

DUFFERIN COUNTY MUSEUM & ARCHIVES ADVISORY BOARD MINUTES



Wednesday, October 3, 2012

The DCMA Advisory Board met at 6 p.m. at the Horning's Mills Hall.

Members Present: Neil Orford (Chair)
Warden Walter Kolodziechuk
Councillor John Oosterhof
Morley Brown
Debbie Fawcett
Renato Iozzo
Jeff Sedgwick

Regrets: Catherine Ollerhead De Santis
Lynn Goutouski

Staff Present: Wayne Townsend, Director/Curator, DCMA
Darrell Keenie, General Manager, DCMA

Chair Orford called the meeting to order at 6:13 pm.

1. DCMA Advisory Board – October 3, 2012 **Discussion of Notes of DCMAB Meeting held September 24, 2012**

The Chair led a discussion of the notes of the September 24th meeting of the DCMA Advisory Board and Board Terms of Reference, covering the major issues of the November 3rd fundraiser and potential confusion about the form and intent of the Board's Terms of Reference.

Within the resulting discussion, the roles of the Advisory Board and DCMA staff on an ongoing functional basis, and in terms of special events such as the Gala fundraiser, were discussed and clarified.

The following recommendations for action related to the Terms of Reference for the DCMA Advisory Board were discussed:

1. Revisit terms of reference for the DCMAB.
2. Requirement to clarify Board's relationship with volunteers in order to carry out fundraising activities.
3. Necessity to have one key museum staff person to be responsible for marketing and promotion and act as conduit between the DCMA and DCMA Advisory Board.
4. Requirement to clarify for museum staff the overall role of the DCMA Advisory Board in order to fulfill its mandate and purpose.

The members discussed that the Terms of Reference were not explanatory about "how" the work of the Board is to be done, and it was agreed that there is a need to introduce a full and proper orientation to new members of the DCMA Advisory Board.

Moved by Renato Iozzo, seconded by Debbie Fawcett,

THAT a working group consisting of Neil Orford, John Oosterhof, Jeff Sedgwick, Renato Iozzo and the DCMA General Manager be formed for the purpose of reviewing the existing Terms of Reference for the DCMA Advisory Board. –Carried-

Moved by Jeff Sedgwick, seconded by Renato Iozzo,
THAT the Board suspends its decision to proceed with the November 3rd Gala Fundraiser pending confirmation of the Advisory Board's role and objectives, the creation of a "Fundraising and Activities Plan" for review by the Museum Board, and resulting discussions. –Carried-

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Adjournment

The meeting adjourned at 8:53 pm.