

MEETING MINUTES



MEETING **Guelph Museums Advisory Committee**

DATE Thursday, October 30, 2014

LOCATION Guelph Civic Museum

TIME 5:30 pm

PRESENT Jo Ann Hayter (Vice Chair), Anne Holman, Debra Nash-Chambers (Executive Member), Ann Guthrie, Andrew Ross, Eleanor Ross, Rodger Tschanz (Chair)

REGRETS Darina Griffin, Linda Kearns

ALSO Tammy Adkin (Manager)

ATTENDING

DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	Adoption of the Agenda MOTION 2014/29: That the agenda be adopted. Moved: Debra Nash-Chambers Seconded: Ann Guthrie CARRIED
2	Adoption of the minutes of the meeting of the Guelph Museums Advisory Committee on September 25, 2014. MOTION 2014/30: That the minutes of September 25, 2014 be accepted. Moved: Anne Holman Seconded: Eleanor Ross CARRIED
3	Business arising from the minutes <ul style="list-style-type: none">No items to report.
4.	Manager's Report for receipt <ul style="list-style-type: none">Tammy Adkin reported that attendance was strong in September 2014, with the highest recorded attendance in recent years.It was suggested that there be historical interpretation signage for the privies. It is believed that this was part of the original plan. Tammy indicated she would investigate this.

5	<p>In Flanders Fields Commemoration Task Force Report</p> <ul style="list-style-type: none"> • Tammy Adkin reported in Linda Kearns' absence that the committee had reviewed and added new initiatives to the commemoration schedule including an "In John McCrae's Footsteps" tour of France and Belgium and a "John McCrae's Guelph" walk/tour. • All previously approved initiatives are progressing well
6	<p>Landscape Task Force Report</p> <ul style="list-style-type: none"> • Rodger Tschanz reported that work has begun on the landscape project. • Tammy Adkin indicated that the project is progressing on schedule.
7	<p>Fundraising Committee Report</p> <ul style="list-style-type: none"> • Tammy Adkin reported on behalf of Darina Griffin that the Fundraising Committee met prior to this meeting. • The Committee reviewed plans for a September fundraising cocktail party with auction and entertainment. Further details, including budget, entertainment and name of the event, are being refined.
8	<p>New Business</p> <ul style="list-style-type: none"> • Monthly and Quarterly Report Format. Tammy Adkin polled the Advisory Committee about the information they would like to see in the Manager's Report. It was agreed that the following should be included: "headline news" including key events, visitor survey results, website stats, more detailed attendance analysis such as length of visit, free vs. paid admissions, number of member visits; financial updates; volunteer hours; media coverage (circulate clippings). • Advisory Committee Nominations. City of Guelph Clerk's Office has received several applications for the Museum Advisory Committee. We have four vacancies to fill. There will be another opportunity in the Spring to bring new members on board if all vacancies are not filled at this time.
9	<p>Adjournment</p> <p>MOTION 2014/31: That the meeting be adjourned. Moved: Anne Holman</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, November 27, 2014 at 5:30 pm.