

THE MUSE BOARD MEETING MINUTES

December 21, 2023 - 4:30 pm - Douglas Family Art Centre Multipurpose Room

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

REGRETS:

1 CALL TO ORDER

2 APPROVAL OF AGENDA FOR MEETING OF DECEMBER 21, 2023

Motion: Moved by Cheryl Mosindy, seconded by Charito Gallivan that the agenda for the meeting of December 21, 2023 be approved as presented. Carried.

3 DECLARATION OF PECUNIARY INTEREST

nil

4 KNOWLEDGE OF FRAUD AND LEGAL MATTERS

nil

5 APPROVAL OF MINUTES OF MEETING OF NOVEMBER 30, 2023

Motion: Moved by Reid Thompson, seconded by Lisa Lyle that the minutes of the November 30th, 2023 meeting be approved as presented. Carried.

Lindsay Koch entered meeting at 4:41PM

6 BUSINESS ARISING FROM THE MINUTES

6.1 Admin Assistant Contract Extension

Per section 13.2 of the November 30th, 2023 Board Meeting

Motion: Moved by Charito Gallivan, and seconded by Lindsay Koch that the contract for the MUSE Admin Assistant Position be extended until January 31st, 2024 or until such time as the position is filled.

Discussion: At the last meeting there was a thought that Council would have been able to pass the 2024 operating budget at the December 20 Council Meeting. Unfortunately Council are still waiting on some final numbers from outside agencies so the decision has been deferred until January. By the time we have the next Muse Board Meeting we will know the fate of the 2024 operating budget. That being said, the \$55K being drawn from Museum reserves to pay for the Admin Assistant position has not yet been drawn upon, and the full amount will likely not be drawn upon. If for some reason the operating budget decision is again delayed or amended we will have the funds available from that initial \$55K to pay the contract for a few months.

There was a suggestion that the January 31st date gave insufficient time for a proper hiring process, so there was a suggestion to change the date to “February 29th, 2024.” The Motion was amended to reflect this change. The Board also was keen on the idea that these are not just numbers being moved around on a page, but represent a valued member of the team. As such we should not leave any doubt as to the Board commitment to this position.

Motion: Moved by Charito Gallivan, Seconded by Lindsay Koch that that the contract for the MUSE AdminAssistant Position be extended until February 29th, 2024 or until such time as the position is filled.

Carried.

7 FINANCIAL REPORTS

7.1 Operating Budget Actuals vs Budget statements for Museum and Art Centre as of December 15th, 2023

Discussion: There was some explanation about the Art Centre gift shop disparity between 2022 and 2023— In 2022 there were two exhibits that brought in considerable amounts of business to the gift shop. \$3637 in sales were for Rita Winkler’s show. Aside from a few cards and calendars, most of that was her paintings sold as a fundraiser. That revenue was paid out to KACL and thus not profit bearing. \$3021 was Melissa Jean sales. In her spring/summer show she worked very hard to peddle her prints and other merchandise and it shows in the numbers. It is a good example (like the Maud Lewis show in 2021) that exhibits with solid merchandise options can really bring in good sales.

On the book side, the Parker Islands Lake of the Woods books brought in \$6711!

A princely sum compared to the rest of the gift shop. Excluding the Parker book we are actually above where we were last year.

The DFAC has had a good year from a programming standpoint. Part of this success is the new ways to pay online. This was brought online by Tammy, and it has allowed us to make sure we get a monetary commitment from program participants. The time from, “I want to attend this programme” to “I will sign up and pay for this programme” is now a simple click away. The, “sign up but don’t pay or attend” programme numbers are way down.

On the Museum side we are still waiting for the Community Museums Operating Grant (CMOG) payment to arrive. This is the latest in the year it has ever arrived. Staff are starting to get a bit nervous. All of the documentation has been submitted and everything is good to go. Now we are in the waiting game, looking at the calendar, and starting to sweat a bit. If and when the CMOG payment arrives the museum will be sitting in a good position financially. We will not have to draw the entire \$55K for the Admin Assistant position.

7.2 November 2023 expenses - Museum and Art Centre

Motion: Moved by Lisa Lyle, seconded by Charito Gallivan that the November 2023 expenses for the Douglas Family Art Centre in the amount of \$6932.61 be approved. Carried.

Motion: Moved by Lindsay Koch, seconded by Cheryl Mosindy that the October 2023 expenses for the Lake of the Woods Museum in the amount of \$16154.31 be approved. Carried

Discussion: There was a question about the \$10K paid out to LOWAC in the November expenses. This \$10K was from the Community Foundation flow through agreement. The cheque for LOWAC has been picked up. In 2024 some of the lines of the budget are going to be modified in name to better reflect their function of being flow through. Some other budget lines like, “Annex Expenses” and “parking rental” will be done away with completely. These represent orphan GL codes that are no longer used.

8 RECOMMENDATIONS FROM ADVISORY COMMITTEES

nil

9 RECOMMENDATIONS TO COUNCIL

nil

10 DECISION ITEMS

10.1 Lake of the Woods Museum 2024 Budget

Motion: Moved by Reid Thompson, seconded by Lindsay Koch that the Lake of the Woods Museum 2024 Operating Budget be approved as presented.

Discussion: This is a budget that is based on the numbers submitted for consideration in June 2023. Per city admin, there is some wiggle room in the budget lines as long as the ask from the city does not change. With the information from the rest of the summer/fall we were able to slightly change some lines to better reflect where we actually are financially. The only large change is in the Community Education line. It is slightly enlarged to show that we are planning on partnering with the Rec Centre to host March Break Camps.

Carried

10.2 Douglas Family Art Centre 2024 Budget

Motion: Moved by Charito Gallivan, seconded by Reid Thompson that the Douglas Family Art Centre 2024 Operating Budget be approved as presented.

Discussion: The conversation around this budget is largely in line with the numbers submitted in June. The only difference is we have been more conservative in what we expect from the Legacy Fund, and the Konantz Fund. If the Community Foundation another bad year the Art Centre is more protected.

There was also some talk about the Red Chair Sessions exhibit being fully booked for 2024. This means that we can expect the exhibit to bring in nearly \$20k in revenue (though offset by paying out about half of that to Nadya Kwandibens). Travelling this show means revenue and exposure for both The Muse and Nadya, so we are hoping it travels widely for several years. We are expecting that this exposure at some southern Ontario art galleries will bring in more bookings for the coming years. At the moment the exhibition is in Peel Region at PAMA.

Carried

11 DISCUSSION ITEMS

11.1 Muse Business Officer Next Steps

Discussion: The current plan is to meet on January 10th with Braden Murray, Andrew Smith, Roberta Marsh, and Hilary Smith to discuss the position of Muse Business Officer. Ideally we will be able to post for the position shortly after that meeting. The job will be posted for 2-2.5 weeks, and then there will be a period of interviews. The current timeline sees us in a situation where we hire someone around the first week of February.

12 INFORMATION ITEMS

14.1 Director's Report - December 2023

Discussion: There was a question about the current credit/debit hardware being used by the Muse, and why there was an indefinite note about when the switchover process would be completed. When the report was being prepared this was up in the air, and we were hoping to have a definite answer by the time the Board meeting came around. For further info, the Muse is moving from TD Merchant Solutions to Lightspeed credit/debit. The Lightspeed credit/debit solution will allow us to fully integrate with our current cash register, and will allow for better online sales. When the switch was first proposed we were told that the fee for not using Lightspeed debit/credit would be onerous— \$400/month. After getting over the initial shock, the staff talked about it, and decided that no one had any particular affinity for TD Bank, so sure we would make the switch. Lightspeed will give us a similar rate for purchases, and we won't be having to pay rental fees on the TD machines. Overall this should save us about \$300/year at both the museum and the art centre. It is possible that this process won't be switched over by January 7th (when the TD Merchant Solutions contact expires at the Museum) and if that is the case we can bring out the old credit machine and run credit payments through the DFAC machine for the small amount of time prior to the switch. The last thing that needs to happen is for City Finance to link our bank account with Lightspeed. We anticipate that happening any day now, perhaps even before the Christmas break.

14.2 Action Plan update

14.3 Advisory Committee Minutes

14.4 Holiday Hours

- Holiday hours at the Muse will be:

Saturday, Dec 23 - closed at noon

Wednesday, January 3 - Reopen

- Because of uncertainty with t

13 CORRESPONDENCE

Nil

14 IN CAMERA SESSION

Not Necessary

15 OTHER BUSINESS

At the December 20th Council Meeting, Hannah Edie was named as the new Muse Board Member. The Muse staff is very keen on Hannah's appointment, and recall her involvement in the Festival of Trees. Braden will be reaching out to plan a meeting with Hannah for some time in the first two weeks of January.

16 NEXT BOARD MEETING

January 25th in the 4:30 in the Museum Board Room

17 ADJOURNMENT

Motion: Moved by Cheryl Mosindy to adjourn the board meeting at 5:20pm.