

MEETING MINUTES



MEETING **Guelph Museums Advisory Committee**

DATE Thursday, March 28, 2013

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, Eleanor Ross, Rodger Tschanz (Vice Chair), Tammy Adkin (Manager) and Judi Prigione (Staff).

DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	Adoption of the Agenda MOTION 2013/09: That the agenda be adopted. Moved: Jo Ann Hayter Seconded: Eleanor Ross CARRIED
2	Adoption of the minutes of the meeting of the Guelph Museums Advisory Committee on February 28, 2013. MOTION 2013/10: That the minutes of February 28, 2013 be accepted. Moved: Kevin James Seconded: Jo Ann Hayter CARRIED
3	Business arising from the minutes <ul style="list-style-type: none">• None
4	Manager's Report for receipt <ul style="list-style-type: none">• Tammy Adkin discussed the Falun Dafa exhibit and the issues that have resulted in providing a venue for this organization's art show. She added that she has provided briefings to the staff on how to handle visitors. She also noted that it is a short term exhibit on display until April 11, 2013. She further added that it has opened up discussions on how to handle room rentals, as well as, our exhibition policy. She also asked Committee Members to share with her any comments they receive from the community.• Linda Kearns stated she found the new format of the Manager's Report very useful.

	<p>MOTION 2013/11: That the Manager’s Report be accepted.</p> <p>Moved: Eleanor Ross Seconded: Rodger Tschanz CARRIED</p>
<p>5</p>	<p>Fundraising Event at the Wellington Brewery</p> <ul style="list-style-type: none"> • Kevin James distributed a recap of the event’s tickets sales and expenses compiled by Judi Prigione. • Kevin James thanked Committee Members and Museum Staff for their assistance in making the event a success. • He also stated that he has formally thanked Wellington Brewery for their generous assistance. • Anne Holman suggested that for the next fundraiser a Museum pass be given to all those that buy a ticket. • Kevin James stated that this will be his last Advisory Committee meeting as he is moving outside of Guelph, which makes him ineligible for the committee. He has submitted his resignation to the City Clerk’s office. He added that he has been very pleased to be a part of the Committee and involved with Guelph Museums. <p><i>Note: Kevin James left the meeting at this time – 5:55 pm.</i></p> <ul style="list-style-type: none"> • Tammy Adkin stated she will check with the Clerk’s Office as to when the new Committee Member from the current vacancy will start and when the vacancy from Kevin James’ resignation will be posted.
<p>6</p>	<p>Committee Terms of Reference review and confirmation</p> <ul style="list-style-type: none"> • Tammy Adkin noted that she has reviewed the Terms of Reference for other Committees and agreed that our terms need to clarify the role of the Committee. She added that the ones she reviewed were more robust. • Tammy Adkin will re-write the terms so they can be discussed again at the next meeting. • Regarding the role of the Executive Committee, she noted that the terms she reviewed did not mention Executive Members beyond the Chairperson but our current Executive Committee (Chair, Vice-Chair and Executive Member) can be left in place if that is what the Committee wants. • Tammy Adkin will also include in the terms the skill sets for Committee Members. • Tammy Adkin also stated that they can discuss fundraising expectations during the Blue Sky Planning session to follow this meeting. • She also added that the orientation process for new members can also be built into the terms. • Tammy Adkin stated that she will forward a draft of the revised Terms of Reference prior to the April 25, 2013 meeting.
<p>7</p>	<p>New Business</p> <ul style="list-style-type: none"> • Rodger Tschanz asked about the status of the Locomotive 6167 Committee and the restoration project. • Anne Holman responded that she has been attending the meetings to assist with minute taking but is not an official liaison between the Museum Advisory Committee and the Locomotive Committee. She added that there are some

	<p>issues regarding the completion of the restoration project.</p> <p><i>Note: Debra Nash-Chambers arrived to the meeting at this time – 6:00 pm</i></p> <ul style="list-style-type: none"> • Tammy Adkin stated that she and Colleen Clack, General Manager of Arts, Culture & Tourism will be meeting on April 12, 2013 with the Locomotive 6167 Restoration Committee. She added that the Locomotive will not become part of the Museum’s collection until the restoration project is complete. • Jo Ann Hayter asked about the status of the landscaping at the Guelph Civic Museum (GCM). • Tammy Adkin noted that \$250,000 from the GCM’s Community Capital Fundraising Campaign has been allocated for the landscaping project. She added that this summer will be the time to plan as to how we would like to use the space and see how much more fundraising will have to be done. • Jo Ann Hayter noted that there are many community groups that would like to assist with the project. • Tammy Adkin stated that any part of the space that is to be used for programming has to be accessible. She added that the space could also be re-forested. • It was asked if the proposed John McCrae statue would be part of the plan. Tammy Adkin added that it would be reviewed as part of the City of Guelph’s public art policy. Accessibility requirements with the statute would also have to be reviewed. • Jo Ann Hayter and Rodger Tschanz volunteered to assist with the landscaping project. • When asked, Tammy Adkin stated that the Museum will make the decision on whether the landscaping is a re-forested park or an accessible programming area. • Linda Kearns asked about the status of the Larry Kelly Volunteer of the Year Award. • Tammy Adkin responded that she has received thus far one nomination submitted by a staff member. • Linda Kearns added that some Committee Members are more involved with the volunteers than others, so she feels that the selection of the recipient may be better coming from the staff.
<p>8</p>	<p>Adjournment</p> <p>MOTION 2013/12 That the meeting be adjourned. Moved: Debra Nash Chambers</p> <ul style="list-style-type: none"> • Adjournment at 6:25 p.m. • The next meeting will be held at Guelph Civic Museum on Thursday, April 25, 2013 at 5:30 pm.