

Port Colborne Museum, Heritage and Culture Board Meeting Minutes

Date: Tuesday, January 16, 2024
Time: 7:00 pm
Location: L.R. Wilson Heritage Research Archives
286 King St, Port Colborne, ON L3K 4H2

Members Present: C. MacMillan
E. Beauregard, Councillor
B. Heaslip
T. Huffman
C. Brema
J. Piniak
G. Hoyle
L. Brazeau

Member(s) Absent: M. Tanaszi
B. Murphy
J. Maloney
A. Lessard
B. Schneider

Staff Present: M. Mason, Museum Curator
M. Heaslip
T. Nail

1. **Call to Order**

The Chair called the meeting to order at 7:00pm.

2. **Disclosures of Interest**

N/A

3. **Adoption of Agenda**

AGM will be postponed until Council has appointed new Board Members, so elections can be held. Hopeful that this will happen in time for the February meeting.

Moved by C. MacMillan
Seconded by L. Brazeau

That the agenda dated January 16, 2024 be confirmed, as circulated or as amended.

Carried

4. Approval of Minutes

Moved by B. Heaslip
Seconded by C. Brema

That the minutes dated November 21, 2023 be confirmed, as circulated or amended.

Carried

5. Business Arising from the Minutes

N/A

6. Correspondence

Councilor Beauregard reported one piece of correspondence from Robert Sheele regarding a proposal to the City of Port Colborne to consider an action item to signify a strong municipal commitment toward Truth and Reconciliation. He proposes a large stone monument be erected at H.H. Knoll park that could be inscribed with a full land acknowledgement. Councilor Beauregard proposes bringing the proposal to the Heritage Committee to review, and after review it could be brought to City staffs' attention.

7. Council Report

N/A

8. Curator's Report

Michelle wished everyone back after the New Year and said she is excited for the year to come and that the Museum is always striving and growing.

Michelle announced that Meghan Chamberlain (Community Engagement Officer), Sloane McDowell (Public Programmer), and Katelynn Best (Registrar), have officially signed their full-time, permanent contracts.

The CMOG grant was received December 24, 2023.

The staff has already had 2 planning meetings for the upcoming year. Michelle is working on the 2023 Annual Report, and will be working on the upcoming Membership drive in February with Claudia. Michelle also requested that past chair, Brian Heaslip, be on the nomination committee during the AGM, which will hopefully be in February.

Claudia Brema inquired if the 2023 Annual Report would be presented to council. Michelle Mason confirmed that Stephanie Baswick will present it to council in the Spring.

9. Auxiliary Report

Marianne Heaslip reported that Auxiliary volunteers met on November 27, 28, 29, and 30th for their annual Pudding Sauce Bee. The puddings were brought back to the Tea Room on November 30th and packaged on December 1st.

Approximately 400 packages of pudding and sauce were made and although they weren't all sold at the Christmas Festival, they were all sold-out by the end of the Shopper's Week. Marianne praised all the volunteers for the tremendous amount of work that goes into preparing the puddings and sauce every year. The Tea Room had a total of 2471 visitors this season: 1645 during the summer, 186 at the Pie Social, 151 during Canal Days, and 450 during Shoppers' Week with pudding and sauce.

An Executive Meeting will be held in January to plan the 2024 season.

10. Friends of Roselawn Centre Liaison Report

Arlene Lessard reported that the Friends of Roselawn Centre had a board meeting on January 8th, 2024.

Memberships are now due. Fees are as follows:

Adults - \$15

Couples - \$25

Family - \$30

Lifetime per person - \$100

Students Free

Arlene gave kudos to the Museum staff who worked on the Countdown to Christmas for the innovative installation of classic Christmas lights. Thanks was given to Gail Todd who published the "mini-newsletter" on January 16th. The

Winter Newsletter will be out later in February. The online art auction will be held from February 3rd-10th. Many artists have already donated pieces.

There has been lots of work done at Roselawn over the past few weeks, including the rewiring of the electrical system to replace the nob and tube wiring (the nob and tube wires will remain in the walls), as well as replastering the walls and ceilings where the electrical work necessitated it.

11. Committee Report

11.1 Finance Committee

N/A

11.2 Membership Committee

Claudia Brema reported that at the end of 2023, the Museum had received 22 new Life Patrons, and 103 memberships, 46 being seniors, 41 families, 16 individuals, as well as 9 complimentary memberships to members of the French community.

11.3 Building and Property Committee

Brian Heaslip reported that the new steps and sidewalk on the southside of the Williams' house have been completed. Volunteers have been painting the President's Room at Roselawn and will paint the repaired areas after the electrical work has finished at Roselawn.

A meeting with the Horticultural Society is schedule for later in January to discuss the plans for the 2024 gardens and grounds at both the Museum and Roselawn.

The Acoustic project in the Archives is still ongoing. Samples of the acoustic panels have arrived and museum staff member, Barry Stickle has experience with installing the panels.

11.4 Programme Committee

Cheryl MacMillan reported that Public Programmer, Sloane McDowell, hosted Lakeshore Catholic High School history in the Archives last week for a program about post WWII advertising. Sloane is also planning a whole week of programming for March Break, as well as drop in programs for P.D. Days. This year for Heritage Week, February 19-23), there will be behind the scenes look at the Department of Museum and Culture. Each day of the week, a 30 minute tour of one of the buildings (Williams' House,

Archives, HRC, and Roselawn) will be offered to the community. Snippets of each tour will also be posted online.

Assistant Curator, Tami Nail, presented a report on the 2023 Grand Old Christmas Festival. Although the weather was fairly wet, and it poured rain for the last hour of the event, we still had a large turnout of around 1000 people and a very successful event with good feedback. Although we had double the amount of people in 2022 (which was a record), this year we received more donations than ever before , \$1726.10, as well as made a comparable amount of money to last year, despite the increased cost for almost all supplies. The total revenue was \$3,393.

Thank you to our sponsors and to Claudia Brema for helping contact and find sponsors. This years sponsors were:

Boggio - Candy canes, and new this year \$150 for the apples

Museum Auxiliary - \$1412 for Carriage Rides

Harvey's - \$150 for Cider

Canalside - \$150 for Chestnuts

New this year, Knights of Columbus - \$150 for Candles

We did not have a sponsor for caramel this year as DQ changed owners and we were not able to reach the new owners, even with multiple attempts. Claudia Brema reached out to the head office of McDonald's, but did not get a response in time for this year's festival, but did get a response that they were sorry to miss this year and are very interested in donating for next year.

11.5 Fundraising Committee

Claudia Brema reported that the Corporate Donor Drive raised \$10,095, including \$5,695 for the Museum, \$2,600 for Roselawn, and \$1,800 for the Archives.

11.6 Policy Committee

N/A

11.7 Accession Committee

Terry Huffman reported that the last meeting was held in November 2023, where many items were accepted. The committee recommended staff to

go through the larger groups of items, such as postcards and to bring back their recommendations to the next meeting.

A meeting is scheduled for the first quarter of the year. In the future, one of the quarterly meetings will be a Deaccessioning meeting.

11.8 Heritage Committee

Luke Brazeau reported that at the December meeting 83 Tennessee Ave and 115 Kent St properties were recommended to be designated. The next meeting, which will be held January 22, 2024 599 King St, 334 Sugarloaf St, and 352 Chippawa Rd properties will be discussed. The committee is also referring to the Ontario Heritage Act for guidelines for designation. Starting February, meetings will be held the Monday before board meetings.

12. Confidential Items

N/A

13. Director's Report

Director, Stephanie Baswick, send her regrets tonight as she will be completing the Provincial 2024 Summer Employment Opportunities Grant for an "Outreach Development Coordinator" that has a deadline of tomorrow at 5pm.

The Federal Canada Summer Jobs application was completed January 9th and applications have been made for two students:

Official Languages Coordinator to continue our work with the Francophone Community, and a Cultural Activities Leader to assist with Programming. There are two tearoom/museum students already funded.

WINNERS!

The CAO Awards of Excellence were established in 2023 and are awarded to individuals and teams who have demonstrated excellence in their work while aligning conduct to the City of Port Colborne's Corporate Values and working towards the City of Port Colborne's Vision, Mission, Values, and Strategic Plan. We had many nominations from our department and two winners. Archivist, Michelle Vosburgh was the winner of the Inclusion award and Community Engagement Officer was the winner of the Health and Safety Award!! Congratulations to Michelle and Meghan for their excellent work and awards!

Michelle Vosburgh was quoted in an article from the Brock University Archives regarding Graham Segger's new book. Michelle also read the manuscript for his new book.

14. New Business

Curator, Michelle Mason, reported that the Museum and Board also received an email from Robert Sheele asking us to consider offering out support in principle to the project proposal to the City Council of a monument with land acknowledgement. Copies of the email was distributed to all Board members.

The Board recommended that Robert gets in touch with the Indigenous Community and collaborates with them first and come back and make a presentation to the board before giving our support. Board agreed that this must be an Indigenous led project.

Moved by L. Brazeau
Seconded by C. Brema

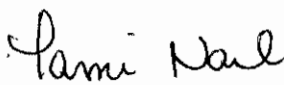
That staff reply to Robert that the Board has received and discussed the information he sent and recommend that the Indigenous community take the lead on the project before we give our support.

Carried

15. Adjournment

The Chair adjourned the meeting at approximately 8:00pm.


Chair


Staff Liaison