

MEETING MINUTES



MEETING **Guelph Museums Advisory Committee**

DATE Thursday, October 24, 2013

LOCATION Guelph Civic Museum

TIME 5:30 pm

PRESENT Anne Holman (Chair), Jo Ann Hayter (Executive Member), Debra Nash-Chambers, Andrew Ross, Eleanor Ross, Tammy Adkin (Manager) and Judi Prigione (Staff).

REGRETS Rodger Tschanz (Vice Chair), Linda Kearns and Ann Guthrie.

DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	<p>Adoption of the Agenda</p> <p>MOTION 2013/32: That the agenda be adopted. Moved: Debra Nash-Chambers Seconded: Eleanor Ross CARRIED</p>
2	<p>Adoption of the minutes of the meeting of the Guelph Museums Advisory Committee on October 1, 2013.</p> <p>MOTION 2013/33: That the minutes of October 1, 2013 be accepted. Moved: Linda Kearns Seconded: Jo Ann Hayter CARRIED</p>
3	<p>Business arising from the minutes</p> <ul style="list-style-type: none"> The 2 casual part time positions within the programming department have been filled. Anne Holman and Debra Nash-Chambers were omitted from the list of names that are part of the In Flanders Fields 100th Anniversary Commemoration task force.
4	<p>Manager's Report for receipt</p> <ul style="list-style-type: none"> Tammy Adkin reported on the Local Government programming and Anne Holman suggested that the media be contacted to photograph the final programs. Anne Holman suggested it should be prompted in the local papers that over 700 students have been coming to the Guelph Civic Museum for this program. Tammy Adkin responded that she will suggest it to the Mayor's office as they were the lead on the programs. Further to the discussions on the promotion of Museum activities, Tammy Adkin acknowledged the need for a new marketing plan for Guelph Museums and stated that she is building a profile for a part time marketing position. Jo Ann Hayter asked about the partnership with the Celtic Riverside Academy.

	<p>Tammy Adkin responded that it is not really a partnership but rather that the group is renting the Guelph Civic Museum on Wednesday nights as a venue for their music classes. She added that they did offer a 10% discount on these classes to Guelph Museums' members.</p> <p>MOTION 2013/34: That the Manager's Report be accepted.</p> <p>Moved: Debra Nash-Chambers Seconded: Jo Ann Hayter CARRIED</p>
5	<p>Landscaping Project and McCrae Monument – Update.</p> <ul style="list-style-type: none"> • Tammy Adkin reported that the first meeting of the task force was held this week and Jo Ann Hayter gave a general overview of what was discussed. • Jo Ann Hayter discussed the importance of accessibility in the plan and design. • Jo Ann Hayter also stated that Rodger Tschanz spoke at the meeting of the importance of a "buy in" from the community on the project and of the many ways the community could be involved. • Jo Ann Hayter added that the latest date for completion of the project would be November 2015. • Tammy Adkin added that an RFP will be issued and it is hoped that a landscaping planner will be hired by the end of 2013. • Tammy Adkin added that the plan is more involved than just the placement of the monument. The monument is an important piece but there needs to be more to the plan. • Anne Holman asked about utilizing University of Guelph landscape architecture students and Tammy Adkin responded that with the short timeframe for completion of the project an experienced landscape designer will be needed. • Debra Nash-Chambers suggested looking for funding from the TD Friends of the Environment Fund. Tammy Adkin responded that several funding opportunities will be explored. • Tammy Adkin stated that the terms of reference for the task force and notes from the meeting will be sent to all Advisory Committee members to keep them up to date on the project. • There were questions about the funding of the project and Tammy Adkin responded that \$250,000 is already held in reserve from the Community Capital Campaign for the Guelph Civic Museum. City Council gave permission for \$50,000 of these funds to be used in 2013 to get the project started. Another \$350,000 has been requested through the capital projects budget of the City of Guelph. • Tammy Adkin noted that Guelph Museums will not undertake a fundraising campaign because there will be one ongoing in the community for the McCrae Monument but she will be looking into grant opportunities. • Tammy Adkin noted that the monument fundraising campaign will be launched soon and that Ann Guthrie will invite Dr. William Winegard to the November Advisory Committee meeting to discuss the campaign. • Advisory Committee members asked about contacting Guelph Museum Members about contributing to the monument fundraising campaign. Tammy Adkin added that we could forward to our members information about the campaign on behalf of the fundraising committee.

<p>6</p>	<p>In Flanders Fields 100th Anniversary Commemoration – Update</p> <ul style="list-style-type: none"> • The task force meet for the first time on October 17, 2013. • Debra Nash-Chambers stated it was a very dynamic meeting. <p><i>Note: Andrew Ross arrived at the meeting at this time (6:08 pm)</i></p> <ul style="list-style-type: none"> • Debra Nash-Chambers added that the commemoration will be a joint effort by many City of Guelph departments and facilities. • The task force will also liaison with other groups in the community and with other communities planning First World War commemorations. • The task force also discussed potential tourism opportunities. • Debra Bash-Chambers added that many great ideas were discussed. • The date for the next meeting is still to be determined.
<p>7</p>	<p>Locomotive 6167 – Update</p> <ul style="list-style-type: none"> • Anne Holman reported that the Locomotive 6167 Restoration Committee is meeting on Friday, October 25, 2013 so she will have an update at the Advisory Committee meeting in November.
<p>8</p>	<p>Advisory Committee Appointments – Update</p> <ul style="list-style-type: none"> • Tammy Adkin reported that the vacancy on the Committee was posted in the Guelph Tribune on October 10, 2013 and October 17, 2013 with an application deadline of October 24, 2013. • The meeting time noted in the paper was incorrect and Tammy Adkin contacted the Clerk’s Office about this error. • Tammy Adkin added that she received a phone call from an interested applicant requesting some additional information. • Tammy Adkin stated that once she receives the applications from the Clerk’s Office she will meet with Anne Holman and Rodger Tschanz to review them in order to make a recommendation to the Clerk’s Office. • The Clerk’s Office will then make a recommendation to City Council who will make an appointment in November and the new Committee Member will begin their term in January 2014.
<p>11</p>	<p>New Business</p> <ul style="list-style-type: none"> • Tammy Adkin invited Advisory Committee Members to stay after the meeting for the 7:00 pm opening of the Guelph Photography Guild’s exhibit. She also reminded them of the Fourth Friday event on October 25, 2013.
<p>12</p>	<p>Adjournment</p> <p>MOTION 2013/35: That the meeting be adjourned. Moved: Eleanor Ross</p> <ul style="list-style-type: none"> • Adjournment at 6:17 p.m. • The next meeting will be held at Guelph Civic Museum on Thursday, November 28, 2013 at 5:30 pm.