

# Meeting Minutes

## St. Marys Museum Board

**Location:** St. Marys Museum

**Date:** Wednesday, March 14, 2018 at 7:00pm

**Committee members in attendance:**

Brian Busby, Chet Greason, Doug Fread, Katherine Moffat, Councilor Tony Winter. Regrets:  
Krissy Nickle

**Also in attendance:**

Amy Cubberley, Staff Liaison

### 1.0 Welcome and Call to Order

Chet Greason called the meeting to order at 7:00 p.m.

### 2.0 Declaration of Pecuniary Interest

The agenda had been circulated to members. Following review, no member had a disclosure of pecuniary interest.

### 3.0 Correspondence

- a. 2018/2019 CMOG requirements
- b. Response to the Board's letter to the MPP regarding CMOG increase

### 4.0 Approval of agenda

**Moved by:** Doug Fread

**Seconded by:** Brian Busby

That the Museum Board approve the agenda as amended to include item 6a, Museum Staffing.

CARRIED

### 5.0 Approval of minutes

The minutes of the February 21, 2018 meeting had been circulated.

**Moved by:** Tony Winter

**Seconded by:** Doug Fread

That the Board amend section 6a of the February 21, 2018 minutes to remove comment.

CARRIED

**Moved by:** Doug Fread

**Seconded by:** Brian Busby

That the Board approve the minutes of February 21, 2018 as amended.

CARRIED

### 6.0 Old Business

- a. Museum Staffing

**Moved by:** Doug Fread  
**Seconded by:** Katherine Moffat

That the St. Marys Museum Board recommends to Council that the staffing level at the Museum be increased to 2.0 FTE in the 2019 budget.

CARRIED

## 7.0 New Business

a. Artifact Deaccessioning

**Moved by:** Brian Busby

**Seconded by:** Doug Fread

That the Board approve the deaccessioning of artifact 973.72.5, picture frame.

CARRIED

b. Exhibition Policy: Reviewed by the Board with several amendments to be made.

c. Research Policy

**Moved by:** Brian Busby

**Seconded by:** Katherine Moffat

That the Board approve the updated St. Marys Museum Research Policy.

CARRIED

d. Council Report: Verbal report given by Councilor Winter.

e. Museum Report: Attached to Minutes as Appendix 1.

## 8.0 Next meeting

Wednesday, April 11, 2018 at 7:00pm

## 9.0 Adjournment

**Moved by:** Brian Busby

That the Board adjourns this meeting.

CARRIED

Chet Greason adjourned the meeting at 8:13 pm.

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Chet Greason, Vice-Chair St. Marys Museum Board

## Appendix 1

### Monthly Museum Report for February 2018

#### Highlights for Previous Months

##### Programming/Outreach

- Planned and promoted successful photography seminar and Heritage Fair

- Outreach programming took place at Kingsway Lodge on February 13.
- Met with Stonetown Grans regarding an upcoming partnership fundraising event.

#### **Collections Management**

- Volunteers are working to arrange, describe and create a finding aid for a large donation consisting of 8+ boxes
- YCW intern has accessioned over 400 artifacts in January and February

#### **Research/Exhibits**

- Research has begun for the newspaper exhibit, opening in June

#### **Administrative**

- Volunteers logged 133 hours in February
- Submitted two more summer grant applications (Canada Summer Jobs and Summer Experience Program)
- Submitted a grant application to the Stratford Perth Community Foundation
- Historic flood photo posted on Facebook received 4,957 views, 333 reactions, and 60 shares

### **Scheduled Highlights for Upcoming Month**

- Lesser Known Character March 15 sold out, second date on March 21 is now full as well
- Staff attending the Ontario Museum Association Inclusive Museum Leadership Symposium

### **Outstanding Projects**

- Working with Human Resources to recruit seasonal Museum Assistants