



MUSEUM BOARD AGENDA

Tuesday, October 22, 2013, 5 p.m.
Sutton Room, 55 Zina Street, Orangeville

Declarations of Pecuniary Interest by Members

BUDGET

1. MUSEUM BOARD – October 22, 2013 – ITEM #1
2014 Budget

Review and discussion of the 2014 Budget. The full budget document is available by clicking on the following link:

http://www.dufferincounty.ca/files/releases/2013-10-16_2014_DRAFT_BUDGET_release.pdf

REPORTS

2. MUSEUM BOARD – October 22, 2013 – ITEM #2
Succession Planning and Preparations

A report from the Museum Curator, dated October 22, 2013 with respect to succession planning for the Muesum and Archives.

Recommendation

THAT the report of the DCMA Director/Curator dated October 22, 2013 re: DCMA Succession Planning & Preparations be received;

THAT staff be authorized to complete the Work Projects identified in the report, and in the manner described in the report;

AND THAT the additional staffing costs to complete the Projects identified in the report be taken from the interest earned on the DCMA Trust Fund, to a maximum of \$26,000.

3. MUSEUM BOARD – October 22, 2013 – ITEM #3
Friends of the Museum Minutes – May 6, 2013

Minutes of the Friends of the Museum from the meeting on May 6, 2013.

Recommendation:

THAT the minutes of the Museum Fundraising Committee of May 6, 2013 be received and that the recommendations contained therein be approved.

Next Meeting: Call of the Chair



REPORT TO MUSEUM BOARD

To: Chair John Oosterhof and Members of the Board

From: Wayne Townsend, Director/Curator, DCMA

Meeting Date: October 22, 2013

Subject: **DCMA Succession Planning & Preparations**

Purpose

The purpose of this report is to discuss the work plan to be accomplished at the DCMA before the retirement of the Director/Curator in 2014 and the Archivist in 2015, and to plan their succession for the benefit of the department.

Background & Discussion

In light of the pending retirement of two staff within the DCMA department – the Director/Curator as of October 2014 and the Archivist as of April 2015 – we have undertaken a review of existing projects, and present herein our recommendations for strategically and practically managing this transition phase in the key areas of (i) curatorial duties, and (ii) the archives.

The attached work flow charts identify, in detail, the prioritized responsibilities and timing considerations in each of these key areas.

As a result of this review, two major projects emerge as absolute priorities requiring the extension of work hours of two existing staff members for a defined period of time, described in the following:

Project One – finalization of the *DuffStuff* project (the DCMA's new online searchable database), involving necessary cleanup of data in order to move the project from its "development" stage to an ongoing/operational phase. This would require the existing part time *Archives Assistant* to work an additional two days per week per week for six months, from November 2013 to May 2014.

The growing popularity of *DuffStuff* as an online research tool makes it incumbent on us to provide accurate information that will serve as the main platform for this important resource and service.

Project Two – the clearing of back log of collections, both artifact and archival.

This would include collections conservation, and complete research and proofreading of records. This will require a Curatorial Assistant five days per week for five months to assist with this backlog.

It is important that this backlog be accessioned (formally accepted into the DCMA collection) under the direction of staff who initially accepted the material into the permanent collection, and to ensure that items in the backlog are properly conserved, and registered and catalogued in our database records.

The measures described above for these two projects will permit the incoming Curator and Archivist to assume their new duties without a large backlog, and with our new online research tool ready to assist him/her in serving the public and their job responsibilities. Once work on these two projects is completed, a reasonable period remains for spending the time necessary to adequately train incoming staff.

Together, the Archivist and Director/Curator have 45 years of combined years of jobs “not quite finished,” research almost done, and projects nearly there. It is the plan to complete this work by June 2014.

Local Municipal Impact

None.

Financial, Staffing, Legal, or IT Considerations

It is recommended that the costs of additional staffing hours to complete the projects identified be taken from the interest earned on the DCMA Trust Fund over the last four (4) years, as shown below:

(i) Estimated staffing cost to complete Project One:	\$8,400*
(ii) Estimated staffing cost to complete Project Two:	\$17,500**
Subtotal:	\$25,900
(i) Total interest earned 2010-2013 – DCMA Trust Fund:	\$27,600

* Project One staff costs: 56 additional hours per month X 6 months X \$25.00/hour

** Project Two staff costs: 35 hours/week X 20 weeks X \$25.00/hr

Recommendation

THAT the report of the DCMA Director/Curator dated October 22, 2013 re: DCMA Succession Planning & Preparations be received;

THAT staff be authorized to complete the Work Projects identified in the report, and in the manner described in the report;

AND THAT the additional staffing costs to complete the Projects identified in the report be taken from the interest earned on the DCMA Trust Fund, to a maximum of \$26,000.

Attachments:

- (i) DuffStuff Workplan 2013-2014
- (ii) Curatorial Assistant Tasks 2013-2014

Status:



Curatorial Assistant Tasks 2013-2014

Task	Staff	Details	Measurement/Completed by
Incoming Donations/Artifact Conservation			
Clear backlog of artifacts	Curatorial Assistant	Incoming donations/items to be returned	Clear Conservation Room/Large Artifact/Curator's Office
Active artifact conservation	Curatorial Assistant	Encapsulate/repair/sort artifacts	Clear Collection/Conservation Room Shelves
Preventive artifact conservation	Curatorial Assistant	Create storage mounts for Military Collection	Completed by March 2014
Oversee volunteer performing conservation	Curatorial Assistant/Collections Manager	Oversee volunteers as they perform basic conservation tasks	Ongoing
Database Inventory			
Add artifacts to DuffStuff	Curatorial Assistant	Identify PastPerfect records to be updated (photos/descriptions)	Completed by February 2014
Add artifacts to DuffStuff (cont'd)	Curatorial Assistant	Add artifact records to DuffStuff (Veterans/"Person of Note")	Completed by March 2014
Create artifact records for PastPerfect	Curatorial Assistant	Create temporary receipts/research and prepare artifacts for accession	Laurier Collection completed by November 2013
Small Artifact Storage			
Consolidate/organize Military Collection	Curatorial Assistant	Consolidate Military Collection into one location in Small Artifact Storage	Completed by January 2014
Consolidate/organize loaned First Nations Collection	Curatorial Assistant/Educational Programmer	Consolidate and organize FN Collection to be used for programming	Completed by January 2014
Exhibit Development and Installation			
2013 Veterans Exhibit	Curatorial Assistant	Prepare labels/install artifacts in temporary exhibit space	Installed by Thursday October 17, 2013
2013 Piecemaker's Offsite Quilt Display	Curatorial Assistant	Prepare/install offsite exhibit for Piecemaker's Quilt Display	Installed by October 16, 2013
2013 Holiday Treasures	Curatorial Assistant	Prepare labels/install objects/organize incoming pieces	Ongoing/November-December 2013
2014 Love Letters Exhibit	Curatorial Assistant	Prepare labels/install objects/organize incoming pieces	Installed January - March 2014
2014 Folk Art Exhibit	Curatorial Assistant	Prepare labels/install artifacts in Main Gallery	Installed by January 2014
2014 Historic Art Shows (2)	Curatorial Assistant	Prepare labels/install paintings in Rich Hill Lodge	Installed by March 2014
2013 - 2014 Orangeville Incorporation Exhibit	Curatorial Assistant	Prepare labels/install artifacts in temporary exhibit space	Installed by December 2013
2014 Fresh Flowers Art Show	Curatorial Assistant/Events Coordinator	Prepare labels/install art show in Main Gallery	Installed May 2014
2014 Stitches Across Time Exhibit/Juried Art Show	Curatorial Assistant/Events Coordinator	Prepare labels/install juried art show in Rich Hill Lodge	Ongoing/April - November 2014
2014 Student Art Show	Curatorial Assistant/Manager	Prepare labels/install art show in Silo Art Gallery	Installed April 2014
2014 Andrew Peycha Art Show	Curatorial Assistant	Prepare labels/install art show in Silo Art Gallery	Ongoing/August 2014
2014 Jim Lorrigan Art Show	Curatorial Assistant	Prepare labels/install art show in Silo Art Gallery	Ongoing/September 2014
2014 Corn Flower Travelling Exhibit	Curatorial Assistant/Curator	Prepare labels/mounts/travelling cases for select Corn Flower	Completed by February 2014
2014 Canadian Glass Travelling Exhibit	Curatorial Assistant	Prepare labels/mounts/travelling cases for select Canadian Depression Glass	Completed by February 2014
Digital Design			
Promotional material for 2014 Folk Art Exhibit	Curatorial Assistant/Manager	Prepare promotional/supporting material for 2014 exhibit	Ongoing/January 2014
Create pull-up banners on Photoshop	Curatorial Assistant	Create 2 pull-up banners to be used for DuffStuff and Collection promotion	Completed by October 2013
Policies and Procedures			
Create "Incoming Donations" policy	Curatorial Assistant/Curator/Manager	Incoming donations and organization of newly acquired artifacts.	Completed/implemented April 2014
Create "Conservation" policy	Curatorial Assistant/Curator/Manager	Assess priority/work plan for artifact conservation	Completed April 2014
Events			
100th Anniversary of Corn Flower Festival	Curatorial Assistant/Events Coordinator	Coordinate/communicate with 100th Anniversary Committee	Ongoing

**DUFFERIN COUNTY MUSEUM & ARCHIVES (DCMA)
FUNDRAISING COMMITTEE – NOTES OF MEETING**



Monday, May 6, 2013

The Fundraising Committee met at 7 p.m. at the DCMA.

Members Present: Councillor John Oosterhof, Morley Brown,
Catherine Ollerhead De Santis, Renato Iozzo, Jeff Sedgwick

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

Councillor John Oosterhof assumed the role of Chair for the inaugural meeting of the Committee, and called the meeting to order at 7:00 pm.

1. DCMA Fundraising Committee – May 6, 2013
Discussion of Role and Purpose of Fundraising Committee plus 2013 events

The Chair reviewed the agenda and led a brief discussion of the role and purpose of the Fundraising Committee.

DCMA staff reviewed a list of the Museum's 2013 fundraising and donations targets (attached to these minutes), as well as a list of fundraising events and direct campaigns planned for 2013. The members discussed each of their interests and possible ways in which the Museum's events could be assisted, both in terms of fundraising and promotion.

The idea of inserting a self-addressed donation envelope and fundraising information into future editions of the DCMA's Events & Activities Guide was discussed and it was agreed that it is an idea worth pursuing.

ACTION: In a discussion of next steps, it was agreed that all members will forward to DCMA staff as soon as possible each of their preferences for engaging in the Museum's fundraising events and efforts planned for 2013.

2. DCMA Fundraising Committee – May 6, 2013
Confirmation of the name of the Committee

The Chair led a discussion of the name of the Committee.

Moved by Jeff Sedgwick, seconded by Catherine Ollerhead De Santis,
THAT the official name of the DCMA's fundraising committee be confirmed as the "Friends of the DCMA" –Carried unanimously-

3. DCMA Fundraising Committee – May 6, 2013
Election of Chair

Moved by Renato Iozzo, seconded by Catherine Ollerhead De Santis,
THAT Jeff Sedgwick be confirmed as Chair of the Friends of the DCMA fundraising committee. –Carried unanimously-

DCMA Fundraising Committee – May 6, 2013
Adjournment

The meeting adjourned at 8:40 p.m.