



**Cumberland Heritage Village Museum Board
Conseil du musée-village du patrimoine de Cumberland**

**MINUTES 13
PROCÈS-VERBAL 13**

**Monday, 24 September 2012 – 7:30 p.m.
le lundi 24 septembre 2012 – 19 h 30**

**Orléans Client Service Centre
Centre du service à la clientèle d'Orléans
255, boul. Centrum Blvd. - Room / salle 340**

Present / Présents: R. Thomas (Chair / Président), J. Aquilina, J. Larsen, S. Lemieux

Absent / Absents: A. Dessaint (Vice-Chair/Vice-président), A. Jellett, L. O'Byrne

**DECLARATIONS OF INTEREST
DÉCLARATIONS D'INTÉRÊT**

No declarations of interest were filed.

**CONFIRMATION OF MINUTES
RATIFICATION DU PROCÈS-VERBAL**

Minutes 12 of Monday, 25 June 2012 were confirmed.

REVIEW OF PAST ACTION ITEMS
SUIVI DE QUESTIONS ANTÉRIEURES

The Board received and reviewed the table outlining outstanding action items not listed as current agenda items. Items not marked complete were carried over for review at the next Board meeting, in addition to any action items flowing from this agenda. The following actions were identified:

With respect to #1, the Board Chair advised that the meeting with the Councillor and community members would be scheduled for sometime in the Fall.

Action: #1 – the status to be amended to Fall 2012.

Members deferred discussion on #3 as it was listed on the agenda.

ACTION AND DISCUSSION ITEMS
POINTS D'EXÉCUTION ET DE DISCUSSION

1. STATUS OF THE CITY'S ADVISORY COMMITTEE AND BOARD MEMBERSHIPS
COMPOSITION ET STATUT DES COMITÉS CONSULTATIFS ET DU CONSEIL

The Board Chair informed members that the recruitment process would include the Cumberland Museum Board and advised that only two existing members would continue on the Board while the others either had to re-apply or their membership was at the maximum.

The Coordinator circulated pamphlets to members for distribution.

2. DISCUSSION ON BOARD'S TERMS OF REFERENCE
DISCUSSION SUR LES TERMES DU MANDAT DU CONSEIL

Laura Peters, Program Manager, Museums and Heritage Programs provided a hard copy of the terms of reference for the Billings Estate National Historic Site as a reference.

ACTION: Board Chair to circulate wording of a draft terms of reference for discussion in October.

3. STATUS OF THE HISTORY BOOK
STATUT DU PROJET DU LIVRE HISTORIQUE

The Board received correspondence in reference to the status of the history book, which is held on file with the City Clerk and Solicitor's office pursuant to the City's Records Retention and Disposition By-law. The working group was provided a chapter in French for review and comment.

ACTION: Ms. Peters to inquire on the deadline for comments, the release date and the expected date that the remaining chapters will be sent to the working group for review.

4. CUMBERLAND MUSEUM'S DRAFT INTERPRETATION PLAN
L'ÉBAUCHE DU PLAN D'INTERPRÉTATION DU MUSÉE DE
CUMBERLAND

The Interpretation Plan was circulated to Board members prior to the meeting. The Board provided some comments via email, which were discussed at the meeting.

Heidi Roberts, Museum Operator outlined the next steps:

- Review and incorporate comments;
- Prepare matrix
- Finalize the plan by November 2012

In reference to the Mid-Year Report that was distributed electronically, staff provided the statistics up until August 2012. A copy of the of the document is held on file with the City Clerk and Solicitor's office pursuant to the City's Records Retention and Disposition By-law.

5. STRATEGY FOR ADVOCACY ON 2013 CITY BUDGET
STRATÉGIE DE PLAIDOYER SUR LE BUDGET 2013

Laura Peters, Program Manager, Museums and Heritage Programs confirmed that the Visitor Centre was anticipated to be in the 2013 budget. She outlined an estimation of the overall budget for the Shared Museums Unit.

The Committee received this item for information.

6. REVIEW OF YEARS ACQUISITIONS AND DISPOSAL
EXAMEN DES ACQUISITIONS ET CESSION DE L'ANNÉE

Heidi Roberts, Museum Operator provided an overview of the responsibility of the Acquisitions Committee and its accomplishments to date:

- 53 objects were offered in 2012; only 24 were accepted.
- The objects are compared, assessed and photographed.
- Objects that were denied for various reasons such as: the museum had too many of the same artifact, not time period appropriate or it was the inappropriate venue.

The Committee received this item for information.

7. PROPOSED AGENDA ITEMS FOR 2012
ARTICLE PROPOSÉS POUR LES ORDRES DU JOUR EN 2012

Minor changes were highlighted in the proposed agenda items for 2012, including the addition of the « Review of the Board's Terms of Reference ».

ACTION: Coordinator to revise the list accordingly.

ADJOURNMENT
LEVÉE DE LA SÉANCE

The meeting adjourned at 9:10 p.m.

Original Signed By
Carole Legault

Board Coordinator

Original Signed By
Russ Thomas

Chair