MINUTES: Hamilton Historical Board  
Tuesday, September 15, 2009 – 11:30 pm – 1:30 pm  
City Centre – Suite 305 Board Room

CHAIR: Bill Manson  
MINUTE TAKER: Jason Ryan

PRESENT: Graham Crawford, Rob Hamilton, Christine Lei, Carolyn McCann, Mary Anderson, Robin McKee, Susanne Noordyk, Deborah Eker, Kathy Wakeman, Bob Williamson

STAFF: Ian Kerr-Wilson

REGrets: Pat Saunders, Michael Sangermano, Walter Peace

CHAIR’S REMARKS

11:30 pm

1. APPROVAL OF AGENDA
That the September Agenda of the Hamilton Historical Board be approved.  
(Anderson/McCann) APPROVED

2. DECLARATION OF INTEREST
None

3. APPROVAL OF MINUTES – July 14, 2009 (attached)
That the July minutes of the Hamilton Historical Board be approved.  
(Crawford/Hamilton) APPROVED

4. ITEMS FOR ACTION

4.1. Approval of Draft revised HHB Terms of Reference (attached) – Bill Manson
Motion to approve the revised HHB Terms of Reference as presented  
(Manson/Hamilton) APPROVED

4.2. Approval of Draft 2010 HHB Work Plan (attached) – Bill Manson
Spelling correction required on Page 2, Section B-f: “Plaguing” to “Plaquing”  
Recommendation to extract text from mandate and insert directly into “Strategic Commitment Area” of work plan spreadsheet  
(McCann/McKee) CARRIED  
Revise text to reflect re-alignment of Strategic Commitment Area and Objectives sections
Friendly amendment to strike the Strategic Goal section and replace with breakdown of current mandate
Motion to approve the Draft 2010 HHB Work Plan as amended  
(Manson/Hamilton) APPROVED

4.3. Approval of Draft 2010 HHB Budget Submission (attached) – Bill Manson
Motion to approve the Draft 2010 HHB Budget Submission as presented  
(McCann/Hamilton) APPROVED
4.4. Approval of HHB Student Awards materials to be sent to schools (attached)  
   - Carolyn McCann
   Board agrees that Student Awards promo page requires no additional revisions
   Students are eligible for HHB Student Award even if they have been
   nominated/award another history award for his/her school performance
   Correct Typo in Section D; ensure year is correct to 2010
   Current proposal does not include
   **Action:** Provide Carolyn with confidentiality statement - *Jason*
   **Motion** to approve the HHB Student Awards promo page and nomination form
   as presented
   **(Hamilton/Anderson) APPROVED**
   Additional item, Student Award Adjudication Form, has been presented for
   informational purposes only.
   **Action:** Review the adjudication form and provide feedback directly to Carolyn
   McCann – *All Board Members*

4.5. Proposal for a Presentation Format for HHB Developed Heritage Walks -
   Graham Crawford
   Graham Crawford has prepared a series of walking tours that will be available
   via Podcast through the History + Heritage website. Graham will be producing
   these podcasts and is inquiring with the HHB for their partnership in production.
   Graham has indicated there will be no additional costs or use of human
   resources from the HHB. Graham is suggesting collaboration between the
   HHB/CoH and H+H that includes co-branding.
   Suggestion to ensure that all images, text, etc. are of public domain
   **Motion** that the HHB partner with History + Heritage in the development of the
   programming for the walking tour series, with the understanding that branding
   is shared between H+H and HHB/City of Hamilton
   **(McCann/Eker) APPROVED**

4.6. 1812 Bicentennial Medal Proposal – Bob Williamson
   Received for information; will be added to October agenda, wherein a work plan
   will be presented

4.7. Revised Museum Reporting Format (attached) – Jason/Ian
   Suggesting to insert current heading into revised form
   **Motion** to approve the revised Museum Reporting format for the duration of six
   months, at which time the format will be reviewed
   **(McKee/Noordyk) APPROVED**

4.8. Hamilton Community Guide Ad
   Concerns regarding cost & content; increased amount for small ad space
   Clarification on funding rational: HHB had been asked to sponsor, not subsidize,
   the ad, in the effort of bringing other local heritage organizations on board.
   **Motion** to approve funding for the ad in the Hamilton Community Guide
   **(Eker/McKee) DEFEATED**
   **Motion** to pursue the project with further clarification on the size, placement
   and quantity of space available for event promotion
   **(McCann/Noordyk) CARRIED**

5. Adjournment
   Current time is 2:30 p.m.
   **Motion** that the remainder of the agenda be tabled until the October meeting
   due, to shortage in time
   **(Hamilton/Wakeman) APPROVED**
6. BUSINESS ITEMS

6.1. Committee Reports (2 minutes each)
   6.1.1. Communications & Education Sub-committee – Bill Manson
          6.1.1.1. Editorial Team – Christine Lei
   6.1.2. Joint Plaquing Sub-Committee – Bob Williamson
   6.1.3. Heritage Events Sub-Committee – Pat Saunders
   6.1.4. Student Recognition Awards Sub-Committee – Carolyn McCann
   6.1.5. Maple Leaf Forever Ad-hoc Committee – Bob Williamson

   That the reports of Item 5.1 be received. 
   ( )           APPROVED

6.2. Questions Arising from Other Reports/Projects (2 minutes each)
   6.2.1. Municipal Heritage Committee – Kathy Wakeman
   6.2.2. Gore Master Plan – Bill Manson
   6.2.3. Mel Bailey Award – Rob Hamilton
   6.2.4. Museum’s & Heritage Presentation Report – Ian Kerr-Wilson

6.3. HHB Budget/Work Plan
   6.3.1. 2009 Budget Review – Bill Manson/Ian Kerr-Wilson
   6.3.2. 2009 Work Plan Review – Bill Manson
   6.3.3. 2010 Work Plan Development – Bill Manson
   6.3.4. 2010 Budget Development – Bill Manson/Ian Kerr-Wilson

6.4. Other HHB Business
   6.4.1. Grounds Use Requests
   6.4.2. Volunteer Opportunities

6.5. Questions Arising from Museum Reports (2 minutes each)
   6.5.1. Battlefield House Museum & Park – Michael Sangermano
   6.5.2. Hamilton Children’s Museum – Carolyn McCann
   6.5.3. Dundurn National Historic Site – Pat Saunders
   6.5.4. Fieldcote Memorial Park & Museum – Christine Lei
   6.5.5. Griffin House – Robin McKee
   6.5.6. Hamilton Museum of Steam & Technology – Rob Hamilton
   6.5.7. Whitehern Historic House & Garden – Mary Anderson
   6.5.8. Programme Committee – Bill Manson

   That the reports of Item 5.5 be received. 
   ( )           CARRIED

7. New Business
   7.1.
   7.2.

   Next Meeting: Tuesday, October 13, 2009 – 12:30pm – 2:30pm
                City Centre – Suite 305 Board Room
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