

**MUSEUM & ARCHIVES AND  
HERITAGE LANDS BOARD  
AGENDA**



**Wednesday, October 24, 2012 at 10:00 a.m.  
Sutton Room (Second Floor)  
55 Zina Street, Orangeville**

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Declarations of Pecuniary Interest by Members

1. MUSEUM BOARD – October 24, 2012 – Item #1  
2013 Budget

Review and discussion of the 2013 Budget. The full budget document is available by clicking on the following link:

[http://www.dufferincounty.ca/files/releases/2012-10-18\\_Draft\\_2013\\_Budget\\_Released\\_release.pdf](http://www.dufferincounty.ca/files/releases/2012-10-18_Draft_2013_Budget_Released_release.pdf)

2. MUSEUM BOARD – October 24, 2012 – Item #2  
2012 Third Quarter Report

A report from the Director/Curator dated October 24, 2012 to provide Board members with an overview of departmental activities for the period July 1 to September 30, 2012.

***Recommendation:***

***THAT the report of the Director/Curator dated October 24, 2012 to provide Board members with an overview of departmental activities for the period July 1 to September 30, 2012, be received.***

3. MUSEUM BOARD – October 24, 2012 – Item #3  
Museum Trust Fund Board - Minutes : June 11 and October 3, 2012 and Working Notes : October 15, 2012

Minutes of the Museum Trust Fund from the meetings held on June 11 and October 3, 2012 and the working notes from a meeting held on October 15, 2012.

***Recommendation:***

***THAT the minutes of the Museum Trust Fund meeting held on June 11, and October 3, 2012 and the recommendations contained therein, be adopted.***

Museum Trust Fund Board – June 11, 2012 Item 1

*THAT the Board continue to explore other possible venues for the 2012 Fundraising Gala, and that members report back with information and details.”*

Museum Trust Fund Board – October 3, 2012 Item 1

*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.*

Museum Trust Fund Board – October 3, 2012 – Item 1a

*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.*

**CLOSED SESSION**

4. MUSEUM BOARD – October 24, 2012 – Item #4  
DMCA Staff Restructuring

In accordance with Section 239 (b) personal matters about identifiable individuals, the committee move into Closed Session.

Report from the Director/Curator dated October 24, 2012, regarding Staff Restructuring.

**NEXT MEETING** To be determined

# THE CORPORATION OF THE COUNTY OF DUFFERIN



## REPORT TO DCM AHL BOARD



**To:** Chair Oosterhof and Members of the Board  
**From:** Wayne Townsend, Director/Curator, DCMA  
**Date:** October 24, 2012  
**Subject:** 2012 THIRD QUARTER REPORT TO THE DCM AHL BOARD

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### 1. PURPOSE

The purpose of this report is to provide Board members with an overview of departmental activities, projects and initiatives over the period from July 1 to September 30, 2012.

### 2. STATISTICAL OVERVIEW

	JUL1-SEP30/12	YTD 2012	JUL1-SEP30/11	YR END 2011
Visitors On-site	3325	7559	3431	12434
Visitors Off-site	23	335	666	1980
Website Visits*	989	5381	n/a	n/a
Researchers On-site	114	236	137	451
Researchers Off-site	746	2447	601	2364
Ed Programs On-site	4	10	1	20
Ed Programs Off-site	1	18	0	26
Forest Hunt Permits	7	51	15	119
Forest Event Permits	7	10	2	8
Forest Website Visits*	193	535	496	1688

\*web stats platform "Google Analytics" (# of "unique visits")

#### Selected visitor comments – July 1 to September 30, 2012:

- **St. Johns, NFLD**, "I love the way this exhibit has been displayed. It is perfect, not too much, not too little. I visited a lot of museums around the world. This annual collection is enchanting."
- **Australia**, "One of the most amazing museums I have enjoyed. Thank you."
- **Queensville, ON**, "Wonderful! Interesting, extremely well displayed and cared for - you are to be commended!"
- **Mono, ON**, "I like goats! There are goats everywhere in this collection!"
- "Fabulous help from Wayne and Chris on my research."
- "I am 10. I really love your museum, especially the old farm house. I think that you should have more on the wars."
- **Creemore, ON**, "This fabulous show, so beautifully displayed is top quality - so much to take in. I hope to be back several times and urge all my friends to get here. Thank you for putting together this huge accomplishment of a show for us."
- **Terra Nova, ON**, " Good energy here. I felt my Uncle Emo's spirit while in the bathroom."
- "I love coming here to see what new surprises are in store. I do not live here but when I visit I thoroughly enjoy my time. Thank you for letting me have the chance to see a history that I can appreciate."
- "Excellent! Well lit. Clean and tidy. Marvelous objects. Paintings are my favourite."
- **Echo Bay, ON**, "I suggest a gift shop with food. All I have is pork rinds in my purse."

- **Leidschendam, Netherlands**, "Very nice. Especially since I work at a very small museum."
- **California**, "Great place to recollect."
- **Omaha, Nebraska**, "Wonderful exhibits!"
- **West Palm Beach, Florida**, "Awesome collection!"
- **Orangeville, ON**, "Enjoyed everything. People were very educational and nice. Thoroughly enjoyed Paul Huntley speak of City Dairy Industry. Wonderful chocolate milk samples."

### On-site Visitor Origin – Overview – July 1 to September 30, 2012:

Visitors attended the DCMA from: locations all over Ontario including northern, eastern and western regions; other provinces & territories: BC, Alberta, Nova Scotia, Manitoba, Québec, Saskatchewan; US: California, Florida, Nebraska, Michigan, New York; Europe: Ireland, Netherlands, UK, Scotland, Germany, Switzerland; Australia and China.

### 3. FINANCIAL/REVENUE OVERVIEW (unaudited)

	2012 JUL1–SEP30	2012 YTD	2012 BUDGET	2011 JUL1–SEP30	2011 YR END
General Admissions	4229	8607	16000	4699	14264
User Fees	1405	4005	7200	1213	5721
Programs & Tours	3384	6290	10000	1659	10345
Memberships	2174	5729	8200	3400	8484
Donations	7079	11910	15000	11402	22695
Fundraising	7415	10574	11500	7161	13136
Gift shop/books	2190	4944	6000	2754	4928
DCF Hunt Permits	180	1410	4000	570	3660
DCF Use Permits	386	936	1500	164	3034
DCF Timber Sales	8141	8236	50,000	20	77340

Balance of DCMA Trust Fund at September 30, 2012: \$694,478

Balance of County Forest Reserve Fund at September 30, 2012: \$198,639

### 4. OPERATIONAL OVERVIEW

#### Financial/Grants:

- Draft 2013 operating and capital budgets for DCMA and County Forest completed and discussions/deliberations initiated
- Summer student wage subsidy received through Georgian College/Province of Ontario's "Summer Jobs Service" program, and Federal-level "Summer Jobs Service" program

#### Collections

- Statistics:
  - Completed accessions – 87
  - Total number of items within accessions – 527
  - New temporary receipts issued – 57
  - Total number catalogue entries on collections dbase – 31,061
  - Total number catalogue items complete – 29,972
  - Total Number of items "Reviewed" (fully proof read) - 1,730
  - Images/photos scanned to date – 23,681
- Collections of Interest:
  - Accession: 2012-227 - A collection of Jack Lyon (1920-1983) artifacts put together by his mother Catherine "Cassie" May (Corbett) Lyon (1890-1953) married to Francis "Frank" Gordon Lyon (1888-1973) of Lot 32, Con 14, East Luther.
  - Accession: 2012-224 - Two framed floral needlework collages, by Mae Isabel (McKinstry) Wrigglesworth (d 9 Jan 1981). Wrigglesworth's business was at the corner of Highways 10 and 89, in operation in 1950.
  - Two Seth Thomas wall clocks - A212-166 Margaret Irwin, Primrose, ca 1850 the other A212-165 Simon Jelly family, Shelburne, ca 1862

- Accession: 2012-205 A Military Collection of artifacts, paperwork and photographs for WWII, Horning's Mills. Ferris "Ray" Irwin (1914-2010) and his brother Robert "Murray" Irwin (1919-1944) sons of Robert George Irwin and Mary Ann (Ferris) Irwin, Mono.

### Curatorial

- Continued with proofreading of new accessions and past year records for completeness, research and accuracy
- Conservation of 6 new donations completed
- Visited four local families with family heirloom information and disposal. Advised Headwaters Health Care on their art collection
- Conducted research for 3 speakers series events on site and delivered to the public
- Reviewing new donations for acceptance into collections and providing family and historical research for the items
- Reviewed and implemented with archives staff and an archives volunteer new hand filled accessions sheets for the volunteers. This redraft brings the documents used to collect information on donations closer to what the volunteer sees on the PastPerfect computer program
- The owners of WJ Hughes Corn Flower have moved to a seniors residence. Curatorial staff chose many items from the company, glass, archival and personal items for the DCMA permanent collection. This large donation includes hundreds of diverse items and will take several months to accession and process. This is a great addition to the Corn Flower story. Also a 60 piece matched set of stemware from the 1920s was added to the collection.
- Worked with a summer volunteer from University of Toronto completing much needed military research and adding pictures of tombstones from local cemeteries.

### Archives

- Added research to our collection records and to DuffStuff, primarily regarding Local Histories and Family research
- Archival staff co-ordinated and assisted with off-site hospital centennial exhibit (third installation), a partnership with Headwaters Health
- Provided research and copy for DCMA publications, website/blog entries
- Undertook summer re-organization of Archival Stacks to accommodate growing holdings
- Archival staff assisted Curatorial Summer Staff with development of "Conservation" summer program and with the summer "Veteran Research" program, both having excellent results
- Worked closely to provide archival material related to rotating exhibits in main gallery space

### Museums and Technology Fund Project/New Technologies/Databases/Duffstuff:

	Sep 30, 2012	Jun 30, 2012	Mar 31, 2012	Jan 28, 2012	Jan 3, 2012
Veterans	5089	5076	4995	4955	4907
Veteran Photos	430	400	346	272	176
Articles	145000	142700	128104	120668	119962
Local History Indices	99	95	90	50	50
Famous People	317	312	251	236	236

- Newspapers both physical and digital in the process of being sent out to volunteers for mass typing; OCR and hand-typing work continues onsite
- "Famous People" database clean-up and development continues; articles being reviewed by staff and volunteers to be handed over to Curator for final review; adding birth and death dates, biographies and photos
- Veterans with unresearched data on their connection to Dufferin County are being completed and we are about half way through

### Volunteers & Students

- Grounds, Curatorial and Archives summer students completed successful terms with DCMA, including former student intern hired under a grant from the Ministry of Culture's "Summer Experience Program;" the grant covers 90% of costs associated with this position

- Education/research student achieved career employment in the teaching field, with the DCMA providing practical experience and reference
- 69 active volunteers completed tasks over the 3<sup>rd</sup> quarter, including research, data entry, cleaning/conservation, reception/front desk, and assistance with programs and events

### Education Programs

- Two series of three-day “Kids Summer Fun” programs were held in July (Understanding Animals) and August (Bones & Stones), delivered by staff and summer students, with good participation and excellent response
- A series of three adult-level conservation workshops were held and delivered by returning summer student Sarah Robinson, who is pursuing post graduate museum studies; participation, quality and response were excellent
- Work and research to develop DCMA programs with specific linkages to the Ontario Curriculum, and based on items and articles in the Museum and Archival collections was initiated by student Kayla Mantle, who has completed her training in teaching; a pilot program for high school students based on this was developed, planned and held over the summer with excellent results and potential for growth
- Provided work and colour sheets to co-ordinate with special event weekends at the museum, in July and August.
- Formed an active partnership with Clearview Library systems and attended many off site locations through the summer, including Creemore Farmer’s Market, Alliston Potato Festival, Shelburne Fiddle Festival, Wasaga Beach “Under Siege” (1812 event), Creemore Copper Kettle Festival, Fort Willow, Minesing.

Information was compiled and a letter was composed to outline our seniors reminiscences programs. This information will be sent out to senior’s homes and residential living centres in the area. This information currently appears on the DCMA website.

### Exhibits, Art Shows

- Main Gallery: “Beauty in the Beast – Animals as Objects and Art” continued in the Main Gallery, Long Hall and Lodge Gallery (year long) to excellent visitor/audience response
- Temporary/short term onsite exhibits in the theme of the main exhibit were planned, developed, installed, and then disassembled: Beavers, 4H/Junior Farmers, Dairies, Birds and Bees, Wild Beast, Dufferin Historic Herford Farmers, Dufferin Farm Tour; plus Queen’s Jubilee
- Work to research and develop an offsite exhibit to commemorate the 50<sup>th</sup> anniversary of Dufferin Oaks (in October) was completed in August
- Mezzanine Gallery: “Wedding Memories – WJ Hughes Corn Flower” (year long)
- Silo Gallery: animal-themed art show by DCMA volunteer and local artist Linda McLaren concluded in August; DCMA hosted and organized “Creative Harvest” juried art show, on display until the end of 2012
- Offsite exhibits changed/installed at Theatre Orangeville
- Other offsite exhibits within the community for Orangeville Rotary Club’s Canada Day event and “Mono’s Big Day Out” event
- Planning of 2013 exhibits initiated

### Special Events

- 18 events, some weekend-long, were held from July to September in conjunction with DCMA’s main exhibit “Beauty in the Beast:” World International Hereford Tour, Love Your Pet Day, Beaver Weekend, World of Animals & Music concert, Frogs of the Headwaters, 4H & Junior Farming reception, Celebration of Domestic Animals in Dufferin, Martamas and Romeo: Canadian Horse Stories, Dufferin Animal Heroes, City Dairy, Birds and Bees Weekend, Deceptive Ducks, The Queen/Bear/Bumblebee reading and book signing, Moths and Butterflies, Pet Fashion Show, Wild Beast Festival, Presentation by Dr. Esther Finegan on Thermoregulation, Animal Blessings
- DCMA Annual Summer Concert Series (three) held in Corbetton Church
- Annual Golf Fundraiser, organized by patrons and supporters, raised \$3,500 for the DCMA
- Annual Live Auction Fundraiser held in Corbetton Church raised \$3400 for the DCMA; auctioneer services donated by Bob Severn once again
- Vintage Car Show and Shine held in August

- Presentation by author Wesley Turner “The Astonishing General” on the War of 1812
- Annual DCMA Fall bus tour explored many parts of the county and included lunch stop at the Terra Nova Public House
- Fundraising performance of Dinah Christie’s “Paddle Song” in late September brought high-calibre theatre, music and performer to the DCMA and community; ticket sales poor
- “Did Modernism Make Folk Art Visible?” presentation by John Fleming

### **Promotions, Media**

#### **Articles:**

- Monthly articles for SNAP Dufferin
- Quarterly article for Briar Crier
- Quarterly article for fall edition of Sideroads of Dufferin
- Article for fall edition of King Mosaic
- Article for fall edition of Orangeville In Your Space

#### **Advertisements:**

- Fall In the Hills
- Fall Antiques, Collectibles and the Arts
- Fall Good Life South Simcoe
- Fall Good Life Georgian Triangle
- SNAP Dufferin

#### **Website:**

- Regularly updated, ongoing page additions and modifications
- Currently 50 (unsolicited) registered users

#### **Social Media:**

- Facebook - 172 “Likes” (individuals following the DCMA’s Facebook page)
- Twitter - 169 followers (individuals who have signed up to receive news and notifications issued by the DCMA via the “Twitter” network/community)

#### **Publications:**

- Continued distribution of DCMA’s 2012 Special Events & Activity Guide in its new magazine format – distributed at many summer events to great response
- Fall 2012 edition of DCMA Museltter was researched, developed, produced and circulated to the DCMA Membership

#### **TV Media:**

- On-site Rogers TV Orangeville coverage of World International Hereford Tour
- On-site Rogers TV Simcoe coverage of World International Hereford Tour
- ‘We Make History,’ six-part series with Rogers TV Orangeville involving DCMA staff, students and volunteers in the production was completed
- first six segments recorded for ‘Discover Dufferin,’ an hour-long monthly show at Rogers TV Orangeville, to be broadcast beginning in the fall of 2012 and into 2013 on Rogers Central Ontario and GTA networks

### **Fundraising**

- Major DCMA-produced fundraising events this quarter: Live Auction in August, “Paddle Song” performance in September
- Ticket raffle continued to support the “Museums and Technology/Duffstuff” project
- Membership drive with special fundraising campaign for “Museums and Technology/Duffstuff” project launched in April and continued throughout quarter
- Fundraising sub-committee of DCMA Advisory Board met several times to discuss “Time Traveller’s Gala”
- Major used book sale continued throughout quarter

### **Community Use & Major Rentals**

- Hosted Centre Dufferin District High School parent info night (re: 2013 Europe Trip)
- Hosted 18 community meetings, including a meeting of the Land Stewardship Network serving Dufferin and South Simcoe
- Hosted 9 group/bus tours and participated in 3 offsite community bus tours. One tour and presentation was presented to the World Herford Breeders Association

- Hosted 2 weddings, 1 wedding photo shoot, 3 concerts, and 1 memorial in Historic Corbetton Church
- Hosted a Birthday party and a 60<sup>th</sup> Wedding Anniversary party for museum supporters
- Hosted anniversary celebration for local Women's Institute
- Hosted County administration BBQ in July

#### **Community Partnerships and Outreach**

- DCMA created display for Canada Day event in the community
- Judge for Antique section of fall fairs in Orangeville, Sutton, Acton, Bolton, Shelburne, Erin
- DCMA staff provided speaker services for Hospital 150 celebration, InSight Dufferin ,
- DCMA staff provided information on personal artifact collections for 10 community members
- Provided service as a step-on guide of Dufferin County for 3 tour groups
- Provided quilts and quilt hanging systems for Westminster United Church Quilt Show

#### **County Committee Work**

- Director/Curator attended Senior Management meetings and County Council
- Director/Curator, Archivist and General Manager attended Museum Advisory Board meetings and fundraising subcommittee meetings, as well as "MAC Team" meetings (Manager, Archivist, Curator)
- Archivist and Events & Marketing Co-ordinator participated on County IT/website committees
- General Manager participated in County "job evaluation" committee meetings
- Director/Curator and General Manager attended meetings of the Grey Bruce Dufferin Museum Network and subcommittees
- County Forest Manager continued to participate on *Dufferin South Simcoe Land Stewardship Council*
- County Forest Manager continued to participate on County's Staff Committee

#### **Facility, Grounds, Health & Safety**

- Seasonal and regular maintenance activities undertaken per DCMA Maintenance Manual
- Summer landscaping and major garden improvements completed
- Undertook major cleaning and reorganization of maintenance rooms and sheds
- Monthly checks of fire safety/suppression equipment and first aid kits completed
- Health & Safety discussions with staff took place at regular staff meetings
- Regular inspections were completed: Health & Safety Committee, TSSA and Otis, Electrical Safety Authority, water quality sampling and testing

#### **Dufferin County Forest – General Operations:**

- timber tenders for 2012 completed
- assisted with mushroom walk presented by Dufferin South Simcoe Land Stewardship Network
- attended conferences on invasive plants and forest pests
- attended County of Dufferin Emergency Management Forum
- assisted with staffing of County booth at Orangeville Home & Lifestyle Show

#### **Dufferin County Forest – Patrol/By-law enforcement:**

- Forest Conservation By-law permits issued between July 1 & September 30, 2012: 13
- Forest conservation by-law exemptions granted: 0
- Forest Conservation By-law complaints received: 0

#### **RECOMMENDATION:**

***"THAT the DCMAHL Quarterly Report for the period July 1 to September 30, 2012 be received."***



# DUFFERIN COUNTY MUSEUM & ARCHIVES ADVISORY BOARD MINUTES



**Monday, June 11, 2012**

The DCMA Advisory Board met at 6 p.m. at the Rosemont Hall and then reconvened at 6:25 p.m. at the Dufferin County Museum & Archives.

**Members Present:** Neil Orford (Chair)  
Councillor John Oosterhof  
Morley Brown  
Lynn Goutouski  
Renato Iozzo  
Catherine Ollerhead De Santis  
Jeff Sedgwick

**Members Absent:** Debbie Fawcett (notice given)

**Staff Present:** Darrell Keenie, General Manager, DCMA

The Board members met at and toured the Rosemont Hall at 6:00 p.m.

Once reconvened back at the DCMA, Chair Orford called the meeting to order at 6:25 p.m.

## **1. DCMA Advisory Board – June 11, 2012** **Notes of Last Meeting**

The members reviewed the notes of the last meeting held May 23, 2012.

Chair Orford highlighted the recent DCMA Annual General Get-Together at the South Luther School as an enjoyable and informative event, and offered thanks and congratulations to the DCMA volunteers honoured at the event.

Chair Orford posed several questions about the DCMA's use of the school house and the details of the Museum's partnership with the owner/operators. The DCMA is able to run educational programs in the school at minimal cost, and these types of opportunities are to be marketed and promoted. It was discussed that a link to the South Luther School's website be added to the DCMA website.

Moved by John Oosterhof, seconded by Morley Brown,  
*THAT the notes of the May 23, 2012 meeting of the DCMA Advisory Board be accepted.* –Carried–

## **2. Update & Discussion – Major Fundraising Event**

### **“2012 Time Travellers’ Gala”**

Staff provided costing information on holding the event at the Rosemont Hall with meal provided by The Globe Restaurant.

The practicality and desirability of holding the event at the Rosemont Hall was discussed, and it was agreed that other venues should also be considered based on facilities needed to accommodate the event and planned activities, and in light of the planned \$100 ticket price.

It was agreed that DCMA staff will keep in touch with The Globe, Jeff Sedgwick will contact Mansfield Skiways, Neil Orford will contact the Town of Mono, and Morley Brown will contact the Shelburne Golf Club.

Moved by John Oosterhof, seconded by Catherine Ollerhead De Santis,  
*THAT the Board continue to explore other possible venues for the 2012 Fundraising Gala, and that members report back with information and details.”*  
– Carried. -

### **3. DCMA Advisory Board – June 11, 2012 DCMA “2012 Events & Activities Guide”**

The General Manager circulated copies of the the DCMA’s new “Events & Activities Guide” and indicated that it was receiving very positive feedback from visitors, patrons and others. Members were encouraged to take multiple copies for distribution to friends, colleagues and neighbours.

### **4. DCMA Advisory Board – June 11, 2012 New Business**

Further to “New Business” discussion at the last meeting, members were updated on additional awards to be received in 2012 by Chair Neil Orford. In addition to receiving the “Ontario Premier’s Award for Teaching Excellence – Teacher of the Year,” Chair Orford will also receive awards from the Ontario History & Social Science Teachers Association, the District 18 Teachers Federation, and he will also be honoured with a Queen’s Jubilee Medal.

### **5. DCMA Advisory Board – June 11, 2012 Next Meeting**

Tuesday, July 3, 2012 @ 6:00 pm  
Dufferin County Museum & Archives  
(A light dinner will be available.)

The meeting adjourned at 7:45 pm.

# 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 3<sup>rd</sup> 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 3<sup>rd</sup> 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-*

**DCMA Advisory Board – October 3, 2012**

**Adjournment**

The meeting adjourned at 8:53 pm.

**DUFFERIN COUNTY MUSEUM & ARCHIVES ADVISORY BOARD  
WORKING GROUP - NOTES**



**Monday, October 15, 2012**

A working group of the DCMA Advisory Board met at 6 p.m. at the Grand Valley municipal office.

**Members Present:** Neil Orford (Chair)  
Councillor John Oosterhof  
Renato Iozzo  
Jeff Sedgwick

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

Chair Orford called the meeting to order at 6:08 p.m.

**NOTES:**

- The purpose of the working group meeting was to review the existing Terms of Reference for the DCMA Advisory Board. The creation of the working group and its purpose was the subject of a motion passed at the October 3, 2012 meeting of the DCMA Advisory Board.
- It was established that notes of this working group meeting will go to the Museum Board meeting of October 24, 2012.
- The group reviewed the notes and comments of Jeff Sedgwick from his email message of October 5, 2012.
- The members asked questions and discussed the origins of the DCMA Trust Fund and Trust Fund Board.
- A discrepancy was noted and discussed concerning the Board's Terms of Reference as shown in Bylaw 2008-15 and what was initially distributed to Board members as a "proposed" Terms of Reference when they first joined the Board in 2011. It was noted that, subsequent to Bylaw 2008-15, the Board's Terms of Reference were amended by Bylaw 2011-49, yet the "old" Terms of Reference remain in Bylaw 2008-15.
- The working group are requesting clarification and direction on the following points:

**Trusteeship:** To clarify the role or lack thereof of the DCMAAB as Trustees of the DCMA Trust Fund. Further, to clarify in the "Objects and Purposes" and "Board Responsibilities" of the board, the role of the DCMAAB as trustees of the Trust Fund.

**Operations: A.** To clarify the disputed "Definitions" and "Objects and Purposes" of the board as operational advisors of DCMA.

**B.** If it is County's will for the DCMAAB to have an operational function, clarify apparent redundancy with DCMAHL.

**Appointment of officers – specifically, "Secretary/Treasurer":** Clarify the autonomous nature of the board; as trust fund advisors with defined appointment of Secretary AND treasurer from within the board.

The meeting adjourned at 8:20 p.m.