

# MEETING AGENDA



MEETING      **Guelph Museums Advisory Committee**

DATE            Thursday, February 24, 2011

LOCATION       Guelph Civic Museum  
TIME           5:00 pm

CHAIR          Rob Cassolato

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## AGENDA ITEMS

ITEM #	DESCRIPTION
1	Adoption of Agenda
2	Adoption of minutes of meeting on January 27, 2011
3	Business arising from the minutes
4	Review and approve Terms of Reference
5	Fundraising projects Canada Blooms bus trip on March 19, 2011 – Rodger Tschanz Tea at Artisanale on April 30, 2011 – Kevin James
6	Director's Report for receipt
7	New Business
8	Adjournment

NEXT COMMITTEE MEETING

THURSDAY, MARCH 24, 2011 AT 5 PM

# MEETING MINUTES

MEETING **Guelph Museums Advisory Committee**

DATE Thursday, February 24, 2011

LOCATION Guelph Civic Museum

TIME 5:00 pm

PRESENT Robert Cassolato, Jo Ann Hayter, Anne Holman, Ann Guthrie, Kevin James, Linda Kearns, Debra Nash-Chambers, Rodger Tschanz, Katherine McCracken (Director) and Judi Prigione (staff).

REGRETS Susan Watson.

## DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	<b>Adoption of the Agenda</b> <b>MOTION 2011/05: That the agenda be adopted.</b> Moved: Anne Holman Seconded: Ann Guthrie <b>CARRIED</b>
2	<b>Adoption of the minutes of the meeting of the Guelph Museums Advisory Committee on January 27, 2011</b> <b>MOTION 2011/06: That the minutes of January 27, 2011 be accepted.</b> Moved: Kevin James Seconded: Linda Kearns <b>CARRIED</b>
3	<b>Business arising from the minutes</b> <ul style="list-style-type: none"><li>Robert Cassolato welcomed Linda Kearns and Debra Nash-Chambers to the Advisory Committee.</li></ul>
4	<b>Review and approve Terms of Reference</b> <ul style="list-style-type: none"><li>Committee Members reviewed the wording and contents of the Terms of Reference as drafted by Ann Guthrie.</li><li>Katherine McCracken will compile revisions and include the Terms of Reference in the meeting package for approval at the March 24, 2011 meeting.</li></ul>

5	<p><b>Fundraising projects - Canada Blooms bus trip on March 19, 2011 – Rodger Tschanz and Tea at Artisanale on April 30, 2011 – Kevin James</b></p> <ul style="list-style-type: none"> <li>• Rodger Tschanz reported that he appeared on Roger’s Inside Guelph program to promote the Canada Blooms bus trip.</li> <li>• An advertisement also appeared in the City News section of the February 24, 2011 Guelph Tribune.</li> <li>• Karen McKeown also promoted the bus trip in her Healthy Landscapes newsletter that is emailed to over 1,000 recipients.</li> <li>• Kevin James reported that harpist Shannon Kingsbury will perform at the Tea on April 30<sup>th</sup>.</li> <li>• Tea tickets were distributed for Committee Members to sell.</li> </ul>
6	<p><b>Director’s Report for receipt</b></p> <ul style="list-style-type: none"> <li>• Katherine McCracken reminded Committee Members that nominations for the Larry Kelly Volunteer of the Year Award are due by February 25, 2011.</li> <li>• Katherine McCracken reported on the 2011 operating budget schedule.</li> <li>• Katherine McCracken reported that work continues on the new Guelph Civic Museum including working with the Accessibility Coordinator, designing the new exhibit cases, and considerable construction work.</li> <li>• She also reported that on February 13, 2011 a Community Circle with local Aboriginal people was coordinated by Sandy Lucs of Vilnis Cultural Design Works. The group gave valuable feedback on the native component of the exhibits for the new Civic Museum.</li> <li>• Katherine McCracken reported that an official announcement of the total raised in the Capital Campaign will be made by the Committee at the end of March.</li> <li>• Katherine McCracken reported that 188 visitors came to the Guelph Civic Museum on Family Day on Monday, February 21, 2011.</li> <li>• Linda Kearns suggested that research requests could be tracked by categories/types as this may be useful information for the archives at the new Guelph Civic Museum. She will forward to Katherine McCracken the model she has used in the past.</li> <li>• There were no questions on the written Director’s Report.</li> </ul> <p><b>MOTION 2011/07: That the Director’s Report be accepted.</b>  Moved: Jo Ann Hayter  Seconded: Rodger Tschanz  <b>CARRIED</b></p>
7	<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>• Katherine McCracken asked if any Advisory Committee Member wanted to serve as the Guelph Museums representative on the Locomotive 6167 Restoration Committee. She added that she will remain on the Committee but with the departure of James Hall there is an opening. No one is available to serve on this Committee.</li> </ul>

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	<ul style="list-style-type: none"><li>Rodger Tschanz asked when the Poppy Push was being held this year and Katherine McCracken responded that it will be on Saturday, May 7, 2011 at McCrae House.</li></ul>
8	<p><b>Adjournment</b></p> <p><b>MOTION 2011/08: That the meeting be adjourned.</b></p> <p>Moved: Rodger Tschanz</p> <ul style="list-style-type: none"><li>Adjournment at 6:05 p.m.</li><li>The next meeting will be held at the Guelph Civic Museum on Thursday, March 24, 2011 at 5:00 pm.</li></ul>

# MEETING AGENDA



MEETING      **Guelph Museums Advisory Committee**

DATE            Thursday, March 24, 2011

LOCATION       Guelph Civic Museum  
TIME           5:00 pm

CHAIR          Anne Holman

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## AGENDA ITEMS

ITEM #	DESCRIPTION
1	Adoption of Agenda
2	Adoption of minutes of meeting on February 24, 2011
3	Business arising from the minutes
4	Review and approve Terms of Reference
5	Fundraising projects Report on Canada Blooms bus trip on March 19, 2011 – Rodger Tschanz Tea at Artisanale on April 30, 2011 – Kevin James
6	Director's Report for receipt
7	New Business
8	Adjournment

NEXT COMMITTEE MEETING

THURSDAY, APRIL 28, 2011 AT 5 PM

# MEETING MINUTES

MEETING **Guelph Museums Advisory Committee**

DATE Thursday, March 24, 2011

LOCATION Guelph Civic Museum

TIME 5:00 pm

PRESENT Anne Holman (Vice Chair), Ann Guthrie, Kevin James, Linda Kearns, Debra Nash-Chambers, Katherine McCracken (Director) and Judi Prigione (staff).

REGRETS Robert Cassolato (Chair), Jo Ann Hayter, Rodger Tschanz (Executive Member) and Susan Watson.

## DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	<b>Adoption of the Agenda</b> <b>MOTION 2011/09: That the agenda be adopted.</b> Moved: Kevin James Seconded: Linda Kearns <b>CARRIED</b>
2	<b>Adoption of the minutes of the meeting of the Guelph Museums Advisory Committee on February 24, 2011</b> <b>MOTION 2011/10: That the minutes of February 24, 2011 be accepted.</b> Moved: Debra Nash-Chambers Seconded: Kevin James <b>CARRIED</b>
3	<b>Business arising from the minutes</b> <ul style="list-style-type: none"><li>• None</li></ul>
4	<b>Review and approve Terms of Reference</b> <b>MOTION 2011/11: To approve the Terms of Reference for Guelph Museums Advisory Committee as attached.</b> Moved: Kevin James Seconded: Ann Guthrie <b>CARRIED</b>

5	<p><b>Fundraising projects - Canada Blooms bus trip on March 19, 2011 – Rodger Tschanz and Tea at Artisanale on April 30, 2011 – Kevin James</b></p> <ul style="list-style-type: none"> <li>• Katherine McCracken reported on the Canada Blooms bus trip on behalf of Rodger Tschanz. She reported that the 24 passenger coach was used and that 19 participants went with leaders Rodger Tschanz and Liane Howell.</li> <li>• Katherine McCracken stated that the early bird tour was a highlight. Anne Holman, who also went on the bus trip, agreed.</li> <li>• Katherine McCracken read a statement from Rodger Tschanz in which he thanked Guelph Museums staff and Canada Blooms staff for their assistance.</li> <li>• Advisory Committee Members discussed the progress of ticket sales for the Tea on April 30<sup>th</sup> and it was decided that an advertisement in the local newspaper was not required.</li> <li>• It was decided that Kevin James will act as the host for the event. He will welcome those in attendance, thank them for their support and briefly discuss Guelph Museums.</li> </ul>
6	<p><b>Director's Report for receipt</b></p> <ul style="list-style-type: none"> <li>• Katherine McCracken reported that the 2011 operating budget was approved by Guelph City Council.</li> <li>• Katherine McCracken reported that the tentative closure date for the current Guelph Civic Museum is July 1, 2011. She added that this date is subject to change. McCrae House will continue to operate under its normal hours. She added that Canada Day in July and Teddy Bear Picnic in August will still be held at McCrae House. She also reported that the Spirit Walk held in September will not take place this year.</li> <li>• Katherine McCracken reported that Volunteer and Member Appreciation Night will be held at Guelph Civic Museum on Wednesday, April 13, 2011 from 7:00 pm to 9:00 pm.</li> <li>• Katherine McCracken reported that there was a funding announcement from MPP Liz Sandals in the local media last week. She clarified that this was not new funding but the 2010 Community Museum Operating Grant that is received each year by Guelph Museums from the Ontario Government.</li> <li>• Katherine McCracken reported that Remembrance Lodge (Thornhill, Ontario) have invited Advisory Committee Members to lunch following the exhibit opening at the Poppy Push at McCrae House on Saturday, May 7, 2011. This year Rodger Tschanz is also hoping to give the Lodge Members a tour of his greenhouses at the University of Guelph but logistics of the lunch and tour still need to be worked out.</li> <li>• Anne Holman asked about the paintings mentioned in the report and Katherine McCracken responded that 3 paintings are part of the Museum's collection and that they used to hang in the Church of our Lady. They have been restored so they can be installed in the Loretto Convent exhibit in the new Guelph Civic Museum.</li> <li>• Kevin James commented on the high number of research requests in February 2011, especially those by e-mail.</li> </ul>

	<ul style="list-style-type: none"> <li>Katherine McCracken reported that the snow storm on March 23, 2011 limited the attendance of the military lecture at Guelph Civic Museum to 27 people.</li> <li>Linda Kearns noted the Staff Planning Day held on February 25, 2011 and asked if staff were pleased about the progress made that day. Katherine McCracken responded that the meeting "looked ahead" instead of examining past achievements. She added that staff exhibited a very positive attitude in regards to the upcoming move to the new Guelph Civic Museum.</li> </ul> <p><b>MOTION 2011/12: That the Director's Report be accepted.</b>  Moved: Ann Guthrie  Seconded: Debra Nash-Chambers  <b>CARRIED</b></p>
<b>7</b>	<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>None.</li> </ul>
<b>8</b>	<p><b>Adjournment</b></p> <p><b>MOTION 2011/13: That the meeting be adjourned.</b>  Moved: Linda Kearns</p> <ul style="list-style-type: none"> <li>Adjournment at 6:13 p.m.</li> <li>The next meeting will be held at the Guelph Civic Museum on Thursday, April 28, 2011 at 5:00 pm.</li> </ul>

*Attachment: Terms of Reference (Motion 2011/11)*



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## Guelph Museums Advisory Committee

**Standing committee to which it reports:** *Community & Social Services*

**Sub Committees:** *Executive*  
*Membership*

**Date of Formation:** *January 1, 2011*

**Sunset Date:** *NA*

**Staff Liaison Position:** *Director, Guelph Museums*

**Department Linkage:** *Community & Social Services*

**Applicable Legislation / By-Law:** *NA*

**Total # of Members:** *9*      **Public:** *All*

**Staff Resources:** *Director, Guelph Museums*  
*Administrative Assistant, Guelph Museums*

**Meeting Frequency:** *Minimum of 9 times / year*  
*Does not meet in July, August and December*

**Budget:** *0*

**Top Expenditures:** *NA*

### **Describe how this ties into the City of Guelph Strategic Plan and Priorities Plan**

<p>X      <i>Attractive, well-functioning, sustainable City</i> <i>Healthy and safe community</i> <i>Diverse and prosperous economy</i></p>	<p>X      <i>Vibrant, valued Arts, Culture &amp; Heritage Identity</i> <i>Community-focused, responsive, accountable Gov't</i> <i>Leader in conservation/resource protection</i></p>
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**Explain:** *Guelph Civic Museum and McCrae House are active places of education and exploration that highlight the history of this community for both residents and visitors.*

**Relationship to Council Priorities:** *TBD*

**Frequency of Reporting:** *As required*

### **Mandate:**

*Authorized by Guelph City Council, the mandate of the Guelph Museums Advisory Committee is to support the activities of Guelph Museums and its staff through outreach, fundraising and advocacy, and to promote the Guelph Civic Museum and McCrae House as places that highlight and preserve the history of this community.*

### **Goals / Objectives:**

*To participate in strategic planning activities as necessary.*  
*To initiate and participate in fundraising activities for the purpose of providing revenues but also to attract new audiences and to increase awareness within the community.*  
*To act as ambassadors for Guelph Museums in the community.*  
*To advise on approaches to increasing and maintaining members.*  
*To serve as the museum-dedicated committee required by the Ministry of Culture and Tourism in order to*

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*be eligible to receive an annual operating grant (CMOG).*

*To approve community museum operating policies as required by the Ministry of Culture and Tourism related to issues such as collections management, interpretation, and community standards.*

**Special Skills Required for Members:**

*Interest in history, arts and culture*

*Representative of the community – families, seniors, business, university, multicultural, etc.*

# MEETING AGENDA



MEETING      **Guelph Museums Advisory Committee**

DATE            Thursday, April 28, 2011

LOCATION       Guelph Civic Museum  
TIME           5:00 pm

CHAIR          Rob Cassolato

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## AGENDA ITEMS

ITEM #	DESCRIPTION
1	Adoption of Agenda
2	Adoption of minutes of meeting on March 24, 2011
3	Business arising from the minutes
4	Fundraising projects Tea at Artisanale on April 30, 2011 – Kevin James
5	Director's Report for receipt
6	New Business
7	Adjournment

NEXT COMMITTEE MEETING

THURSDAY, MAY 26, 2011 AT 5 PM

# MEETING MINUTES

MEETING      **Guelph Museums Advisory Committee**

DATE            Thursday, April 28, 2011

LOCATION        Guelph Civic Museum

TIME            5:00 pm

PRESENT       Robert Cassolato (Chair), Ann Guthrie, Jo Ann Hayter, Anne Holman (Vice Chair), Kevin James, Linda Kearns, Debra Nash-Chambers, Rodger Tschanz (Executive Member), Katherine McCracken (Director) and Judi Prigione (staff).

REGRETS       Susan Watson.

## DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	<b>Adoption of the Agenda</b> <b>MOTION 2011/13: That the agenda be adopted.</b> Moved:                      JoAnn Hayter Seconded:                  Anne Holman <b>CARRIED</b>
2	<b>Adoption of the minutes of the meeting of the Guelph Museums Advisory Committee on March 24, 2011</b> <b>MOTION 2011/14: That the minutes of March 24, 2011 be accepted.</b> Moved:                      Kevin James Seconded:                  Linda Kearns <b>CARRIED</b>
3	<b>Business arising from the minutes</b> <ul style="list-style-type: none"><li>• None</li></ul>
4	<b>Fundraising projects - Tea at Artisanale on April 30, 2011 – Kevin James</b> <ul style="list-style-type: none"><li>• Kevin James reported that all 30 tickets to the Tea had been sold and confirmed the table arrangements with Committee Members.</li></ul>
5	<b>Director's Report for receipt</b> <ul style="list-style-type: none"><li>• Katherine McCracken reported that she has spoken to Ron Deline from Remembrance Lodge and the Lodge Members are looking forward to attending the Poppy Push and Exhibit opening at McCrae House on May 7, 2011.</li><li>• After lunch with the Lodge Members, Rodger Tschanz has arranged to give them a tour of the greenhouses at the University of Guelph.</li></ul>

	<ul style="list-style-type: none"> <li>• It was suggested that in 2012 a reception could be held for Lodge Members at the new Guelph Civic Museum.</li> <li>• At this year's Poppy Push Exhibit Opening, Anne Holman will welcome Lodge Members and thank them on behalf of the Advisory Committee.</li> <li>• Katherine McCracken reported that former Guelph Museums Board Member, Jim Hall, received the Larry Kelly Volunteer of the Year Award at Volunteer and Member Appreciation Night on April 13, 2011.</li> <li>• Katherine McCracken also reported that JoAnn Hayter (2 year certificate) and Ann Guthrie (5 year certificate) were also recognized at the event.</li> <li>• Katherine McCracken further reported that Ann Guthrie will be among the Guelph Museums volunteers recognized later this evening at the Provincial Volunteer Awards in Kitchener.</li> <li>• Katherine McCracken reported that curator Bev Dietrich was also recognized at Volunteer and Member Appreciation Night for her 20 years of employment with Guelph Museums.</li> <li>• Katherine McCracken reported a date for the grand opening of the new Guelph Civic Museum in the fall of 2011 needs to set by the end of May 2011 in order to get it on the City of Guelph corporate calendar and to arrange the schedules of other dignitaries.</li> <li>• Anne Holman asked why the lights were being kept on at night at the construction site. Katherine McCracken responded that the lights are left on for security reasons.</li> <li>• Katherine McCracken reported road construction on Dublin Street at Waterloo Avenue will be taking place in September 2011. She added that she has discussed with the City of Guelph project engineers how this could impact the move out of the Dublin Street location.</li> <li>• Anne Holman asked if the Guelph Mercury was correct in reporting that the Guelph Civic Museum has an annual budget of \$1000 for the acquisition of artifacts. Katherine McCracken responded that the figure was correct. She added that most artifacts are donated and that tax receipts are issued for artifact donations.</li> <li>• Katherine McCracken reported that as part of a multi-year sponsorship by RBC within the Arts, Culture and Entertainment Division of Community and Social Services, RBC will be sponsoring Guelph Civic Museum's Family Heritage Day in 2013.</li> <li>• Katherine McCracken reported that Judi Prigione will be taking the lead on the gift shop at the new Guelph Civic Museum. Committee Members gave some suggestions on possible items for the expanded space.</li> <li>• Katherine McCracken reported on her participation in the Guelph Public Library's Building Program and Functional Plan Advisory Committee. She also attended the April Board Meeting of the Guelph Public Library.</li> </ul> <p><b>MOTION 2011/15: That the Director's Report be accepted.</b></p> <p>Moved: Anne Holman  Seconded: Ann Guthrie</p> <p><b>CARRIED</b></p>
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<b>6</b>	<b>New Business</b> <ul style="list-style-type: none"><li>• Rob Cassolato announced that due to a change in his work commitments he will have to resign from the Guelph Museums Advisory Committee. He will remain on as Chair until he leaves the Committee on June 30, 2011.</li><li>• The Advisory Committee Members congratulated Rob Cassolato on his new position and thanked him for his work on the Guelph Museums Board of Management and Advisory Committee.</li><li>• Katherine McCracken stated that she will contact the City of Guelph Clerk's office to confirm when the vacancy on the Advisory Committee will be advertized and a replacement member appointed. She added that until a new member is appointed the Committee can still operate with only 8 of the 9 positions filled.</li></ul>
<b>7</b>	<b>Adjournment</b> <p><b>MOTION 2011/16: That the meeting be adjourned.</b> Moved: Rodger Tschanz</p> <ul style="list-style-type: none"><li>• Adjournment at 6:01 p.m.</li><li>• The next meeting will be held at the Guelph Civic Museum on Thursday, May 26, 2011 at 5:00 pm.</li></ul>

# MEETING AGENDA



MEETING      **Guelph Museums Advisory Committee**

DATE            Thursday, May 26, 2011

LOCATION       Guelph Civic Museum  
TIME           5:00 pm

CHAIR          Rob Cassolato

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## AGENDA ITEMS

ITEM #	DESCRIPTION
1	Adoption of Agenda
2	Adoption of minutes of meeting on April 28, 2011
3	Business arising from the minutes
4	Director's Report for receipt
5	Locomotive 6167 Update
6	Gift Shop in New Museum - discussion
7	New Business
8	Adjournment

NEXT COMMITTEE MEETING

THURSDAY, JUNE 23, 2011 AT 5 PM

# MEETING MINUTES

**MEETING**      **Guelph Museums Advisory Committee**

**DATE**            Thursday, May 26, 2011

**LOCATION**        Guelph Civic Museum

**TIME**            5:00 pm

**PRESENT**        Robert Cassolato (Chair), Ann Guthrie, Jo Ann Hayter, Linda Kearns, Debra Nash-Chambers, Rodger Tschanz (Executive Member), Katherine McCracken (Director) and Judi Prigione (staff).

**REGRETS**        Anne Holman (Vice Chair), Kevin James and Susan Watson.

## DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	<b>Adoption of the Agenda</b> <b>MOTION 2011/17: That the agenda be adopted.</b> Moved:                    Debra Nash-Chambers Seconded:                Ann Guthrie <b>CARRIED</b>
2	<b>Adoption of the minutes of the meeting of the Guelph Museums Advisory Committee on April 28, 2011</b> <b>MOTION 2011/18: That the minutes of April 28, 2011 be accepted.</b> Moved:                    Rodger Tschanz Seconded:                Ann Guthrie <b>CARRIED</b>
3	<b>Business arising from the minutes</b> <ul style="list-style-type: none"><li>• None</li></ul>
4	<b>Director's Report for receipt</b> <ul style="list-style-type: none"><li>• Katherine McCracken reported that Poppy Push exhibit opening, lunch and greenhouse tour on May 7, 2011 with Members of Remembrance Lodge went very well. She added that they made another financial donation to McCrae House.</li><li>• Katherine McCracken reported Kevin James will give a report on the Fundraising Tea held on April 30, 2011 at the June meeting.</li><li>• Katherine McCracken reported that the vacancy on the Advisory Committee that will be created when Rob Cassolato leaves the Committee will be advertised by the City of Guelph in the fall.</li><li>• Katherine McCracken added that at the June meeting the Committee will elect a</li></ul>



	<p>Chair and Vice Chair. She noted that the Committee does not need a third person acting as the Executive Member but the Committee Members present thought it was a good idea to retain the three member Executive.</p> <ul style="list-style-type: none"> <li>• Katherine McCracken reported the Guelph Civic Museum received a defibrillator through a donation from the Linamar Corporation. She added that under this donation staff also received training on its use.</li> <li>• Katherine McCracken showed photos of the construction at the new Guelph Civic Museum and discussed the construction schedule.</li> <li>• Katherine McCracken reported that Guelph City Council has approved the sale of 6 Dublin Street South. She added that it will not be on the market until the fall and that all inquiries should be forwarded to Jim Stokes, Manager of Realty Services for the City of Guelph.</li> <li>• Katherine McCracken reported that Guelph Museums applied for three positions under the Young Canada Works program and was successful in 2 of the applications. Christina Lunn had accepted the position of Collections Intern and Shannon Tersigni has accepted the position of Museum Assistant.</li> <li>• Katherine McCracken advised Advisory Committee Members that some items will be brought forward at the June meeting to be de-accessioned from the collection.</li> </ul> <p><b>MOTION 2011/19: That the Director's Report be accepted.</b></p> <p>Moved: Linda Kearns  Seconded: Jo Ann Hayter  <b>CARRIED</b></p>
<b>5</b>	<p><b>Locomotive 6167 Update</b></p> <ul style="list-style-type: none"> <li>• Katherine McCracken reported that she will periodically update the Committee on the progress of the project.</li> <li>• Katherine McCracken reported that a fence installed by CN has hindered the restorations but it is hoped that a resolution will be reached.</li> </ul>
<b>6</b>	<p><b>Gift Shop in New Museum - discussion</b></p> <ul style="list-style-type: none"> <li>• Committee Members gave suggestions for possible items including Guelph tartan items, local jewellery, scarves, works by local artists, posters, tea cups, reproductions of photos and items from the collection, Guelph coffee and local postcards.</li> <li>• Judi Prigione met with the staff person that manages the gift shop at the Waterloo Region Museum to discuss gift shop products, distributors, marketing and displays.</li> <li>• If an Advisory Committee Member finds an interesting product idea, they are to forward the suggestion to Katherine McCracken or Judi Prigione. It would be very helpful to also include the name of the maker of the product or the distributor.</li> </ul>

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<b>7</b>	<b>New Business</b> <ul style="list-style-type: none"><li>• None.</li></ul>
<b>8</b>	<b>Adjournment</b> <p><b>MOTION 2011/20: That the meeting be adjourned.</b></p> <p>Moved: Debra Nash-Chambers</p> <ul style="list-style-type: none"><li>• Adjournment at 6:03 p.m.</li><li>• The next meeting will be held at the Guelph Civic Museum on Thursday, June 23, 2011 at 5:00 pm.</li></ul>

# MEETING AGENDA



MEETING      **Guelph Museums Advisory Committee**

DATE            Thursday, June 23, 2011

LOCATION        Guelph Civic Museum  
TIME            5:00 pm

CHAIR           Rob Cassolato

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## AGENDA ITEMS

ITEM #	DESCRIPTION
1	Adoption of Agenda
2	Adoption of minutes of meeting on May 26, 2011
3	Business arising from the minutes
4	Report on April 30 Fundraising Tea – Kevin James
5	John McCrae Campaign – for information – Ann Guthrie
6	Director's Report – for receipt
7	Items for Deaccessioning – for approval
8	Locomotive 6167 Update – for information
9	Election of Executive positions – Chair, Vice Chair, and Executive Member
10	New Business
11	Adjournment

NEXT COMMITTEE MEETING

THURSDAY, SEPTEMBER 22, 2011 AT 5 PM

# MEETING MINUTES

MEETING      **Guelph Museums Advisory Committee**

DATE            Thursday, June 23, 2011

LOCATION        Guelph Civic Museum

TIME            5:00 pm

PRESENT       Jo Ann Hayter, Kevin James, Linda Kearns, Debra Nash-Chambers, Rodger Tschanz (Executive Member), Susan Watson, Katherine McCracken (Director) and Judi Prigione (staff).

REGRETS       Robert Cassolato (Chair), Ann Guthrie and Anne Holman (Vice Chair).

## DISCUSSION ITEMS

ITEM #   DESCRIPTION	
<b>Note:</b>	<b><i>Rodger Tschanz (Executive Member) acted as Chair for the meeting.</i></b>
<b>1</b>	<b>Adoption of the Agenda</b> <b>MOTION 2011/21: That the agenda be adopted.</b> Moved:                      Kevin James Seconded:                  Susan Watson <b>CARRIED</b>
<b>2</b>	<b>Adoption of the minutes of the meeting of the Guelph Museums Advisory Committee on May 26, 2011</b> <b>MOTION 2011/22: That the minutes of May 26, 2011 be accepted.</b> Moved:                      Debra Nash-Chambers Seconded:                  Linda Kearns <b>CARRIED</b>
<b>3</b>	<b>Business arising from the minutes</b> <ul style="list-style-type: none"><li>• None</li></ul>
<b>4</b>	<b>Report on April 30 Fundraising Tea – Kevin James</b> <ul style="list-style-type: none"><li>• Kevin James thanked Advisory Committee Members and Museum Staff for their help and support.</li><li>• He reported that a net total of \$1,056 was raised from the event.</li></ul>
<b>5</b>	<b>John McCrae Campaign – for information – Ann Guthrie</b> <ul style="list-style-type: none"><li>• Though absent from tonight's meeting, Ann Guthrie sent information to Katherine</li></ul>

	<p>McCracken to share with Committee Members.</p> <ul style="list-style-type: none"> <li>• Ann Guthrie is a member of a local committee, chaired by Dr. Bill Winegard, that is raising funds for a statue of John McCrae. There will be two identical statues erected, one at the National Artillery Memorial in Ottawa and one in Guelph. The statues would be unveiled in 2015 to coincide with the 100<sup>th</sup> anniversary of the writing of the poem. One location that has been suggested for the Guelph statue is the grounds of the new museum.</li> <li>• Katherine McCracken added that the City of Guelph now has a Public Art Policy and this project would have to go through this new review process.</li> <li>• Ann Guthrie will update the Advisory Committee at the September 2011 meeting.</li> </ul>
<b>6</b>	<p><b>Director's Report for receipt</b></p> <ul style="list-style-type: none"> <li>• Katherine McCracken asked for any Committee Member who can volunteer at Canada Day to contact her.</li> <li>• Katherine McCracken reported that a media release has been issued about the June 30, 2011 closing of the Guelph Civic Museum. The media release also reminded the public that McCrae House will continue to be opened daily.</li> <li>• Katherine McCracken reported that as part of the Community Museum Operating Grant (CMOG), museum standards are being reviewed in 2011. As a result of this review, 4 of Guelph Museums' policies will have to be updated and submitted to the Ministry by September 30, 2011. In order to meet this deadline, the updated policies will be brought forward at the September 2011 Advisory Committee Meeting for approval.</li> <li>• Katherine McCracken reported the 2012 Operating Budget is scheduled to be approved by Guelph City Council in December 2011.</li> <li>• Katherine McCracken thanked Rodger Tschanz for his work on the flower beds at the Guelph Civic Museum.</li> <li>• Katherine McCracken reported that the new Guelph Civic Museum will be opened by the end of 2011 but the grand opening will not be held until early 2012.</li> <li>• Katherine McCracken reported that local artist Graeme Sheffield has been contracted to design and fabricate the Guelph Family Tree for the new Civic Museum. She added that a media release will be issued to make this announcement.</li> <li>• Katherine McCracken reported a new tracking system for research requests has been initiated.</li> <li>• Katherine McCracken reported that Guelph Museums has now been a part of the Cultural Access Pass program for 2 years and that recently the program went nationwide.</li> <li>• Linda Kearns asked if Guelph Museums was a part of the Welcome Wagon Program and Katherine McCracken and Judi Prigione responded that they had in the past, but not at this time.</li> <li>• Susan Watson asked how McCrae House became part of the "Thursday Thrills" program and Katherine McCracken responded that Val Harrison was contacted by Tourism Guelph.</li> </ul>

	<p><b>MOTION 2011/23: That the Director's Report be accepted.</b></p> <p>Moved: Kevin James  Seconded: Debra Nash-Chambers  <b>CARRIED</b></p>
<b>7</b>	<p><b>Items for Deaccessioning – for approval</b></p> <p><b>MOTION 2011/24: That the items listed (lists attached form part of these minutes) be approved for deaccessioning and removed from the collection of Guelph Museums in accordance to Guelph Museums' Collection Management policy.</b></p> <p>Moved: Linda Kearns  Seconded: Susan Watson  <b>CARRIED</b></p>
<b>8</b>	<p><b>Locomotive 6167 Update - for information</b></p> <ul style="list-style-type: none"> <li>Katherine McCracken reported that the City of Guelph engineer is working on a solution for the recent issue regarding access to the locomotive for the purpose of completing the restoration.</li> </ul>
<b>9</b>	<p><b>Election of Executive positions – Chair, Vice Chair, and Executive Member</b></p> <ul style="list-style-type: none"> <li>Katherine McCracken acted as Chair for the election part of this meeting.</li> </ul> <p><b>Nomination and Election of Officers (Chair, Vice-Chair &amp; Executive Member)</b></p> <p><b>A. Nominations for Chair were opened.</b></p> <ul style="list-style-type: none"> <li>Rodger Tschanz nominated Anne Holman for Chair.</li> <li>Debra Nash-Chambers seconded the nomination.</li> <li>Anne Holman had stated by e-mail that if nominated she would accept the nomination for Chair.</li> <li>There were no other nominations.</li> </ul> <p><b>MOTION 2011/25: To support the close of nominations for Chair.</b></p> <p>Moved: Kevin James  Seconded: Susan Watson  <b>CARRIED</b></p> <p><b>B. Nominations for Vice-Chair were opened.</b></p> <ul style="list-style-type: none"> <li>Kevin James nominated Rodger Tschanz for Vice-Chair.</li> <li>Linda Kearns seconded the nomination.</li> <li>Rodger Tschanz accepted the nomination for Vice-Chair.</li> <li>There were no other nominations.</li> </ul>

	<p><b>MOTION 2011/26: To support the close of nominations for Vice-Chair.</b>  Moved: Linda Kearns  Seconded: Kevin James  <b>CARRIED</b></p> <p><b>B. Nominations for Executive Member were opened.</b></p> <ul style="list-style-type: none"> <li>▪ Rodger Tschanz nominated Jo Ann Hayter for Executive Member.</li> <li>▪ Linda Kearns seconded the nomination.</li> <li>▪ Jo Ann Hayter accepted the nomination for Executive Member.</li> <li>▪ There were no other nominations.</li> </ul> <p><b>MOTION 2011/27: To support the close of nominations for Executive Member.</b>  Moved: Susan Watson  Seconded: Kevin James  <b>CARRIED</b></p> <p><b>MOTION 2011/28: <u>ACCLAIMED</u> - To elect as officers for the Guelph Museums Advisory Committee; Chair – Anne Holman, Vice-Chair – Rodger Tschanz and Executive Member – Jo Ann Hayter.</b>  Moved: Susan Watson  Seconded: Linda Kearns  <b>CARRIED</b></p> <ul style="list-style-type: none"> <li>• Rodger Tschanz resumed as Chair for the remainder of the meeting.</li> </ul>
10	<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>• Rodger Tschanz asked what role members of the Advisory Committee will have in assisting with the move of the Guelph Civic Museum. Katherine McCracken added that Committee assistance would be appreciated and this will be discussed with staff. She added that Committee Members can contact her if they are willing to assist.</li> <li>• Rodger Tschanz asked why the Museum “Board” was renamed a “Committee”. Katherine McCracken responded that the use of the term “Board” implies fiscal and human resources authority; therefore “Committee” is the appropriate term to use for the Museum and other City of Guelph Committees.</li> <li>• Debra Nash-Chambers spoke of John Galt Day activities being held on August 1, 2011, as well as the “Kirking of the Tartan” being held at Norfolk Street United Church on July 31, 2011.</li> </ul> <p><b>MOTION 2011/29: The Guelph Museums Advisory Committee would like to thank Robert Cassolato for his work on the Committee and its predecessor, the Board of Management, including his work as Chair.</b>  Moved: Kevin James  Seconded: Susan Watson  <b>CARRIED</b></p>

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<b>11</b>	<b>Adjournment</b>  <b>MOTION 2011/30: That the meeting be adjourned.</b> Moved: Kevin James  <ul style="list-style-type: none"><li>• Adjournment at 6:13 p.m.</li><li>• The next meeting will be held at the Guelph Civic Museum on Thursday, September 22, 2011 at 5:00 pm.</li></ul>
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Attachments to Minutes:

- Deaccession 1 June 23 2011.pdf
- Deaccession 2 June 23 2011.pdf
- Deaccession 3 June 23 2011.pdf
- Deaccession 4 June 23 2011.pdf
- Deaccession 5 June 23 2011.pdf



## Search results for: Sons of Scotland

06/14/2011

Matches 21

Catalog / Objectid / Objname	Title	Catalog / Objectid / Objname	Title
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A 1974X.28.1 Ledger	Sons of Scotland Financial Secretary's Ledger	A 1974X.28.15 Receipt	Sons of Scotland Receipt
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A 1974X.28.10 Receipt	Sons of Scotland Receipt, Jan. 2, 1901	A 1974X.28.16 Receipt	Sons of Scotland Receipt
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A 1974X.28.11 Receipt	Sons of Scotland Receipt, Jan. 23, 1901	A 1974X.28.17 Receipt	Sons of Scotland Receipt
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A 1974X.28.12 Receipt	Sons of Scotland Receipt	A 1974X.28.18 Receipt	Sons of Scotland Receipt
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A 1974X.28.13 Receipt	Sons of Scotland Receipt	A 1974X.28.19 Receipt	Sons of Scotland Receipt
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A 1974X.28.14 Receipt	Sons of Scotland Receipt	A 1974X.28.20 Advertisement	Sons of Scotland List of Supplies
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Catalog / Objectid / Objname	Title	Catalog / Objectid / Objname	Title
A 1974X.28.21 Letter	Letter Sons of Scotland, 1899	A 1974X.28.27 Letter	Letter Sons of Scotland, 1899
A 1974X.28.22 Card, Membership	Transfer Card Sons of Scotland, 1894	A 1974X.28.5 Book, Pay	Sons of Scotland Members Pass Book
A 1974X.28.23 Card, Membership	Transfer Card Sons of Scotland, 1895	A 1974X.28.9 Envelope	Envelope Sons of Scotland
Total Items: 21 A 1974X.28.24 Envelope	Envelope Sons of Scotland		
A 1974X.28.25 Letter	Proposed Amendments Sons of Scotland, 1899		
A 1974X.28.26 Letter	Proposed Amendments Sons of Scotland, 1899		

**Search results for:**

06/14/2011

Matches 79

Catalog / Objectid / Objname	Title	Catalog / Objectid / Objname	Title
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A 1952.82.6 Letterhead	House of Commons Letterhead	A 1952.82.12 Envelope	The Senate Partial Envelope
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A 1952.82.7 Letterhead	House of Commons Letterhead	A 1952.82.13.2 Envelope	The Supreme Court Partial Letterhead and Partial Envelope
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A 1952.82.8 Letterhead	The Exchequer Court of Canada Letterhead	A 1952.82.14 Letterhead	Cabinet Des Juges - Cour Supreme Du Canada, Ottawa Letterhead
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A 1952.82.9 Envelope	The Senate Envelope	A 1952.82.15 Letterhead	Geological Survey Department Letterhead
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A 1952.82.10 Envelope	Dominion of Canada Printing of Parliament Envelope	A 1952.82.16 Envelope	Department of Railways and Canal Envelope
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A 1952.82.11 Envelope	Post Office Department - On He: Majesty's Service Envelope	A 1952.82.17 Letterhead	Post Office of Canada Letterhead
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Catalog / Objectid / Objname	Title	Catalog / Objectid / Objname	Title
A 1952.82.18 Envelope	Adjutant General of Militia Partial Envelope	A 1952.82.24 Envelope	Supreme Court of Canada Envelop
A 1952.82.19 Envelope	General; Officer Commanding Militia Partial Envelope	A 1952.82.25 Envelope	Supreme Court of Canada Partial Envelope
A 1952.82.20 Letterhead	General Offices of Cammanding Militia Partial Letterhead	A 1952.82.26 Letterhead	Geological Survey Department Letterhead
A 1952.82.21 Letterhead	Private Secretary's Office of Postmaster General Letterhead	A 1952.82.27 Letterhead	Post Office Letterhead
A 1952.82.22.2 Envelope	Department of Agriculture Envelope and Letterhead	A 1952.82.28 Letterhead	Comptroller of Inland Revenue Letterhead
A 1952.82.23 Envelope	Geological Survey of Canada - Department of the Interior Envel	A 1952.82.29 Letterhead	Department of Agriculture Letterhead

Catalog / Objectid / Objname	Title	Catalog / Objectid / Objname	Title
A 1952.82.30 Letterhead	Department of Agriculture Letterhead	A 1952.82.36 Letterhead	North West Mounted Police Letterhead
A 1952.82.31 Letterhead	Minister of Inland Revenue Letterhead	A 1952.82.37 Letterhead	Presidence Du Conseil Letterhead
A 1952.82.32 Letterhead	Department of Public Works Letterhead	A 1952.82.38 Letterhead	Privy Council Letterhead
A 1952.82.33 Letterhead	Department of The Minister of Public Works Letterhead	A 1952.82.39 Letterhead	Registrar's Chambers - The Supreme Court of Canada Letterhead
A 1952.82.34 Letterhead	Department of Public Works Letterhead	A 1952.82.40 Letterhead	Minister's Office - Department of Trade and Commerce Letterhead
A 1952.82.35.2 Letterhead	Department of Trade and Commerce Letterhead and Envelope	A 1952.82.41 Letterhead	Department of the Interior Letterhead

Catalog / Objectid / Objname	Title	Catalog / Objectid / Objname	Title
A 1952.82.42 Letterhead	Department of the Interior Letterhead	A 1952.82.48 Letterhead	Office of the Governor General's Secretary Partial Letterhead
A 1952.82.43 Letterhead	Department of the Interior Letterhead	A 1952.82.49 Envelope	Department of Trade and Commerce Partial Envelope
A 1952.82.44 Letterhead	Minister of Inland Revenue Letterhead	A 1952.82.50 Letterhead	Inland Revenue Department Letterhead
A 1952.82.45 Letterhead	Department of Inland Revenue Letterhead	A 1952.82.51 Envelope	Yukon Provisional District Partial Envelope
A 1952.82.46 Letterhead	Marine and Fisheries Letterhead	A 1952.82.52 Letterhead	Minister of the Interior Letterhead
A 1952.82.47 Letterhead	Department of Railways and Canals Letterhead	A 1952.82.53 Letterhead	Deputy Postmaster General Letterhead

Catalog / Objectid / Objname	Title	Catalog / Objectid / Objname	Title
A 1952.82.54 Letterhead	Minister of Agriculture Letterhead	A 1952.82.60 Letterhead	Minister of the Interior Private Secretary's Office Letterhead
A 1952.82.55 Letterhead	Post Office Department Letterhe	A 1952.82.61 Letterhead	Minister of the Inland Revenue Letterhead
A 1952.82.56 Letterhead	Post Master General - Private Secretary's Office Letterhead	A 1952.82.62 Letterhead	Department of Railways and Canals - Office of Chief Engineer Letterhead
A 1952.82.57 Letterhead	Department of The Interior Letterhead	A 1952.82.63 Letterhead	Department of Railways and Canals Letterhead
A 1952.82.58 Letterhead	Minister of The Interior Letterhead	A 1952.82.64 Envelope	Militia and Defence Canada - Minister's Office Partial Envelope
A 1952.82.59 Letterhead	Deputy Postmaster General Letterhead	A 1952.82.65 Envelope	Department of Justice Partial Envelope

Catalog / Objectid / Objname	Title	Catalog / Objectid / Objname	Title
A 1952.82.66 Envelope	Department of Justice Partial Envelope	A 1952.82.72 Envelope	Customs Department Partial Envelope
A 1952.82.67 Letterhead	Department of Indian Affairs Pa Letterhead	A 1952.82.73 Letterhead	Department of the Secretary of State - Minister's Office Letterhead
A 1952.82.68 Letterhead	Department of Indian Affairs Partial Letterhead	A 1952.82.74 Letterhead	Department of the Secretary of StatePartial Letterhead
A 1952.82.69 Letterhead	Minister of Customs Partial Letterhead	A 1952.82.75 Letterhead	Department of the Secretary of StatePartial Letterhead
A 1952.82.70 Letterhead	Minister of Customs Partial Letterhead	A 1952.82.76 Letterhead	Department of the Secretary of State Partial Letterhead
A 1952.82.71 Envelope	Minister of Customs Partial Envelope	A 1952.82.77 Envelope	Secretary of State Partial Envelope



Catalog / Objectid / Objname	Title	Catalog / Objectid / Objname	Title
A 1952.82.78 Envelope	Secretary of State Partial Envelope	A 1952.82.84 Letterhead	Minister of Finance Letterhead

**Total items: 79**  
Letterhead

Secretariat D'Etat Partial Letterhead

A 1952.82.80  
Envelope

Department of the Interior Envelope

A 1952.82.81  
Envelope

Minister of Finance Envelope

A 1952.82.82  
Envelope

Superintendent General of Indian  
Affairs Envelope

A 1952.82.83  
Envelope

Minister of the Interior Envelope

## Search results for:

06/14/2011

Matches 13

Catalog / Objectid / Objname	Title	Catalog / Objectid / Objname	Title
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A 1977.138.1  
Newspaper



Photostat of Mercury Advertiser  
1879 Proposed Celebrations for  
Inauguration

A 1977.138.7  
Notice, Government

Photostat of Act to Incorporate the  
City of Guelph

A 1977.138.2  
Notice, Government



Photostat of Corrections to the A  
Providing Municipal Corporation  
and Establishment of Regulation  
Police

A 1977.138.8  
Minutes, Meeting

Photostat of First Town Council  
Minutes

A 1977.138.3  
Notice, Government

Photostat of Municipal Act from the  
Province of Canada Statutes of the  
Third Parliament

A 1977.138.9  
Minutes, Meeting

Photostat of Last Town Council  
Minutes

A 1977.138.4  
Newspaper

Photostat of Canada Gazette

A 1979.53.2  
Letter

Photocopy of Declaration of the  
Founding of the Canadian  
Communist Party 1979.53.1

A 1977.138.5  
Newspaper



Photostat of Canada Gazette -  
Establishing Wards in the Town of  
Guelph

A 1979.53.3  
Letter

Declaration of the Founding of the  
Canadian Communist Party

A 1977.138.6  
Newspaper

Photostat of Ontario Gazette -  
Setting Out Six Wards of the To  
of Guelph

A 1979.53.5  
Letter

Declaration of the Founding of the  
Canadian Communist Party

Catalog / Objectid / Objname	Title	Catalog / Objectid / Objname	Title
A 1979.53.6 Letter	Photocopy of Canadian Communist Party Letter 1979.53.4		

**Total Items:13**

## Search results for:

06/14/2011

Matches 5

Catalog / Objectid / Objname	Title	Catalog / Objectid / Objname	Title
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A 1976.40.43 Clipping, Newspaper	Poultry Judges at Winter Fair, 1922		
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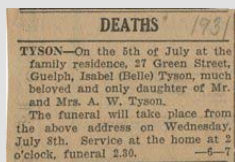
A 1976.40.44 Clipping, Newspaper	Death Notice of Mr. Jas. Parker		
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A 1976.40.45.2 Clipping, Newspaper	A.W. Tyson Obituary, 1935		
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A 1976.40.56 Clipping, Newspaper	Obituary for Isabel Tyson, 1931		
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A 1977.112.4 Clipping, Newspaper	Newspaper Clipping for Mr. & Mrs. Peter Iles & their Recent Marriage		
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**Total Items**5

## Search results for:

06/14/2011

Matches 11

Catalog / Objectid / Objname	Title	Catalog / Objectid / Objname	Title
A 1970.16.1 Magazine	Illustrated London News Constitutional Crisis	A 1978.135.6 Postcard	Photograph of H.R.H. Duke of Kent & Princess Marina c. 1934
			
A 1970.16.8 Magazine	Illustrated London News Coronation Naval Review	A 1978.135.7 Postcard	Photograph of H.R.H. Duke of Kent & Princess Marina, King George VI Queen Mary and others c. 1934
			
A 1975.4.3 Pamphlet	Mackenzie King at 70	A 1978.135.8 Postcard	Photograph of Wedding Party of H.R.H. Duke of Kent & Princess Marina c. 1934
			
A 1975.55.1 Scrapbook	Scrapbook with newspaper Clippings of Life of Queen Elizabeth	A 1978.135.9 Postcard	Photograph of Wedding of H.R.H. Duke of Kent & Princess Marina c. 1934
			
A 1978.113.4 Magazine	Illustrated London News Summer Number, 1935	A 1979.14.1 Magazine	Royal Wedding of Princess Anne & Mark Philips, 1973
			
<b>Total Items: 11</b> A 1978.113.5 Magazine	Illustrated London News Wedding Number, 1934		
			

# MEETING AGENDA



MEETING      **Guelph Museums Advisory Committee**

DATE            Thursday, September 22, 2011

LOCATION       Guelph Civic Museum  
TIME           5:00 pm

CHAIR          Anne Holman

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## AGENDA ITEMS

ITEM #	DESCRIPTION
1	Adoption of Agenda
2	Adoption of minutes of meeting on June 23, 2011
3	Business arising from the minutes
4	Director's Report – for receipt
5	Museum Policies – for approval
6	Items for Deaccessioning – for approval
7	New Business
8	Adjournment

NEXT COMMITTEE MEETING

THURSDAY, OCTOBER 27, 2011 AT 5 PM

# MEETING MINUTES

MEETING **Guelph Museums Advisory Committee**

DATE Thursday, September 22, 2011

LOCATION Guelph Civic Museum

TIME 5:00 pm

PRESENT Jo Ann Hayter (Executive Member), Anne Holman (Chair), Ann Guthrie, Linda Kearns, Debra Nash-Chambers, Rodger Tschanz (Vice Chair), Susan Watson, Katherine McCracken (Director) and Judi Prigione (staff).

REGRETS Kevin James.

## DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	<b>Adoption of the Agenda</b> <b>MOTION 2011/31: That the agenda be adopted.</b> Moved: Jo Ann Hayter Seconded: Susan Watson <b>CARRIED</b>
2	<b>Adoption of the minutes of the meeting of the Guelph Museums Advisory Committee on June 23, 2011</b> <b>MOTION 2011/32: That the minutes of June 23, 2011 be accepted.</b> Moved: Linda Kearns Seconded: Susan Watson <b>CARRIED</b>
3	<b>Business arising from the minutes</b> <ul style="list-style-type: none"><li>Ann Guthrie stated that the local committee for the John McCrae statue has not met over the summer and she does not have any new information to report.</li></ul>
4	<b>Director's Report for receipt</b> <ul style="list-style-type: none"><li>Katherine McCracken reported that Clerk's Office of the City of Guelph will be advertising by the end of September the vacancy on the Guelph Museums Advisory Committee. A new Member should be appointed by the end of November 2011.</li><li>Katherine McCracken added that a flyer was included in the meeting package for a lecture by British television personality and historian Ruth Goodman at the Waterloo Region Museum on November 5, 2011. Goodman will be speaking at the Ontario Museum Association (OMA) earlier that week.</li></ul>

	<ul style="list-style-type: none"> <li>• Katherine McCracken reported that Ann Pappert (Director of Community &amp; Social Services) has been appointed the new CAO of the City of Guelph. She added that Colleen Clack, General Manager of the Arts, Culture and Entertainment Division will act as Interim Director of Community &amp; Social Services until the position is permanently filled.</li> <li>• Katherine McCracken reported that the 2011 Community Museum Operation Grant (CMOG) has been received from the Province of Ontario.</li> <li>• Katherine McCracken reported that the occupancy date for the new Guelph Civic Museum is November 14, 2011. The offices are scheduled to be moved on November 21 and 22 and the artifact collection is scheduled to be moved over 4 days starting on November 28. Katherine stated these dates are contingent on the elevator being operational by October 31.</li> <li>• Katherine McCracken reported that Halton Radial Railway &amp; Streetcar Museum was able to take some of the old displays from the John Galt History Hall and repurpose them as exhibits at their site.</li> <li>• Katherine McCracken reported that staff are working on public programs, exhibits and marketing for the new museum.</li> <li>• Katherine McCracken reported that she and Judi Prigione are working on getting the leaf inscription forms returned by donors to the Guelph Family Tree.</li> <li>• Katherine McCracken reported that next week she will be attending the Bishop's Dinner where the Wellington Catholic District School Board will announce its donation to the new museum. She added that John Valeriotte will speak about the new museum project and the fundraising capital campaign.</li> <li>• When asked what the exterior will consist of until Phase 2 is completed, Katherine McCracken responded that hill will be graded and seeded for grass.</li> <li>• Katherine McCracken reported that Judi Prigione attended the Toronto Gift Show in August and made several purchases for the new gift shop.</li> <li>• Katherine McCracken reported that the Museum would like to feature works by local artists in the new gift shop and asked for a volunteer from the Advisory Committee to be part of the selection committee. Jo Ann Hayter volunteered to be part of the committee.</li> <li>• Katherine McCracken showed Committee Members several photos documenting the ongoing construction at the new museum.</li> <li>• Susan Watson asked if statistics are being kept on the labour hours accumulated on the new museum. Katherine McCracken responded that she would investigate if there are any figures available.</li> <li>• Advisory Committee Members suggested that greenery be planted on the parking lot wall. Katherine McCracken responded that it is a possibility and added that the lettering for Guelph Civic Museum will be placed there.</li> <li>• Katherine McCracken reported that Dr. Jim Hunt is working on an exhibit on illusions and Denis Johnson is working on a case exhibit about Arthur Cutten for the opening of the new museum. There will also be a travelling costume exhibition from the collection of Jonathan Walford and Kenn Norman.</li> <li>• Katherine McCracken reported that due to work commitments, former Committee Chair Rob Cassolato will be unable to attend an upcoming Advisory Committee</li> </ul>
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	<p>meeting. As a result, Katherine will deliver a thank you gift and card to his home.</p> <p><b>MOTION 2011/33: That the Director's Report be accepted.</b></p> <p>Moved: Susan Watson          Seconded: Debra Nash-Chambers  <b>CARRIED</b></p>
5	<p><b>Museum Policies – for approval</b></p> <ul style="list-style-type: none"> <li>Katherine McCracken reported that 4 policies needed to be revised as part of the Community Museum Operating Grant (CMOG) Standards Review and submitted to the Ministry of Culture by September 30, 2011. The policies to be revised are the Volunteer Policy, the Research Policy, the Interpretation and Education Policy, and the Exhibition Policy.</li> <li>Linda Kearns requested that the Volunteer Policy refer more specifically to the Risk Assessment checklist in the City of Guelph's Volunteer Policy.</li> <li>Other minor corrections and general wordsmithing had been submitted prior to the meeting and Katherine McCracken will ensure that these revisions are incorporated into the final versions.</li> </ul> <p><b>MOTION 2011/34: The four Guelph Museums policies (Volunteer, Research, Interpretation and Education, and Exhibition - attached form part of these minutes) are approved as amended by the Advisory Committee.</b></p> <p>Moved: Susan Watson          Seconded: Rodger Tschanz  <b>CARRIED</b></p>
6	<p><b>Items for Deaccessioning – for approval</b></p> <ul style="list-style-type: none"> <li>The items to be deaccessioned from the artifact collection of Guelph Museums were available for Advisory Committee Members to review.</li> </ul> <p><b>MOTION 2011/35: That the items listed (the list attached forms part of these minutes) be approved for deaccessioning in accordance with Guelph Museums Collection Management policy.</b></p> <p>Moved: Linda Kearns          Seconded: Ann Guthrie  <b>CARRIED</b></p>
7	<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>None.</li> </ul>
8	<p><b>Adjournment</b></p> <p><b>MOTION 2011/36: That the meeting be adjourned.</b></p> <p>Moved: Jo Ann Hayter</p>

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	<ul style="list-style-type: none"><li>• Adjournment at 6:01 p.m.</li><li>• The next meeting will be held at the Guelph Civic Museum on Thursday, October 27, 2011 at 5:00 pm.</li></ul>
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Attachments to Minutes:

- Guelph Museums Volunteer Policy (Dated September 22, 2011)
- Guelph Museums Research Policy (Dated September 22, 2011)
- Guelph Museums Interpretation and Education Policy (Dated September 22, 2011)
- Guelph Museums Exhibition Policy (Dated September 22, 2011)
- Textiles Deaccessioning (Dated August 23, 2011)

## **Guelph Museums Volunteer Policy**

Guelph Museums invites Guelph and area residents to volunteer at Guelph Museums by assisting in various programs and curatorial activities at both the Guelph Civic Museum and McCrae House.

Guelph Museums follows guidelines set out in the City of Guelph Community and Social Services Department Volunteer Management Policy and Procedure Manual (July 2006).

Guelph Museums reflects the values defined in the Canadian Code for Volunteer Involvement for engagement and management of volunteer resources as authorized by Guelph City Council (July 2002).

Guelph Museums promotes volunteer opportunities through its newsletter, volunteer fairs and other occasions. This promotion identifies volunteer positions at the museums, demonstrates the learning to be achieved, and specifies the procedures for recruitment.

Guelph Museums appreciates the time, energy, expertise and dedication of all the volunteers, without whom a number of activities and specific tasks would not occur.

### **Who is a Volunteer at Guelph Museums?**

A volunteer is a person who performs a service requested, agreed upon, and supervised by Guelph Museums, without monetary payment or a tax receipt. Such an individual agrees to follow the policies of Guelph Museums. Volunteers also include high school co-op students, university/college placement students and teaching candidates.

### **How are Volunteers & Their Activities Managed?**

The Director has ultimate responsibility for volunteers and staff and their activities at Guelph Museums, and has the authority to direct their activities. The Director usually delegates this responsibility to other staff members within the realm of specific museum activities.

Specific tasks, activities, evaluation and training will be assigned and supervised by a professional staff member. The museum seeks to match the needs and interests of volunteers through the recruitment process (application form, interview).

Guelph Museums encourages a partnership between Museum Advisory Committee members, staff and volunteers to ensure an atmosphere where mutual respect and common goals will foster a productive and friendly working atmosphere for all.

The overall procedure is as follows:

1. upon application to be a volunteer at Guelph Museums, the person is interviewed by Guelph Museums professional staff, at times including the Director. In accordance with the City of Guelph Volunteer Policy, all volunteers will undergo a screening process to assess risks and ensure suitability using the "Volunteer Position Risk Assessment Tool" and following the "Screening" policy and procedure (Community Services, Volunteer Management Policy & Procedure Manual, Policy No. 3.7, June 26, 2006).
2. the person agrees to respect and follow Guelph Museums volunteer policy and agrees to a minimum one year commitment, or a time period to be negotiated.
3. the person attends training sessions with Guelph Museums as directed by the professional staff. In the case of Program Interpreters, additional readings and training may be required in preparation for tours;
4. the person accepts the decisions and guidance of professional staff in the performance of duties.
5. in the event of unsuccessful performance, the person can be relieved of their responsibilities.
6. The copyright of material produced by volunteers for Guelph Museums is held by the museum.

### **What can a Volunteer Expect from Guelph Museums?**

A volunteer is asked what areas of museum work are of interest. The volunteer is assigned specific tasks and activities that are suited to interests and skills.

A volunteer is provided with a written job description detailing duties and responsibilities in the organization, and the title of the immediate supervisor.

A volunteer is provided the necessary training in order to fulfil the commitment and develop professionally.

A volunteer is provided a safe and secure work place.

As part of the City of Guelph, all Guelph Museum volunteers will be covered against general liability claims made by another person as a result of their volunteer work. The City insures all volunteers against any law suits from the public for property damage or personal injury as part of their duties at the museums. (*City of Guelph CSD Volunteer Management Policy & Procedure Manual, Support & Recognition, 6.2*)

A volunteer is provided the supplies and tools needed to perform the task or activity.

The work of volunteers is recognized through an annual volunteer appreciation event, through articles in the museum's newsletter, other volunteer publications and through praise and thanks from the full-time museum staff.

### **General Statements**

1. Volunteer positions supplement and complement paid professional staff positions.
2. A volunteer will not be hired in a permanent paid professional position, even temporarily, while in a volunteer position. Any volunteer who wishes to apply for a staff position within Guelph Museums must resign his or her volunteer position before submitting an application for employment with Guelph Museums.
3. The Volunteer Policy is approved by the Guelph Museums Advisory Committee.
4. The Volunteer Policy will be reviewed on a regular basis.

**Copyright  
Guelph Museums 2011**

**Approved by Guelph Museums Board of Management  
November 26, 1992**

**Updated by Guelph Museums Board of Management  
October 28, 1993, February 22, 1996,  
March 28, 1996, November 28, 2002, January 23, 2003  
and May 22, 2003  
Updated by Guelph Museums Advisory Committee  
September 22, 2011**

## Guelph Museums Research Policy

Guelph Museums Research Policy sets forth the guidelines for research conducted at the museums by its staff and volunteers. The policy outlines responsibilities and ethical standards with respect to research activities and applications.

The policy affirms the need for accuracy and objectivity of information presented in exhibitions and conveyed in programs and special events. The scope of research conducted by staff is consistent with the museum's mission statement. Funds are allocated within the operating budget for books, reference materials, training and travel related to research.

Guelph Museums recognizes the importance of research to:

- enhance people's understanding of local and regional histories,
- enrich collection's information (artifacts, historical photographs & archival material),
- enable professional staff to present new information and new interpretations of information in exhibitions and programs,
- to contribute to the body of museological research and knowledge, as well as to the advancement of the museum profession.

Priorities for research by staff are established in the Strategic Plan and annual work plans.

### Responsibilities

Guelph Museums professional staff is responsible for conducting research in order to augment financial resources and develop new exhibitions and programs. Staff is also responsible for the assignment of research projects to volunteers and for their supervision and training.

Research is the responsibility of each staff member and is an integral part of job performance. Time is scheduled within working hours for staff to conduct research.

Facilitating the public's research is the primary responsibility of the Assistant Curator and Curator. These staff members provide public access to records and research

materials and supervise and train the public in the use and care of research resources. They also ensure confidentiality in the use of records and acknowledge ownership of information through the applicable Federal and Provincial legislation.

### **Collection and Program Research**

The museum's collection of artifacts and associated records constitute a wealth of information about the people who made Guelph what it is today.

Guelph Museums curatorial staff is responsible for conducting research on the collection and for assigning and supervising the research projects of curatorial volunteers. They document all new facts discovered through collection research and disseminate new information through updated records, augmented research files, new exhibitions, new programs and updated information packages. Curatorial staff is responsible for informing volunteers and other staff members about new research findings, especially when they affect program and exhibition content.

Guelph Museums education staff is responsible for conducting research related to education programs and special events. They supervise the research activities of education program volunteers.

Research is conducted at staff members' desks. Access to the Internet is provided to each staff member.

### **Public Use of Resources for Personal Research**

The museum's collection information, records and research files (subject to any restrictions) are available to students, academics, museum professionals and others. Public access to the Internet and the collection is provided.

Public users are responsible for the following:

- i) making an appointment with the appropriate staff member;
- ii) handling the records, files, and artifacts with the utmost care and respect (training is provided by the Assistant Curator or Curator);
- iii) writing with a pencil in the vicinity of artifacts, records and files;

- iv) stating the credit line "Courtesy of Guelph Museums" when quoting or using a Guelph Museums photograph and/or graphic and signing a Guelph Museums Reproduction Rights agreement;
- v) giving proper credit to Guelph Museums, when referring to a record, document and/or artifact;
- vi) observing Federal and Provincial legislation
- vii) Public accessibility to the collection may be denied for the following reasons:
  - a) condition
  - b) legal requirements
  - c) restricted material
  - d) lack of proper or incomplete information
  - e) prior in-house use

### **Professional Staff**

The Director is responsible for guiding staff in their research activities and projects.

Staff members are encouraged to engage in research in their areas of work and interest, as well as Guelph history and the collection. They are encouraged to present research findings to other staff members and volunteers and other museum professionals.

Any and all research work conducted on Guelph Museums' time, follows the "Copyright of Guelph Museums Work Operational Procedure" guidelines. Please refer to "Guelph Museums Copyright of Guelph Museums Work Operational Procedure."

The professional staff is encouraged to write articles of publishable calibre and to deliver papers at conferences.

### **Policy Review & Approval**

Guelph Museums Research Policy is approved by Guelph Museums Advisory Committee. The Research Policy is reviewed on a regular basis or any time that changes are deemed necessary. The Director and staff will conduct the review. The



revised version will be submitted to the Guelph Museums Advisory Committee for approval.

***Copyright  
Guelph Museums 2011***

***Approved by Guelph Museums Board of Management  
September 22, 1994  
Amended by Guelph Museums Board of Management  
June 28, 2001  
Amended by Guelph Museums Advisory Committee  
September 22, 2011***

# Guelph Museums Interpretation & Education Policy

## 1. Statement of Intent

Guelph Museums Interpretation and Education Policy provides direction and describes the goals for interpretation and education activities at Guelph Civic Museum and McCrae House. The policy outlines responsibilities and sets standards, priorities and ethics so that program activities provide learning and enjoyment within a framework of accessibility. The vision and mission statements provide the general focus for content and philosophical direction for interpretation and education programs.

## 2. Program Objectives

The programs strive to achieve the following objectives:

- 2.1 To develop and maintain Guelph Museums as a dynamic institution committed to providing the City of Guelph and surrounding region with exciting, innovative, informative, and historically accurate and objective education activities;
- 2.2 To provide the public learning opportunities and promote involvement through interactive education experiences;
- 2.3 To maintain a high standard of accessibility and flexibility in order to meet the program and education needs of all user groups;
- 2.4 To meet the needs and interests of the residents of Guelph and to promote a knowledge of the purpose and function of museums in our society;
- 2.5 To develop and maintain Guelph Museums as a current and relevant resource for the Guelph community;
- 2.6 To conduct programs while respecting municipal, provincial and federal legislation regarding copyright and disability legislation;
- 2.7 To establish priorities for the development of interpretation and education

- activities identified in the current Strategic Plan (2008) and individual work plans;
- 2.8 To maintain high ethical standards and cultural sensitivity in the development and delivery of programs;
  - 2.9 To train users of programs to respect the museum's collection regarding conservation standards.

### **3. Public Programs**

The following public program opportunities are offered:

- 3.1 Self-guided visits throughout the museum galleries during public hours – visitors are provided with an orientation;
- 3.2 Activities within the designated interactive programming spaces at Guelph Civic Museum and McCrae House provide a family-focused learning environment and stimulate a life-long interest in museum visitation;
- 3.3 Occasional public programs such as workshops and lectures, particularly in conjunction with temporary exhibits and community celebrations.
- 3.4 Special Events that cover a range of topics in order to raise the community profile of the museums. These include seasonal and cultural events involving children/family activities, adult oriented attractions that address the requirements for a family outing, cultural events encouraging the participation of a diversity of cultural groups;
- 3.5 Guelph Museums endeavours to complement programs offered by other local institutions, museums, community organizations and galleries and to work collaboratively with these institutions;
- 3.6 Interpretive/interactive components that complement exhibits.

### **4. School Programs**

Programs are developed and offered to supplement and complement public and private education institutions. They include the following:

- 4.1 Education kits which are related to the Ontario Ministry of Education Curriculum

Guidelines. These kits are promoted and circulated to schools and other organizations;

- 4.2 In-house programs which follow the Ontario Ministry of Education Curriculum Guidelines. A close liaison with local and regional School Boards is maintained;
- 4.3 Programs tailored to university and college level studies, adult, continuing education, pre-school, private school, home school, English as a Second Language, special education, and youth groups (Girl Guides, Boy Scouts, etc.);
- 4.4 Use of an education collection which is developed and up-dated in order to provide students of all ages with hands-on artifact experiences during programs. The education collection is curated/managed by the Coordinator of Public Programs according to current collection management procedures and practice.
- 4.5 Audio-visual components of programs which are developed when appropriate and beneficial to the overall implementation of the program(s).

In the establishment of the above programs and special events, learning outcomes are developed within project briefs. Performance indicators are developed in order to measure program success. Users of education programs are requested to complete a program evaluation form specific for the education activity.

## **5. Professional Development Opportunities for Teachers/Educators**

Professional development workshops about Guelph Museums as an education resource are developed and offered to teachers in local and regional Public and Catholic school boards.

## **6. Outreach**

Guelph Museums offers presentations, education programs and workshops outside the museum facilities.

## **7. Additional Services**

- 7.1 Guided tours are offered during both regular hours of operation as well as outside of the regular hours of operation. Tours conducted outside of regular

hours are made by advance appointment.

- 7.2 Special assistance with research is provided by means of an appointment arranged in advance.
- 7.3 Website access to Guelph Museums events, education programs and virtual exhibits.

## **8. Fees**

Fee schedules for all public programs are submitted annually and approved by Guelph City Council. Annual budgets also set revenue expectations. Fees may be waived at the discretion of museum staff in consultation with the Director in order to augment accessibility.

- 8.1 General admission fees are categorized as adult, child/student/senior, family, and joint sites;
- 8.2 Students are charged a program fee for school programs and participants are charged a program fee for group programs;
- 8.3 Outreach services are available for a prescribed fee;
- 8.4 Fees are charged for education kits. A deposit is required to borrow a kit. It is returned to the borrower upon the return of the kit in good condition.

## **9. Resources Required to Operate Programs at Guelph Museums**

Educational and public programs at Guelph Museums require the following resources in order to operate.

- 9.1 Funds: the financial needs of developing and operating programs are recognized components of Guelph Museums annual budget. The professional development of staff in education and program theory and practice is addressed in the budget;
- 9.2 Space: Education and program activities require a defined space within both facilities. The space allocated at Guelph Civic Museum includes all programming areas, exhibition galleries and green space surrounding the museum where

education activities are permitted. Spaces allocated at McCrae House include the main exhibit gallery, programming room, McCrae gardens and Coach House. In addition, the education collection and equipment are assigned storage space;

- 9.3 Staff: a minimum of two full-time staff members develop, implement, evaluate and promote education services and programs. Education staff manage the education collection, train and supervise education program interns, summer students and volunteers (Program Interpreters; volunteers' activities are guided by the Volunteer Policy) and research, develop and implement programs. Only staff with appropriate training and experience are hired; volunteers are provided with the training necessary to their role.

## **10. Responsibilities**

- 10.1 The responsibility for the research, development, scheduling and implementation of interpretation and education programs resides with the coordinator of public programs and the program assistant.
- 10.2 The program assistant has primary responsibility for the implementation of programs.
- 10.3 Volunteers assist with the research, development and implementation of programs, education kits and special events and are provided with training by the coordinator of public programs and the program assistant.
- 10.4 Guelph Museums provides a safe and secure environment for its interpretation and education programs.
- 10.5 As part of the Community and Social Services Department, Guelph Museums submits its budget annually to Guelph City Council which is responsible for ensuring Guelph Museums has the necessary funding to plan and implement interpretation and education programs.

The Interpretation and Education Policy is approved by Guelph Museums Advisory Committee.

The Interpretation and Education Policy is reviewed on a regular basis or any time that changes are deemed necessary. The Director and the Coordinator of Public Programs will conduct the review in conjunction with other professional staff. The revised version will be submitted to the Guelph Museums Advisory Committee for approval.

Approved by Guelph Museums Board of Management September 30, 1993  
Updated by Guelph Museums Board of Management - October 27, 1994  
Updated by Guelph Museums Board of Management - June 28, 2001  
Updated by Guelph Museums Board of Management – May 27, 2004  
Updated by Guelph Museums Advisory Committee – September 22, 2011

## Guelph Museums Exhibition Policy

Guelph Museums Exhibition Policy sets forth the guidelines with respect to exhibitions developed or hosted by Guelph Museums. The policy outlines responsibilities and sets standards for all exhibitions and exhibition work conducted at the museums.

Guelph Museums is responsible for and committed to developing and hosting exhibitions that respect the museums' vision and mandate, are responsive to Guelph residents' needs and interests, provide new information and insights into Guelph's history, present a subject that is important to the community, are accurate, objective, educational, challenging and fun, and can be enjoyed by visitors of all ages and abilities.

Both Guelph Civic Museum and McCrae House have permanent exhibitions, host travelling and/or temporary exhibitions and provide exhibition services to the community.

### Exhibitions

Guelph Museums engages in a variety of exhibitions and exhibition work. They entail the following exhibition types:

- a) permanent
- b) temporary
- c) outreach including web based

As a community historical museum, Guelph Museums respects curatorial standards and public interests in the selection and presentation of exhibitions.

Guelph Museums is committed to the accurate and objective presentation of exhibits by making use of appropriate expertise which includes staff, volunteers, community groups and consultants.

Research will be conducted to provide thorough documentation to ensure the accuracy and objectivity in exhibits and programs.



Guelph Museums will provide secure and environmentally safe exhibitions by providing and maintaining the necessary equipment, facilities and supplies to achieve this. All display materials, levels and type of illumination and mounting techniques should meet current standards for the environmental and physical safety of the artifacts being displayed.

Guelph Museums provides a variety of interpretation methods that meet a range of visitor needs.

Guelph Museums provides an isolated workshop for exhibit preparation activities that could be harmful to the collection.

Guelph Museums will provide the necessary training for all staff and volunteers involved in the planning, preparation and installation of exhibitions.

Guelph Museums may offer controversial exhibitions. Adequate preparation for any controversy is the best means for effectively dealing with situations that may arise. To this end, visitors are advised in advance of viewing exhibitions that may contain controversial material. Public concerns are referred to the Director or designate.

#### **a) Permanent**

The permanent exhibition galleries at Guelph Civic Museum present exhibitions reflective of important Guelph historical issues, events and personages. At McCrae House, the permanent exhibition presents the story of John McCrae's life.

Permanent exhibitions are based on the strengths of the permanent collection unless objects are borrowed to complete gaps in the collection.

Exhibits are developed and mounted by a team comprised of the professional staff and/or contract staff and include the Curator, Assistant Curator and other staff as needed. The theme is researched, interpretive planning effected, artifacts assembled, and quality labels written. Mounting, display, and design techniques meet current museum conservation standards and address accessibility issues. Evaluation methods are devised and school and group programs are developed for each exhibition where appropriate.

The Director is apprised of each step of exhibition development. Working in consultation with the exhibition team, he/she approves the theme/subject area, label copy, layout,

programs and activity material and promotional material as they are developed.

The permanent exhibitions are physically maintained and cared for throughout their duration. These activities assure:

- i. that artifacts on display are the legal property of Guelph Museums or have a signed loan agreement associated with them;
- ii. that Guelph Museums artifacts are accessioned and catalogued;
- iii. that all of the artifacts are monitored and replaced when necessary on a regular basis;
- iv. that labels are in good physical condition;
- v. that any label errors are corrected and any new information is added to the labels;.
- vi. that display furniture and backdrops are in good repair for safety and aesthetic reasons;
- vii. that permanent exhibitions/exhibit components are systematically renewed at appropriate intervals, depending on the materials and their susceptibility to damage from light and other aspects of ongoing display.

#### **b) Temporary**

Temporary exhibitions may be:

- i. based on the permanent collection;
- ii. based on a special event or timely issue in the community and comprised mainly of borrowed material;
- iii. initiated by a community group curating and mounting its own exhibition under staff supervision;
- iv. an art show of the works of a local artist, artists or art students; such shows generally focus on Guelph history, architecture or nature;

- v. a travelling exhibition;
- vi. generally one to six months in duration.

<b>Guidelines, Procedures &amp; Responsibilities for Temporary Exhibitions</b>
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- i. A temporary exhibition based on the permanent collection is developed by Guelph Museums Curator or the exhibit may be assigned to a trained volunteer, summer student, or intern supervised by the Curator or another designated staff member. As project leader for temporary exhibits, the Curator forms a team comprised of both the professional staff and volunteers. She/he is responsible for assigning tasks and managing the exhibit's development. All of the guidelines pertaining to permanent exhibitions apply to temporary exhibitions.
- ii. The Curator develops temporary exhibits or the exhibit is assigned to another as specified above.

The curator or designate prepares an exhibition brief describing the proposed exhibition. The brief contains both learning outcomes and performance indicators to assist in the evaluation of the exhibition.

All borrowed material requires a signed loan agreement;

All borrowed material is covered by a special exhibition insurance rider, from the moment of arrival on site to the time of its departure from the site;

All borrowed material is handled and cared for according to current museum standards and Guelph Museums Collection Management Policy and Conservation Policy;

Guelph Museums informs the owner(s) of a borrowed artifact, of any damage or suspected damage as soon as it is noted;

Guelph Museums does not repair, alter or modify any borrowed material without the written permission of the owner(s);

Guelph Museums returns all borrowed material at the conclusion of the time period stipulated on the signed loan agreement. If Guelph Museums wishes to

extend the exhibition, a new loan agreement is negotiated prior to the conclusion of the original loan agreement.

- iii. In the case of a community group developing an exhibition, both the group and the museum negotiate and agree upon the terms and conditions of the exhibition, including:
- time period
  - reception
  - artifacts
  - insurance coverage
  - label copy
  - press releases, media coverage
  - design
  - installation

The terms and conditions agreed upon are written and distributed to all parties involved in the exhibition. Such terms are incorporated into an exhibition brief. All clauses in (ii) pertaining to "borrowed material", apply here.

- iv. In the case of a show of artworks by a local artist(s) or art students, the terms and conditions of the art show are negotiated and agreed upon by Guelph Museums and the artist(s) participating in the show, including:
- time period
  - reception
  - artworks
  - insurance coverage
  - label copy
  - press releases, media coverage
  - design
  - installation

The terms and conditions agreed upon are written as a project brief and distributed to all parties involved in the exhibition.

The artist(s) work with museum staff in determining where artworks are to be hung.

If the artwork cannot be safely accommodated, Guelph Museums has the right to

refuse inclusion of the artwork in the exhibit.

Guelph Museums professional staff mount the artworks,

Guelph Museums respects the artist's or artists' "copyright" and "exhibition right" as articulated in Bill C -32 an Act to Amend the Copyright Act, April 25, 1997.

Guelph Museums allows the sale of the artwork(s) during the exhibition period. If sold, a commission fee is charged by the museum according to a percentage currently in place. If sold, the artwork remains on display until the show's closure.

All clauses in (ii) pertaining to "borrowed material", apply here.

- v. Guelph Museums borrows travelling exhibitions from museums, galleries and other cultural organizations.

All clauses in (ii) pertaining to "borrowed material", apply here.

#### **d) Outreach**

- i. Guelph Museums may mount a promotional exhibit outside the museum.
- ii. Museum standards are maintained throughout the venue. Such standards include considerations of security and conservation.

For outreach venues at which Guelph Museums staff are not in attendance, a loan agreement form is signed.

- iii. Guelph Museums staff may develop on-line exhibitions.

#### **Exhibition Services and Activities**

Guelph Museums participates in joint exhibition projects with other museums, galleries, cultural/educational institutions, local businesses, City of Guelph Departments and community groups. In the course of so doing, Guelph Museums provides expertise, assistance and advice.

## Responsibilities

Guelph Museums is responsible for compliance with all municipal, provincial and federal legislative requirements that have an impact on exhibition presentation.

As part of the Community and Social Services Department, Guelph Museums submits its budget annually to Guelph City Council which is responsible for ensuring Guelph Museums has the necessary funding and budget allocations for exhibit planning, design, construction, maintenance and evaluation.

Guelph Museums is committed to and responsible for ethical standards in exhibit presentation.

The Curator is responsible for the exhibition schedule and planning. Exhibitions are planned a minimum of one year in advance.

The Curator is responsible for arranging for insurance coverage.

The Curator is responsible for implementing current museum standards for exhibitions including the safe handling and display of firearms, placing hazardous materials in display cases, for the training and safe operation of exhibit components, exhibition security and visitor and staff/volunteer safety.

The Curator is responsible for considering Ontario Disability Act requirements and, if necessary, consults with the City of Guelph's Administrator of Disability Services.

The Curator is responsible for loan agreements.

The Curator and the Assistant Curator are responsible for quality mounting of all artifacts and exhibitions and for the monitoring and care of artifacts on display and for the promotion of the exhibitions. They are also responsible for the training of volunteers and contract staff involved in exhibition production.

The Coordinator of Public Programs and the Program Assistant are responsible for updating education programs and activities relating to exhibitions.

### **Policy Review and Approval**

Guelph Museums Exhibition Policy is approved by the Guelph Museums Advisory Committee.

The Exhibition Policy is reviewed on a regular basis or any time that changes are deemed necessary. The Director, in conjunction with the professional staff, conducts the review. The reviewed version is submitted to Guelph Museums Advisory Committee for approval.

**Copyright  
Guelph Museums 2011**

***Approved by Guelph Museums Board of Management  
September 22, 1994***

***Amended by Guelph Museums Board of Management  
April 24, 2001***

***Amended by Guelph Museums Board of Management  
June 28, 2001***

***Amended by Guelph Museums Advisory Committee  
September 22, 2011***

Textile Deaccessioning  
August 23, 2011

<b>Accession #</b>	<b>Object</b>	<b>Reason to Deaccession</b>	<b>Provenance</b>	<b>Gift Form</b>	<b>Recommendation</b>
1973.24.1	Bodice	Poor Condition – silk is shredded	Top of wedding dress, 1904 – no skirt	Gift Form not signed	Destroy
1975.58.10	Skirt	Poor Condition: Holes/Stained	No provenance	Gift form not signed	Destroy
1977.54.4	Dress	Incomplete – Sleeves missing Not Guelph related	Worn by Ella Graham of London 1925	Gift form signed	Destroy
1981.271.2	Dress	Poor Condition - Stained	Worn by Miss Nelles of Toronto – who later moved to Guelph	No Gift Form	Destroy
1981.271.8	Skirt	Poor Condition - Stained	As above	No Gift Form	Destroy
1982.6.3	Dress	Incomplete and poor condition – Missing dress liner	No provenance	Gift form signed	Destroy
1987.6.7	Skirt	Not Guelph related	Kingston Ontario dress shop tag	Gift form signed	City of Kingston Museum



# MEETING AGENDA



MEETING      **Guelph Museums Advisory Committee**

DATE            Thursday, October 27, 2011

LOCATION       Guelph Civic Museum  
TIME           5:00 pm

CHAIR          Anne Holman

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## AGENDA ITEMS

ITEM #	DESCRIPTION
1	Adoption of Agenda
2	Adoption of minutes of meeting on September 22, 2011
3	Business arising from the minutes
4	Director's Report – for receipt
5	Volunteer Position Descriptions– for approval
6	Item for Deaccessioning – for approval
7	New Business
8	Adjournment

## NEXT COMMITTEE MEETING

THURSDAY, NOVEMBER 24, 2011 AT 5 PM  
LOCATION – GUELPH CIVIC MUSEUM

# MEETING MINUTES

MEETING **Guelph Museums Advisory Committee**

DATE Thursday, October 27, 2011

LOCATION Guelph Civic Museum

TIME 5:00 pm

PRESENT Jo Ann Hayter (Executive Member), Anne Holman (Chair), Ann Guthrie, Linda Kearns, Debra Nash-Chambers, Rodger Tschanz (Vice Chair), Katherine McCracken (Director) and Judi Prigione (staff).

REGRETS Susan Watson and Kevin James.

## DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	<b>Adoption of the Agenda</b>  <b>MOTION 2011/37: That the agenda be adopted.</b> Moved: Jo Ann Hayter Seconded: Debra Nash-Chambers <b>CARRIED</b>
2	<b>Adoption of the minutes of the meeting of the Guelph Museums Advisory Committee on September 22, 2011</b>  <b>MOTION 2011/38: That the minutes of September 22, 2011 be accepted.</b> Moved: Linda Kearns Seconded: Ann Guthrie <b>CARRIED</b>
3	<b>Business arising from the minutes</b> <ul style="list-style-type: none"><li>• Katherine McCracken responded to the question posed by Susan Watson regarding statistics being compiled for trades and number of hours worked at the new Guelph Civic Museum. She spoke to the project manager Rob Broughton and he said some data will be available from the General Contractor but warned that these numbers can be misleading, especially in terms of the impact on the local economy.</li><li>• Anne Holman asked if the amount of the donation by the Wellington District Catholic School Board was announced at the Bishop's Dinner. Katherine McCracken responded that they did announce that they donated \$25,000 to the new Guelph Civic Museum project in honour of the Sisters of Loretto and that they were the sole sponsor of the convent gallery.</li></ul>
4	<b>Director's Report for receipt</b> <ul style="list-style-type: none"><li>• Going forward, it was decided that the meeting packages will be e-mailed to</li></ul>

	<p>Committee Members and that there will also be printed copies available at the meetings.</p> <ul style="list-style-type: none"> <li>• Katherine McCracken circulated some photographs showing the progress of the construction at the new Guelph Civic Museum.</li> <li>• Katherine McCracken reported that local artist Graeme Sheffield is fabricating the "Family Tree" at his studio and that it will be installed in early December at the new Museum.</li> <li>• Katherine McCracken reported that the new Museum will be open to the public on January 3, 2012 and the Official Opening will take place the morning of Friday, February 24, 2012. This ceremony will be by invitation only and that the Advisory Committee Members will receive invitations. She added that the Grand Opening for the general public will be the evening of Friday, February 24<sup>th</sup> as well as the afternoons of Saturday, February 25<sup>th</sup> and Sunday, February 26<sup>th</sup>. Katherine McCracken further added that there will be "previews" the week leading up to the official opening for specific groups such as donors to the capital campaign.</li> <li>• Katherine McCracken reported that when the new Museum opens in January 2012 we will offer free admission until after the Grand Opening weekend. She added that schools will still be on Christmas vacation the week of January 3<sup>rd</sup> so we could be quite busy.</li> <li>• Katherine McCracken also reported that until staff have a better understanding of visitor flow, school programs initially will only be offered in the morning as not to impede visits by the general public during afternoon open hours.</li> <li>• Anne Holman asked if any memberships purchased before the end of February 2012 will be extended by 2 extra months to cover the period of free admission. Katherine McCracken reported they would not be extended as there are other membership benefits available other than the free admission and that this would be too difficult to administer.</li> </ul> <p><i>Note: Rodger Tschanz arrived at the meeting at this time – 5:30 pm</i></p> <ul style="list-style-type: none"> <li>• Katherine McCracken reminded Committee Members of the upcoming Remembrance Week activities at McCrae House.</li> <li>• Katherine McCracken conveyed a "thank you" from former Guelph Museums Board of Management Chair, Rob Cassolato, for his departing gift and card from the Advisory Committee and staff.</li> </ul> <p><b>MOTION 2011/39: That the Director's Report be accepted.</b>  Moved: Debra Nash-Chambers  Seconded: Linda Kearns  <b>CARRIED</b></p>
5	<p><b>Volunteer Position Descriptions – for approval</b></p> <ul style="list-style-type: none"> <li>• The "Historic Garden Volunteer" position description is an update of a current position, whereas the "Visitor Services Volunteer" is a new volunteer position.</li> <li>• Linda Kearns requested that the position descriptions refer more specifically to the Risk Assessment checklist in the City of Guelph's Volunteer Policy.</li> </ul>

	<ul style="list-style-type: none"> <li>Debra Nash-Chambers asked if the fee for volunteer police checks for Guelph Museums volunteers is waived by Guelph Police. Katharine McCracken responded no.</li> <li>Rodger Tschanz asked if volunteers will have to pay for parking at the new location. Katherine McCracken responded that all parking will be free. There is also 2 hours of free street parking downtown.</li> </ul> <p><b>MOTION 2011/40: The position descriptions for Historic Garden Volunteer and Visitor Services Volunteer are approved by the Advisory Committee with the inclusion of the provision stating "Risk Assessment: All candidates for volunteer positions at Guelph Museums will be screened using the City of Guelph's risk assessment checklist. A police check may be required."</b></p> <p>Moved: Anne Holman Seconded: Rodger Tschanz <b>CARRIED</b></p>
<b>6</b>	<p><b>Item for Deaccessioning – for approval</b></p> <ul style="list-style-type: none"> <li>The item to be deaccessioned (M19993.4.2 – Wood cabinet Raymond sewing machine used by the Readwin Family in Guelph) from the artifact collection of McCrae House and be accessioned into the Civic Museum's collection, where it is better suited, was available for Advisory Committee members to review.</li> </ul> <p><b>MOTION 2011/41: That the item M1993.4.2 be approved for deaccessioning from the McCrae House Collection and accessioned into the collection of the Guelph Civic Museum in accordance with Guelph Museums Collection Management policy.</b></p> <p>Moved: Jo Ann Hayter Seconded: Anne Holman <b>CARRIED</b></p>
<b>7</b>	<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>Ann Guthrie reported that the local committee for the John McCrae statue will not be meeting again until January 2012.</li> </ul>
<b>8</b>	<p><b>Adjournment</b></p> <p><b>MOTION 2011/42: That the meeting be adjourned.</b></p> <p>Moved: Rodger Tschanz</p> <ul style="list-style-type: none"> <li>Adjournment at 5:55 p.m.</li> <li>The next meeting will be held at the Guelph Civic Museum on Thursday, November 24, 2011 at 5:00 pm.</li> </ul>

Attachments to Minutes:

- Guelph Museums Position Description – Heritage Garden Volunteer (Dated October 27, 2011)
- Guelph Museums Position Description – Visitor Services Volunteer (Dated October 27, 2011)

## Guelph Museums Position Description -- Visitor Services Volunteer

Organization:	Guelph Museums
Position Title:	Visitor Services Volunteer
Responsibilities:	<p>Assist museum staff with front line operations including reception, visitor services and gift shop operations.</p> <p>Establish a friendly, welcoming and inclusive experience for visitors.</p>
Specific Duties & Tasks:	<p>Assist with the delivery of customer service and visitor orientation.</p> <p>Assist with gift shop sales, organization and merchandizing.</p> <p>Assist with visitor inquiries, in person and over the telephone.</p> <p>Assist in the promotion of museum events, programs and exhibits and in museum services including the membership program.</p> <p>Ensure visitors are adhering to museum practices, including the prohibition of food and drink except in designated areas.</p> <p>Assist in maintaining public areas.</p> <p>Assist during special events.</p> <p>Assist with other public areas and galleries as required.</p> <p>Assist with other administrative sundry duties as required.</p> <p>Attend training sessions.</p> <p>Remain abreast of relevant training manuals and research resources.</p>
Skills, Knowledge & Attitude Sought:	<p>Enthusiasm and excellent customer service skills.</p> <p>Willingness to learn.</p> <p>Retail sales experience an asset.</p> <p>Knowledge of local history an asset.</p> <p>Computer skills an asset.</p>
Accountability:	To Coordinator of Public Programs and/or Administrative Assistant

**Guelph Museums  
Position Description (Visitor Services Volunteer)**

**10/27/2011**

Time Commitment:	Orientation session A minimum of four 2 ½ hour shifts per month Participation in regular meetings/training sessions
Benefits:	Improve customer service skills. Interaction with people of all ages and skill sets. Opportunity to increase knowledge of local history. Opportunity to gain experience in a service oriented environment. Complimentary one year family membership in Guelph Museums after 40 documented hours of volunteering each year.
Risk Assessment:	All candidates for volunteer positions at Guelph Museums will be screened using the City of Guelph's risk assessment checklist. A police check may be required.

**Approved by Guelph Museums Advisory Committee  
October 27, 2011**

## **Guelph Museums**

### **Position Description -- Heritage Garden Volunteer**

Organization:	Guelph Museums
Job Title:	Heritage Garden Volunteer
Responsibilities:	Upkeep of historic gardens at McCrae House
Specific Duties & Tasks:	Seasonal maintenance of historic garden. Participate in special events pertaining to gardens. Remain abreast of relevant training manuals and research materials. Interpret gardens to visitors.
Skills, Knowledge & Attitude Sought:	Interest in gardening Knowledge of gardening an asset
Accountability:	To Coordinator of Public Programs
Time Commitment:	Seasonally as required
Benefits:	Opportunity to increase knowledge of historic gardens. Opportunity to interact with the public on an issue of public interest. Complimentary one year family membership in Guelph Museums after 40 documented hours of volunteering each year.
Risk Assessment:	All candidates for volunteer positions at Guelph Museums will be screened using the City of Guelph's risk assessment checklist. A police check may be required.

**Approved by Guelph Museums Board of Management**  
**January 23, 2003**

**Updated by Guelph Museums Advisory Committee**  
**October 27, 2011**

# MEETING AGENDA



MEETING      **Guelph Museums Advisory Committee**

DATE            Thursday, November 24, 2011

LOCATION        "OLD" Guelph Civic Museum – note location

TIME            5:00 pm

CHAIR           Anne Holman

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## AGENDA ITEMS

ITEM #   DESCRIPTION	
1	Adoption of Agenda
2	Adoption of minutes of meeting on October 27, 2011
3	Business arising from the minutes
4	Director's Report – for receipt
5	Volunteer Position Descriptions– for approval
6	Items for Deaccessioning – for approval
7	New Business
8	Adjournment

## NEXT COMMITTEE MEETING

THURSDAY, JANUARY 26, 2012  
5 PM  
NEW GUELPH CIVIC MUSEUM



# MEETING MINUTES

MEETING **Guelph Museums Advisory Committee**

DATE Thursday, November 24, 2011

LOCATION Guelph Civic Museum

TIME 5:00 pm

PRESENT Jo Ann Hayter (Executive Member), Anne Holman (Chair), Ann Guthrie, Kevin James, Linda Kearns, Debra Nash-Chambers, Susan Watson, Rodger Tschanz (Vice Chair), Katherine McCracken (Director) and Judi Prigione (staff).

REGRETS None

## DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	<b>Adoption of the Agenda</b>  <b>MOTION 2011/43: That the agenda be adopted.</b> Moved: Rodger Tschanz Seconded: Ann Guthrie <b>CARRIED</b>
2	<b>Adoption of the minutes of the meeting of the Guelph Museums Advisory Committee on October 27, 2011</b>  <b>MOTION 2011/44: That the minutes of October 27, 2011 be accepted with the correction on page 1 under "Business Arising" in the first bulleted point it should read "statistics" not "statics".</b>  Moved: Linda Kearns Seconded: Debra Nash-Chambers <b>CARRIED</b>
3	<b>Business arising from the minutes</b> <ul style="list-style-type: none"><li>• None.</li></ul>
4	<b>Director's Report for receipt</b> <ul style="list-style-type: none"><li>• Linda Kearns asked Katherine McCracken about the \$10 fee charged by the Guelph Police Services for volunteer checks. Katherine said that this fee has been included in the 2012 budget but many delegates have spoken against it and ultimately it will be a decision of City Council in the budget approval process.</li><li>• Katherine McCracken reminded Advisory Committee Members that there is no meeting in December.</li><li>• A date to tour the new Guelph Civic Museum by Advisory Committee Members</li></ul>

	<p>was set for Monday, December 12, 2011 at 5:30 pm.</p> <ul style="list-style-type: none"> <li>• The Advisory Committee/museum staff social will be held the week of January 9, 2012. The actual date is to be determined.</li> <li>• Katherine McCracken reminded Debra Nash-Chambers and Linda Kearns that their initial one year appointments have ended and that they must re-apply. Katherine added appointments to the Committee will be reviewed by Guelph City Council in December and the new member should be in place for the January 2012 meeting.</li> <li>• Katherine McCracken reported that there were no questions regarding the 2012 Operating Budget for Guelph Museums at City Council on November 2, 2011. She added that there were also no issues raised at the public delegation night on November 23, 2011. Deliberation night is scheduled for December 7, 2011.</li> <li>• Katherine McCracken reported Curator Bev Dietrich received the Award of Excellence – Lifetime Achievement at the recent Ontario Museum Association Conference held in Waterloo. She added that Bev’s award will be acknowledged at the City Council meeting on November 28, 2011.</li> <li>• Katherine McCracken reported on the status of the new Guelph Civic Museum. She reported that the moving dates are on schedule and that the elevator has been licensed. She added that trades people will be still working on site until January 2012. She stated that the museum will open in January with limited exhibits until the grand opening at the end of February.</li> <li>• Katherine McCracken reported the website will be updated as part of the new City of Guelph website. The update will allow the artifact collection to be accessible.</li> <li>• Katherine McCracken reported that Remembrance Day was very busy at McCrae House.</li> <li>• Katherine McCracken reported that Guelph Museums has been awarded the City of Guelph box for their volunteers for the Guelph Storm game on Friday, February 17, 2012. Anyone interested in attending should contact Katherine immediately as tickets are limited.</li> </ul> <p><b>MOTION 2011/45: That the Director’s Report be accepted.</b>  Moved: Jo Ann Hayter  Seconded: Susan Watson  <b>CARRIED</b></p> <p><b>MOTION 2011/46: That the Guelph Museums Advisory Committee would like to express their congratulations to Bev Dietrich for her OMA Award of Excellence – Lifetime Achievement Award.</b>  Moved: Linda Kearns  Seconded: Susan Watson  <b>CARRIED</b></p>
5	<p><b>Volunteer Position Descriptions – for approval</b></p> <ul style="list-style-type: none"> <li>• The “Program Interpreter Volunteer” and “Curatorial Volunteer” position descriptions are updates of current positions.</li> </ul> <p><b>MOTION 2011/47: The position descriptions for Program Interpreter Volunteer and Curatorial Volunteer are approved by</b></p>

	<p style="text-align: center;"><b>the Advisory Committee</b></p> <p>Moved: Kevin James  Seconded: Debra Nash-Chambers  <b>CARRIED</b></p>
<b>6</b>	<p><b>Item for Deaccessioning – for approval</b></p> <ul style="list-style-type: none"> <li>The list of items to be deaccessioned dated October 19, 2011 is attached.</li> </ul> <p style="text-align: center;"><b>MOTION 2011/48: That the items listed on the Deaccessioning listing of October 19, 2011 be approved for deaccessioning from the artifact collection of Guelph Museums in accordance with Guelph Museums Collection Management policy.</b></p> <p>Moved: Linda Kearns  Seconded: Jo Ann Hayter  <b>CARRIED</b></p>
<b>7</b>	<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>When asked about the landscaping of the new Guelph Civic Museum, Katherine reported that “hydro seeding” will take place in December allowing grass to start growing in the spring.</li> <li>Anne Holman asked about custodial issues at the new museum. Katherine McCracken reported that cleaning will be conducted by a combination of City of Guelph staff and contracted cleaners. She added that the details are still being worked out.</li> </ul>
<b>8</b>	<p><b>Adjournment</b></p> <p style="text-align: center;"><b>MOTION 2011/49: That the meeting be adjourned.</b></p> <p>Moved: Rodger Tschanz</p> <ul style="list-style-type: none"> <li>Adjournment at 5:45 p.m.</li> <li>The next meeting will be held at the new Guelph Civic Museum on Thursday, January 26, 2012 at 5:00 pm.</li> </ul>

Attachments to Minutes:

- Guelph Museums Position Description – Program Interpreter Volunteer (Dated November 14, 2011)
- Guelph Museums Position Description – Curatorial Volunteer (Dated October 20, 2011)
- Deaccessioning Listing (Dated October 19, 2011)

Deaccessioning  
Oct. 19, 2011

Accession #	Object	Reason to Deaccession	Provenance	Gift Form	Recommendation
1970.46.1	Plastic Tortoise Shell Dresser Tray	Poor Condition: When originally catalogued condition was listed as good but dirty. On Sept 6, 2006 the tray had broken into 7 pieces. It was removed from storage area and placed in separate container. Sept 28, 2011 Residue under tray	None	Yes	Destroy
1970.46.25	Plastic Tortoise Shell Hair Brush	Poor Condition When originally catalogued condition was listed as good but dirty. On Sept 6, 2006 the beading around outside edge of brush has broken off. Sept 28, 2011 brush has broken in half. More beading has crumbled off	None	Yes	Destroy
1970.46.26	Plastic Tortoise Shell Comb	Poor condition. Very unstable. When originally catalogued condition was listed as good condition. On Sept 6, 2006 the comb has broken Sept 28, 2011 beading crumbling and teeth crumbling off	None	Yes	Destroy
1970.46.27	Shoehorn	Poor condition. Very unstable. When originally catalogued condition was listed as good. Sept 6, 2006 the plastic was off- gassing with beads of moisture. Sept 28, 2011 Stable	None	Yes	Destroy

## Guelph Museums Position Description -- Program Interpreter Volunteer

Organization:	Guelph Museums (Guelph Civic Museum and McCrae House)
Job Title:	<b>Program Interpreter</b>
Responsibilities:	Help Guelph Museums bring Guelph history to life in fun and unique ways. Interpret the history of Guelph and the life of John McCrae and World War I to visitors.
Specific Duties & Responsibilities:	Assist with the delivery of education programs and general tours, including set-up and clean-up. Assist with research. Monitor the families gallery and other public exhibit spaces. Remain abreast of relevant training manuals and research resources. Provide educational interpretation of museum galleries and special exhibits. Assist in maintaining school program areas. Attend training sessions. Assist during special events. Assist with craft activities. Assist with the development of education kits.
Skills, Knowledge & Attitude Sought:	Enthusiasm and good public relation skills. Willingness to learn. Interest in teaching/ facilitating information an asset. Knowledge of local history an asset.
Accountability:	To Coordinator of Public Programs
Time Commitment:	Orientation session Two hours per week of volunteering Participation in monthly meeting/training session
Benefits:	Improve public speaking skills Interaction with children, adults and seniors Opportunity to increase knowledge of local history Opportunity to gain experience in an educational situation and in the implementation of programs

Great opportunity to involve yourself with the community!  
Complimentary one year family membership in Guelph Museums after 40 documented hours of volunteering each year.

**Risk Assessment:**

All candidates for volunteer positions at Guelph Museums will be screened using the City of Guelph's risk assessment checklist. A police check may be required.

**Approved by Guelph Museums Board of Management  
January 1993**

**Updated by Guelph Museums Board of Management  
January 23, 2003**

**Updated by Guelph Museums Advisory Committee  
November 24, 2011**

## Guelph Museums Position Description Curatorial Volunteer

Organization:	Guelph Museums
Job Title:	Curatorial Volunteer
Responsibilities:	Assist with artifact documentation Assist with the preparation of case exhibits Assist with archival research
Specific Duties & Tasks:	Assist with the care and cataloguing of the collection Assist with the data entry of the collection Assist with digitization of the collection Handling of objects Basic research on the collection and local history Assist with inventories Work in storage areas Choose exhibit theme, design and write text panels, install exhibits Assist researchers with research requests
Skills, Knowledge & Attitude Sought:	Organization and research skills An interest in local history Museum experience an asset Willingness to learn
Accountability:	To Curator and Assistant Curator
Time Commitment:	Interview 3 hours per week 1 two hour training session 1 orientation session Police Check

**Benefits:**

Hands-on experience with artifacts  
Improved organizational skills  
Increased knowledge of local history  
Increased knowledge of artifacts and storage procedures  
Exhibit design and installation experience  
Opportunity to gain basic curatorial experience  
Guelph Museums one year membership after 40 documented hours of volunteering each year

**Risk Assessment:**

All candidates for volunteer positions at Guelph Museums will be screened using the City of Guelph's risk assessment checklist. A police check may be required.

**Approved by Guelph Museums Board of Management  
March 28, 1996**

**Updated by Guelph Museums Board of Management  
January 23, 2003**

**Updated by Guelph Museums Advisory Committee  
November 24, 2011**