

THE MUSE BOARD MEETING

MINUTES

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

PRESENT: Robert Bulman, Cheryl Mosindy, Graham Chaze, Andrew Smith, Roberta Marsh, Anna Harty, Lisa Lyle

REGRETS: Lindsay Koch, Reid Thompson, Charito Gallivan, Hannah Edie

1 CALL TO ORDER

- Meeting was called to order at 4:32
- Graham Chaze was introduced as the council alternate. Graham introduced himself and offered Councillor Koch's regrets.
- Introduction of Andrew Smith, Manager of Recreation and Culture, and Roberta Marsh, Director of Human Resources, Risk, and Insurance

2 APPROVAL OF AGENDA FOR MEETING OF APRIL 25, 2024

Moved by Cheryl Mosindy, Seconded by Anna Harty that the agenda for the meeting of April 25, 2024 be approved as presented. Carried

3 DECLARATION OF PECUNIARY INTEREST

As previously declared - Robert Bulman - Agenda item 7.2 Art Centre Expenses - Spouse taught classes at the Art Centre for which she was paid a fee.

4 KNOWLEDGE OF FRAUD AND LEGAL MATTERS

- none declared

IN CAMERA SESSION - BEGAN 4:36PM

Discussion in/re: Admin Assistant FTE with Roberta Marsh, Director of Human Resources, Risk, and Insurance

IN CAMERA SESSION ENDS - 5:19PM

5 APPROVAL OF PREVIOUS MEETING MINUTES

Moved by Graham Chaze, seconded by Anna Harty that the minutes of the February 29, 2024 meeting be approved as presented. Carried

Moved by Cheryl Mosindy, seconded by Graham Chaze that the minutes of the March 28, 2024 meeting be approved as presented. Carried

6 BUSINESS ARISING FROM THE MINUTES

- none

7 FINANCIAL

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

- There was a discussion about the current amount that the Art Centre Community Education line is sitting at. During the end of year process with City finance we determined that about \$2900 was brought in at the end of 2023 that was meant for 2024.

- It was noted that Art Centre Gift Shop sales are on track

- It was noted that the expenses for the Art Centre Travelling exhibits is a little higher than expected. During the Red Chair Sessions time at PAMA some of the pieces were damaged. PAMA is paying to have those pieces reprinted, though we are the actual ones getting the work done. We have contracted the original supplier to have more high quality art panels made. PAMA will be paying the Art Centre the cost of the reproductions.

- For the Museum, it was noted that memberships were on track

- It was noted that the March Break A-Muse-ingly Awesome Camp brought in about \$2000 at a cost of less than \$200 to run. So a great return there.

- It was noted that the Young Canada Works Application was partially approved for both the Museum and Art Centre. However only one student was approved for each and at 57.5% instead of the requested 75%. For the summer of 2025 we will be pursuing other summer student grants in addition to YCW.

- There was a brief discussion about the cost of the cleaning the museum and how it went up this year (the first time since 2019) This increase was sprung on us in January, so this expense line will be coming in a little heavy this year.

- Insurance continues to be a rough one and will likely also come in heavy this year.

7.2 March 2024 expenses - Museum and Art Centre

Moved by Cheryl Mosindy, seconded by Lisa Lyle that the March expenses for the Douglas Family Art Centre in the amount of \$19,568.85 be approved.

Discussion: There was a question about the monthly cost of cleaning the Museum and Art Centre. Currently the cost for the contractor is \$800/month for the Museum and \$1250/month for the Art Centre. This is based on the time it takes to do the job, and the products used to do the cleaning. The Tyndall stone floors of the Art Centre take particular care to clean. The staff are very pleased with the work that our cleaner does, in particular because they can be trusted to be alone in the Museum and Art Centre.

All in Favour? Carried.

Moved by Cheryl Mosindy, seconded by Graham Chaze that the March expenses for the Lake of the Woods Museum in the amount of \$9080.84 be approved. Carried.

8 RECOMMENDATIONS FROM ADVISORY COMMITTEES

- None

9 RECOMMENDATIONS TO COUNCIL

- None

10 DECISION ITEMS

10.1 Admission Fees - Snow Day proposal

Moved by Lisa Lyle, seconded by Anna Harty In the event that school buses are cancelled (“snow day”) admission for children under the age of 18 is waived for the day.

Discussion: During a recent day where buses were cancelled there were many teens hanging out downtown. It would be nice on “snow days” to be able to offer free admission to Students. The idea is that if they’re going out and downtown the museum and art centre is a safe, educational, and fun place to go.

Carried

Further Discussion: It was brought up that during “snow days” kids are still expected to be in school. They are indeed still marked absent. If the museum and art centre are advertising free admission to kids on days were the buses are cancelled it could be perceived as encouraging truancy.

Moved by Anna Harty, seconded by Lisa Lyle that the previous motion on “snow days” is revoked.

Carried.

Moved by Anna Harty, seconded by Lisa Lyle that in the event that schools are actually closed (a power outage or a flood, for example) admission for children under the age of 18 is waived for the day.

Carried.

10.2 Admission Fees - Summer Sunday proposal

- Discussion: During the summer the Museum is hosting the Summer Speaker Series on Sunday Afternoons. The desire is to avoid planning events at the same time as other events in town, to have the events during daylight hours for boaters and those who prefer to not drive at night, and to drive traffic on Sundays.

- The was a question amongst museum staff about how to deal with the admission by donation portion of the speaker series. The decision was to begin admission by donation at 1:00PM.

- The discussion evolved, with some staff bringing up how dead it is on Sunday mornings. It is unusual to see anyone at the museum before noon. Perhaps if we have admission by donation the

entire day we could drum up some foot traffic on Sunday mornings. Foot traffic is important in the summer because it drives gift shop sales.

- There was a request to defer this request to the next meeting. In the interim, data on Sunday visitor-ship and gift shop sales will be gathered and presented at the next meeting.

10.3 July Board Meeting

-Traditionally the Muse Board does not meet in July and August. However, because Braden will be away for all of June, there will be no one around to prepare the materials for a June Board Meeting. The Board agreed that a July 25th Board Meeting would be an acceptable alternative.

10.4 Two Muse Investments Maturing April 29

- the information on the two investments that are maturing April 29 was shared:

Heritage Fund - \$86,000

Exhibit/Collection Fund - \$165,000

The different options for GICs were discussed. There was a brief discussion on whether board members thought interest rates were going down. Ultimately it was decided that a one year term at 4.9% gave the most flexibility.

Moved by Lisa Lyle, Seconded by Cheryl Mosindy that the Heritage Fund and Exhibit/Collection Fund be re-invested in GICs at Copperfin Credit Union for a one year term earning 4.9% on April 29 when the former one year GICs mature.

Carried.

11 DISCUSSION ITEMS

11.1 Strategic Planning - Feedback

There was a brief discussion about how valuable strategic planning is, and how nice to have everyone in the same room. There was a discussion about how this document needed to be read, digested, and absorbed so that we are prepared to really dig into it during the May Board Meeting. At the moment it is a working document. Frankly a bit fluffy. So now comes the time for the work to sharpen it and prepare the action plan. This discussion will be at the May Board meeting.

12 INFORMATION ITEMS

12.1 Director's Report - April 2023

- previously circulated

12.2 Advisory Committee Minutes

- previously circulated

13 CORRESPONDENCE

13.1 Evelyn Jean Stephen

The Museum was contacted this past month and informed that we have been remembered in the will of Evelyn Jean Stephen. Evelyn ("Lyn") was a long time supporter of the Museum. She is responsible for bringing in some of our most popular photographs. She was the great niece of former Town Library Etta Stephen and also the niece of former well known local builder Alex Stephen. She shared many artifacts and images over the years with the museum. We are grateful to Lyn to be remembered in this way.

14 IN CAMERA SESSION

15 OTHER BUSINESS

16 NEXT BOARD MEETING

May 30 in the 4:30 in the Museum Board Room

17 ADJOURNMENT

Moved by Lisa Lyle adjourn the board meeting at 5:57 pm.