

THE MUSE BOARD MEETING MINUTES

October 26, 2023 - 4:30 pm - Douglas Family Art Centre Multipurpose Room

PRESENT: Robert Bulman, Cheryl Mosindy, Lisa Lyle, Reid Thompson, Charito Gallivan, Anna Harty, Braden Murray

REGRETS: Lindsay Koch, Greg Holland

1 CALL TO ORDER

2 APPROVAL OF AGENDA FOR MEETING OF OCTOBER 26, 2023

Motion: Moved by Charito Gallivan, seconded by Lisa Lyle that the agenda for the meeting of October 26, 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 SEPTEMBER 28, 2023

Motion: Moved by Cheryl Mosindy, seconded by Anna Harty that the minutes of the September 28, 2023 meeting be approved as presented.

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 October 19th, 2023

- There was a discussion about the current deficit position that the Museum and Art Centre are in. For the Museum there are large revenue lines yet to be processed, including the annual CMOG grant (\$29,096) and the draft from the museum reserves to cover the admin position (\$55,000). Neither is reflected in the revenues at the moment, and once they are the museum will be in a modest surplus. It is the belief of both the Director and the City Finance Dept that we will not need the entire \$55,000 from museum reserves.

- the Art Centre is looking at a smaller deficit, but there are no large revenue items incoming. It is not outside the realm of possibility that the budget ends 2023 in a break even position, but it will be tight. There will be revenues brought in from programming and Christmas sales, but it is unlikely we will make up the short fall. The reason why we are in this position this is year the Legacy fund and Konantz Fund both came in at about half of what was budgeted. If the grants had paid out like we anticipated we would be in a small surplus. In the conversation around the 2024

budget the grants from both the Legacy Fund and the Konantz fund have been scaled back to the number closer to where we were in 2023. If we have another bad year we will be protected, and if we have a good year then the surplus will help offset this year. It was also recognized that 2023 is the first “normal” year that the DFAC is open, and budgeting is still being refined.

- While speaking about the Museum and AC budget situation the topic of grants came up. The thought was floated that the Admin staff member could look a little more closely at grant opportunities in the new year, including adding this task to their job description. A revised job description would be presented to the Board at the next Board meeting.

8.2 September 2023 expenses - Museum and Art Centre

Motion: move by Lisa Lyle, and Seconded by Reid Thompson that the September 2023 expenses for the Lake of the Woods Museum in the amount of \$6,075.91 be approved.

Motion: Moved by Charito Gallivan, seconded by Reid Thompson That the September 2023 expenses for the Douglas Family Art Centre in the amount of \$8,402.91 be approved.

- Neither the Museum nor Art Centre had any expenses that were outside of the usual course of business.

10 RECOMMENDATIONS FROM ADVISORY COMMITTEES

None

11 DECISION ITEMS - RECOMMENDATIONS TO COUNCIL

11.1 Lake of the Woods Museum 2024 Budget

11.2 Douglas Family Art Centre 2024 Budget

- The budgets are based on the numbers that were looked at and submitted after the June 27, 2023 board meeting. At that board meeting we did not have the salary numbers necessary to know the exact numbers to present a balanced budget. So, the board looked at the provisional budget with the knowledge that we would need to come back and approve the final numbers. In the interim city staff began working with council to pass the 2024 budget. The numbers that were submitted to council included the budget numbers from the June 27 meeting (submitted June 30) and the new salary numbers (based on the 2023 City Compensation Review). In correspondence with City Finance it was determined that would be possible to move some numbers around inside the budget as long as the Museum and AC did not increase their ask from the city. This would allow the Muse Board to have budget lines that best reflect the numbers from the busy summer months.

- In 2024 and beyond there there will be no compensation review to plan around, and staff will not be surprised by needing budget submissions at the end of June. This unorthodox budget process should be limited to 2023.

- In reviewing the budget numbers for both the Museum and AC it was determined there would need to be some adjustments to the numbers as presented. Specifically the line regarding summer student and PTE expenses would need some adjustment.

- It was determined that the budgets would be presented for final review at the November Board meeting.

12 DECISION ITEMS

None

13 DISCUSSION ITEMS

13.1 Board Representation Matrix

- Representation matrices were distributed to the board in advance of the meeting. Others were filled out at the meeting. These board representations matrices will help with the selection of a new Muse Board Member. As we know, citing work and family commitments, Jamie Clinton resigned from the Board at the last meeting. A call has gone out for a new board member, with a closing date of November 4th.

14 INFORMATION ITEMS

14.1 2024 Budget Process Update

14.2 Nelson Legacy Fund Update

- The Lori Nelson Living Legacy Fund is sitting at \$62K. With some pledges yet to arrive, and a commitment to match local funds from some friends of the Muse, this fund will be \$90K+ by the end of the year. A great success!

14.3 Director's Report - October 2023

14.4 Action Plan update

14.5 Muse Committee Minutes

15 CORRESPONDENCE

- The Museum was notified on Thursday that we were successful in applying for funding for the archival reproduction of the Reg Clayton Photo Collection. This grant is for approximately \$3800 and will support printing these digital images on archival media, as well as pay for the binders that they will be stored in. The Clayton Photo Collection is composed of 3200+ images from Reg Clayton's time at the Enterprise and Miner and News.

16 IN CAMERA SESSION

None

17 OTHER BUSINESS

18 NEXT BOARD MEETING

November 30th, at 4:30 in the Museum Board Room

18 ADJOURNMENT

Motion: Moved by Lisa Lyle to adjourn the board meeting at 5:53 pm.