A meeting of the Whitchurch-Stouffville Museum & Community Centre Advisory Committee was held as noted above.

Chair: J. Aaltink
Regrets: S. Hilton, H. Kroon, S. Pliakes.
Staff: S. Foley, K. Rauchenstein.

1. The meeting was called to order at 7:03pm by the Chair.

2. Confirmation of Agenda
   #2013-01
   Moved by A. Karppa and seconded by K. Ferdinands:
   THAT the Agenda be approved as distributed.
   Carried.

3. Declarations/Disclosure of Pecuniary Interest
   There was no interest declared.

4. Adoption of Minutes
   #2013-02
   Moved by A. Karppa and seconded by S. McFadden:
   THAT the minutes of November 5, 2012 be approved.
   Carried.

5. Presentations – none

6. Consideration of Items for Discussion/ Decision
   i. 2013 Schedule of Events
      Copies of the 2013 Schedule of Events were distributed. Board members were encouraged to mark their calendars and to advise staff through email of any conflicts as soon as possible. It was noted that there are 5 new events/programs being offered in 2013.

   ii. History Hands-On in Winter, Saturday, January 26th, 12-4pm
       A volunteer sign-up sheet to staff this event was circulated.
iii. Winter Carnival, February 9, 1-4pm
A volunteer sign-up sheet to staff the Museum’s booth and pioneer toy station at this event was circulated.

iv. Family Day, Monday, February 18, 10am – 4pm
A volunteer sign-up sheet to staff this event was circulated.

v. WSM&CC Rental Operations
A summary of rentals for the full year 2012 and up-to-date 2013 was provided at the meeting.

K. Kinzinger requested that in the future the summary show the net profit made per rental as well as the overall cost paid by the renter.

4. Correspondence
Notice of Ontario Volunteer Service Awards nominations – received.
(See New Business, Item 8 (ii) below.)

5. New Business

i. Board Objectives
Please see attached copy of the Objectives for the Term of Council as adopted by the Board in May 2012. Our status in achieving these objectives is noted in the first column. We may need to look at stepping up fundraising efforts to cover exhibition expenses previously covered in the capital budget. See January 2013 Staff Report for more details.

S. Foley explained that the funding for the permanent exhibition in the Vandorf Public School has been removed from the 2013 budget as a stand-alone line item, (as has the Bogarttown renovation & Barn stabilization). While lifecycle upgrades are generally intended for maintenance purposes, it is possible some of the Vandorf, Bogartown & Barn repairs can be included there. C. Hughes mentioned that since the Barn is a public building there may be Health & Safety policies/standards that need to be considered if the building is totally retrofitted.

S. Foley also explained that other Town Staff have access to the Museum budget lines and that this can make it challenging to track spending throughout the year -- especially when receipts are not forwarded.

S. Foley has a meeting with the Director of Leisure Services, Rob Raycroft, the following day to discuss various budget related issues.

ii. Provincial Volunteer Service Awards
The museum annually nominates volunteers for these provincial awards. (We skipped 2012 b/c the Board was not in place in time.) Nominations are due January 25th.
Staff provided a summary of eligible Museum volunteers to be reviewed by the Board.

#2013-03
Moved by K. Ferdinands & seconded by B. Scheel:
THAT the following six volunteers be nominated for Volunteer Service Awards. Carried.

Johan Aaltink for 25 years
Stephen Sword for 15 years
Margaret Crisson for 10 years
Hugo Kroon for 5 years
Glenn Jackson for 5 years
John-Paul Amenta for 5 years

iii. Summary of 2012 Education Programs
Staff provided a summary of 2012 education programs, with information on cancelled programs due to Teacher’s strike action and revenue details.

iv. Town wide Volunteer Appreciation Event – new format
The Mayor mentioned a possible format change for the 2013 Town Volunteer Appreciation dinner (BBQ). The Board was asked if they are interested in putting the WSM&CC forward as a potential host site, provided the chosen date doesn’t conflict with previously scheduled events/programs. This event would be organized by the Mayor’s Office.

#2013-04
Moved by K. Kinzinger & seconded by B. Scheel:
THAT the Board put the WSM&CC forward as a potential BBQ location. Carried.

v. Doors Open WS, June 1, 2013, BBQ?
The Board was asked if they would be interested in hosting a BBQ following the Doors Open event as a thank you to host sites and community members.

Consensus was that the Education Programmer and the Doors Open Organizing Committee move forward with the concept (in some variation).

vi. Staff Report
Please see attached January 2013 Staff Report. Board members were encouraged to read the Report and request clarification as needed.

K. Kinzinger & S. McFadden will assist staff with policy review on Thursday, March 14th at 10am.

The Curator provided attendance statistics for 2012. Were it not for the cancellations relating to the teacher’s labour dispute we would have had the highest attendance ever (even without inclusion of rentals). As it stands, the Museum still realized the 2nd highest attendance year ever.
In feedback received from the Ministry related to Standards questionnaires, the Museum will be required to create and forward a Maintenance Manual & a Disaster Response Plan by October, 2013. The Town currently has a disaster plan, however the Ministry wants a more Museum-focused plan.

At the request of the Town Clerk, the Chair submitted a recommendation for a Board budget & is waiting for a response.

The discussion about Staff safety continued. C. Hughes would like the Board to be proactive and not reactive on this issue. K. Ferdinands has spoken with Director of Leisure Services and reiterated that we already have two Staff on for late night rentals. C. Hughes maintained that she would like to see two Staff members present at all rentals regardless of the time of day. This could be a liability issue should an incident occur while Staff are working alone.

For the Car Show, S. Foley has contacted the Stouffville Lions to handle corn (there have been requests to bring this food back to the event). We are currently waiting on a reply.

R. Preston suggested two speakers for the Volunteer Appreciation dinner which has moved to April (from October) He suggested Jean Eade (a dramatic performance about a women’s experience in 1812-1814) and Darcy Murray. #2013-05
Moved by S.McFadden & seconded by K. Ferdinands
THAT the R. Preston contact the speakers. Carried.

A. Karppa mentioned that she has a contact for costume demonstrations for a future event.

vii. March Board Meeting
The Curator has a conflict on March 4th and asked the Board to consider March 11th. There were no objections.

6. Other

K. Ferdinands wanted to bring an issue to the Board that emerged at Council. Town policy states that we cannot take recurring rentals in which a private business is essentially running out of our facility. The example given was of a private Church renting a Leisure Centre space on a permanent basis. The Town has since cancelled this contract in accordance with the policy. S. Foley has asked R. Raycroft for the policy to clarify details.

S. Foley noted that Leisure Services exercise classes are running here 2 evenings per week. The Museum is currently getting no revenue from these classes. Classes are currently meeting in the Main Hall and staff are coordinating with the Leisure Services instructor when the space is needed for Museum events/programs or other rentals.
7. Motion to Adjourn
   Adjournment
   #2013-06
   Moved by A. Karppa:
   THAT the meeting be adjourned.
   Carried.

The meeting adjourned at 8:45pm.

Next meeting – Monday March 11th, at 7:00pm.

Other Board meetings for 2013 would be for May 6th, September 9th, and November 4th. Meeting over the summer at the call of the Chair.