

# MEETING MINUTES



MEETING **Guelph Museums Advisory Committee**

DATE Thursday, November 22, 2012

LOCATION Guelph Civic Museum

TIME 5:30 pm

PRESENT Anne Holman (Chair), Jo Ann Hayter (Executive Member), Kevin James, Linda Kearns, Debra Nash-Chambers, Rodger Tschanz (Vice Chair), Bev Dietrich (Curator, Acting Manager), Judi Prigione (Staff) and Colleen Clack (General Manager Culture & Tourism, Community and Social Services - City of Guelph).

REGRETS Ann Guthrie.

## DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	<p><b>Adoption of the Agenda</b></p> <p><b>MOTION 2012/34: That the agenda be adopted.</b>            Moved: Linda Kearns            Seconded: Kevin James  <b>CARRIED</b></p>
2	<p><b>Adoption of the minutes of the meeting of the Guelph Museums Advisory Committee on October 25, 2012, 2012</b></p> <p><b>MOTION 2012/35: That the minutes of October 25, 2012 be accepted with the correction on page 3 where "Ken James" should read "Kevin James".</b>            Moved: Rodger Tschanz            Seconded: Linda Kearns  <b>CARRIED</b></p>
3	<p><b>Business arising from the minutes</b></p> <ul style="list-style-type: none"> <li>None</li> </ul>
4	<p><b>Museum Manager Hiring Update</b></p> <ul style="list-style-type: none"> <li>Colleen Clack reported that she was pleased by the number of quality applicants that applied for the Museum Manager position.</li> <li>She added that 6 candidates will be interviewed in the first round of interviews next week and then only 2 or 3 will receive a second interview in December.</li> </ul> <p><i>Please note: Jo Ann Hayter arrived at the meeting at this time (5:38 pm).</i></p> <ul style="list-style-type: none"> <li>Colleen added that the second round of interviews will be a presentation of the</li> </ul>

	<p>candidate's vision for Guelph Museums.</p> <ul style="list-style-type: none"> <li>• Colleen asked for a representative of the Advisory Committee to participate in the second rounds of interviews the morning of December 7, 2012. She will send out an e-mail to the Advisory Committee Members to determine who can participate.</li> </ul> <p><i>Please note: Colleen Clack left the meeting at this time (5:42 pm).</i></p>
<p><b>5</b></p>	<p><b>Acting Manager's Report for receipt</b></p> <ul style="list-style-type: none"> <li>• Bev Dietrich reported Minister of Defence Peter MacKay will be coming to McCrae House on November 30, 2012 at 10:00 am to lay a wreath at the memorial. It is John McCrae's birthday that day. Bev added that Advisory Committee members are invited to attend.</li> <li>• Kevin James noted the high number of research requests (165) in October 2012.</li> <li>• Linda Kearns asked about the number of artifact donations and Bev Dietrich responded that there are already over 100 donors of artifacts when there are usually about 55 donors per year. Bev added that in order to complete the paperwork involved for donations, we will have to stop by mid-December taking donations for 2012. We will start accepting again in January 2013.</li> <li>• Advisory Committee members asked about the impact on staff time because of the large number of donations. Bev Dietrich responded that the accessioning of items has to be a staff function but volunteers can assist with the cataloguing. She added that an extension of the summer Young Canada Works grant was received for some part time assistance with the processing of items. This extension ends on December 31, 2012.</li> <li>• Rodger Tschanz asked if the 2 vacant positions on the Advisory Committee had been filled. Bev Dietrich responded that one position is in the process of being filled and the other vacant spot will be advertized in the near future.</li> <li>• Anne Holman asked if the temporary staff vacancy of the Education Assistant/Event Planner has to be posted. Bev Dietrich responded that it will be posted for 5 days on the City of Guelph website. She added that we hope to have a person in place by the beginning of January 2013.</li> </ul> <p><b>MOTION 2012/36: That the Acting Manager's Report be accepted.</b></p> <p>Moved: Debra Nash-Chambers  Seconded: Jo Ann Hayter  <b>CARRIED</b></p>
<p><b>6</b></p>	<p><b>Fundraising Event at the Wellington Brewery</b></p> <ul style="list-style-type: none"> <li>• Kevin James reported that due to a scheduling conflict he would like to change the date of the fundraiser to Wednesday, February 27, 2013 (it would still take place from 7:00 pm to 9:00 pm). The Advisory Committee agreed to this change.</li> <li>• As a result of this change the February Advisory Committee Meeting will be moved to back to Thursday, February 28, 2013 at 5:30 pm.</li> <li>• Jo Ann Hayter has been investigating musical entertainment.</li> <li>• Kevin James reported that the capacity of the event is 50 people and that the Brewery will provide the glassware. We will have to bring a projector and screen.</li> </ul>

	<p>The Museum has a projector/laptop but no longer has a portable screen so Anne Holman said she may be able to borrow one from her church.</p> <ul style="list-style-type: none"> <li>• Judi Prigione will design the tickets and forward them to Kevin James for review prior to printing them.</li> <li>• After discussion it was decided that the spoken word artist may not be suitable for this event. Kevin James was unsure if he could adapt his work for the event but will discuss it with the artist then let Advisory Committee Members know if they need to approach someone else.</li> <li>• Other potential entertainers were discussed including someone from the Guelph Guild of Storytellers or a Spirit Walk actor.</li> </ul>
<p><b>7</b></p>	<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>• Rodger Tschanz thanked staff for the completion of the mailing of the complimentary family pass sent to Museum members.</li> <li>• The Advisory Committee Social with Museum Staff was discussed. It was decided to hold in January instead of December. The date was set for Wednesday, January 16, 2013 from 4:30 pm to 6:30 pm at the Guelph Civic Museum. Advisory Committee Members will bring the refreshments.</li> </ul>
<p><b>8</b></p>	<p><b>Adjournment</b></p> <p><b>MOTION 2012/37 That the meeting be adjourned.</b>  Moved: Jo Ann Hayter</p> <ul style="list-style-type: none"> <li>• Adjournment at 6:20 p.m.</li> <li>• The next meeting will be held at Guelph Civic Museum on Thursday, January 24, 2013 at <b>5:30 pm</b>.</li> </ul>