

Ridge House Museum Advisory Committee

Minutes

Tuesday, March 5, 2019

7:00 PM

Call to Order

Present: Councillor John Wright
Mindy Bowls
Sara Mervin
Edythe Marlatt
Bob Wilson
Stephanie Saunders, Curator, Chatham-Kent Museum
Ann Robinson, Manager, Recreation and Culture
Dr. April Rietdyk, General Manager, Community Human Services
Lisa Powers, Executive Assistant, Community Human Services

Regrets: Frank Vink

1. Provision for Declaration of Pecuniary Interest

No member of the Board declared a pecuniary interest on any matter on the open session agenda.

2. Election of Chair and Committee Introductions

Ms. Saunders opened nominations for the election of Chair of the Ridge House Museum Advisory Committee for a period of one year.

Ms. Mervin nominated Ms. Bowls for the position of Chair of the Ridge House Museum Advisory Committee. There were no further nominations for the position of Chair. Ms. Saunders asked Ms. Bowls if she would accept the nomination. Ms. Bowls agreed. A vote by show of hands was unanimous.

Ms. Bowls moved to the Chair's position for the remainder of the meeting.

A brief roundtable introduction of each board member and staff session took place.

3. Minutes of the Meeting of September 25, 2018

Mr. Wilson moved, seconded by Ms. Mervin:

“That the minutes of the September 25, 2018 Ridge House Museum Advisory Committee meeting be approved.”

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The Chair put the Motion.

Motion Carried

4. Business Arising from the Minutes - None

5. Education and Training

a) Committee Orientation Presentation

Ms. Saunders shared a PowerPoint presentation to inform the committee of meeting processes, committee member roles, and communication processes. Ms. Saunders explained that she would be the committee's point of contact for staff.

In response to a question from the committee, Ms. Saunders explained the accessioning and deaccessioning processes.

Ms. Marlatt moved, seconded by Ms. Mervin:

“That the orientation presentation be received as information”

The Chair put the Motion.

Motion Carried

6. New Business

A. Items for deaccessioning –None

B. Information Reports to be received

a) Curator's Report – None

7. Non-Agenda Items

a) Strawberry Social

Councillor Wright inquired into the possibility of bringing back this event for 2019. Dr. Rietdyk provided an overview of concerns around the previous Strawberry Social, including safety and Public Health issues. The committee may choose to ask staff to explore the possibility of bringing the social back, working within Public Health and other safety guidelines.

Councillor Wright moved, seconded by Ms. Mervin:

“That staff explore the feasibility of holding the Strawberry Social in 2019 on the July 1 weekend.”

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The Chair put the motion.

Motion Carried

b) Building Repairs

In response to an inquiry from a committee member, Dr. Rietdyk explained the process for municipal asset lifecycle requests. These requests are subject to Asset Management funding and time availability. This year, Dr. Rietdyk has asked for repairs to the Ridge House Museum to be prioritized first. In response to a question from the Chair, Dr. Rietdyk stated that keeping Councillor Wright informed of building issues will help in advocacy for the museum.

c) By-law Clarification

In response to a question from the committee regarding the language in the By-law "the continued operation of the Ridge House Museum is hereby conformed" Dr. Rietdyk confirmed that there are no plans in place to close the museum.

d) Revenue

In response to a question from the Chair noting the substantial revenue increase from 2017, Ms. Saunders indicated that it is too soon to tell if there will be another revenue increase this year. Most of the schools coming through the museum are from Chatham-Kent; challenges with schools include transportation and break times. To combat this, staff have gone out to schools to do some outreach and sell the museum.

The Chair requested each committee member bring some ideas to increase community partners and/or increase registrations for museum programs.

e) Guests at Meetings

Dr. Rietdyk acknowledged the presence of guests at the meeting, and indicated that taking questions from guests is at the discretion of the Chair. Should a community member have an item they feel warrants the attention of the committee, the community member may wish to contact a committee member to see if they will bring it up on their behalf.

8. Time, Date and Place for the Next Meeting of the Board

The next meeting of the committee will be held Wednesday, May 29, 2019 at the Ridge House Museum at 7:00 pm.

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9. Adjournment

Moved by Mr. Wilson that the meeting be adjourned at 7:44 pm.

Mindy Bows, Chair