

THE MUSE BOARD MEETING

MINUTES

March 28, 2024 - 4:30 pm - Lake of the Woods Museum Board Room

PRESENT: Robert Bulman, Cheryl Mosindy, Reid Thompson, Lisa Lyle

REGRETS: Anna Harty, Lindsay Koch, Hannah Edie, Charito Gallivan

No Quorum

1 CALL TO ORDER

- Meeting was called to order at 4:35PM

2 APPROVAL OF AGENDA FOR MEETING OF MARCH 28, 2024

Motion: That the agenda for the meeting of March 28, 2024 be approved as presented.

No Motion

3 DECLARATION OF PECUNIARY INTEREST

- Robert Bulman declared that his spouse instructed a water colour class at the Douglas Family Art Centre for which she was paid.

4 KNOWLEDGE OF FRAUD AND LEGAL MATTERS

Nil

5 APPROVAL OF MINUTES OF MEETING OF FEBRUARY 29, 2023

Motion: That the minutes of the February 29, 2023 meeting be approved as presented.

No motion

6 BUSINESS ARISING FROM THE MINUTES

Motion: That the contract for the MUSE Admin Assistant contract position be extended until May 31, 2024 or until such time as the permanent position is filled.

No motion - as this is time sensitive an email motion will be sent out to Board members.

7 FINANCIAL

7.1 Operating Budget vs Actuals for Art Centre and Museum for February

- There was a suggestion that reference numbers are included in the budget lines to help make them easier to follow. These will be incorporated into the next set of Budget v. Actuals documents.

- There was a discussion on the current museum and art centre numbers. Currently the numbers are looking good based on lower utility costs and lower staff wage costs.

7.2 February 2024 expenses - Museum and Art Centre

Motion: That the February expenses for the Douglas Family Art Centre in the amount of \$5303.55 be approved.

No Motion

Motion: That the February expenses for the Lake of the Woods Museum in the amount of \$3429.12 be approved.

No Motion

8 RECOMMENDATIONS FROM ADVISORY COMMITTEES

nil

9 RECOMMENDATIONS TO COUNCIL

nil

10 DECISION ITEMS

10.1 Emergency and Disaster Plan update 2024

Motion: That the Emergency and Disaster Plan update 2024 for the Lake of the Woods Museum be approved as presented.

No Motion.

- The plan is necessary as a requirement of the Museum's annual Community Museums Operating Grant. Each year there are certain standards that are expected of the grant recipients. Last year the requirement was for an Accessibility Plan. 2025 is a Digital Strategy.

- There was a discussion about adding a lost/found children/vulnerable adult response to the plan. That will be added to the emergency procedures.

- There was a question about staff training on the document. At current when the document is refreshed each year it is a matter of making sure the phone numbers are correct and changing out any names of people who are no longer in their positions. As part of the new January Health and Safety Board refresh meeting there will be annual training on this document in general, as well as throughout the year on specific emergency procedures (What to do in case of fire, etc).

- There was a request to get the emergency team outlined in the document all in the same room to make sure this a living and useful document. That meeting is something that will be organized for a future date.

11 DISCUSSION ITEMS

11.1 Strategic Planning - April 6th

- A reminder that strategic planning for the Muse will be held on April 6th from 10:00 - 2:00ish. The currently plan is to hold the meeting in the art centre multipurpose room.

12 INFORMATION ITEMS

12.1 Director's Report - February 2023

12.2 Advisory Committee Minutes

12.3 Staffing update - Summer Students and Collections Internship

- Update on HR issues, specifically related to the difficulty of finding housing for the museum intern.

- All four Muse summer staff positions have been filled.

- The Muse was partially successful in it's applications for summer student funding, with two out of positions being approved at 57% funding. This is less than we were hoping for, but also not nothing.

12.4 2024 Policy Renewals

- There are a number of policies that will need to be reviewed and refreshed in 2024. These policies will go to the advisory committees for feedback before coming to the Board for feedback / approval. Once they are approved they'll be sent to City Council for approval.

13 CORRESPONDENCE

13.3 Ontario Arts Council Grant

- The Art Centre was successful in their application to the Ontario Arts Council for funding for the Amanda McCavour art installation exhibit for the fall.

14 IN CAMERA SESSION

nil

15 OTHER BUSINESS

nil

16 NEXT BOARD MEETING

April 25 in the 4:30 in the Museum Board Room

17 ADJOURNMENT

Motion: To adjourn the board meeting at _____ pm.

No Motion

The meeting ended at 5:25pm

ADDENDUM

Email Motion sent at 18:55PM on March 28—

Moved by Anna Harty, Seconded by Reid Thompson that the contract for the MUSE Admin Assistant contract position be extended until May 31, 2024 or until such time as the permanent position is filled.

Name	Yea	Nay	Abstain/No Response
Cheryl Mosindy	X		
Charito Gallivan	X		
Lindsay Koch	X		
Lisa Lyle	X		
Robert Bulman	X		
Hannah Edie			X

Motion Carried

