

**MINUTES OF THE REGULAR MEETING OF
THE NORTH VANCOUVER MUSEUM AND ARCHIVES COMMISSION
HELD AT 5:30 P.M. ON JULY 17, 2014
IN THE COMMUNITY HISTORY CENTRE MEETING ROOM
3203 INSTITUTE ROAD, NORTH VANCOUVER, B.C. V7K 3E5**

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

REGRETS: VICTOR ELDERTON
SHERYL FISHER
ROBERT WATT

GUEST: JOHN GILMOUR, President, Friends Society

1. **CALL TO ORDER.**

The Chair called the meeting to order at 5:37pm. The agenda was unanimously approved on a motion by Mr. Evans, seconded by Councillor Hicks.

2. **INTRODUCTION OF NEW CITY APPOINTEE TO NVMA COMMISSION**

The Chair noted that the City has appointed Sheryl Fisher to the Commission. Ms Fisher had sent a note apologizing for her absence, as she had been unexpectedly detained on a trip out of the area.

3. **APPROVAL OF MINUTES OF THE REGULAR MEETING HELD ON JUNE 19, 2014**

Ms Downes MOVED and Ms Polychronis SECONDED

THAT the Minutes of the Regular Meeting of the Commission held on June 19, 2014
be approved.

CARRIED UNANIMOUSLY.

4. **MATTERS ARISING**

New Museum

• ***Campaign Director Recruitment***

Mr. Evans reported that three candidates had been interviewed and agreement been reached on the first choice. Reference checks are being conducted and an announcement will be made in the near future. The Campaign Director will help with every aspect of putting together the new museum fundraising campaign.

- **Central Waterfront Development Plan**

The Chair noted that Roger Brooks' plan for the City's waterfront at the foot of Lonsdale Avenue had been presented to City Council on Monday, July 14, 2014. The City had endorsed the "Shipyards" brand, and the plan's mission and focus. The Chair reported that all the key pieces in Roger Brooks' plan incorporate the new museum and the accompanying staff report refers to the "forthcoming museum", so the museum would appear to be accepted in principle. Comments were made about some apparent inconsistencies in the plan and concern was expressed about the stage that appears to block the front of the Pipe Shop.

Councillor Bell stated that 41 recommendations were included in the "action plan". He believes that staff generally supports the plan and noted that Council had approved \$250,000 for the hiring of cost consultants to review the plan. He expects that development of Lot 5 will be a priority. Councillor Bell added that, while Council supports most of the 41 recommendations, some need fleshing out by staff.

Ms Kirkpatrick noted that 4 copies of the Brooks report had been printed and were available to be signed out if any Commissioners wish to do so. She commented that the plan recommends that the site's primary operating hours be 4pm-10pm, during which time all operations on the site would be open, and the Commission will need to identify what the Museum will offer during that time frame.

Ms Kirkpatrick reported that she and Archivist Janet Turner had met with the owner of the *Tap & Barrel* restaurant chain and its branding specialist, who would like the restaurant's décor to pay homage to the Shipyard. *Tap & Barrel* will operate in the Coppersmith Shop to the west of the Pipe Shop and is expected to open in May 2015.

Ms Kirkpatrick noted that she was scheduled to meet on August 14, 2014 with the City's Director of Special Projects, Barbara Pearce, concerning the business plan for the new museum. Councillor Bell mentioned that he had talked with Ms Pearce and asked her to assist.

Commissioners discussed Brooks' comment that it would be necessary to animate the site with historic elements and noted the importance of being on the radar to guide that part of the project. Mr. Hood offered to join the meeting with Ms Pearce. The Chair stated his understanding that a "waterfront development team" would be the driving force behind the project. Mr. Heywood MOVED and Ms Polychronis SECONDED

THAT, further to the Roger Brooks Report to City Council and Council's initial actions, if a management committee or waterfront development team is established by the City, the Commission would like the opportunity to be a contributing member.

CARRIED UNANIMOUSLY.

ACTION: Ms Kirkpatrick to bring the above motion to the attention of Ms Pearce when they meet.

Commissioner Donations

The Chair noted that he will be explaining the policy to the newest Commissioners. Ms Manaton will provide a report later in the year.

5. **REPORTS FOR APPROVAL**

Recognition of Funders and Donors to Walter Draycott's Great War Chronicle Website

Ms Kirkpatrick spoke to her report that was circulated with the meeting package, noting that donors who give \$1,000 or more will be credited by name only. Displaying a corporate logo could be

construed as providing a benefit and would result in an inability to provide a tax receipt. Ms Kirkpatrick noted that the guidelines contained in the document were standard fundraising guidelines. Councillor Bell MOVED and Ms Downes SECONDED

THAT the Commission approves guidelines regarding recognition for donors supporting the GreatWarChronicle.ca website, as proposed in the Director's report dated July 7, 2014 entitled "Recognition of Funders and Donors to Walter Draycott's Great War Chronicle website (GreatWarChronicle.ca)".

CARRIED UNANIMOUSLY.

Museum Collection Objects Recommended for Deaccessioning

The Chair noted that Ms Kirkpatrick's report circulated with the meeting package seeks approval for proposed additional wording for the Collection Policy and approval of the deaccession list of 258 items. Ms Kirkpatrick spoke to her report and explained that the additional wording referred to relates to "found items" whereas the policy currently refers only to items already within the collection. The Collection Manager has followed standard practice in drafting the proposed additional clauses for the Collection Policy, which will ensure that the treatment of all objects, both accessioned and "found", is transparent. Ms Kirkpatrick confirmed that the proposed changes were consistent with best practice. Mr. Evans MOVED and Mr. Hood SECONDED

THAT the North Vancouver Museum & Archives Commission approves additional wording for the NVMA Collections Policy regarding 1) Undocumented and Found in Inventory Objects; 2) Accessioned Objects Without Evidence of Secure Ownership; 3) Internal Transfer between the Museum and Archival collections; and 4) Unclaimed Loans and Abandoned Property, as proposed in the July 13, 2014 Director's Report entitled "Recommended Museum Deaccessions #2".

CARRIED UNANIMOUSLY.

Ms Kirkpatrick spoke to the list of items being recommended for deaccession. She noted that regular meetings of the staff collections committee are being held to consider objects within the context of their "group". If an object falls within a part of the collection that is being developed, only the best specimens are retained. Provenance is always considered and a number of items have been kept because of their association with an important North Vancouver individual. In many cases, items have been listed for deaccession because of their poor condition. Most items on the list have limited or no fair market value. She confirmed that if an item was considered to have a value over \$1,000, it would be handled differently. Once items have been approved for deaccession by the City and the District, the next step will be to offer them to other collecting or public organizations. All remaining items will be sent to auction for disposal. Mr. Heywood MOVED and Ms Downes SECONDED

THAT the North Vancouver Museum & Archives Commission approves the deaccessioning and/or disposal of all 258 objects on the list attached to the July 13, 2014 Director's Report entitled "Recommended Museum Deaccessions #2", according to the provisions of the Commission's Collection Policy, and recommends to the municipal owner of each (City and/or District of North Vancouver as appropriate) that all 258 items be deaccessioned and/or disposed of.

CARRIED UNANIMOUSLY.

6. **REPORTS**

Director's Report

Ms Kirkpatrick noted the following:

- NVMA had been successful in recruiting a new Reference Historian. Anna Wilkinson has excellent writing and social media skills and experience at the Surrey Archives, where she performed a similar public archival role.
- A Museums Assistance Program grant for \$32,438 had been awarded to pay for a temporary 4-day-a-week move specialist to prepare a collection move planning document and oversee packing, the preparation of mounts, etc., and training of staff. A low-profile cheque presentation ceremony has been scheduled for August 15, 2014 at the warehouse if MP Andrew Saxton is available. This will be confirmed to Commissioners, who are all invited to attend. Don Evans and Ms Kirkpatrick will be at the ceremony to receive the cheque on behalf of the Commission.
- A grant has been received from Veterans Affairs Canada for the Draycott War Chronicle project. The funding will formally be announced by Veterans Affairs.
- A grant application has been submitted under the BC Arts Council's Capacity & Sustainability program, HR component, for a community engagement curator to work on the NorthVan125 Project. The application text was included in the meeting package. The position would be for one year and would involve working with North Vancouver individuals to collect information and stories, and with author Dan Francis.
- Grant submissions will be going to Telus Foundation (August 11 deadline) for youth engagement with the NorthVan125 Project and to the BC Arts Council (annual operating grant request due at the end of September). Ms Kirkpatrick noted that she has been invited to be a member of the Review Committee for the BC Arts Council operating grants.

Museum & Archives Operations

Ms Kirkpatrick noted the following:

- A productive meeting was held with Juan Tanus and Edna Chan of KEI Space to discuss a temporary exhibit to be installed in the District Municipal Hall in mid-August.
- The chaperone and students from North Vancouver who attended the Provincial Heritage Fair in Kamloops reported that it was a successful and enjoyable experience.
- The *Waterfront Productions* theatrical interpreters are enjoying great feedback from their well-attended tours.

Governance Committee

The Chair noted that the minutes of the June 24, 2014 meeting were included with the meeting package. With respect to upcoming Commission vacancies, he pointed out that the terms of two District appointees expire this year. Ms Downes has agreed to reapply. Chair Sanford Osler's second term as a Commissioner expires and he is therefore ineligible for reappointment as a member at large. He called attention to the general criteria and special skills being sought and asked Commissioners to suggest, within the next several weeks, names of District residents who might be interested.

Commissioners discussed what role they might play in the upcoming municipal elections. Information packages will be sent to the appropriate departments for circulation to declared municipal and School Board candidates so that they are prepared should they be questioned about the new museum.

The Governance Committee will be considering the role of the Friends Society over the long term, especially if the Commission is awarded Qualified Donee status. In the medium term, standing committees to oversee key aspects of the operation may need to be reestablished. A new Commission Chair will need to be elected in 2015, and anyone interested in filling that role was asked to discuss this with the current Chair prior to the next Governance Committee meeting on September 11. The current Vice-Chair has indicated that he wishes to concentrate on his role as Campaign Cabinet Chair.

Commissioners were reminded of the need to know whether Commissioners will attend meetings as there have been several occasions recently when quorum has not been met and meetings have been cancelled on short notice. Please confirm with Ms Manaton your attendance or unavailability for each meeting.

ACTION: Commissioners should advise Mr. Osler of any governance issues, or any policy changes in need of consideration, for discussion at the next Governance Committee meeting scheduled for September 11, 2014.

Campaign Cabinet

Mr. Evans thanked Ms Downes for facilitating a meeting with a local brand strategist. Plans for August include introducing the new Campaign Director to the Cabinet, preparing a case document, creating a marketing and branding team, compiling various contact lists into one true prospect list so that gaps can be identified, and identifying and inviting individuals with access to the “prospect gaps” to join the Cabinet.

A formal proposal requesting federal funding from the Department of Canadian Heritage is anticipated by the end of this year; in the meantime connections are being made.

Friends Society Report

The Society President, John Gilmour, reported the following:

- Mr. Evans’ presentation after the Society’s AGM at the Coppersmith Shop had been well received.
- New board member Shirin Ismail is interested in working on increasing membership.
- The Society is hoping to obtain a new banner for the 2015 Canada Day Parade that announces “a new museum coming to North Vancouver”.
- The Society is awaiting a draft contract from Presentation House Theatre for its fundraiser performance of *Rebel Women*.

7. OTHER BUSINESS

- Ms Manaton called attention to the new upright banner that had been used at the Canada Day booth at Waterfront Park and noted that it had been purchased with funds donated specifically for that purpose.
- The Chair noted that new Commissioners Terry Hood and Sheryl Fisher will meet with him and Ms Kirkpatrick for an orientation session and to answer any questions prior to the next Commission meeting.

8. ADJOURNMENT

The meeting was adjourned at 7:35 p.m. The next regular meeting is scheduled to take place on Thursday, September 18, 2014 at 5:30 p.m. in the Community History Centre Meeting Room.

SANFORD OSLER, Chair
NORTH VANCOUVER MUSEUM AND ARCHIVES COMMISSION

Minutes prepared by: _____
Janice Manaton, Commission Secretary