

THE MUSE BOARD MEETING MINUTES

September 28, 2023 - 4:30 pm - Lake of the Woods Museum Board Room

PRESENT: Robert Bulman, Anna Harty, Lindsay Koch, Codie Brook Goodman, Lisa Lyle, Charito Gallivan

REGRETS: Greg Holland, Cheryl Mosindy, Reid Thompson, Jamie Clinton

1 CALL TO ORDER

Meeting was called to order at 4:33PM

The new Museum Curator Codie Brook Goodman was introduced. Codie gave an introduction of herself, her academic history, and work history. Codie was welcomed by the board.

2 APPROVAL OF AGENDA FOR MEETING OF SEPTEMBER 28, 2023

Motion: Moved by Lindsay Koch, seconded by Lisa Lyle that the agenda for the meeting of September 28, 2023 be approved as presented.

4 DECLARATION OF PECUNIARY INTEREST

None

5 KNOWLEDGE OF FRAUD AND LEGAL MATTERS

None

6 APPROVAL OF MINUTES OF MEETING OF JUNE

Motion: Moved by Charito Gallivan, Seconded by Lisa Lyle that the minutes of the June 27, 2023 meeting be approved as presented

DISCUSSION: With the minor change that the title be changed to "Minutes" rather than "Agenda".

7 BUSINESS ARISING FROM THE MINUTES

None

8 FINANCIAL REPORTS

8.1 Operating Budget Actuals vs Budget statements for Museum and Art Centre as of September 20th, 2023

- There was a brief explanation of the new look of the budget documents. The information is the same, but the look is a little more austere. This is owing to some back end changes on Questica.

- There was a question about the 2024 budget process. The Board was presented with a budget that was 90% completed in June. This was because 2024 budgets were due on June 30th. The budget was only 90% completed, however, because we are waiting for HR to complete the non-union staff pay roll out. All Muse employees are non-union staff. Without

those exact figures inputted in the city budget software it is impossible to delivery a balanced budget. Muse staff have been in a holding pattern since the June 27th meeting, waiting on other city departments. As a consequence there is no budget talk this meeting. Braden is confident that the budget will be ready by the October 26th, 2023 board meeting.

8.2 June 2023 expenses - Museum and Art Centre

Motion: Moved by Charito Gallivan, seconded by Anna Harty that the June 2023 expenses for the Lake of the Woods Museum in the amount of \$14,535.73 be approved.

Motion: Moved by Lindsay Koch, seconded by Anna Harty that the June 2023 expenses for the Douglas Family Art Centre in the amount of \$9,638.77 be approved.

8.3 July 2023 expenses - Museum and Art Centre

Motion: Moved by Lindsay Koch, seconded by Lisa Lyle that the July 2023 expenses for the Lake of the Woods Museum in the amount of \$10,410.91 be approved.

Motion: Moved by Charito Gallivan, seconded by Lisa Lyle That the July 2023 expenses for the Douglas Family Art Centre in the amount of \$15,378.70 be approved.

DISCUSSION: Question about Pomegranate Communications. That is the name of an outfit that sells jigsaw puzzles for the gift shop.

8.4 August 2023 expenses - Museum and Art Centre

Motion: Moved by Lindsay Koch, seconded by Lisa Lyle that the August 2023 expenses for the Lake of the Woods Museum in the amount of \$9,135.73 be approved.

Motion: Moved by Lisa Lyle, Seconded by Charito Gallivan that the August 2023 expenses for the Douglas Family Art Centre in the amount of \$6,556.33 be approved.

10 RECOMMENDATIONS FROM ADVISORY COMMITTEES

None

11 DECISION ITEMS - RECOMMENDATIONS TO COUNCIL

None

12 DECISION ITEMS

None

13 DISCUSSION ITEMS

13.1 2024-2026 Strategic Planning Process

DISCUSSION: The Muse will be needing a 2024-2026 strategic plan in the new year. The previous process was outlined. It was noted that process was impacted by the pandemic. Several options were put forward to the board. There was a discussion over what the strategic planning should look like and who the Muse should work with. There was a desire to find an “outsider” to help with the process. It was noted that some local options were a little too close to our day to day operations. Several board members mentored that they had

contacts were able to help with strategic planning, and they would bring those names forward. The plan is to meet in January or early February to conduct this planning.

14 INFORMATION ITEMS

14.1 New Staff Member - Codie Brook Goodman

- Introductions had been made at the beginning of the meeting.

14.2 2024 Budget Process Update

- This process was touched on during the budget talk in 8.1

14.3 Director's Report - Summer 2023

DISCUSSION: The summer was a very busy one for staff, with very popular programming and exhibits. The numbers of tourists were down a little bit, but overall this represented our first summer since the pandemic that appeared fairly normal.

14.4 Nelson Legacy Fund Update

DISCUSSION: As was mentioned the fund was launched at the July 16th Summer Celebration. The fund currently has about \$58,000. More is expected. Overall it's been a great success and we're quite happy with the community support.

14.5 Treaty #3 Exhibit Update

DISCUSSION: The last day that the Treaty #3 docs will be at the museum is October 3rd, the actual 150th anniversary of the treaty signing. Afterward the treaty will be sent to Winnipeg and be displayed at the Canadian Museum of Human Rights for a period of time.

14.6 Muse Committee Minutes

- minutes were circulated and there were no questions or additions

14.7 Action Plan update

- Action plan was circulated and there were no questions or additions

15 CORRESPONDENCE

On September 28th the Muse Board received the resignation of Board member Jamie Clinton citing family and business commitments.

DISCUSSION: The Board expressed disappointment that Jamie resigned, though was understanding of her predicament. The conversation shifted to a new board member. There was a general discussion on the board matrix, and how that should help guide finding a new board member. That matrix will be sent out to the Board. This resignation was also forwarded to the City clerk and a call will be going out for applications.

16 OTHER BUSINESS

On September 26th and 27th the Muse participated in the Fast Track to Success Programme that is hosted by Tourism Excellence North (Province of Ontario). This involved an extensive site visit on the 26th and an opportunity to go over the findings on the 27th. The visit was conducted by former head of Tourism for the City of Thunder Bay Pat Forest. The issue mostly focused on marketing. Pat was very impressed with the sites, but found our marketing to be wanting. One example was that our website has big sections on mandates, and other official type language, but little that says, "hey, we are a great museum and art centre. Come and visit us." Participating in this programme opens up matching funding

opportunities and training opportunities with the provincial Regional Tourism Organization.

17 NEXT BOARD MEETING

October 26th, at 4:30 in the DFAC Multipurpose Room

18 ADJOURNMENT

Motion: Moved by Lindsay Koch, seconded by Anna Harty to adjourn the board meeting at 5:42pm.