



Town of Fort Frances  
**Museum Advisory Committee  
Meeting**

February 24, 2021 @ 1:00 PM  
Museum/ Zoom

Page

1. **CALL TO ORDER**

- 1.1 Welcome Christine Denby to first Museum Advisory Committee meeting.

2. **Disclosure of Conflict of Interest and the General Nature Thereof:**

3. **Approval of Previous Committee Minutes**

- 3.1 Meeting Date: Error or Omissions

4 - 5

4. **Governance:**

- 4.1 Christine Denby appointed to Museum Advisory Committee until November 2022.

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5. **Finance:**

- 5.1 Canadian Museum Operating Grant (CMOG) reporting from 2019 standards which were deferred in 2020 is now due March 31, 2021. No word on if 2021 CMOG application will be an expedited process as it was in 2020; Curator will follow up accordingly.

6. **Physical Plant:**

- 6.1 Humidity Issues Continue. Relative Humidity has ranged from 16% on top floor to 80% on bottom floor. We have humidifiers on top floor; while de-humidifiers are operating in basement. I've been assured that new humidifiers have been ordered; no estimated delivery date. (We've had to move several artifacts from storage to main gallery due to condensation buildup on ceiling)
- 6.2 Fire Panel has been budgeted to be replaced. Faulty sensor in basement since August 2019; sensor froze in December/ January resulting in 3 false alarms. Fire Department dispatched to Museum 3 times. Sensor has been moved to mitigate risk of freezing again.

7. **Collections:**

- 7.1
- Bev and Sarah have been contacted regarding a few interesting items for donation to our collection. Deed of gift forms sent to each individual. Some of the donees are out of our District,

although items are pertinent to our District.

**8. Exhibitions:**

8.1 Temporary Exhibit Space - Tentative Schedule

- March - May 2020: Nindinawemaganag: My Relations
- June - August: Nations and Voices Project
- September - October: Tony Cepers Art
- November 2021 - February: Fort Frances Businesses

**9. Interpretation & Education:**

9.1 Walking Tour - Pocket Sights app has been selected as it is most in line with Museum budget. Tour locations haven't been decided on; tour will be projected to launch by mid-May 2021.

9.2 Previous exhibits will be digitized and shared on social media

**10. Research:**

10.1 • Numerous small research requests come through; searches for obituaries, birth announcements, specific articles in FF Times

**11. Conservation:**

11.1 Bev will obtain quotes for repainting of Russel Brothers anchor purchased in Fall 2020.

**12. Community:**

12.1 Fort Frances Writers Group continue to meet virtually; as the group hasn't been able to meet at Museum since February 2020. They will be meeting for the first time at the Shaw Hub room at the Fort Frances Public Library and Technology Centre for the March 2021 meeting. All COVID-19 restrictions will be adhered to.

12.2 Partnership with Community Living Fort Frances. They have completed a Make and Take kit for Valentine's Day; more projects to occur.

12.3 Friends of the Museum

- Have met virtually on January 21, 2021 & February 18, 2021.
- Planning "SnOasis 9" activities throughout March as opposed to a full Day the first Saturday at the Rainy Lake Square.

12.4 Rainy River District Right Relations Circle has changed their meeting dates to the third Tuesday of the month beginning in January.

- The FFPLTC has put in a grant for a Coordinator position for a partnership between RRDRRC; FFPLTC and FF Museum. Cultural Heritage series focussing on weekly programming at the RL Square.

**13. Human Resources / Professional Development:**

- 13.1 Full-time Museum Attendant hired on January 11, 2021; the same day Museum staff were sent to work from home due to "Stay at Home" order. Museum Attendants' primary focus will be a Tourism focus with duties related to Rainy Lake Square duties, bookings, etc.
- 13.2 Two "Post-Secondary" student positions have been applied for. Focus will be on tourist information, Rainy Lake Square and digitization of newspapers and artifacts.

**14. Numbers:**

- 14.1 December 2019: 132    December 2020: 33  
January 2020: 242    January 2021: 35

**15. ADJOURN / NEXT MEETING DATE**

- 15.1 Wednesday March 24, 2021 at 1:00 PM

## TOWN OF FORT FRANCES

### MINUTES

### MUSEUM ADVISORY COMMITTEE

November 25, 2020

The meeting of Museum Advisory Committee of the Town of Fort Frances was held virtually via Zoom on November 25, 2020 from 1:00 p.m. to 2:03 p.m.

PRESENT: Debbie Ballard - Chair, Robert Schulz, Mary Hickling, Caren Fagerdahl, John McTaggart, Councillor

ALSO PRESENT: Beverley Cochrane, Museum Curator, Aaron Bisson, Recreation & Culture Manager

#### **1. CALL TO ORDER**

#### **2. Disclosure of Conflict of Interest and the General Nature Thereof:**

#### **3. Approval of Previous Committee Minutes**

3.1 Meeting Date: Error or Omissions

#### **4. Governance:**

4.1 Museum Advisory Committee appointed for term ending November 22, 2022.  
New advertisement for unexpected vacancy on Museum Advisory Committee.

#### **5. Finance:**

Review of October 2020 financials.

- 2021 Budget; advocate for new fire alarm panel;
- humidity controls;
- Owandem berth. John inquired about the funds Council had committed for Owandem/ Hallet repairs. Funds are still in the reserve funds; funds committed with RED grant funding approval. Windows, doors replaced at Hallet, requires painting on underside. These repairs are discussed at budget time, with other town priorities. Hallet repairs are required to maintain safety for public.
- Discussion about Janitorial Contract at FF Museum; come January 1st; the Town will take over the cleaning. Ray Calder will be taking care of this staff; cleaning in accordance with COVID standards.
- Discussion about opening Museum two days per week via appointment in January 2021; pending regulations from NWHU and the Province.

#### **6. Collections:**

Artifacts on Loan to Kay-Nah-Chi-Wah-Nung Historical Centre were returned on October 22, 2020.

Purchased anchor made by "Russel Bros Inc". Delivered to Fort Frances, stored at Public Works; anchor will require some repainted prior to being put on display.

#### **7. Exhibitions:**

Permanent Exhibit currently being reconfigured and refreshed for re-opening of Museum

Temporary Exhibit Space - Tentative Schedule

- March - May 2020: Nindinawemaganag: My Relations
- June - August: Nations and Voices Project
- September - October: Tony Cepers Art
- November 2021 - February: Fort Frances Businesses

**8. Interpretation & Education:**

Education Kits project with Kay-Nah-Chi-Wah-Nung still scheduled; October 30, 2020 postponed, yet to be rescheduled.

Previous exhibits will be converted to virtual content. Museum Attendant, Sarah will focus on this.

**11. Physical Plant:**

Humidity levels fluctuate floor to floor; fortunately, Main Floor, Storage areas are most consistent. Permanent Exhibit space humidity levels fluctuate the most 31.1 %RH (Nov.9/2020) to 15.7 %RH (Nov.13/2020)

**12. Community:**

- Friends of Museum met on September 24, 2020, October 27, 2020 and November 17, 2020.
- Rainy River District Right Relations Circle resumed meeting hosted via Museum Zoom; first meeting since February 19, 2020.
- Fort Frances Writers Group continues to meet on the second Wednesday every month via Zoom.

**13. Human Resources / Professional Development:**

Part-time Museum Attendant recalled to Museum for two days per week.

**14. Numbers:**

September 2020: 32    September 2019: 606  
October 2020: 12    October 2020: 371

**15. Strategic Plan:**

**16. Recommendations to be made to the Executive Committee of Community Services...**

**17. ADJOURN / NEXT MEETING DATE**

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D. Ballard, Chair

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B. Cochrane, Museum Curator

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December 16, 2020

**Christine Denby**  
343 Third St. W.  
Fort Frances, ON P9A 3A8  
Via e-mail: [clio343@hotmail.com](mailto:clio343@hotmail.com)

Dear Christine:

At their meeting December 14, 2020, Council passed the resolution that reads in part as follows:

"THAT the report dated December 14, 2020 from A. Bisson, Recreation & Culture Manager re: Board Appointment be approved to appoint the following individual to the Museum Advisory Committee (term ending November 14, 2022):

-Christine Denby"

Beverley Cochrane, Curator acts as secretary for this committee and can be reached at 274-7891.

Yours very truly,

ADMINISTRATION & FINANCE DIVISION

Elizabeth (Lisa) Slomke, AOMC  
Municipal Clerk

/es

c.c. B. Cochrane, Museum Curator  
A. Bission, Recreation & Culture Manager