

# MEETING MINUTES

MEETING	<b>Guelph Museums Advisory Committee</b>
DATE	Thursday, February 28, 2013
LOCATION	Guelph Civic Museum
TIME	5:30 pm
PRESENT	Anne Holman (Chair), Ann Guthrie, Linda Kearns, Debra Nash-Chambers, Eleanor Ross, Rodger Tschanz (Vice Chair), Tammy Adkin (Manager), Bev Dietrich (Curator) and Judi Prigione (Staff).
ABSENT	Jo Ann Hayter (Executive Member) and Kevin James.

## DISCUSSION ITEMS

ITEM #	DESCRIPTION
	Prior to the start of the agenda meeting items, Anne Holman thanked Bev Dietrich for her work as "Acting Manager" from September 2012 to January 2013. Anne Holman made an appreciation presentation on behalf of the Advisory Committee to Bev Dietrich. Bev Dietrich thanked the Advisory Committee and then left the meeting at 5:36 pm.
1	<b>Adoption of the Agenda</b> <b>MOTION 2013/05: That the agenda be adopted.</b> Moved: Debra Nash-Chambers Seconded: Linda Kearns <b>CARRIED</b>
2	<b>Adoption of the minutes of the meeting of the Guelph Museums Advisory Committee on January 24, 2013.</b> <b>MOTION 2013/06: That the minutes of January 24, 2013 be accepted.</b> Moved: Linda Kearns Seconded: Eleanor Ross <b>CARRIED</b>
3	<b>Business arising from the minutes</b> <ul style="list-style-type: none"><li>• None</li></ul>
4	<b>Manager's Report for receipt</b> <ul style="list-style-type: none"><li>• Tammy Adkin noted that she has amended the format of the written Manager's Report. She wanted it to reflect the Terms of Reference for the Advisory Committee.</li><li>• Tammy Adkin reported that she and Bev Dietrich meet with Minister of National Defence Peter MacKay when he came to McCrae House prior to his visit at Our</li></ul>

	<p>Lady of Lourdes High School on February 15, 2013.</p> <ul style="list-style-type: none"> <li>• Tammy Adkin also reported that bookings for school programs are still slow due to labour action within the school system.</li> <li>• Anne Holman asked if not holding that Canada at War program this year will put the funding as risk. Tammy Adkin reported that staff do not think so as it will only be a temporary hiatus. The plan is to hold the program every second year instead of annually.</li> <li>• Tammy Adkin reported that outstanding issues with the museum building are still being addressed.</li> <li>• Rodger Tschanz asked about the use of social media for promoting Guelph Museums. Tammy Adkin responded that usage is still in development. She added that a part time staff member is “tweeting” daily from our Twitter account but there are limitations on social media within the structure of the City of Guelph. She further added that she is looking at developing a more robust social media plan within the broader context of our marketing and communication plans.</li> <li>• Debra Nash-Chambers suggested linking with the Guelph Historical Society’s posts.</li> </ul> <p><b>MOTION 2013/07: That the Manager’s Report be accepted.</b></p> <p>Moved: Debra Nash-Chambers  Secinded: Ann Guthrie  <b>CARRIED</b></p>
<b>5</b>	<p><b>Fundraising Event at the Wellington Brewery</b></p> <ul style="list-style-type: none"> <li>• A report on the event will be made at the March 28, 2013 meeting.</li> </ul>
<b>6</b>	<p><b>Committee Terms of Reference review and confirmation</b></p> <ul style="list-style-type: none"> <li>• The Terms of Reference had been developed with the Committee in January 2011 but had not been sent to City Council for approval.</li> <li>• Tammy Adkin noted some wording needed to be updated. “Director” of Guelph Museums needs to be changed to “Manager” of Guelph Museums.</li> <li>• The Committee suggested the following issues also be addressed: <ul style="list-style-type: none"> <li>○ Clarification of the role of the committee</li> <li>○ Role of the executive committee</li> <li>○ Define desired committee skill set composition matrix</li> <li>○ Establish timely communication about Museum event</li> <li>○ Articulate fundraising expectations</li> <li>○ Determine interface between advisory committee and curatorial committee</li> <li>○ Establish orientation process for committee members</li> </ul> </li> <li>• Tammy Adkin will look at language used in terms of reference for other advisory committees in Guelph.</li> <li>• The discussions regarding the Terms of Reference will continue at the March 28, 2013 meeting.</li> </ul>

7	<p><b>Blue Sky Planning</b></p> <ul style="list-style-type: none"> <li>• Tammy Adkin noted that staff will attend a 3 hour “blue sky” session. She stated that staff discuss short term (18 months) and long term (three years) plans. Staff will also be encouraged to look at things outside the box and not be confined by past and current parameters.</li> <li>• Tammy Adkin suggested the Advisory Committee to have a similar session.</li> <li>• It was decided that the March 28, 2013 meeting will be longer (at least 2 hours) so a planning session can be included. Dinner will be provided.</li> </ul>
8	<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul>
9	<p><b>Adjournment</b></p> <p><b>MOTION 2013/08 That the meeting be adjourned.</b>  Moved: Rodger Tschanz</p> <ul style="list-style-type: none"> <li>• Adjournment at 6:33 p.m.</li> <li>• The next meeting will be held at Guelph Civic Museum on Thursday, March 28, 2013 at <b>5:30 pm</b>.</li> </ul>