

# THE MUSE BOARD MEETING MINUTES

January 25, 2024 - 4:30 pm - Lake of the Woods Museum Board Room

**PRESENT:** Robert Bulman, Cheryl Mosindy, Lindsay Koch, Hannah Edie, Lisa Lyle, Charito Gallivan, Braden Murray, Reid Thompson (Arrived 16:40)

**REGRETS:** Anna Harty

## 1 CALL TO ORDER

Meeting was called to order at 4:30

## 2 INTRODUCTION OF NEW BOARD MEMBER - Hannah Edie

Hannah was attending virtually. She gave a personal introduction, and everyone around the table introduced themselves. Hannah is a welcome addition to the Muse Board.

## 3 APPROVAL OF AGENDA FOR MEETING OF JANUARY 25, 2024

*Motion: Moved by Lindsay Koch, Seconded by Lisa Lyle, that the agenda for the meeting of January 25, 2024 be approved as presented. Carried*

## 4 DECLARATION OF PECUNIARY INTEREST

Robert Bulman - Agenda item 7.3 Art Centre Expenses - Spouse taught a class at the Art Centre for which she was paid a fee.

Lisa Lyle - Agenda item 7.3 Art Centre Expenses - sold an ornament in the Art Centre "Deck the Hall" ornament exhibition and sale.

## 5 KNOWLEDGE OF FRAUD AND LEGAL MATTERS

## 6 APPROVAL OF MINUTES OF MEETING OF DECEMBER 21, 2023

*Motion: moved by Charito Gallivan, seconded by Lindsay Koch, that the minutes of the December 21, 2023 meeting be approved as presented. Carried*

## 7 BUSINESS ARISING FROM THE MINUTES

## 8 FINANCIAL REPORTS

7.1 Operating Budget vs Actuals for Art Centre and Museum for 2023

### Reid Thompson joined the meeting at 4:40PM

- Brief explanation of the 2023 year end numbers. There will be some shifting in these numbers as December Visa bills are payed, and other 2023 expenses and receivables are processed. But, this is very close to the final numbers.

- There was a discussion about the timing of the hiring of the Admin Assistant position. The Board did not think there was enough time to make sure there is a seamless transition. There was a brief discussion about extending the contract by another month. Then a motion was put forward.

*Motion: Moved by Lisa Lyle, Seconded by Reid Thompson that the contract for the MUSE Admin Assistant Position be extended until March 31, 2024 or until such time as the position is filled.*

#### 7.2 December 2023 expenses - Museum and Art Centre

- Museum Expenses were mostly paying bills. There is a \$40 payment to the Ukrainian Literary society that represents \$5/KUAC hat that was sold during the holiday season. The Museum cleaning service appears high because it is actually the invoice from both November and December.

*Motion: Moved by Cheryl Mosindy, seconded by Charito Gallivan, that the December 2023 expenses for the Lake of the Woods Museum in the amount of \$7833.62 be approved. Carried*

- The fee paid to Frontier Glass was for new insulated door sweeps. Again, higher than usual cleaning fee was from two months worth of cleaning, with both payments processed in December.

*Motion: Moved by Lindsay Koch, seconded by Cheryl Mosindy, that the December 2023 expenses for the Douglas Family Art Centre in the amount of \$15,524.81 be approved. Carried*

### **9 RECOMMENDATIONS FROM ADVISORY COMMITTEES**

### **10 RECOMMENDATIONS TO COUNCIL**

### **11 DECISION ITEMS**

#### 11.1 Statutory Holidays Policy

- There was a brief explanation and discussion about the Museum stat holiday bank, and why the city would prefer it be done away with. There was a desire amongst the board to maintain maximum flexibility in operations for the museum and art centre while also allowing staff time to recognize their stat holiday.

*Motion: Moved by Lindsay Koch, seconded by Charito Gallivan, that moving forward, when stat holidays fall on a scheduled day off, Muse staff are to recognize said holiday on a work day during the pay period in which the holiday falls, subject to mutual agreement with the Director. Carried*

### **12 DISCUSSION ITEMS**

#### 12.1 Strategic Planning - Next Steps

- There was a discussion about the next steps in the strategic planning process. Robert will follow up with a company in Winnipeg who may be able to come provide a one day session. There was a general feeling that we don't need to reinvent the wheel. Things like the vision and core values remain largely unchanged. The one day session would help to organize what we have into an action plan.

#### 12.2 Advertising in 2024 and beyond

- Muse staff has been in contact broadcasters about the Muse 2024 advertising contract. The cost has gone up considerably over 2023, and Staff are not convinced it is worth the cost. There was a

recommendation of an ad hoc “Advertising 2024 Committee” to determine the best course of action moving forward.

- It was noted that advertising will be a part of the 2024-2026 strategic plan, but it would be a good idea to have an advertising/ marketing sub committee of the Board.

- This is something that will be an ongoing conversation.

- It was also noted that there was Destination Northern Ontario funding available for this sort of activity.

### **13 INFORMATION ITEMS**

#### 13.1 2023 Annual Report

- There was brief conversation around the annual report. Board members encouraged the sharing of the annual report with Muse Members. That will be happening in the next few weeks.

#### 13.2 Director’s Report - January 2023

- There was a brief conversation around highlights of the report, including an upcoming donor relations project, A meeting with Stephanie Hopkins of Destination Northern Ontario, and the planning March Break kids camp partnership with the Rec Centre.

#### 13.3 2023 Action Plan Final Report

- There was a suggestion that staff look into Kenora playing cards as a passive revenue stream. This is base on a social media post made by Kenora Tourism. Staff will follow up.

#### 13.4 Advisory Committee Minutes

- It was noted that it was great that Willow Crow has joined the Muse Indigenous Advisory Committee.

### **14 CORRESPONDENCE**

#### 14.1 2024 Muse Creative Awards - Rita Winkler “My Art, My World”

- There was explanation about the award and the organization that presented the award. This is an advertising industry award. Past winners include organizations like Disney, Madison Square Garden, and Johnny Walker. The award is for the 2022 DFAC exhibit curated by Shelby Smith, featuring Rita Winkler titled, “My Art, My World”

#### 14.2 Resignation of Greg Holland from the Muse Board

-There was a brief discussion about the resignation of Greg Holland from the Muse Board. Unfortunately Greg didn’t feel as though he had the time to commit, with the launch of his business and with family commitments. He was a good Board member, and we hope that he considers putting his name forward again in the future.

- With Greg’s resignation the board is now without a person with experience in financial matters. Along with other identified needs from the previous Board member search, we will also be looking for someone who has some experience in finances.

### **15 IN CAMERA SESSION**

### **16 OTHER BUSINESS**

### **17 NEXT BOARD MEETING**

February 29th in the 4:30 in the Museum Board Room

**18 ADJOURNMENT**

*Motion: Reid Thompson motioned to to adjourn the board meeting at 5:41pm.*