

MEETING MINUTES



MEETING **Guelph Museums Advisory Committee**

DATE Thursday, January 23, 2014

LOCATION Guelph Civic Museum

TIME 5:30 pm

PRESENT Anne Holman (Chair), Rodger Tschanz (Vice Chair), , Debra Nash-Chambers, Darina Griffin, Ann Guthrie, Linda Kearns, Andrew Ross, Eleanor Ross, Tammy Adkin (Manager) and Judi Prigione (Staff).

REGRETS Jo Ann Hayter (Executive Member) and Eleanor Ross.

DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	<p>Adoption of the Agenda</p> <p>MOTION 2014/01: That the agenda be adopted.</p> <p>Moved: Andrew Ross</p> <p>Seconded: Debra Nash-Chambers</p> <p>CARRIED</p>
2	<p>Adoption of the minutes of the meeting of the Guelph Museums Advisory Committee on November 28, 2013.</p> <p>MOTION 2014/02: That the minutes of November 28, 2013 be accepted.</p> <p>Moved: Linda Kearns</p> <p>Seconded: Rodger Tschanz</p> <p>CARRIED</p>
3	<p>Business arising from the minutes</p> <ul style="list-style-type: none">Anne Guthrie noted that for donations for the McCrae Statue Community Campaign that the tax receipts will no longer be handled by the Guelph Historical Society but by the 11th Field Regiment. She added that a new brochure will be coming out and that the Committee will be meeting again in February.
4	<p>Advisory Committee Appointments</p> <ul style="list-style-type: none">Anne Holman welcomed Darina Griffin to the Advisory Committee. Darina's initial term will be one year.All appointments will conclude with the election in October but current appointees should be reappointed by City Council.All appointments will now be for a maximum of 8 years. Some current appointees are grandfathered in at 10 years.

<p>5</p>	<p>Election of Executive Committee</p> <ul style="list-style-type: none"> Anne Holman concludes her term as Advisory Committee Chair this evening. She will remain on the Committee until November 2014. <p>MOTION 2014/03: That the Guelph Museums Advisory Committee selects as their Executive Committee – Rodger Tschanz – Chair, Jo Ann Hayter – Vice Chair and Debra Nash-Chambers - Executive Member. Anne Holman will be Past-Chair</p> <p>Moved: Anne Holman Seconded: Anne Guthrie</p> <p>CARRIED</p> <ul style="list-style-type: none"> Rodger Tschanz acted as Chair for the remainder of this meeting.
<p>6</p>	<p>Manager’s Report for receipt</p> <ul style="list-style-type: none"> On behalf of Museum staff, Tammy Adkin thanked the Advisory Committee for the Staff/Committee social held last week. Tammy Adkin discussed upcoming events including Robbie Burns Day on January 25, 2014 and Family Day on February 17, 2014. 2013 attendance statistics were discussed. Overall attendance lower than 2012 but this was because of the large public openings for the new Guelph Civic Museum held in 2012. Tammy Adkin added that staff are looking at ways of sustaining visitation at McCrae House and increasing it at the Civic Museum. Tammy Adkin noted that of 16 places rated in Guelph on Trip Advisor McCrae House was #5 and the Civic Museum was #15. The River Run Centre was #1 Tammy Adkin is thinking of introducing a quarterly marketing report. Tammy Adkin reminded Committee Members to “save the date” of February 25th for Volunteer Appreciation Night. We will announce the recipient of the Larry Kelly Volunteer of the Year Award. The evening will have a Mardi Gras theme. Tammy Adkin reviewed the 2014 Organizational Chart for museum staff. Job titles have been updated. The Supervisor of Visitor Services position, currently held by Val Harrison, is now responsible for the front line part time staff. The Customer Service and Administration Coordinator position, currently held by Judi Prigione is now responsible for program and facility rental bookings. 2 part time positions have been added. One in Marketing and one in Curatorial. Linda Kearns noting the number of artifact donations in 2013 asked that a report be provided on a monthly basis at the meetings to the Advisory Committee regarding the types of artifacts being donated to Guelph Museums. Tammy Adkin discussed the new juried Wall of Art exhibits in conjunction with the Guelph Arts Council. They will be quarterly juried shows with themes aligned with the museum’s exhibitions. The first Call for Artist had over 40 artists submit pieces for consideration. Tammy Adkin noted that the museum will be moving away from selling pieces in art shows adding that theart will be displayed for art sake. <p>MOTION 2014/04: That the Manager’s Report be accepted.</p> <p>Moved: Ann Guthrie Seconded: Anne Holman</p> <p>CARRIED</p>

7	<p>In Flanders Fields Commemoration Task Force Report</p> <ul style="list-style-type: none"> • Linda Kearns who is chairing the task force spoke of the terms of reference and progress of the group. She added that the task force is at a stage where they can decide what can be done and ideas that they will have to pass on. • Linda Kearns added that they are now working on timelines and budgets. • Debra Nash-Chambers announced that Gil Stelter will be propagating a red In Flanders Fields Lily. • Darina Griffin suggested contacting the Elora Festival Singers and Rodger Tschanz suggested for the music they may want to stay in Guelph with the Guelph Chamber Choir. • Linda Kearns stated that many of the ideas are ambitious and may have to be reworked due to time constraints and budgets. <p>MOTION 2014/05: That the Report of the In Flanders Fields Commemoration Task Force be accepted.</p> <p>Moved: Anne Holman Seconded: Andrew Ross CARRIED</p>
8	<p>Landscape Task Force Report</p> <ul style="list-style-type: none"> • Tammy Adkin reported that the Landscape Task Force last met in October 2013. • Tammy Adkin also reported that a RFP was issued at the beginning of January to hire a landscape designer and that submissions close next week. She added that once the designer is hired the Task Force will meet again. <p>MOTION 2014/06: That the Report of the Landscape Task Force be accepted.</p> <p>Moved: Debra Nash-Chambers Seconded: Linda Kearns CARRIED</p>
9	<p>New Business</p> <ul style="list-style-type: none"> • Tammy Adkin reviewed the presentation and report that will go to the Community and Social Services Committee on February 11, 2014. Jo Ann Hayter will present the report that evening. • Tammy Adkin discussed Advisory Committee Training and Development. She noted that there is an opportunity to provide training and support and it can be done in a number of ways from community engagement to field trips to other Boards and Committees. Tammy Adkin asked that Committee Members forward to her by email any ideas they may have regarding training and development opportunities. Rodger Tschanz asked about OMA courses and Tammy noted that both the OMA and CMA offer courses, conferences and workshops that could assist in this development and training. She added that she will forward to Committee Members any relevant opportunities she receives. Linda Kearns suggested training and development in fundraising would be beneficial and other Committee Members agreed. Training and Development will be included on the agenda for the February meeting. • Tammy Adkin discussed the plan for seasonal openings for all relevant exhibitions that will include recognition of sponsors. She noted that the Advisory Committee could have a key role in the success of these openings by bringing family, friends and colleagues to them. She added that pdf invitations could be forwarded to Committee Members to email to their contacts. Tammy Adkin will provide the

	seasonal opening dates to the next meeting.
8	Adjournment MOTION 2014/07: That the meeting be adjourned. Moved: Anne Holman <ul style="list-style-type: none">• Adjournment at 6:40 p.m.• The next meeting will be held at Guelph Civic Museum on Thursday, February 27, 2014 at 5:30 pm.