

MEETING MINUTES



MEETING **Guelph Museums Advisory Committee**

DATE Thursday, September 22, 2016

LOCATION Guelph Civic Museum

TIME 5:30 pm

PRESENT Jeremy deWaard, Shannon Coles, Jo Ann Hayter (Chair), Robert Hohenadel, Linda Kearns (Executive Member), Debra Nash-Chambers (Vice Chair), and Eleanor Ross

REGRETS Paul Baker

ALSO ATTENDING Tammy Adkin (Manager) and Judi Prigione (staff)

DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	Adoption of the Agenda MOTION 2016/15: That the agenda be adopted. Moved: Debra Nash-Chambers Seconded: Robert Hohenadel CARRIED
2	Adoption of the minutes of the meeting of the Guelph Museums Advisory Committee of June 23, 2016. MOTION 2016/16: That the minutes of June 23, 2016 be accepted. Moved: Shannon Coles Seconded: Eleanor Ross CARRIED
3	Business arising from the minutes <ul style="list-style-type: none">Tammy Adkin reported back on the Backyard Theatre and Tea and Tours results 2016 vs. 2015. The Backyard Theatre ran for 6 weeks in 2015 and there were 880 attendees whereas in 2016 it ran for only 3 weeks and there were 385 attendees. The Summer Teas and Tours ran for approximately the same amount of time both years but in 2015 there were 400 attendees compared to 173 in 2016. She added that she is looking for ways to increase marketing and boost attendance numbers for the Teas & Tours in 2017.Tammy Adkin added that she was expected a decrease in attendees in 2016 as the 2015 programs were supported by the IFF at 100 marketing campaign.Advisory Committee Members commented on how much they enjoyed the Sons of 17 Backyard Theatre production.Tammy Adkin added that Mike Ford and Murray Foster were fantastic to work with and have both been asked to be part of the Belgium Tour Trip being planned for 2018, in that they would tour the Sons of 17 show.

4	<p>Manager's Report for receipt</p> <ul style="list-style-type: none"> • Tammy Adkin reviewed the details of her report. • She added to her report that Alex Boughen left his position as Community Relations Coordinator and former Customer Service Representative Sarah Ball has been hired as his replacement. • Tammy Adkin reminded Advisory Committee members that the Volunteer Appreciation night is October 4, 2016. • Debra Nash-Chambers asked if the 2017 Spirit Walk will be held at the cemetery. Tammy Adkin added that the event in 2017 will have a Confederation 1867 theme and museum staff are hoping to hold it again at Woodlawn Memorial Park.
5	<p>Commemoration Committee Report</p> <ul style="list-style-type: none"> • Linda Kearns discussed the last meeting held on September 20, 2016, and reviewed museum and community events planned to commemorate Guelph 190 and Canada 150. Museum events like Fourth Fridays, a new lectures series, Wall of Art themes, Spirit Walk, Teas & Tours, etc, will connect to these commemorations. • Linda Kearns added that Tammy Adkin is still looking for a sponsor for free admission to the museum / "Be Our Guest" program to begin on July 1, 2017 to the end of 2017. • Linda also noted that January 2018 makes the 100th anniversary of John McCrae's passing. There will be commemoration activities at McCrae House that weekend and during the Belgium Tour in May 2018. • February 23/24, 2017 also marks the 5th anniversary of the opening of the new Guelph Civic Museum. There may be some sort of low key acknowledgment (cake) of that as well.
6	<p>Community Connections Committee Report</p> <ul style="list-style-type: none"> • Jeremy deWaard stated there was nothing new to report at this time. • Tammy Adkin added that the community survey will go out soon and the committee will meet in October. • Tammy Adkin added that at the annual joint meeting of staff and the Advisory Committee, the planning for 2017 to 2020 will be initiated.
7	<p>Fundraising Committee Report</p> <ul style="list-style-type: none"> • Eleanor Ross reported that the Committee met earlier today and reviewed the plans for the 2017 Febulous! event to be held on February 23, 2017. She added that The Auctionista was at the meeting and provided some really good advice on what not to repeat from the 2016 event and ideas for prizes. • Eleanor Ross reported that The Committee is considering not doing a silent auction in 2017 or if they have one, decreasing the number of items. She added they would also like to move the bar service out of the programming room and that they are considering a wine/spirits wall fundraiser in the meeting room. • Eleanor Ross stated they want to create more "flow" to the 2017 event. • Eleanor Ross reported that Committee is meeting again in a month to work on the logistics of the event.
8	<p>New Business</p> <p>Security Policy</p> <ul style="list-style-type: none"> • Tammy Adkin reported this policy is needed as part of the application for Guelph

	<p>Museums being designated a "Category A" for cultural property.</p> <ul style="list-style-type: none"> The Advisory Committee reviewed the policy. <p>MOTION 2016/17: To approve the Security Policy for Guelph Museums. Moved: Shannon Coles Seconded: Robert Hohenadel CARRIED</p>
<p>9</p>	<p>Adjournment</p> <p>MOTION 2016/18: That the meeting be adjourned. Moved: Shannon Coles</p> <ul style="list-style-type: none"> Adjournment at 6:26 p.m. The next meeting will be held at Guelph Civic Museum on Thursday, October 27, 2016