

**MINUTES OF THE REGULAR MEETING OF
THE NORTH VANCOUVER MUSEUM & ARCHIVES COMMISSION
HELD AT 5:30pm ON APRIL 16, 2015
IN THE COMMUNITY HISTORY CENTRE MEETING ROOM
3203 INSTITUTE ROAD, NORTH VANCOUVER, B.C. V7K 3E5**

PRESENT: CATHARINE DOWNES
VICTOR ELDERTON
SHERYL FISHER
COUNCILLOR ROBIN HICKS (District)
TERRY HOOD
SANFORD OSLER (Friends Society Representative), Chair
MATTI POLYCHRONIS
ROBERT WATT
NANCY KIRKPATRICK, Director
JAN MANATON, Recording Secretary

REGRETS: COUNCILLOR DON BELL (City)
DON EVANS, Vice-Chair
SHERRY SHAGHAGHI

GUESTS: NICK LOCKE, Optimus Fundraising

1. CALL TO ORDER

The Chair called the meeting to order at 5:30pm. The last item under Agenda Item #5, Matters Arising (Waterfront Tourism Stakeholder Group) was moved to the beginning of the meeting. The revised agenda was unanimously approved on a motion by Mr. Elderton, seconded by Mr. Hood.

5. MATTERS ARISING – Waterfront Tourism Stakeholder Group

Mr. Hood reported that, along with Don Evans and Nancy Kirkpatrick, he had met with Reid Shier, Director, and Jessica Bouchard, Campaign Director, Presentation House Gallery (“PHG”) to discuss their participation in a waterfront tourism stakeholder group. Mr. Shier and Ms Bouchard were very enthusiastic about this collaboration and agreed to meet with representatives of two other Lower Lonsdale attractions. Mr. Hood noted that he had also met recently with Mary Mahon Jones, an independent tourism consultant currently doing some planning work with Vancouver’s North Shore Tourism. He had also prepared two draft slides for possible inclusion in the upcoming presentation to City Council on April 27, 2015. Mr. Hood pointed out that, in order to be successful, it will be necessary for stakeholders to work together on a coordinated response to the waterfront tourism goals of the City.

ACTION: Commissioners to provide Mr. Hood with feedback and suggestions for his proposed slides.

2. APPROVAL OF MINUTES OF REGULAR MEETING HELD ON MARCH 19, 2015
Ms Downes MOVED and Ms Polychronis SECONDED

THAT the Minutes of the March 19, 2015 Regular Meeting of the North Vancouver Museum and Archives Commission be approved.

CARRIED UNANIMOUSLY.

**APPROVAL OF MINUTES OF IN-CAMERA MEETING
HELD ON FEBRUARY 19, 2015**

Mr. Watt MOVED and Mr. Elderton SECONDED

THAT the Minutes of the February 19, 2015 In-Camera Meeting of the North Vancouver Museum and Archives Commission be approved.

CARRIED UNANIMOUSLY.

**APPROVAL OF MINUTES OF IN-CAMERA MEETING
HELD ON MARCH 19, 2015**

Ms Downes MOVED and Ms Polychronis SECONDED

THAT the Minutes of the March 19, 2015 In-Camera Meeting of the North Vancouver Museum and Archives Commission be approved.

CARRIED UNANIMOUSLY.

3. REPORTS FOR APPROVAL

Recommended Museum Deaccessions #7

Ms Kirkpatrick noted that Attachment #4 had been revised and circulated with the deaccession lists. Revisions were made after the Collections Manager consulted with costume historian Ivan Sayers, who recommended that some items scheduled for deaccession be retained because they were unusual, of particularly good quality and/or significant to North Vancouver. Ms Kirkpatrick noted that this would be the last deaccession report emanating from the Collections Clean-Up Project. If approved, the Recommended Museum Deaccessions #7 Report will be sent to the City and the District for action over the next several weeks.

Ms Kirkpatrick said that a final project summary was expected to be presented to the Commission at its June meeting.

Mr. Elderton MOVED and Mr. Watt SECONDED

THAT the North Vancouver Museum and Archives Commission approves the deaccessioning and disposal of all 202 objects on the lists attached to the report entitled Recommended Museum Deaccessions #7 and recommends to the municipal owner of each (City and/or District of North Vancouver as appropriate) that all 202 items be deaccessioned and disposed of according to the provisions of the Commission's Collections Policy.

CARRIED UNANIMOUSLY.

4. CAPITAL CAMPAIGN CABINET REPORT

Fundraising Update

Mr. Locke noted the following:

- The Cabinet had met on April 2 and will hold its next meeting on April 29, 2015.
- There had been minor changes to the Case for Support. The revised version emphasizes the funding split between public and private funding, and promotes the interactive experiences anticipated for the new museum.
- Work needs to be done to strengthen the Cabinet.
- The Commission's Giving Policy was discussed with Cabinet members and adopted as a condition.
- The *Canada Cultural Spaces Fund* application was submitted on March 27, 2015. Outstanding is a letter from the City confirming that a 10-year lease for the Pipe Shop will be entered into if the go-ahead is given for the new museum.
- Regular updates are being provided to MP Andrew Saxton.
- The North Vancouver Chamber of Commerce is hosting a breakfast meeting with local MLAs; two members of the Cabinet will be attending that meeting.
- Meetings with major potential donors continue and contact has been made with other significant possible donors.
- Strategies for approaching donor sectors/groups were discussed.

Commissioners suggested names and indicated groups for which they had contacts and offered to make personal approaches or attend meetings with members of the Cabinet. Several Commissioners stated that they would provide Mr. Locke with names of contacts in the target groups.

Speaking Events/Awareness Raising

Mr. Locke noted he would be following up with groups which had provided letters of support for the *Canada Cultural Spaces Fund* application to thank them for their support and to approach them with respect to hosting a presentation. Commissioners discussed names on the list circulated by Mr. Locke and were asked to identify five key groups for presentations.

ACTION: Mr. Locke to send briefing material and instructions to Commission contacts. Commissioners to inform Mr. Locke of any groups/individuals for which they will undertake to be primary contact.

5. MATTERS ARISING (Cont'd)

New Museum

New Museum Update to City Council

The Chair provided background on the proposed presentation to Council circulated with the meeting package and noted that, despite a "C" capital project rating, all City Councillors had indicated in public that they would honour the commitment to provide funding for the new museum if the Commission meets the fundraising conditions.

Ms Kirkpatrick noted that she had presented the update to the City's Directors Team and discussed the feedback she had received at that meeting. Commissioners suggested

how to address the points and concerns raised by the Team. Ms Kirkpatrick stated that it was essential that a set of revised operating figures be provided to the City. Commissioners were asked to provide names of individuals who may be able to provide assistance and/or information and to provide suggestions regarding alternate uses for the new museum during evenings.

ACTION: Commissioners to review presentation to City Council and provide any feedback to the Chair, Mr. Locke, Ms Kirkpatrick and Mr. Evans.

Canada Cultural Spaces Fund Application

Ms Kirkpatrick noted that she would be submitting a report to City Council asking Council to confirm that, when approval is granted for the new museum in the Pipe Shop, the City will grant a minimum ten-year lease. This is a requirement of the Department of Canadian Heritage in order for the application to go forward. Ms Kirkpatrick reiterated that the report had been reviewed by the City's Directors Team, which has required some changes to the report that will be discussed with Don Evans next week. Commissioners discussed how to support the City's plans for The Shipyards and provide comfort that the new museum will meet its financial obligations.

New Museum Preview Centre

Ms Kirkpatrick noted that she will be meeting the City's Facilities Manager at The Shipyards Wash Hut to go over requirements and will have more information to share at the Campaign Cabinet meeting. She hopes to hear soon from *Young Canada Works* with respect to funding for waterfront interpreters over the summer months.

First Nations Advisory Group

Ms Fisher reported that she had not heard back from the Squamish or Tsleil Waututh representatives and asked the Chair to follow up on her request for a meeting.

ACTION: Ms Fisher to draft an email, provide the Chair with email addresses, and suggest steps to be taken by the Chair.

6. REPORTS

Director's Report

Ms Kirkpatrick noted the following:

- The Friends Society has received a *Canada Summer Jobs* grant to assist with wages for an Archives assistant to help with scanning and photograph identification and to work with Lisa Wilson on the *NorthVan 125 Project*.
- A response has not yet been received regarding the *Young Canada Works* grant application for the funding of two waterfront interpreters.
- While the BC Artscape application received a high ranking, it did not qualify for assistance but, because of its ranking, a one-on-one meeting has been offered.
- Reference Historian Daien Ide returns from maternity leave on April 28, 2015. Anna Wilkinson will be staying on to provide a two-week overlap in the position.
- On March 28, she met with the Coquitlam Heritage Society Board, which is working on a proposal for a new museum. The group has heard about the proposed new museum for North Vancouver and posed lots of questions.
- The new exhibit entitled *Mountain Playground* at the back of the permanent gallery in Presentation House was the subject of a small opening event on April 14. The head of the Mountain Bike Association offered to hold a fundraising event for the museum.

Consideration will be given to opening the gallery on weekends over the next while. A representative from Mount Seymour who has kept stories and artifacts is very excited about the new museum and keen to lend or donate artifacts.

- Assistant Director Shirley Sutherland and Programs Assistant Carol Ballard will be attending the Association of Children's Museums Annual Worldwide Conference in Indianapolis immediately after the Sea to Sky Regional Heritage Fair. Ms Sutherland will be attending a workshop on establishing a new children's museum. They will be considering whether the small space dedicated to the children's gallery in the new museum is sufficient and whether the targeted age group is appropriate. Ms Sutherland and Ms Ballard will be making recommendations based on the conference sessions.

The Chair reported that he had attended the exhibit opening and noted that the new content represents something that is special about North Vancouver which helps create a sense of place and pride.

Museum & Archives Operations

Ms Kirkpatrick circulated a document prepared by Ms Sutherland and drew attention to the following:

- The *Sharing Our Stories* exhibit prepared in collaboration with the Canadian-Iranian Advisory Committee will be on display at the Vancouver Public Library for several months.
- The *NorthVan 125 Project* is going well, with the *Voices & Views* website component under development. The Community Engagement Curator plans to attend a number of events over the next several months, is conducting interviews and working with Dan Francis on the content of the book.
- The *West of Eden* photograph exhibit, which will be installed in the second floor hallway in the next several weeks, will be featured at *Culture Days* with related programming including a tour of Maplewood Flats.
- Six students are participating in the *Young Citizens* program and are producing videos.
- The City Library case features a display about the Stardust Roller Rink which calls attention to the *NorthVan 125 Project* and promotes the *Voices & Views* discussion about teen years in North Vancouver.

Governance Committee

The Chair noted that minutes of the most recent Governance Committee were provided as Attachment #8. Attachment #9 was discussed in-camera.

Friends Society

The Chair noted the following:

- Commissioners were asked to let Ms Manaton know if they wish to receive Friends Society board minutes.
- The Annual General Meeting will take place in June; the Society hopes that this can take place in the Pipe Shop.
- A fundraiser will likely be held in the fall.
- The Society has agreed to raise \$100,000 for the new museum over three years as part of the community fundraising plan.

7. ITEMS FROM COMMISSIONERS

Mr. Elderton noted that he would be providing a future report on his recent visits to museums in Texas and New Zealand.

ACTION: Mr. Elderton to prepare a brief presentation for a future Commission meeting.

8. OTHER BUSINESS

- Regarding Commissioner visits to MOHAI in Seattle, people interested in going have been talking among themselves and will make their own travel arrangements.
- A brainstorming workshop was suggested to focus on how the New Museum will meet its community obligations and the hours of The Shipyards site.
- Commissioners were asked to hold the date – late afternoon on June 24 – for this year's Volunteer-Staff BBQ.
- The Commission does not plan to meet in August.

9. ADJOURNMENT

The meeting was adjourned at 8:25pm. The next regular meeting is scheduled to take place on Thursday, May 21, 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