

MEETING MINUTES



MEETING **Guelph Museums Advisory Committee**

DATE Tuesday, October 1, 2013

LOCATION Guelph Civic Museum

TIME 5:30 pm

PRESENT Rodger Tschanz (Vice Chair – acted as Chair for the meeting), Jo Ann Hayter (Executive Member), Ann Guthrie, Linda Kearns, Debra Nash-Chambers, Andrew Ross, Tammy Adkin (Manager) and Judi Prigione (Staff).

REGRETS Anne Holman (Chair) and Eleanor Ross.

DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	Adoption of the Agenda MOTION 2013/27: That the agenda be adopted. Moved: Linda Kearns Seconded: Jo Ann Hayter CARRIED
2	Adoption of the minutes of the meeting of the Guelph Museums Advisory Committee on June 26, 2013. MOTION 2013/28: That the minutes of June 26, 2013 be accepted. Moved: Linda Kearns Seconded: Ann Guthrie 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 reported that there will be two job postings for part time programming positions.• Tammy Adkin reported that the Autumn 2013 exhibits and events brochure has been printed and distributed. Museum staff will be planning on a quarterly basis and producing a similar brochure for each quarter.• Tammy Adkin also reported that there will be 700 hundred students coming to the Guelph Civic Museum in October for the Local Government Week programs in conjunction with City Hall.• Linda Kearns volunteered to assist with the programs if needed.• Jo Ann Hayter noted attendance was lower at the new Family Garden Party in August

	<p>at McCrae House from the numbers usually in attendance for the former Teddy Bear Picnic. Tammy Adkin responded that it was a quality program that aligns with the mandate of McCrae House and could have benefited from more robust promotion. The Garden Party will continue next year, with a goal to increase participation.</p> <ul style="list-style-type: none"> • MOTION 2013/29: That the Manager’s Report be accepted. <p>Moved: Debra Nash-Chambers Seconded: Andrew Ross CARRIED</p>
6	<p>Role of the Advisory Committee – Review Terms of Reference</p> <ul style="list-style-type: none"> • Tammy Adkin reviewed with the Committee Members the Terms of Reference adopted by the Advisory Committee earlier this year. • Tammy Adkin acknowledged there have been some transition issues from moving from a Board of Management to an Advisory Committee, and from the change in managers. She indicated that it is important all Committee Members feel engaged and hopefully the Blue Sky Plan will assist with this. • Debra Nash-Chambers noted there can be opportunities for Advisory Committee Members to join sub-committees. • Tammy Adkin added that the roll of Advisory Committee Members will be important on the Landscaping and 100th Commemoration Task Forces. • Rodger Tschanz asked if the Terms of Reference are locked in. • Tammy Adkin responded that they can be reviewed at any time but suggested that what is on paper is good and that implementation needs further attention. • The Advisory Committee agreed to a slight adjustment to the Terms of Reference that would not require a motion. They added an example of Members being part of Committees and Task Forces. <p>MOTION 2013/30: That the Guelph Museum Advisory Committee endorses the Blue Sky Plan.</p> <p>Moved: Andrew Ross Seconded: Linda Kearns CARRIED</p>
7	<p>Landscaping Project and McCrae Monument – Update and Review of Process.</p> <ul style="list-style-type: none"> • Tammy Adkin reported that there is \$250,000 that was raised with the Community Capital Campaign that is in reserve for the landscaping plan for the Guelph Civic Museum. • The need for the landscaping is more urgent with the dedication of the McCrae Monument expected in 2015. • Tammy Adkin further reported that \$50,000 of this \$250,000 in reserve has been approved by City Council to be used in 2013 so work by the task force can begin. • The first meeting of the task force will be on October 21, 2013. • Task force members include Advisory Committee Members Anne Holman, Rodger Tschanz and Jo Ann Hayter. Along with Museum staff Tammy Adkin, Val Harrison and Kathleen Wall. As well as City of Guelph staff Colleen Clack, Astero Kalogeropoulos, Leanne Warren and Rory Templeton. • Tammy Adkin stated that Rory Templeton, Landscape Planner from the Parks Department will act as the lead on the project and Museum staff and the task force will be more like the clients.

	<ul style="list-style-type: none"> • The task force will work on guiding principles for the plan. • Tammy noted that additional funding for the plan is still being considered in the capital budget. • Anne Guthrie asked if a fundraising campaign will take place and Tammy Adkin responded that opportunities for funding will be explored but a public campaign will not be undertaken. • Rodger Tschanz stated he was approached by the Horticultural Society for a donation of packages of McCrae House poppy seeds for delegates of their upcoming conference. Judi Prigione said she would arrange the donation for Rodger.
8	<p>In Flanders Fields 100th Anniversary Commemoration – update on process; discussion about McCrae House closure for renovation</p> <ul style="list-style-type: none"> • The task force meets for the first time on October 17, 2013. • Task force members include Advisory Committee Members Ann Guthrie, Linda Kearns and Andrew Ross. Along with Museum staff Tammy Adkin, Bev Dietrich and Ken Irvine. As well as City of Guelph staff Ella Pauls, Stacey Dunnigan, and Colleen Clack. McCrae author Linda Granfield will also be a member of the task force. • Tammy Adkin stated that it is hoped that McCrae House will be the epicentre for all the activities taking place in 2015. • Tammy Adkin reported that it is hoped to overhaul the exhibits at McCrae House during the renovations. She stated that the task force will discuss the timing of the closure of McCrae House for the renovations but it will most likely be from December 2014 to April 2015. She added that this is usually a very quiet period for McCrae House noting that from December 2012 to April 2013 McCrae House had only 287 visitors. • Jo Ann Hayter asked if representatives of Remembrance Lodge have been contacted and Tammy Adkin responded that Ron Deline declined being on the task force but wanted to be kept informed of the project. He will also see if any other Lodge Member would like to join the task force. <p><i>Note: Jo Ann Hayter left the meeting at this time (6:35 pm)</i></p>
9	<p>Locomotive 6167 – update and advisory committee representation</p> <ul style="list-style-type: none"> • Tammy Adkin noted that restoration continues and the hand over to Guelph Museums will not take place in the fall of 2013 but is now targeted for the Spring of 2014. • Tammy Adkin added this will allow Museum staff to develop interpretive panels and explore programming opportunities. • Tammy Adkin reported that the Restoration Committee is supposed to have a representative from Guelph Museums Advisory Committee. She added that Anne Holman has been going on an informal basis and could be asked to the official representative. • No other Committee Member present expressed an interest in becoming a part of the Restoration Committee so Tammy Adkin will ask Anne Holman if she would continue to attend the Restoration Committee meetings as the representative from the Advisory Committee.

<p>10</p>	<p>Advisory Committee appointments – update on process</p> <ul style="list-style-type: none"> • Tammy Adkin reported that Andrew Ross has been reappointed to the Advisory Committee after his initial one year appointment. • Tammy Adkin also reported that the vacancy on the Committee will be posted in the Guelph Tribune on October 10, 2013 and October 17, 2013 with an application deadline of October 24, 2013. • The Advisory Committee expressed the need for a candidate with fundraising experience to assist with the annual fundraising objective for the Advisory Committee. <p><i>Note: Andrew Ross left the meeting at this time (6:50 pm)</i></p>
<p>11</p>	<p>New Business</p> <ul style="list-style-type: none"> • None
<p>12</p>	<p>Adjournment</p> <p>MOTION 2013/31: That the meeting be adjourned. Moved: Debra Nash-Chambers</p> <ul style="list-style-type: none"> • Adjournment at 6:53 p.m. • The next meeting will be held at Guelph Civic Museum on Thursday, October 24, 2013 at 5:30 pm.