

THE MUSE BOARD MEETING MINUTES

March 26, 2025 - 4:30 pm - Lake of the Woods Museum Board Room

PRESENT: Lisa Lyle, Cheryl Mosindy, Lindsay Koch, Reid Thompson, Charito Gallivan, Karen Ingebrigtsen, Braden Murray (ex officio)

REGRETS: Hannah Edie, Robert Bulman, Kirsten Fair

1 CALL TO ORDER

The meeting was called to order at 16:31.
Land Acknowledgement was read.

2 APPROVAL OF AGENDA FOR MEETING

*Moved by Cheryl Mosindy, seconded by Charito Gallivan that the agenda for the meeting of March 26, 2026 be approved as presented.
Carried.*

3 DECLARATION OF PECUNIARY INTEREST

Nil.

4 KNOWLEDGE OF FRAUD AND LEGAL MATTERS

Nil.

5 APPROVAL OF PREVIOUS MEETING MINUTES

*Moved by Reid Thompson, seconded by Karen Ingebrigtsen that the minutes of the February 26, 2026 meeting be approved as presented.
Carried.*

6 BUSINESS ARISING FROM THE MINUTES

Nil.

7 FINANCIAL

- 7.1 Operating Budget vs Actuals for Art Centre and Museum for February 2026
- The Operating Budget vs Actuals reports for the Art Centre and Museum for February 2026 were received for information.

- At the Art Centre, community education revenue remained strong due to early year classes and Saturday art classes, and grant revenue was ahead of the same point last year.
- At the Museum, institutional memberships continued to renew and admissions remained strong on the strength of The Age of Analog exhibition.
- Museum exhibit spending to date included costs related to The Age of Analog exhibition and the Bergie special feature.
- Staff also noted accessibility-related grant possibilities connected to Enhancing Access to Spaces for Everyone and Age-Friendly / Ontario Seniors Grant activity.

7.2 February 2026 expenses – Art Centre and Museum

Moved by Lindsay Koch, seconded by Reid Thompson that the February 2026 expenses for the Lake of the Woods Museum in the amount of \$11,016.10 be approved.

Carried.

Moved by Charito Gallivan, seconded by Karen Ingebrigtsen that the February 2026 expenses for the Douglas Family Art Centre in the amount of \$15,151.85 be approved.

- There was a conversation about expenses incurred by staff, some of which were incurred because the Muse credit card was maxed out (other expenses included travel reimbursement or cash payments for Age of Analog items). The Board expressed dismay that this was the case, and there will be follow up with city staff.

Carried.

8 RECOMMENDATIONS FROM ADVISORY COMMITTEES

Nil.

9 RECOMMENDATIONS TO COUNCIL

9.1 *Moved by Lindsay Koch, seconded by Karen Ingebrigtsen that the DFAC-2026-05 Care of Collections policy as amended be added to the Muse Comprehensive Policy Manual.*

Carried.

9.2 *Moved by Charito Gallivan, seconded by Karen Ingebrigtsen that the DFAC-2026-04 Security Policy be added to the Muse Comprehensive Policy Manual.*

Carried.

10 DECISION ITEMS

Nil.

11 DISCUSSION ITEMS

11.1 Park Safety and CPTED Review

- The Board discussed park safety and the CPTED review, and the Neighbourhood Empowerment Team (NET) Team Meeting.
- The option of fencing the park was discussed.
- Further information will be gathered, including possible funding considerations for future improvements.
- The Board also discussed adding a discussion around a formal presentation to a future agenda.

12 INFORMATION ITEMS

12.1 Director's Report

- A contract was signed for Listen to the Land (Group of Seven + Tom Thomson) for the Art Centre in 2027. Fifty percent of the exhibition cost will be paid in 2026, and staff are reviewing insurance options.
- The Muse was approved for two Young Canada Works summer positions.
- Four summer students have been hired: Megan Belrose and Thomas Peloquin for the Museum, and Elizabeth Zollino and Violet Kirkpatrick for the Art Centre.
- Work continues on planning for a large exterior banner at the Art Centre. We have run into issues related to how to actually emplace it on the building.
- Partnership work continued through Common Ground planning, a meeting with St. Nicholas Ukrainian Catholic Church regarding its anniversary celebration, and GAME conference planning.
- The Art Centre Q-Sys system upgrade was completed and first used during the March 6 Art for Lunch event.
- The Museum and Art Centre continue moving toward fuller integration with City of Kenora IT systems, including future email address changes to support security and records retention requirements.
- Professional development included Indigenous History and Heritage Gathering attendance, First Aid training, and AI and History Education.

12.2 Strategic Plan Report Card

- Ontario Arts Council operating funding is no longer available. Staff will continue exploring partner-based and other revenue-generating projects.
- Revenue development work continues through planned free summer tours, exploration of a custom plush project, gift shop initiatives, and travelling exhibit development.
- Volunteer program work continues through scanning projects, including completion of the Litman collection work.
- It was mentioned that there is a space for volunteer opportunities on the Leisure Guide. Staff will follow up.
- Reconciliation work continues through relationship building with Grand Council Treaty #3 and participation in the Indigenous History and Heritage Gathering.
- Staff continue to pursue partnerships and special projects, including external workshop opportunities and participation in a SSHRC grant application related to jingle dresses and jingle dress production.
- Advertising and visitor engagement work continues through coordination with Tourism Kenora, renewed Art Centre banner planning, and preparation of an updated visitor survey for rollout in May.
- Category "A" designation work remains on track. Two new policies were brought forward this month, a Fire Safety Plan has been approved by City of Kenora Fire and Emergency Services, and environmental monitoring continues.
- Storage, workstation organization, and capital planning work continues for both the Museum and Art Centre, including an April 1 planning meeting on longer-term capital needs.

12.3 Indigenous Advisory Committee Minutes

- Circulated

12.4 Art Centre Advisory Committee Minutes

- Circulated

12.5 Indigenous History and Heritage Gathering (IHHG) Report by Rick Brignall

- Rick Brignall's report was received for information.

13 CORRESPONDENCE

13.1 Young Canada Works

- Young Canada Works correspondence was received.

- Staff noted that The Muse was approved for two summer positions.

14 IN CAMERA SESSION
Nil.

15 OTHER BUSINESS
Nil.

16 NEXT BOARD MEETING
The next Board meeting will be held at 4:30 pm in the Museum Board Room on April 30, 2026.

17 ADJOURNMENT
Moved by Charito Gallivan, seconded by Lindsay Koch that the meeting be adjourned.
Carried.