

THE MUSE BOARD MEETING MINUTES

June 27, 2023 - 4:30 pm - DFAC Multipurpose Room

PRESENT: Robert Bulman, Lisa Lyle, Charito Gallivan, Cheryl Mosindy, Reid Thompson, Braden Murray, Roberta Marsh

REGRETS: Lindsay Koch, Greg Holland, Anna Harty, Jamie Clinton

1 CALL TO ORDER

Meeting was called to order by Robert Bulman at 4:39PM

2 APPROVAL OF AGENDA FOR MEETING OF June 27, 2023

Motion: Moved by Cheryl Mosindy, seconded by Charito Gallivan that the agenda for the meeting of June 27, 2023 be approved as presented.

4 DECLARATION OF PECUNIARY INTEREST

None

5 KNOWLEDGE OF FRAUD AND LEGAL MATTERS

None

6 IN CAMERA SESSION - Adjourned to closed session at 4:40PM

Re: Personal matters about an identifiable individual, including municipal or local board employees (Compensation Review)

In Camera Session ended at 5:06PM

DISCUSSION: During the in camera session the Board decided on the new staff pay grid schedule as per the guidelines laid down by the City of Kenora. The discussion was had at this time about how we will move forward in informing the staff. City of Kenora HR will draft letters informing the staff of the changes, and Roberta and Braden will meet with each staff member individually to explain their individual situation. There is no timeline on these conversations, but Braden indicated to Roberta that he would like to have them as soon as possible.

Roberta Marsh left the meeting at 5:30PM

7 APPROVAL OF MINUTES OF MEETING OF May 25, 2023

Motion: Moved by Charito Gallivan, Seconded by Lisa Lyle that the minutes of the May 25, 2023 meeting be approved as presented.

8 BUSINESS ARISING FROM THE MINUTES

None

9 FINANCIAL REPORTS

9.1 May 2023 financial statements for Museum and Art Centre

9.2 May 2023 expenses - Museum

Motion: Moved by Reid Thompson, seconded by Lisa Lyle that the May 2023 expenses for the Lake of the Woods Museum in the amount of \$5,651.88 be approved.

9.3 May 2023 expenses - Art Centre

Motion: Motion by Cheryl Mosindy, seconded by Charito Gallivan that the May 2023 expenses for the Douglas Family Art Centre in the amount of \$16,902.21 be approved.

10 RECOMMENDATIONS FROM ADVISORY COMMITTEES

None

11 DECISION ITEMS - RECOMMENDATIONS TO COUNCIL

None

12 DECISION ITEMS

12.1 Proposed admission fee adjustment for 2024

DISCUSSION: The admission to The MUSE has not been adjusted since 2019. The year 2024 would be five years after that change. MUSE staff thought it would be appropriate to bring options to the Board as to a possible admission fee increase. These fees are based on what comparable institutions in are charging. The goal is to avoid a situation where fees have not gone up in many years, and a drastic jump becomes necessary.

The Board looked at each option, weighing the pros and cons of each. It was agreed that removing the seniors rate would cause some issues with some of our loyal patrons. It was brought up that many repeat guests purchase memberships. The point was made that slightly higher admission fees while leaving membership fees at a lower rate might encourage people to purchase memberships. Finally, it was noted that the Kenora Public Library does have free MUSE admissions passes available for any Kenora resident with a library card. With these Library passes available the MUSE will remain an accessible, family friendly, budget conscious option for every Kenora resident, while at the same time allowing us to have admission rates that keep up with inflationary pressures. After some discussion the Board settled on an amended Option #2 as the path forward.

For Museum OR Art Centre

Adults – \$7.00

Seniors (ages 65+) – \$6.00

Students (ages 6-17) – \$6.00

Groups over 4 - 10% discount

Indigenous Visitors – Complimentary

Muse Members – Free

MUSE Admission

Adults – \$12.00

Seniors (ages 65+) – \$10.00

Students (ages 6-17) – \$10.00

Groups over 4 - 10% discount

Indigenous Visitors – Complimentary

Muse Members – Free

Motion: Moved by Lisa Lyle, seconded by Reid Thompson that MUSE admission fees reflected in Option #2 be approved as modified and implemented for 2024

13 DISCUSSION ITEMS

13.1 2024 Budgets for Museum and Art Centre - Process and Preview

DISCUSSION: The decision was made at the city level to ask departments to submit 2024 operational and capital budgets by June 30th, 2024. This presents a number of problems for the MUSE, including not having 20223 actuals to base the budget on, and not having the new pay grid numbers. As a consequence this was not meant as final approval of the budget document, but rather as a preview of the working copy and an explanation of the process in getting the numbers.

The Board will need to convene a one agenda meeting during the summer to approve the budget in its completed form once payroll and associated benefits have been inputted in the budget programme by city admin.

The partial budget as presented is not a dramatic departure from the 2022 or 2023 budget. Many lines show either a pause or a modest increase. It is anticipated that the budget will be complete in late July or early August.

Reid Thompson left the meeting at 6:20PM

13.2 Establishment of Legacy Fund & Summer Celebration - July 16th

DISCUSSION: Board members are invited to the Summer Celebration Event. The event will be held at the Douglas Family Art Centre from 4:00 - 6:00 on July 16th.

13.3 Necessity of summer MUSE Board meeting

DISCUSSION: A special summer board meeting will be necessary to pass the Art Centre and Museum Budgets.

14 INFORMATION ITEMS

14.1 Director's Report - June 2023

14.2 Action Plan Update

14.3 Indigenous Advisory Committee minutes

14.4 Art Centre Advisory Committee minutes

14.5 MUSE Accessibility Plan submitted as part of CMOG Application

15 CORRESPONDENCE

15.1 Audit Related - Lake of the Woods Museum 2022 Independence Letter

16 OTHER BUSINESS

Braden and City HR have been working on getting the posting for Museum Curator finalized and posted. The original schedule was to post the job this week, with interviews taking place in late July.

17 NEXT BOARD MEETING

A special summer board meeting will be required. There is no set date other than it will likely be in late July or early August. The board anticipated it as either a phone call or Zoom meeting.

18 ADJOURNMENT

Motion: moved by Charito Gallivan, seconded by Lisa Lyle to adjourn the board meeting at 7:32 pm.