

Ridge House Museum Advisory Committee

Minutes

Wednesday, June 6, 2018

7:00 PM

Call to Order

Present: Councillor David Van Damme
Marlee Robinson, Chair
Dan Nicol
Frank Vink
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: Gord Williams

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 Discussion

Dr. Rietdyk introduced herself to the group, explaining that in her role as General Manager she is looking to get committees of council in the Community Human Services department on track and consistent following Robert's Rules of Order. Dr. Rietdyk reminded the group of proper decision making process, and that decisions are not to be made via email and/or without the curator's knowledge. Dr. Rietdyk stated that the group will see a change in the agenda and meeting formats for the upcoming meetings.

Ms. Powers introduced herself to the group; a roundtable introduction followed.

3. Minutes of the Meeting of February 20, 2018

With respect to item 8F, Museum by Bike, Ms. M. Robinson clarified that the program is not from Jeff Bray's area, rather it is a volunteer initiative. Requested to remove line regarding this.

Mr. Vink moved, seconded by Councillor Van Damme:

“That the minutes of the February 20, 2018 Ridge House Museum Advisory Committee meeting be approved as amended.”

The Chair put the Motion.

Motion Carried

4. Business Arising from the Minutes

a) Halloween Activities Update

Ms. Saunders reported there will be Halloween activities at the museum for children. Also, there will be a Christmas theme in the Discovery Den. In response to comments from the Chair, Dr. Rietdyk stated that additional activities could be discussed at subsequent planning meetings. Dr. Rietdyk clarified that municipal staff need to be onsite when there are students present. Discussion around donation of ferns to horticultural society for their Saturday sale, no issue with this was determined.

b) Garden Update

Ms. Saunders reported that a group of high school students attended the garden recently to complete a clean out. As well, some of the summer students under Darren Goyette attended to assist.

Ms. M. Robinson inquired as to interest from the committee around continuing Christmas decoration. Discussion around budget, funding and process occurred; Ms. M. Robinson shared that the Horticultural Society would pay for it. However, this caused some concern as it does not pass through Municipal books. Discussion around planting marigolds to support the upcoming International Plowing Match. Both items were deferred to Ms. Saunders for further follow up and reporting.

c) Strawberry Social

Dr. Rietdyk shared that there will be no Strawberry Social at the museum this year. In response to an inquiry from the Chair, Ms. Saunders stated that museum staff would be walking in the June 29 parade and promoting the Discovery Den at the museum.

Mr. Nicol moved, seconded by Mr. Wilson:

“That the updates be received as information.”

The Chair put the Motion.

Motion Carried

5. New Business

A. Items for deaccessioning –None; Ms. Saunders gave a brief overview of accessioning and deaccessioning.

B. Information Reports to be received

a) Curator's Report, by Stephanie Saunders, Curator

In response to inquiries from the committee, Ms. Saunders clarified there were no media releases for museum exhibitions, and that the new programming staff is looking into summer programming.

b) Volunteer Activities Update Report

Ms. M. Robinson reported that senior's open houses have been taking place each month, feels that interest is growing. Mr. Vink reported on a letter from 1858 that will be transcribed. In response to a question from a member, Ms. Saunders indicated that the museum can host groups for meetings or other events; Dr. Rietdyk indicated staff need to be consulted regarding food or other questions. Ms. Saunders stated that repair of the backdoor is on the list of repairs needed and is identified as a number one need at this time.

Mr. Wilson moved, seconded by Councillor Van Damme:

“That the Curators Report and the Volunteer Activities Update Report be approved.”

The Chair put the Motion.

Motion Carried

6. Non-Agenda Items

Ms. Robinson inquired as to the status of fence, porch, and screen door repairs. Dr. Rietdyk clarified the infrastructure process, and stated that projects are completed as time and resources allow, and are triaged for safety needs.

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

The next meeting of the committee will be held Tuesday, September 25, 2018 at the Ridge House Museum at 7:00 pm.

8. Adjournment

Moved by Mr. Wilson that the meeting be adjourned at 8:04 pm.

Marlee Robinson, Chair