

MEETING MINUTES



MEETING **Guelph Museums Advisory Committee**

DATE Thursday, October 25, 2012

LOCATION Guelph Civic Museum

TIME 5:30 pm

PRESENT Anne Holman (Chair), Jo Ann Hayter (Executive Member), Ann Guthrie, Kevin James, Linda Kearns, Debra Nash-Chambers, Rodger Tschanz (Vice Chair), Bev Dietrich (Curator, Acting Manager) and Judi Prigione (Staff).

DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	Adoption of the Agenda MOTION 2012/31: That the agenda be adopted. Moved: Kevin James Seconded: Ann Guthrie CARRIED
2	Adoption of the minutes of the meeting of the Guelph Museums Advisory Committee on September 27, 2012 MOTION 2012/32: That the minutes of September 27, 2012 be accepted. Moved: Linda Kearns Seconded: Rodger Tschanz CARRIED
3	Business arising from the minutes <ul style="list-style-type: none">Committee Members asked about the hiring process for the new Manager (formerly Director) of Guelph Museums. Bev Dietrich reported that the job posting closed on October 22, 2012 and the next stage of reviewing the applicants has begun.
4	Acting Manager's Report for receipt <ul style="list-style-type: none">Bev Dietrich reported that Program Assistant Ken Irvine has begun a six month parental leave. She added that his position was posted internally within the City of Guelph for 5 days and that there were 5 applicants to cover the leave with one potential candidate being interviewed.Bev Dietrich reported that construction deficiencies are still being worked on at the Guelph Civic Museum. The glass front doors are being replaced by lower profile doors and the boilers are being replaced by non-modulating units. She added the water problem in the basement is still under investigation.

	<ul style="list-style-type: none"> • Bev Dietrich further added that exhibit designers Vilnis Design Works is finishing up outstanding issues in the galleries. • Bev Dietrich reported that Cork Street construction is still ongoing. <p><i>Please note: Jo Ann Hayter arrived at the meeting at this time (5:39 pm).</i></p> <ul style="list-style-type: none"> • Bev Dietrich asked that any Committee Members interested in going with her to the Remembrance Lodge meeting on Friday, November 9, 2012 to let her know ASAP. • Linda Kearns inquired about rentals at the Guelph Civic Museum. Bev Dietrich responded that there have been many inquiries but some events are not suitable to be held at the Museum. Bev added that larger event rentals have shown to be intrusive on regular operations and should be scheduled for outside of regular operating hours. She added that these rentals take up a lot of staff time. • Bev Dietrich reported that Assistant Curator Kathleen Wall is out of the office for the next two weeks. As we are already short staffed, part time staff is assisting when possible. <p>MOTION 2012/32: That the Acting Manager’s Report be accepted.</p> <p>Moved: Debra Nash-Chambers Seconded: Rodger Tschanz CARRIED</p>
5	<p>Fundraising Event at the Wellington Brewery</p> <ul style="list-style-type: none"> • Kevin James reported that Wellington Brewery will not charge us for the rental and tasting. As a result, Kevin would like the brewery acknowledged on the tickets and poster. He added that we will have to pay for the Special Event Permit (Liquor Licence) and provide food and soft drinks. • The Advisory Committee selected the date of the event to be on Thursday, February 28, 2013 from 7:00 pm to 9:00 pm. • As a result of this event the February Advisory Committee Meeting will be moved to Thursday, February 21, 2013 at 5:30 pm. This could possibly conflict with the military lecture (date still to be confirmed) so if it does, the meeting will have to be concluded before 6:30 pm. • It was decided the tickets would be \$30.00 each. The non-expense portion of this ticket price is eligible for a tax receipt. This eligibly has to be included on the poster and ticket and a full reporting of costing has to be provided to the Finance Department when requesting the tax receipts. • Kevin James will check on the capacity of the Brewery for the event. • Advisory Committee Members will start selling tickets in January 2013. Judi Prigione will design and print the tickets at the Museum to save on printing costs. • Jo Ann Hayter will contact the Riverside Celtic Academy about music for the event. • Kevin James also spoke about the potential of having spoken word artist Dave Hudson perform at the event and asked Committee Members to look at Dave Hudson’s postings on YouTube to get a better understanding of what he does in

	<p>his spoken word performances.</p> <ul style="list-style-type: none"> • Kevin James added that honourariums for the musicians and spoken work artist will need to be discussed. • Debra Nash-Chambers reported that she and Ann Guthrie have been working on a power point presentation for the event. She added that a lap top, projector and screen will be needed. Bev Dietrich stated that the Museum can provide the lap top and projector but she will have to see if we still have a portable screen. • Jo Ann Hayter suggested that there be some door prizes. • Debra Nash-Chambers offered to purchase a \$50 gift certificate from Wellington Brewery that could be used as a door prize.
7	<p>Remembrance Lodge Notice of Motion</p> <ul style="list-style-type: none"> • Ron Deline of Remembrance Lodge forwarded a copy of the original motion to Bev Dietrich that he put forth at a recent Lodge Meeting. It is attached and forms part of these minutes. • The by-law was not passed exactly as per this motion. What was finally passed was that the Remembrance Lodge now has a by-law that they will donate \$1,000 to McCrae House until November 30, 2022. This date coincides with the end of the naming agreement for the Percy Galloway Room at McCrae House. • Now that this is a by-law Guelph Museums can appeal to the hierarchy of the Masonic Lodge if the \$1,000 annual donation stops before 2022.
8	<p>New Business</p> <ul style="list-style-type: none"> • Rodger Tszanz asked like in past years if the complimentary family pass was going to be mailed to Museum members. • With the current staffing situation such a mailing is challenging but it was decided that Judi Prigione will design a complimentary family pass in-house (expiry December 30, 2013) that is redeemable at the Guelph Civic Museum or McCrae House. With the assistance of weekend staff she will try to get the mailing completed by the end of November but it could be delayed into December. • Bev Dietrich circulated to Advisory Committee Members a thank you card to the Committee from former Director Katherine McCracken.
9	<p>Adjournment</p> <p>MOTION 2012/33: That the meeting be adjourned. Moved: Linda Kearns</p> <ul style="list-style-type: none"> • Adjournment at 6:29 p.m. • The next meeting will be held at Guelph Civic Museum on Thursday, November 22 25, 2012 at 5:30 pm.

Attachments to Minutes:

- Remembrance Lodge – Notice of Motion by R.W. Bro. Ronald G. Deline.

Notice of Motion

At the next regular meeting I will move or cause to be moved the following amendment to article c section 3 under meetings.

That when amended shall read as follows.

Whereas Guelph Museum has honoured our esteemed Brother Percy Galloway by extending the length of our naming agreement From the original expiry date of November 2022 to November 30th 2047 Remembrance Lodge will have lodge officers attend The annual Poppy Push held at McCrae House and make a Financial donation of \$1000.00 to assist in the continuing upkeep Of McCrae House. This donation shall be funded equally from the General fund and the benevolent fund. This donation shall continue Until the expiry date of our naming agreement

R.W.Bro. Ronald G. Deline