



Dufferin County Museum & Archives Advisory Board

A G E N D A

Monday, January 28, 2013 @ 6:00 PM
Dufferin County Museum & Archives
(NOTE: A light dinner will be available.)

1. Notes of last meeting held October 3, 2012 (Attachment provided)
2. Follow up/For Discussion:
 - Verbal update from the Chair of the DCMA Board and DCMA staff re: revised Terms of Reference for a DCMA fundraising committee and pending changes to the County of Dufferin Procedural By-law. (Revised Terms of Reference for DCMA Fundraising Committee are attached.)
 - Verbal update from the DCMA Board as to the implications of the revised Terms of Reference.
 - Discussion of a process for moving forward with the DCMA Advisory Board beyond January 2013.
 - Discussion and overview of potential fundraising projects, including Melancthon House Restoration Project, exhibit/event sponsorship, DCMA Quilt Book, 2013 Battlefields Tour veteran sponsorship, annual DCMA Golf Day event, annual DCMA Fundraising Auction, DCMA Memorial Stone Fence Project, among others.
3. New business

Staff Contact:

Darrell Keenie | 705-435-1881, extension 31 | manager@dufferinmuseum.com

THE CORPORATION OF THE COUNTY OF DUFFERIN



REPORT TO DCMAHL BOARD



To: Chair and Members of the Board

From: Wayne Townsend, Director/Curator

Meeting Date: November 28, 2012

Subject: Draft/Revised Terms of Reference – DCMA Trust Fundraising Committee

Purpose

The purpose of this report is to present a draft terms of reference for a proposed public fundraising committee to support the goals and activities of the Dufferin County Museum & Archives (DCMA).

Background & Discussion

As members will know, most recently there has been discussion about the ultimate role and purpose of a committee of appointed citizens as it relates to the function of the DCMA. Original terms of reference were drafted several years ago for a “trust fund advisory board” which, more recently, was modified to encompass an expanded focus on “planning and operations” in addition to fundraising. During discussions at the October 2012 meeting of the Museum Board, the consensus was that a citizen board to support the DCMA should be focused on fundraising only. DCMA staff was thus asked to bring forward appropriately-focused draft terms of reference for further review and consideration.

Revised and draft terms of reference for a DCMA fundraising committee are attached to this report for the review and consideration of the Board.

Local Municipal Impact

None at this time.

Financial, Staffing, Legal, or IT Considerations

None at this time.

Recommendation

None at this time. For the review and action of the Museum Board.)

Attachments: One – Draft Terms of Reference, DCMA Fundraising Committee
Status:



Dufferin County Museum & Archives Fundraising Committee [DRAFT] TERMS OF REFERENCE

DEFINITIONS:

"DCMA FC" refers to the *Dufferin County Museum & Archives Fundraising Committee*.

"County" refers to the Corporation of the County of Dufferin.

"County Council" refers to the Council of the Corporation of the County of Dufferin

"DCMA" refers to the Dufferin County Museum & Archives.

"DCMAHL Board" refers to the *Dufferin County Museum & Archives and Heritage Lands Board* of Dufferin County Council.

"Trust Fund" refers to the *Dufferin County Museum & Archives Trust Fund*.

OBJECTS & PURPOSES:

The purpose of the DCMA FC is to advise and make recommendations to the DCMAHL Board and County Council with respect to the raising and holding of funds for the DCMA through:

- (i) Receipt of property, both real and personal, by way of donation, gift, legacy or otherwise; and to hold and/or convert the same into cash and apply the income or capital in furtherance of the purposes of the Trust Fund;
- (ii) Provision of financial and other assistance to the DCMA for purposes including but not limited to the following:
 - specific capital projects approved by the County
 - special exhibits
 - artifact acquisition and special collections
 - research and publications
 - educational programming
 - specific administrative, including promotional, projects and costs
- (iii) Promotion of the existence, programs and needs of the DCMA within present and potential visitor and supporter communities.
- (iv) Provision of "gifts-in-kind" to the DCMA

COMMITTEE STRUCTURE:

The DCMA FC shall, at a minimum, be comprised of the following:

- A member of County Council, appointed by County Council
- Director/Curator of the DCMA (or designate)
- 3 members of the public

The DCMAHL Board reserves the right to increase the number of Committee members as it deems necessary, not to exceed 9.

Term

The term of a Committee member shall be four (4) years, coinciding with the term of County Council.

Meetings

The Committee shall meet at least quarterly each year at the DCMA.

Member Eligibility

Persons eligible for membership on the DCMA FC include:

- members of the DCMA; or
- persons who have served in the past as a member of the DCMA FC or as a member of the DCMAHL Board; or
- persons who support the DCMA and DCMA Trust Fund, particularly in fundraising efforts, and who are prepared to work in the best interest of the DCMA and Trust Fund.

Recruitment

Recruitment and selection of Committee members shall occur in accordance with the following:

1. Public advertisements will be placed in Dufferin and area newspapers to solicit applications from eligible candidates.
2. Selection of initial Committee members will be based on a list of candidates chosen by, and interviews conducted by, an interview team comprised of one member of the DCMAHL Board, appointed by the DCMAHL Board; the General Manager of DCMA, and the Curator or Archivist of the DCMA. The interview team shall consider the following criteria in their evaluation of candidates: (i) previous experience in fund raising; and (ii) previous experience as a member of a community board, committee or trust.
3. Selection of initial and subsequent DCMA FC members shall be subject to the approval of the DCMAHL Board and County Council.

Quorum

A quorum of the DCMA FC for dealing with matters relating to fundraising and the DCMA Trust Fund shall be a majority of its members.

Voting

Voting on matters relating to fundraising and the Trust Fund shall occur by a majority vote among the members present.

Officers

The DCMA FC shall, at a minimum, designate the following officers: Chairperson and Vice-Chair. The position of Chairperson of the Committee shall only be held by an appointed member of the public. The Secretary shall be a staff person from the DCMA.

COMMITTEE RESPONSIBILITIES & POWERS:

The DCMA FC Board shall develop an annual fundraising and activities plan for review and ratification of the DCMAHL Board at its November meeting, and formulate recommendations to the DCMAHL Board in accordance with the objects and purposes of the DCMA Trust Fund and the approved fundraising and activities plan.

COMMITTEE RESPONSIBILITIES & POWERS (continued.)

In the implementation of its plans and the undertaking of its responsibilities, the DCMA FC shall, in accordance with applicable County policies and procedures, have the power to:

- encourage the contribution of funds or other property from any person, corporation, Trust Fund, municipality or government agency which the Committee in its discretion deems advisable
- accept donations, gifts, legacies, grants, devises or bequests of real or personal property of every nature and kind; with or without donor conditions or stipulations
- use and distribute such portions of the funds available to the DCMA Trust Fund as the Committee deems proper and in accordance with the objects and purposes of the DCMA Trust Fund and an approved activities and fundraising plan; this includes the forwarding of annual interest earned by money in the possession of the Trust Fund to the County/DCMA for Museum operations
- provide advice and make recommendations to the DCMAHL Board regarding the hiring of personnel
- reject gifts; including donations, legacies, grants and devises; when such gifts or the terms under which they are proposed to be given to the DCMA Trust Fund are not consistent with the objects and purposes of the Trust Fund
- in the event that no direction for the use of a gift is provided by its donor, use and apply a gift for purposes as the Committee deems proper and consistent with the objects and purposes of the Trust Fund

The DCMA FC does not have the power to borrow or to mortgage any of the assets of the Trust Fund under any circumstances.

Membership on the DCMA FC is strictly “volunteer” in nature, and therefore members are unpaid.

ADMINISTRATION & REPORTING:

The offices of the DCMA FC and Trust Fund shall be located at:
Dufferin County Museum & Archives
936029 Airport Road
Post Office Box 120
Rosemont, Ontario, CANADA L0N 1R0

The fiscal year of the DCMA FC and Trust Fund shall be a calendar year, beginning January 1st and ending December 31st.

The County, through its Treasury Department, shall provide accounting, auditing and investment services to the Committee and Trust Fund at no cost. Any interest earned on Trust Fund holdings shall be directed to the Trust Fund.

The County, through its Treasury Department, shall administer the issuance of income tax receipts for donations to and in the name of the Trust Fund.

Financial statements shall be prepared by the Treasury Department for the review of Committee members at their meetings.

ADMINISTRATION & REPORTING (continued.)

The DCMAHL Board shall be informed of the Committee's plans and activities by way of the DCMAHL Board's review and approval of an annual fundraising and activities plan. In addition, minutes of the meetings of the Committee shall be circulated on a regular basis to members of the

DCMAHL Board for their review and information. The General Manager and Curator or Archivist shall inform the DCMAHL Board of issues, activities and matters relating to the DCMA FC and Trust Fund, and provide information as requested by the DCMAHL Board.

DISSOLUTION:

In the event the Committee and/or Trust Fund are/is dissolved, any and all assets formerly received and held by the DCMA Trust Fund shall be transferred to the County to be held and used for the purposes for which they were given to the Trust Fund.

[Revised November 2012]