

**MINUTES OF THE REGULAR MEETING OF
THE NORTH VANCOUVER MUSEUM & ARCHIVES COMMISSION
HELD AT 5:30pm ON OCTOBER 15, 2015
IN THE COMMUNITY HISTORY CENTRE MEETING ROOM
3203 INSTITUTE ROAD, NORTH VANCOUVER, B.C. V7K 3E5**

PRESENT: COUNCILLOR DON BELL (City)
DON EVANS, Vice-Chair
COUNCILLOR ROBIN HICKS (District)
TERRY HOOD
SANFORD OSLER (Friends Society Representative), Chair
MATTI POLYCHRONIS
ROBERT WATT
NANCY KIRKPATRICK, Director
JAN MANATON, Recording Secretary

REGRETS: CATHARINE DOWNES
VICTOR ELDERTON
SHERYL FISHER
SHERRY SHAGHAGHI

GUESTS: NICK LOCKE, Optimus Fundraising, Campaign Director

1. CALL TO ORDER

The Chair called the meeting to order at 5:39pm. The agenda was approved unanimously on a motion by Mr. Watt, seconded by Mr. Evans.

2. CONSENT AGENDA

Mr. Evans MOVED and Mr. Hood SECONDED

THAT the Minutes of the September 17, 2015 Regular Meeting of the North Vancouver Museum and Archives Commission be approved;

AND THAT the North Vancouver Museum & Archives Commission Fundraising Report to City Council dated September 30, 2015 and the New Museum Presentation to City Council dated October 5, 2015 be received.

CARRIED UNANIMOUSLY.

3. CAPITAL CAMPAIGN CABINET REPORT

Fundraising Update

Mr. Evans noted that the cabinet had welcomed new member Doug Sabourin and that meetings are now being held every two weeks. Members are working hard to close asks in process. The public campaign will be launched on November 1, 2015.

The Chair thanked all Commissioners and cabinet members for pledging their personal contribution to the campaign. Mr. Evans noted that it had been beneficial to be able to confirm, in his presentation to the City, the 100% participation of Commissioners and cabinet members.

4. APPROVAL OF 2016 OPERATING BUDGET

The Chair noted that the 2016 Operating Budget and the 2015 Projections, along with two information sheets, had been circulated as part of the meeting package. An anticipated deficit of between \$15,000 and \$20,000, which will be covered by the Operating Surplus Reserve, had been reviewed with the Governance Committee. The reasons for this deficit have previously been noted. Councillor Hicks asked that deferred vacation costs be kept to a minimum and Ms Kirkpatrick noted that this was being monitored closely. All staff have been asked to take 2015 vacation prior to December 18, 2015; those unable to do so are expected to add to their early retirement banks.

Ms Kirkpatrick noted that legal counsel is contacting the Canada Revenue Agency with respect to the outstanding application for qualified donee status and had been advised that the delay was due to the sheer volume of applications.

The Chair noted that a 0.4% increase in the municipal grants was requested and represented minor changes in areas over which NVMAC has no control. Other than step increases, no staff increases have been incorporated as the amount of any cost-of-living award is unknown at this time. Councillor Bell asked for confirmation of the percentage increase on non-staff components of the budget, estimated at 1.2%.

ACTION: Ms Kirkpatrick to check the terms of the warehouse lease to determine notice requirements.

Mr. Watt MOVED and Mr. Evans SECONDED

THAT the 2016 Operating Budget be approved as presented.

CARRIED UNANIMOUSLY.

5. MATTERS ARISING

New Museum

- *Independent Review of New Museum's 5-Year Financial Plan – Responses to BDO's Request for Information*

Ms Kirkpatrick spoke to the document circulated with the meeting package as Attachment #5, noting that she felt that the exercise had resulted in a fulsome, truthful and transparent response to BDO's request for additional information. The Chair noted that 7 of the 13 questions related to admissions revenue generation. Commissioners agreed that providing the response had been a good exercise, resulting in very convincing arguments and statements that support the fundraising campaign and emphasize that the new museum is the right tenant for the Pipe Shop.

Ms Kirkpatrick noted that BDO had said they thought that the NVMAC would have the opportunity to review the draft report to City Council. She was under the impression that there will be an in-camera meeting of Council to discuss the report,

and she hoped that NVMAC's responses would form an appendix to that report. Councillor Bell MOVED and Mr. Hood SECONDED

THAT the North Vancouver Museum and Archives Responses to BDO's "New Museum Feasibility Study Information Request, September 17, 2015", submitted to BDO on October 9, 2015 be received.

CARRIED UNANIMOUSLY.

- *New Museum Update to District of North Vancouver*

Ms Kirkpatrick noted that she had approached both the District's municipal clerk and Charlene Grant with respect to presenting an update to District Council on the status of the new museum project and the fundraising campaign. She is expecting there will be a closed meeting but a date has not yet been identified. Suggestions were made with respect to content of the report to be presented to the District.

- *First Nations Advisory Group*

Mr. Hood noted that Ms Fisher had been doing very positive work to bring the group together. The first meeting of Squamish and Tsleil Waututh representatives and the Commission (represented by Ms Fisher, Mr. Hood, Mr. Osler and Ms Kirkpatrick) held on September 18, 2015, had been well attended. Many ideas were discussed and a draft record of the meeting will be made available with the next meeting package. The goal is to draft a memorandum of understanding among the parties and it is hoped that this will lead to a letter of support for the new museum from each First Nation. There are many opportunities to work collaboratively at the Shipyards and many significant and high-impact ways in which to note the stories of each nation. A plan is being developed to involve elders and museum specialists so that the First Nations' stories are interwoven throughout the museum. There have been and will be opportunities to expand and strengthen aboriginal resources in the Archives. The chiefs of both nations realize that the offer of collaboration is genuine.

Mr. Hood stated that he was pleased to see the list of activities involving aboriginal partnerships in the BC Arts Council application. The new museum will set an example of how a community museum can work with its local First Nations. Commissioners discussed fundraising opportunities that may be available as a result of long-term collaboration.

Both Mr. Hood and the Chair recognized the efforts made by Ms Fisher to open doors with both Nations.

- *New Museum Planning*

The Chair asked that this item be deferred until the end of the meeting.

6. REPORTS

Director's Report

Ms Kirkpatrick noted the following:

- Volunteers were requested to attend Polygon's *Lonsdale Let's Talk* block party event in Lower Lonsdale on October 17, 2015 from noon to 3pm. The event includes *Tap & Barrel* and other stakeholders in the area.

- The narrative from the BC Arts Council operating grant application had been included in the meeting package as Attachment #5. The document incorporates reports on activities over the past year, discussion of challenges and opportunities, and, building upon these, programs developed for the next two years. The document will be sent to both City and District Councils; photographs will be incorporated.

Museum & Archives Operations

Ms Kirkpatrick noted the following:

- Program Assistant Carol Ballard will be commencing maternity leave at the end of November and will be replaced by Felice Jolliffe, a qualified teacher who previously covered part of the Reference Historian's education and maternity leaves. Ms Jolliffe's strengths provide an opportunity to tweak the education program offerings.
- Bookings for school programs and Teacher's Kits are coming in steadily.

Governance Committee

The Chair noted that the next meeting date is scheduled for November 18, 2015.

Friends Society

The Chair noted the following:

- The board of directors had not met since the last Commission meeting.
- 113 tickets were sold and the live auction had resulted in a very successful *Night at the Museum* fundraiser. Terry McAlduff, the event organizer, was looking for feedback and suggestions for the 2016 event.

7. ITEMS FROM COMMISSIONERS

There were no items.

8. OTHER BUSINESS

Ralph Drew Book Launch

Councillor Hicks drew attention to a book launch on November 8, 2015. The book is entitled *Ferries & Fjord: The History of Indian Arm*. Ms Kirkpatrick noted that Eve Lazarus was drawing upon information and photographs in Mr. Drew's previous book, *Forest & Fjord: The History of Belcarra*, in her research for the *Water's Edge* exhibit.

ACTION: Councillor Hicks to forward book launch announcement to Ms Manaton for circulation to Commissioners.

5. MATTERS ARISING (Cont'd)

New Museum Planning

The Chair circulated a summary of advocacy efforts to date which lists the organizations from which letters of support have been provided, and a list of groups from whom support is being sought. Initiatives underway are also noted. Strategies for targeting groups were reviewed and Commissioners were asked to identify connections. Methods of advocating for the new museum were discussed.

ACTION: Ms Kirkpatrick to send copy of the support letter from School District #44 to Councillor Hicks.

ACTION: Commissioners to provide comments on or additions to key groups to the Chair as soon as possible.

9. ADJOURNMENT

The meeting was adjourned at 7:08pm. The next regular meeting is scheduled to take place on Thursday, November 19, 2015 at 5:30pm in the Community History Centre Meeting Room.

SANFORD OSLER, Chair
NORTH VANCOUVER MUSEUM & ARCHIVES COMMISSION

Minutes prepared by: _____
Jan Manaton, Commission Secretary