

Chatham-Kent Museum Advisory Committee

Minutes

Thursday ,May 23, 2019

7:00 PM

Call to Order

Present: Garna Argenti
Mindy Bowls (Chair)
Eileen Crouch
Clair Culliford
Frank Vink
Stephanie Saunders, Curator, Chatham-Kent Museum
Heather Slater, Manager, Arts and Culture
Deborah Furlan, Administrative Assistant, Arts and Culture
Dr. April Rietdyk, General Manager, Community Human Services
Lisa Powers, Executive Assistant, Community Human Services

Regrets: Nicholas Cadotte
Councillor Michael Bondy

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. Roundtable and Introductions

Ms. Saunders introduced Ms. Slater, the new manager of Arts and Culture; Ms. Slater greeted the Committee and gave a brief introduction.

3. Minutes of the Meeting of January 24 , 2019

Eileen moved, seconded by Garna:

“That the minutes of the January 24, 2019 Chatham-Kent Museum Advisory Committee meeting be approved.”

The Chair put the Motion.

Motion Carried

4. Business Arising from the Minutes

a) Ideas for Fundraising

The Committee held a discussion regarding ideas for fundraising. After some discussion, it was decided to explore the option of having a barbeque at the Chatham-Kent Concert Band nights in Tecumseh Park. A special events permit, including Public Health approval, will be required for this.

Ms. Saunders indicated that the Kids Club programs are well-attended when sponsored (making them free to the public); members are encouraged to pass along names of any sponsors. Ms. Saunders will let the Committee know if there are any other upcoming children's programs requiring sponsorship.

In response to a question from the Committee, it was confirmed that the Museum is unable to apply for Community Partnership Grants as they are a municipal division.

It was suggested the Museum partner with the horticulture program in Ridgeway for garden/landscaping assistance, with the possible application for grant dollars to help fund the project. Ms. Saunders and Ms. Slater will connect with the Municipal facilities division to see what options there might be for this. Dr. Rietdyk will investigate the existence of a horticultural group in Chatham-Kent that may be able to assist.

5. Education and Training

a) Collections Policy

Ms. Saunders shared a PowerPoint presentation to inform the committee of the Museum's Collections policy.

Mr. Culliford moved, seconded by Mr. Vink:

“That the Collections Policy presentation be received as information”

The Chair put the Motion.

Motion Carried

6. New Business

A. Items for deaccessioning

Ms. Saunders submitted the following items for deaccessioning:

Accession Number	Object Name	Description	Provenance	Reason for Deaccession
1968.3.1	piano	"R. S. Williams and Son"	first upright piano brought to Chatham, Ontario; circa 1890; the donor's grandfather was D. W. Crow, who built the steamer "Owen" (named after his son)	The Acquisition has become a duplicate within the collection.
2010.27.85	case, display	oak, lift top, Queen Anne style legs	none	The Acquisition, upon re-evaluation, does not meet the collection priorities.
2011.1.101	cabinet, display	oak; for use in store	none	The Acquisition, upon re-evaluation, does not meet the collection priorities.
2011.1.102	display cupboard	oak, glass fronted	none	The Acquisition, upon re-evaluation, does not meet the collection priorities.
2011.1.103	display cupboard	oak, glass fronted	none	The Acquisition, upon re-evaluation, does not meet the collection priorities.

Ms. Crouch moved, seconded by Ms. Argenti:

“That the five items submitted be deaccessioned from the Chatham-Kent Museum collection”

The Chair put the Motion.

Motion Carried

B. Information Reports to be received

a) Curator's Report

Attendance Summary:

- November
 - Program participants: 26
 - School groups: 0

- CKM visitors: 259
- MHH visitors: 0
- December
 - Program participants: 15
 - School groups: 0
 - CKM visitors: 206
 - MHH visitors: 0
 -
- January
 - Program participants: 21
 - School groups: 0
 - CKM visitors: 271
 - MHH visitors: 0
- February
 - Program participants: 63
 - School groups: 109
 - CKM visitors: 870
 - MHH visitors: 0
- March
 - Program participants: 46
 - School groups: 55
 - CKM visitors: 1051
 - MHH visitors: 0
- April
 - Program participants: 87
 - School groups: 18
 - CKM visitors: 486
 - MHH visitors: 0

Web Visitors:

- November:
 - Municipal website: 269
 - Facebook users/clicks: 3106/131
- December:
 - Municipal website: 337
 - Facebook users/clicks: 3506/228
- January:
 - Municipal website: 349
 - Facebook users/clicks: 8419/506
- February:
 - Municipal website: 603
 - Facebook users/clicks: 5781/413
- March:
 - Municipal website: 767
 - Facebook users/clicks: 4469/350
- April:

- Municipal website: 1140
- Facebook users/clicks: 5943/438

Staff Development:

- CK Museum Assistant Curator attended First Aid training on November 22.
- Museum Program Coordinator completed Smart Serve Online Training on December 11.
- All museum staff attended POS training on December 12.
- Museum Program Coordinator received Safe Food Handling Certificate on January 14.
- CK Museum Curator attended training on the new municipal Injury/Illness Management Program on January 16.
- CK Museum Curator attended training on Non-Union Employee Self-Service Time Entry on February 6.
- CK Museum Curator and CK Museum Assistant Curator attended training on Committees of Council & Local Boards on February 27.
- Museum Program Coordinator and CK Museum Assistant Curator attended Creating Engaging Visitor Experiences workshop on March 30.
- Museum Program Coordinator and CK Museum Assistant Curator attended Halton Region Heritage Exchange Conference on April 4.
- CK Museum Assistant Curator attended Scanman Invoice training on April 30.
- CK Museum Curator attended municipal Respectful Workplace training on May 6.
- Keirsten Smith has been hired as a Museum Ambassador.
- Adele Steele, Kelsie VanDeVelde, and Lauren McKerrall have been hired as Historical Interpreters (summer students).
- CK Museum Curator attended the Canadian Museum Association conference on April 16-17.
- CK Museum Curator attended the Galleries, Libraries, Archives, and Museums conference on May 13.

Maintenance:

- Museum collections storage has been painted, floors cleaned, and new lighting installed.

Curatorial Activities:

- 22 artifacts have been accessioned.
- 37 research requests were received and 32 were completed from November 2018 to April 2019.

Conservation:

- The Gray Dort, Dorchester Trap, Light Family Surrey, Martin buggy, Milner sleigh, Chatham Wagon, Gray sulky, and Gray cart have been moved to storage.

Exhibitions:

- We Will Remember closed on April 26.
- Worlds of the Night opened on May 2.
- The Imagination Station had its official launch on May 4.
- The museum is also featuring Out in the Open.

Interpretation/Education:

- The museum held an Imagination Station PD Day on November 23 (7 in attendance).
- In partnership with the Kent Historical Society and Biblioasis, the museum hosted a launch for A Chatham-Kent Tapestry: A Visual History to 1950 on December 6 (100 in attendance).
- The museum hosted a ThursDIY Adult Program Gingerbread House Decorating Party on December 13 (13 in attendance).
- 15 children attended the Imagination Station Kids Club Noon Year's Eve on December 31.
- The museum program coordinator conducted an outreach lecture at Meadow Park on January 16 for 22 residents.
- The Imagination Station Kids Club 2019 Memory Box on January 19 was cancelled due to low registration.
- A group of 21 Girl Guides toured the museum on January 24.
- The ThursDIY Adult Program Creative Planners on January 24 was cancelled due to low registration.
- The Imagination Station PD Day on February 1 was cancelled due to low registration.
- The museum hosted a group of international students for a tour on February 5 (22 in attendance).
- 12 children attended the Imagination Station Kids Club 2019 Painted Tote Bag/Bike Art on February 9.
- The museum hosted a Family Day workshop on February 18 (25 in attendance).
- The ThursDIY Adult Program Infinity Scarf on February 28 was cancelled due to low registration.
- The museum participated in the EarlyON Bright Beginnings Expo on March 5 (27 participants) and on April 9 (74 participants).
- The Imagination Station Kids Club Bird House on March 9 was cancelled due to low registration.
- The March Break program was attended by 13 children.

- In partnership with the Kent Historical Society, the museum hosted presentations on Mennonites in Kent County by John Martin on March 19 (18 in attendance), St. Patrick's School by Larry Lahey and Marianne Lucio on April 16 (10 in attendance, and the Chatham Motor Car Company by Stan Uher on May 21 (22 in attendance).
- The ThursDIY Adult Program Spring Wreath on March 28 was cancelled due to low registration.
- The Imagination Station PD Day on April 5 was cancelled due to low registration.
- 27 children attended the Imagination Station Kids Club Button Tree on April 6.
- A group of 28 Beavers toured the museum on April 9.
- The ThursDIY Adult Program Tree String Art on April 25 was cancelled due to low registration.
- A group of 11 Sparks toured the museum on April 30.
- The museum program coordinator conducted an outreach tour at the Tecumseh Monument on April 30 (14 in attendance).
- The Imagination Station Kids Club Firefly Jar on May 4 was sold out (25 in attendance). The waiting list was so long we offered it again on May 18 (18 in attendance).
- 103 visitors attended Museum After Dark on May 4, the official opening for the Worlds of the Night exhibition.

Marketing/Public Relations:

- Posters, web postings, signage, and social media promotion were undertaken as required for all museum programming and exhibits.

Governance/Policy:

- New Chatham-Kent Museum policies and a strategic plan for 2019-2023 have been approved by administration.

Items of Interest:

- In partnership with the Gathering Our Heroes project, the museum hosted two University of Windsor History students doing a field placement this winter.
- The museum is receiving funding from Young Canada Works to partially offset two summer student positions.
- Upcoming Events:
 - ThursDIY Adult Program Luminaria Nature Candles, May 30
 - Imagination Station Kids Club Emergency Picnic Kit, June 1
 - Youthfest, June 1
 - Discovery Den Creative Kids Outdoor Tic Tac Toe, June 8
 - DIY Den Adult Program Outdoor Checkers/Chess Board, June 20
 - Bright Beginnings Expo, June 22
 - ThursDIY Adult Program Pizza Garden, June 27
 - Discovery Den Creative Kids Galaxy Playdough, July 6
 - A-Musing Camp Adventure Camp, July 8-12

- DIY Den Adult Program Backyard Centrepiece, July 18
- A-Musing Camp Fantastic Beasts and Where to Find Them, July 22 -26
- A-Musing Camp Messy Museum, August 5-9
- Discovery Den Creative Kids Natural Loom, August 10
- DIY Den Adult Program Branch Weaving, August 15
- A-Musing Camp Myths, Fantasy and Legends, August 19-23
- Imagination Station Kids Club Travel Tic Tac Toe, September 14
- Kent Historical Society Gray's China Hall, September 17
- PA Day Game On, September 27
- Sensory Friendly Saturdays, September 28
- Special Event Sensory Trivia Night, October 3
- Kent Historical Society General Duncan McArthur, 15 October
- PA Day Monsters, Giants and Heroes, 25 October
- Imagination Station Kids Club Halloween, 26 October

Mr. Culliford moved, seconded by Ms. Crouch:

“That the Curator’s Report be received as information”

The Chair put the Motion.

Motion Carried

7. Non-Agenda Items

The Committee requested invitations to any upcoming Museum events; Ms., Saunders agreed to do this.

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

The next meeting of the committee will be held Thursday, September 26, 2019 at the Chatham-Kent Museum at 7:00 pm.

9. Adjournment

Moved by Ms. Argenti that the meeting be adjourned at 8:00 pm.

Mindy Bowls, Chair