

TOWN OF FORT FRANCES

MINUTES

MUSEUM ADVISORY  
COMMITTEE

December 11, 2018

The meeting of Museum Advisory Committee of the Town of Fort Frances was held in the Museum on December 11, 2018 from 12:00 p.m.

PRESENT: Debbie Ballard - Chair, Robert Schulz, Mary Hickling, Caren Fagerdahl, Nell Laur,

ALSO PRESENT: Mayor June Caul; Sherry George, Museum Curator

**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: Tues Nov 27; approved as sent.

**4. Governance:**

**5. Finance:**

5.1 Trillium final report for capital 150 grant submitted and done.

5.2 Proposed changes to curator's pay band level and vacation allotment. Meeting with J.Kabel and J.Forbes. Discussion.

5.3 Intern finishes contract Mar 1, 2019. Proposal for museum attendant to start immediately. Discussion.

5.4 Franklin exhibit will impact budget in various ways: need increase to expense dollars under display supplies, transportation and advertising. For revenue, \$10,000 will be allotted from donations; may see some additional dollars under Canadian Heritage as we will apply for a Museums Assistance Program grant.

5.5 Requesting capital dollars for a berth for the Owandem, and additional security for museum main floor and Hallett.

5.6 Reviewed 2018 budget to November, and proposed budget for 2019 - line by line. Discussion.

5.7 Proposing that admission fees for special travelling exhibits - the calibre of the Franklin exhibit - be doubled; i.e. thus if Adults \$4, then traveling exhibit fee \$8. Should fees be raised in future, say Adults \$4.25, then traveling exhibit fee \$8.50... and so on.

5.8 Once loan agreement has been signed for the Franklin exhibit, museum will apply for a Museums Assistance Program - exhibition grant. For the freemasonry exhibit, breakdown for costs were: loan fee - \$1500, transportation - \$3100, advertising - \$1500, total \$6100; we received \$5120. Our proposed grant amount for \$3000 is therefore very conservative.

**6. Collections:**

6.1 Letter has been drafted around settlement of the Hamilton sleigh. Approved.

- 6.2 Carolyn Mount has met with Nell and reviewed our accessioning backlog. Rather than running for cover, she is excited about assisting Nell with bringing order to our mess.

**7. Exhibitions:**

- 7.1 For 2019: for January, hold over Veterans of Treaty 3; Feb/Mar, Fibre Content on main floor, Fibre Arts Festival upstairs; for Mar-June, UN goals for 2030; July - Sept, Finding Franklin's Ship; Oct-Dec, prohibition.

**8. Interpretation & Education:**

- 8.1 New line-up for workshops ready thanks to Caren's efforts. There will be some changes going forward. The goal is to reduce time and costs in the registration process.

**9. Research:**

**10. Conservation:**

**11. Physical Plant:**

**12. Community:**

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

**14. Numbers:**

- 14.1 November: 529 visitors; (Nov 2017: 436)

**15. Strategic Plan:**

- 15.1 For 2019, we will include Strat Plan on our agenda, so we are reminded to review.

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

**17. ADJOURN / NEXT MEETING DATE**

- 17.1 Adjourned 1:40 p.m. Next meeting: Jan 22, 2019 at 12 noon.

---

D. Ballard, Chair

---

S. George, Museum Curator