

# MEETING MINUTES



**MEETING**      **Guelph Museums Advisory Committee**

**DATE**            Thursday, January 22, 2015

**LOCATION**        Guelph Civic Museum

**TIME**             5:30 pm

**PRESENT**        Shannon Coles, Jeremy deWaard, Linda Kearns (Executive Member), Debra Nash-Chambers (Vice Chair), Andrew Ross and Eleanor Ross

**REGRETS**        Jo Ann Hayter (Chair)

**ALSO**             Tammy Adkin (Manager) and Judi Prigione (Recording Secretary)

**ATTENDING**

## DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	<b>Adoption of the Agenda</b> <b>MOTION 2015/01: That the agenda be adopted.</b> Moved:                    Linda Kearns Seconded:                Eleanor Ross <b>CARRIED</b>
2	<b>Adoption of the minutes of the meeting of the Guelph Museums Advisory Committee on November 27, 2014.</b> <b>MOTION 2015/02: That the minutes of October 30, 2014 be accepted.</b> Moved:                    Linda Kearns Seconded:                Andrew Ross <b>CARRIED</b>
3	<b>Business arising from the minutes</b> <ul style="list-style-type: none"><li>• None</li></ul>
4	<b>Election of the Advisory Committee Executive</b> <b>MOTION 2015/03: That the slate candidates for the Executive – JoAnn Hayter (Chair), Debra Nash-Chambers (Vice Chair) and Linda Kearns (Executive Member) be acclaimed.</b> Moved:                    Eleanor Ross Seconded:                Andrew Ross <b>CARRIED</b>

<p><b>5.</b></p>	<p><b>Manager's Report for receipt</b></p> <ul style="list-style-type: none"> <li>• Tammy Adkin reviewed the upcoming exhibits and events.</li> <li>• Tammy Adkin reported that attendance was very strong in November and December 2014 at the Guelph Civic Museum.</li> <li>• Tammy Adkin reported that she will review the 2014 research figures at the February meeting.</li> <li>• Tammy Adkin reported that there was an 18% increase in memberships in 2014 over 2013.</li> <li>• Tammy Adkin reported the Manager's Report will take a different approach and format starting at the February 2015 meeting.</li> </ul>
<p><b>6</b></p>	<p><b>In Flanders Fields Commemoration Task Force Report</b></p> <ul style="list-style-type: none"> <li>• Linda Kearns discussed the IFF Task Force giving some background for the new members of the Advisory Committee.</li> <li>• Linda Kearns discussed the event on December 18, 2014 where the schematic plans for McCrae House were presented to the media and to the public.</li> <li>• Linda Kearns also reported that the marketing plan is being developed.</li> <li>• Linda Kearns reported that Andrew Ross will have an article on John McCrae published in the April/May issue of Canada's History Magazine.</li> <li>• Debra Nash-Chambers reported for the new members that Dr. Gil Stelter has propagated a special daylily for the commemoration. It is registered as the "Remembering In Flanders Fields" Daylily.</li> <li>• Tammy Adkin reviewed the renovations plans with the Advisory Committee.</li> <li>• Linda Kearns reported that the minutes of future task force meetings will be provided to Advisory Committee to keep them up to date on the initiatives.</li> </ul>
<p><b>7</b></p>	<p><b>Landscape Task Force Report</b></p> <ul style="list-style-type: none"> <li>• Tammy Adkin provided a verbal background report on the landscape project at the Guelph Civic Museum for the new Committee Members.</li> <li>• Tammy Adkin reported that now that the ground had frozen that work has ceased and that the planting of the trees and other plants will take place in the spring.</li> <li>• Tammy Adkin also reported that the project is still on schedule for the June unveiling of the statue of John McCrae. She added that the exact date is still not chosen as the organizers are working with the schedules of dignitaries.</li> <li>• Tammy Adkin will send the links to the landscape designs so Committee Members can review the plans.</li> </ul>
<p><b>8</b></p>	<p><b>Fundraising Committee Report</b></p> <ul style="list-style-type: none"> <li>• Tammy Adkin stated that she was unable to send out a donation request letter at the end of 2014. She stated that a year-end campaign will be launched in 2015.</li> <li>• Tammy Adkin reported that for the fundraising event in September 2015, entertainment options are being investigated.</li> <li>• Shannon Coles asked if there was a fundraising target in the operating budget. Tammy Adkin responded that there is not but that active, annual fundraising is</li> </ul>

	<p>something we intend to introduce within the term of the Blue Sky Plan.</p>
<p><b>9</b></p>	<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>• Tammy Adkin provided an orientation to the Advisory Committee for both new and existing Committee Members.</li> <li>• Tammy Adkin circulated and reviewed the Terms of Reference and Blue Sky Plan. Tammy asked Committee Members to review the Blue Sky Plan for discussion at the February meeting.</li> <li>• Tammy Adkin also reviewed the roles of Tasks Forces and sub-committees.</li> <li>• Tammy Adkin also reviewed the appointment terms of the Committee explaining that new members are appointed for a one year term and must re-apply at the end of this first year. If they reapply they are then appointed for another 3 years. She noted that all terms coincide with the terms of City Council. She also noted that the maximum a person can serve on this Committee is 2 terms of 4 years (8 years).</li> <li>• Tammy Adkin also circulated and reviewed the Confidentiality Agreement that Committee Members are asked to sign.</li> <li>• Tammy Adkin also explained that the Guelph Museums Advisory Committee reports once a year to City Council, usually in the spring.</li> <li>• Tammy Adkin reported that the Committee is scheduled to meet 9 times a year. The meetings occur on the fourth Thursday of each month (excluding July, August and December). All the meetings start at 5:30 pm at the Guelph Civic Museum. She added that the meetings are open to the public and approved minutes and agendas are posted on the City of Guelph website (Guelph.ca).</li> <li>• Tammy Adkin reported that Guelph Museums Advisory Committee reports to the Public Services Standing Committee of the City of Guelph. Guelph Museums is currently part of the Cultural Development and Tourism Division of Public Services.</li> <li>• Tammy Adkin also reviewed the structure of the meetings explaining that materials are emailed to Committee Members prior to the meeting for review. An agenda is compiled for each meeting and motions require a mover, seconder and a majority vote to pass. It was noted that you cannot "move" or "second" a motion for meeting minutes if you were absent from the meeting in question.</li> <li>• Tammy Adkin also circulated and reviewed the organizational chart for Guelph Museums.</li> <li>• Tammy Adkin asked that if anyone had any questions on the items reviewed to please contact her.</li> <li>• Tammy Adkin also reported that there are still 2 vacancies on the Advisory Committee and that the new members should be appointed in April 2015.</li> <li>• Tammy Adkin stated that support by Advisory Committee Members is greatly appreciated at the exhibit opening events. She encouraged Committee Members to attend these openings and to bring family and friends.</li> </ul>
<p><b>10</b></p>	<p><b>Adjournment</b></p> <p><b>MOTION 2015-04: That the meeting be adjourned.</b>  Moved: Andrew Ross</p> <ul style="list-style-type: none"> <li>• Adjournment at 6:59 p.m.</li> <li>• The next meeting will be held at Guelph Civic Museum on <b>Thursday, February 26, 2015 at 5:30 pm.</b></li> </ul>