MINUTES: Hamilton Historical Board  
Tuesday, September 9, 2008 – 12:30 p.m.  
The Stable at Whitehern

CHAIR: Walter Peace  
MINUTE TAKER: Joyce Boyd

PRESENT: Mary Anderson, Graham Crawford, Deborah Eker, Rob Hamilton, Christine Lei, Bill Manson, Carolyn McCann, Robin McKee, Susanne Noordyk, Michael Sangermano, Pat Saunders, Bob Williamson

Also Present: Ian Kerr-Wilson, Manager, Museums & Heritage Presentation

REGRETS:

CHAIR’S REMARKS: 12:30 p.m.

ACCEPTANCE OF AGENDA

(Manson/Eker)
That the September 9, 2008 Agenda be accepted.  

CARRIED

1. DECLARATION OF INTEREST
None declared.

2. APPROVAL OF MINUTES – August 12, 2008

(Saunders/Noordyk)
That the August 12, 2008 minutes of the Hamilton Historical Board be approved.

CARRIED

4. OUTSTANDING BUSINESS ITEMS 12:35 p.m.

4.1 Council Representation on Board (Chair, Manager)
HHB Recommendation is on the 17 September 2008 E & CS Agenda

4.2 Graffiti and Break-ins – Manager
Parks held a public meeting on graffiti.  
Culture has submitted capital budget regarding security needs.  
The Board would like a presentation on City-wide initiatives.
4.3 Fire Hydrant in downtown alley  
**Action from July (Item 5.1.6)**  
Have not found the person responsible. Ian to refer to Mac Swackhammer, Curator - HMST for follow up.

4.4 Mel Bailey Award Announcement at Council  
Wednesday, October 15, 7:00 p.m. – This will be an opportunity to remind Council about the Award, open nominations and share preliminary information about the Award event on February 14, 2009. Presentation must be forwarded to Clerks by September 23, must be reviewed by Manager, Director and GM prior to that date. 
**Action:** Walter and Ian to meet to discuss details of requirements.

4.5 Renaming August Civic Holiday – Michael Sangermano  
It was agreed by members that this item should fall under the jurisdiction of Events. Future reports will fall under Item 5.3.3(c) Would like this event to be a possible competition for school children (restricted to grade 7 and up). 
**Action:** Walter to bring most recent version of ‘letter’ to the next HHB meeting.

5. BUSINESS ITEMS  
12:45 p.m.

5.1 Issues Arising from Museum Reports (2 minutes for each)

5.1.1 Battlefield House Museum & Park – Michael Sangermano  
Apple Day and unveiling of Augustus Jones plaque to take place on September 27.

5.1.2 Hamilton Children’s Museum – Carolyn McCann  
Business is up. Archaeology program is receiving excellent reviews from a child from Australia who recently took part in the program.

5.1.3 Dundurn National Historic Site – Pat Saunders  
Garden workshops on herbs (September 13 and 14).

The Head of the Lake Historical Society offered to pay for a garden urn to be placed on the north lawn garden in memory of Mel Bailey. There was some discussion regarding whether this requires board approval. 
**Action:** Ian to clarify with Head of the Lake on their expectations.

5.1.4 Fieldcote Memorial Park & Museum – Christine Lei  
Attendance is up (average of 800 per concert) and membership also continues to climb. Working on series of articles for the Ancaster News. 
It was mentioned that there is a high turnover rate for historical interpreters within the facility.
5.1.5 **Griffin House – Robin McKee**  
Attendance has almost doubled since last year. Griffin House will be open on October 13 (Thanksgiving) from 1:00 to 4:00 p.m. Filling the historical interpreter position has been postponed until next year.

5.1.6 **Hamilton Museum of Steam & Technology – Rob Hamilton**  
Attendance being down is attributed to the rainy season.

5.1.7 **Whitehern Historic House & Garden – Mary Anderson**  
Music is a big success on Wednesdays. The walkway has been paved and pea gravel added. The garden is in magnificent shape.

5.1.8 **Hamilton & Scourge Project – Walter Peace**  
No updates

5.1.9 **Conservation – Rob Hamilton**  
No update  
Temporary space and conservation is an ongoing issue.

5.1.10 **Marketing – Graham Crawford**  
Update from 5 September meeting.  
Working on a matrix for charging admission fees; there would be no major changes. This will have to go through council.  
There was much discussion regarding a reciprocal yearly pass.

5.1.11 **Programme Committee – Bill Manson**  
Update from 25 August meeting  
Discussed under Item 5.1.10.

(Eker / Hamilton)  
That the above reports are received.  

**CARRIED**
5.2 HHB Budget / Work Plan

5.2.1 2008 Budget (Chair/Manager)
Ian stated there are no changes/expenditures since update received last month.

Tabled motion from August – printing quotes attached.

(McCann / Williamson)
The HHB approve the use of funds from the 2008 HHB Special Projects Budget for printing costs for sufficient copies (b & w) of Ward Fact Sheets and Newsletters, plus the cost of CD copies to be sent to the Head of History of each Secondary School and each school with Grades 7 and 8 in the Hamilton District School Board and the Hamilton District Catholic School Board.

? CARRIED?

Action: Graham or Michael will burn the CDs.
CDs of Ward Fact Sheets were also distributed to all present.

5.2.2 2008 Work Plan Review (Chair)
No update

5.2.3 2009 Budget (Chair/Manager)
Will be referred to the 2009 Budget process at 22 October 2008 E&CS meeting.

5.2.4 2009 Work Plan (Chair)
Will be reviewed at the 22 October 2008 E&CS meeting.

5.3 HHB Sub-committee Reports

5.3.1 Communications & Education Sub-committee – Bill Manson
Site is still ‘under construction’ by the designer. Costs are expected to run approximately $600 over budget.

5.3.1(b) Items 3 & 4 - Editorial Team – Christine Lei
The newsletter has been deferred for several weeks until Rebecca returns from vacation. It was agreed to approve the expenditure for the creation of a newsletter template with the stipulation that 3 quotes are received.

Action: Christine to obtain quote from Stirling.

(Saunders/Williamson)
That the September 2008 report of the Communications & Education Sub-committee be adopted.  

CARRIED
5.3.2 **Joint Plaquing Sub-committee – Bob Williamson**
1:35 p.m.
There are three plaque unveilings for the month of September. Place of Firsts unveiling will occur on September 13, Peace Memorial on September 20 and Augustus Jones on September 27.

(Williamson/Eker)
That the September 2, 2008 report of the Joint Plaquing Sub-committee be adopted. **CARRIED**

5.3.3 **Heritage Events Sub-committee – Pat Saunders**
1:45 p.m.
Motion brought forward from the last meeting concerning granting the Heritage Events Sub-committee a budget of $5,000 for 2009. Pending approval of the 2009 HHB budget, $5,000 should be available.

The HES met on September 4. (Notes will be included in future HHB reports). Would like to increase membership from 6 persons to 8. A list of names was proposed which includes: Margaret Houghton, Donna Reid and Cathy Masterson. The new work plan proposes 2 to 3 events annually. To include Heritage Day, the T. Mel Bailey Award and one other depending on resources.

5.3.3(a) **Heritage Day 2009**
5.3.3(b) **Bailey Award Event**
5.3.3(c) **HHB 2011 Heritage Event**

(Saunders / Anderson)
That the September report of the Heritage Events Sub-committee be received. **CARRIED**

5.4 **Other HHB Business**
1:55 p.m.

5.4.1 **Museum of Hamilton**
Walter still waiting to hear from David Beland

5.4.2 **2009 Community Partnership Program**
No update.

5.5 **Other Reports / Projects**
2:00 p.m.

5.5.1 **Manager’s Report – Ian Kerr-Wilson**
As of September 2 Rebecca officially started as the Administrative Assistant to the Director of Culture. Interviews have taken place and the new Heritage Presentation Coordinator will be at the October meeting.
5.5.2 Municipal Heritage Committee Report – Bill Manson (formerly Hamilton LACAC)
Name change to Hamilton Municipal Heritage Committee waiting for approval of Council.

(Manson / Name)
That the August MHC liaison report to the HHB be received.

5.5.3 2010–2012-2017 Events – Manager
No update.

5.5.4 Thank yous / Media Coverage

5.5.5 Volunteer Opportunities

5.5.6 Community Heritage Organizations & Activities

6. NEW BUSINESS 2:15 p.m.

6.1 Grounds Use Requests
Inadvertently Grounds Use Request were left off the agenda in error when we moved to the new format in April 2008. To be added under Business Items 5.2. Other Business Items will be renumbered.
Filming to start at Dundurn next week. There was some discussion concerning where filming is permitted and the fees charged. Fee structure for museums and heritage buildings are recommended by the Culture Division but must be approved by Council.

7. ADJOURNMENT
On motion, the meeting adjourned at 2:30 p.m.

Next meeting: Tuesday, October 14, 2008 – 12:30 to 2:30 p.m. – The Stable at Whitehern

Dates to remember: Note-this list is not intended to replace the Community Happenings list prepared by Robin McKee, it is provided as a reminder off HHB events and upcoming events at the Hamilton Civic Museums.

Saturday, Sep 13 – Place of Firsts Plaque Unveiling
Saturday, Sep 20 – Peace Memorial Park Opening
Saturday, Sep 27 – Apple Day – Battlefield
Augustus Jones Plaque Unveiling
Sunday, Sep 28 – Golden Horseshoe Live Steamers – HMST
Sunday, Sep 28 – Straight from the Garden – DNHS
Monday, October 13 – Open House – Griffin House
### OUTSTANDING BUSINESS
#### Hamilton Historical Board

<table>
<thead>
<tr>
<th>Issue</th>
<th>Date Action Initiated</th>
<th>Lead Dept/Div</th>
<th>Status</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>A</td>
<td>11 Dec 2007</td>
<td>Board</td>
<td>Board to determine timelines for awarding first award</td>
<td>Oct 2008</td>
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<tr>
<td>B</td>
<td>11 Dec 2007</td>
<td>Board/Culture Staff</td>
<td>Board in conjunction with staff to determine what form the award will take</td>
<td>Oct 2008</td>
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<tr>
<td>C</td>
<td>08 April 2008</td>
<td>Communications &amp; Education Sub-committee</td>
<td>Complete Remove from Outstanding Business List</td>
<td>August 2008</td>
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<tr>
<td>D</td>
<td>13 May 2008</td>
<td>Board/Culture Staff</td>
<td>Complete Remove from Outstanding Business List</td>
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<td>F</td>
<td>2008 Work Plan</td>
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