circulated with the meeting package. As a result of the Commission's suggestion at its October meeting, Ms Kirkpatrick had discussed with staff the deaccession of both fire trucks and the rationale for deaccessioning each vehicle had been developed. She is now seeking authority from the Commission to pursue options with the City Fire Chief. Ms Kirkpatrick also sought approval to deaccession the trucks and, if deemed appropriate after discussions with the Fire Chief, so recommend to the City of North Vancouver and seek approval for the City's Purchasing Department to dispose of them. Both items likely have a value in excess of \$1,000. The Chair noted that Ms Kirkpatrick had been given approval at the October meeting to hold discussions with the Fire Chief and that it was unclear whether a motion to deaccession the trucks would be premature at this time. Ms Kirkpatrick noted that, with the collections project coming to an end midway through 2015, there was a need to expedite the process in order to get deaccessioning under way if necessary. She added that the items would need to be deaccessioned in order to transfer title to the Fire Department if that option was chosen. Mr. Heywood MOVED and Ms Polychronis SECONDED

THAT the North Vancouver Museum & Archives Commission approves the deaccessioning and disposal of both of the Commission's Fire Trucks (Aerial Ladder Truck, 1980.163.1, and Pumper Truck, 1983.25.1 a-k) according to the provisions of the Commission's Collections Policy and recommends to the City of North Vancouver that both trucks be deaccessioned and disposed of.

CARRIED UNANIMOUSLY.

## 5. **REPORTS**

### **Director's Report**

#### *Report on BC Museums Association Conference*

Ms Kirkpatrick spoke to the report circulated with the meeting package, noting the conference theme *The Third Space – Reimagining our Cultural Landscape*. She added that currently there is much discussion around this topic on the internet. Examples of traditional Canadian museums making the transition show that they are developing third spaces (i.e., inclusive social spaces) via physical space and programming that appeal to wider audiences. On-site food and drink are important elements. Commissioners were asked to think about how this might translate to the new museum and whether consideration should be given to developing the multi-purpose room as a "community-based third space". Currently the room is intended to be a revenue generator and thought needs to be given to maximizing its use and have it fulfil both roles. Concern was expressed about space constraints in the Pipe Shop and suggestions were made concerning the use of external and other spaces and satellite facilities. It was noted that it is important to develop programming that will drive community support.

### **Museum & Archives Operations**

Ms Sutherland noted the following:

- The October 25<sup>th</sup> launch of the *Sharing Our Stories* exhibit developed with the Canadian Iranian Advisory Committee was very successful and appreciated by the community. Sweets provided at a discount by Golestan Bakery and the classical Persian music were well received. The hallway exhibit was crowded but enjoyed by the attendees. It is hoped that they will return to look at the exhibit again.
- The Multicultural Society brought a group of Iranian seniors who are new to the community to see the exhibit. Archivist Janet Turner provided a simple, visual overview of Canadian history and provided a tour of the Archives. The seniors were very appreciative and excited to learn about other Iranian people's experiences and some wrote down their own.
- One of NVMA's student participants in the *Young Citizens* program, Luc Harris of St. Thomas Aquinas School, received an honourable mention award for his video about Vimy Ridge.

### ***Governance Committee***

The Chair spoke to the Minutes of the November 18<sup>th</sup> meeting of the committee. Mr. Heywood MOVED and Mr. Elderton SECONDED

THAT Commissioners, in aggregate, be authorized to spend and be reimbursed up to \$500 annually on Commission-related business subject to approval by the Chair (or the Vice Chair in the case of the Chair).

CARRIED UNANIMOUSLY.

The Chair noted that admission and parking fees when on Commission business were the types of expenses contemplated by this motion.

ACTION: Ms Manaton to advise on what is permissible under municipal guidelines and provide instructions and requirements for obtaining reimbursement.

The Chair requested Commissioners to participate in a self-assessment exercise on the Commission's performance. He would send a link to Commissioners to the anonymous on-line questionnaire that has been developed. A review and discussion of responses will take place at a workshop preceding the next Commission meeting and an improvement plan will be developed.

### ***Campaign Cabinet***

Mr. Evans noted the following:

- A meeting of the Campaign Cabinet was held on November 18, 2014.
- Ms Downes had been providing assistance with the naming and branding for the new museum. The focus has been on narrowing suggestions down to a short list and doing diligence work to ensure no copyright or patent infringements would preclude use of the preferred names.
- The federal Cultural Spaces funding application is currently being developed.
- Ms Kirkpatrick and Mr. Heywood had met with MLA Naomi Yamamoto. A letter will be drafted to request a face-to-face audience with all three North Shore MLAs that will provide an opportunity to make a more formal presentation.
- Conversations have started with three private businesses to discuss concepts, ideas, etc., and "test the waters".

Ms Kirkpatrick noted that she had met with counterparts at Presentation House Gallery, who also have a Cultural Spaces application in preparation and are open to collaboration. It will be strategic to note how the projects complement each other while being distinctive, and how the institutions would work together. Each organization will provide a letter of support for the other's application. Discussion ensued on how the two organizations can support the other, and develop relationships and promotional opportunities, etc. Mr. Locke confirmed that five letters of support for the Cultural Spaces application are in process and he will be following up on an individual basis.

The Chair noted that the Cabinet will be meeting twice monthly for the next three to six months, with one of those meetings immediately after the Commission meeting. That meeting will be short. Presentations may be made as workshops immediately prior to the Commission meeting.

### ***Friends Society Report***

Mr. Heywood deferred to the Society's President to make the report to the Commission. Mr. Gilmour noted the following:

- The Society will send a year-end letter appealing for donations and highlighting the Society's achievements in 2014.
- A new appointee to the Commission is being considered as Mr. Heywood wishes to concentrate his efforts on the Capital Campaign.
- Christmas cards will be sent to sponsors of the Society's various events in 2014 to help further develop relationships.

- The naming and branding presentation document will be shared with the board.
- Jan Manaton will attend the next board meeting to discuss financial statement layout and answer questions regarding the statements.
- The donation match from the Kitty Heller Alter Ego Trust is still in effect.
- There is room for more directors on the board. Commissioners were asked to suggest names of anyone who might be appropriate.

6. **ITEMS FROM COMMISSIONERS**

- Mr. Hood noted that he had visited the King Abdullah Museum in Saudi Arabia and had some ideas on exhibitry that he would share informally with staff.
- Mr. Evans noted that he had visited the East Texas Oil Museum in Kilgore, Texas.
- Ms Downes noted that she had received a proposal for consumer research. Mr. Evans confirmed that this matter should go through the Campaign Cabinet.

Ms Kirkpatrick called attention to the new banners that had been created for the Christmas Market at the Pipe Shop.

7. **OTHER BUSINESS**

- Commissioners were reminded of the Christmas brunch on December 16 from 11:00-1:30pm.

8. **ADJOURNMENT**

The meeting was adjourned at 7:40 p.m. The next regular meeting is scheduled to take place on Thursday, December 18, 2014 at 5:30 p.m. in the Community History Centre Meeting Room. The meeting will be preceded by a workshop on the results of the self-assessment exercise. All Commissioners are asked to inform Ms Manaton of their availability for this meeting.

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SANFORD OSLER, Chair  
NORTH VANCOUVER MUSEUM AND ARCHIVES COMMISSION

Minutes prepared by: \_\_\_\_\_  
Janice Manaton, Commission Secretary