

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

Commencing at 5:30 pm on Wednesday, December 19, 2018
AT THE COMMUNITY HISTORY CENTRE
3203 INSTITUTE ROAD, NORTH VANCOUVER, B.C. V7K 3E5

PRESENT: JONATHAN EHLING
VICTOR ELDERTON (Chair)
JAMES FOX
DEREK HAMILL
GINETTE HANDFIELD
TERRY HOOD
BOB McCORMACK (Friends Society alternate)
NANCY KIRKPATRICK, Director
SHIRLEY SUTHERLAND, Asst. Director
LAUREL LAWRY, Recording Secretary

REGRETS: COUNCILLOR DON BELL, TERRY McALDUFF (Friends Society),
SHERYL FISHER-RIVERS

GUESTS: BETTY FORBES (DNV Council)

1. Call to Order at 5:38 pm and Approval of Agenda

2. Consent Agenda
 - Approval of Minutes of Regular Meeting held November 21, 2018
 - Recommended Museum Deaccessions Report #23

Moved by Bob McCormack and seconded by Jonathan Ehling

THAT the recommendations listed within the "Consent Agenda" be approved.

Recommended Museum Deaccessions #23

THAT the North Vancouver Museum & Archives Commission approves the deaccessioning and disposal of all 209 accessioned objects and 17 unaccessioned (found in inventory) objects on the attached lists,

AND THAT the Commission recommends to the municipal owner of each accessioned object (City and/or District of North Vancouver as appropriate) that all of these items be deaccessioned and disposed of, according to the provisions of the Commission's Collection Policy.

CARRIED UNANIMOUSLY

3. Director's Report & Emergent Issues

- Director's Report

Received as circulated to the Commission members. The written report is being distributed to the municipal Chief Administrative Officers. The Friends of NVMA Society will receive the report as well.

4. Councillors' Review/Reports

Director Nancy Kirkpatrick spoke about the relationship with Councils. On April 3, City of North Vancouver Mayor and Council will attend an orientation session at CHC. The Director and two Commissioners attended a District orientation session in November at District Hall to give a presentation to Mayor and Council. Both municipalities are initiating strategic planning, in which NVMA staff will contribute. The Chair will be attending meetings with District and City Mayors.

The new District representative to the Commission, Betty Forbes, was introduced. Ms. Forbes is a Lynn Valley resident and a long-time North Vancouver resident. Ginette Handfield was also introduced as the new Vice-Chair of the Commission.

5. New Museum Reports

- Update on New Museum Planning

Photographs of a walkthrough of the New Museum building site at 115 West Esplanade, which took place early in December by the Architects, were reviewed by Commissioners. The Architects who participated in the tour were very positive about what they saw, although there are some technical issues that will need to be addressed with respect to placement of drainage pipes.

- Update on New Museum Budget

The Exhibit Budget is on track and will be reviewed in the coming month for finalization of any changes or items that might have to be removed. A logo or some kind of visual indicator will be developed to accompany permanent exhibit displays that will be rotated or changed from time to time.

The Museum fronts on West Esplanade which has been designated as a B-Line and bicycle lane. City of North Vancouver project management staff has communicated to NVMA staff that a dedicated pull-out space on Esplanade is prohibited in that block for those reasons. This may present difficulties for those who are mobility-challenged. An informal discussion may be organized with the North Shore Disability Resource Centre and the Rick Hansen Foundation to get more information about accessibility needs and options. More research and discussion on this matter is required.

Councillor Don Bell arrived at 6:15 pm.

Councillor Forbes will try to research the Translink requirements. Councillor Bell has discussed this issue with City staff but will try to keep informed on the issue.

- Report on the Transition Business Plan

An early draft of the plan was reviewed in the October meeting, a revised draft was presented and reviewed at the November Commission meeting. A small group comprised of NVMA staff, Commissioners, and a Friends Society board member discussed and came to a consensus on the framework for a revised membership and annual pass structure, which is reflected in the Report and the revised Transition Business Plan.

Paid attendance should be shown, within the report, to be integral to the perceived value of the museum, as opposed to being implemented solely for revenue generation (examples of benefits include expanded service, program accessibility, etc). Additionally, the report should state that to be included in tourism packages, the museum must charge an admission fee. The museum gift shop will be important to the tourists. Activity in the area has shown that the hours proposed in the transition business plan are optimal, but management will review the hours and all operational factors once the museum opens. The LLBIA should be used as a resource as they are doing a lot to stimulate activity in the area.

The suggestion of having a free day on a monthly basis runs counter to the expert advice provided by the museum consultant. The suggestion of including in the report a part-time Indigenous Curator (without any committed funding, only as funding becomes available) was decided to be valid and wording will be inserted into the aspirational project plan. It was suggested that there might be a simpler model for memberships which can be reviewed at a later date.

Mr. Hamill moved and Councillor Bell seconded

THAT the North Vancouver Museum and Archives Commission endorse the major recommendations in the Transition Business Plan,

AND THAT the Commission recommends that the Mayor and Council of the City of North Vancouver endorse the major recommendations in the Transition Business Plan,

AND THAT NVMA staff work with City staff, as appropriate, to assist in implementing the Transition Business Plan's major recommendations.

CARRIED UNANIMOUSLY

6. Reports:

- Friends Society Report

At its last board meeting, the Friends Society had discussed the Report on the Transition Business Plan.

- Governance Committee Report

Ginette Handfield is the new Chair of the Governance Committee. No meeting has taken place.

- Capital Campaign Cabinet

Identifying and recruiting door openers and major donors are the main focuses for the Cabinet. A strategy session will take place in the New Year with all Commissioners, Friends Society board members, and fundraising committee volunteers to be invited. The public launch of the campaign will be in September 2019. Awareness-raising activities around Heritage Week in February 2019 will take place. The rebranding of the organization will

coincide with the public launch. At the next meeting of the Capital Campaign Cabinet in January, the committee will put forward the value proposition for volunteers. The naming of Honorary Chairs is being discussed. In advance of launching the public campaign, the goal is to have the Communications and Marketing position filled, but this is contingent on the progress made in fundraising.

- Capital Campaign Pledge Form

Commissioners were reminded to contribute or pledge to the Capital Campaign using the pledge form.

- Confidential Campaign Activity Summary

The Activity Summary of the Capital Campaign was reviewed.

- Marketing & Communications Committee

- Privacy Policy

The privacy policy document has been compiled with input from many relevant sources. The Marketing & Communications Committee has reviewed and approved it in principle.

Moved by Mr. Fox and seconded by Mr. Elderton

THAT the North Vancouver Museum & Archives Commission approves the NVMA Privacy Policy and it be forwarded to the legal department of the District of North Vancouver for review.

CARRIED UNANIMOUSLY

- Terms of Reference

The Marketing & Communications Committee Terms of Reference has been developed in accordance with existing examples of NVMA committee terms of reference. The Committee recommends that the Commission approves these terms of reference.

Mr. Hamill moved and Mr. Ehling seconded, with amendments to the document as attached

THAT the North Vancouver Museum & Archives Commission approves the NVMA Marketing & Communications Committee Terms of Reference

- Community Engagement & Partnership Strategy

Mr. Hood provided an update on meetings and progress made with Polygon Gallery partnerships, the Quay Properties Management relationship, the Lower Lonsdale Business Improvement Association relationship, and others in the Lower Lonsdale area. The North Vancouver Recreation and Culture Commission met with Mr. Hood about the public art project in the area. A second meeting will be scheduled in the New Year with City staff to discuss the Public Realm opportunities. A new Public Realm strategies manager will be engaged by the City in the coming weeks. The Director and Chair thanked Mr. Hood for his continued work and efforts.

- Indigenous Voices Advisory Committee
The focus of the Committee has been strengthening the link between both First Nations to facilitate a meeting in the New Year and expand the group's membership.
7. Items from Commissioners
 - Standing Item: Commissioner communications with municipal councillors
Councillor Bell welcomed Councillor Forbes to the Commission.
 8. Other Business
The meeting schedule was reviewed for 2019. A calendar will be sent to the Commissioners. The Director informed the Commission of the staff brainstorming session to develop an Archives presence in the Hub space in the museum. A preliminary idea is to develop a mobile exhibit that is interactive and tied to the Archives collections database, with additional exhibit panels featuring enriched information from the Archives. In a meeting with NVMA staff, the Mobile Exhibit Program was discussed with a potential sponsor who was very enthusiastic about the program.
 9. The meeting was adjourned at 8:05 pm. The next meeting will take place at 5:30 pm on Tuesday, January 15, 2019 in the Community History Centre Meeting Room.

Victor Elderton

Victor Elderton, Chair
North Vancouver Museum & Archives Commission

Minutes prepared by: *Laurel Lawry*

Laurel Lawry, Commission Secretary