MINUTES: Hamilton Historical Board
Tuesday, May 13, 2008 – 12:30 p.m.
The Stable at Whitehern

CHAIR: Bill Manson                MINUTE TAKER: Rebecca Oliphant

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

Also Present: Ian Kerr-Wilson

REGRETS: Graham Crawford, Walter Peace

CHAIR’S REMARKS: 12:30 p.m.
Resignations: Darrell Epp, James Bretzler
Griffin House National Historic Site, Thank you to those who manned Auchmar
for Doors Open, New Business Items should be sent to Rebecca by the 1st
Tuesday of the month with a general description and estimated time, we realize
there will be exceptions

1. ACCEPTANCE OF AGENDA
   add Item 6.4 Doors Open
   move Editorial report up to 4.4,
   (Anderson / Saunders)
That the May 13, 2008 Agenda be accepted as amended. CARRIED

2. DECLARATION OF INTEREST
   None declared

3. APPROVAL OF MINUTES – April 8, 2008
   (Saunders/McCann)
That the April 8, 2008 minutes of the Hamilton Historical Board be approved. CARRIED

4. OUTSTANDING BUSINESS ITEMS
   12:40 p.m.
   4.1 Council Representation on Board (Chair, Manager)
   Draft Report – focuses on the accountability of the Board and the CMOG
   issue, note Financial Implications – if Ministry wished to follow the letter of
   the funding application and Museum Standards, in particular Governance,
they could disallow the grant funding without Council representation, please be clear this is unlikely however is a worst case scenario

(Sangermano/Noordyk)
Motion to adopt the report. CARRIED

4.2 Minutes Format Update
This is the approved format for committee minutes. Remove from Agenda

4.3 Mel Bailey Award Announcement Event
Rebecca has requested a late spring date to announce the award at Council. Update: will have to be September 24 or October 15 due to fullness of Council calendar until then

4.4 Editorial Team Report
moved from 5.3.1.
Editorial Report – please review draft Newsletter Issue 2 distributed today, any errors please email Christine and cc Rebecca
Magazine – have determined a name, please review the Editorial Guidelines, new hhb@hamilton.ca has been set up for inquiries, need volunteers to assist the Editorial Team, please attend next meeting Tuesday, May 27 at 9:30 a.m. if you’re available
Congratulations to the Editorial Team, plans for Legacy look great, please support Christine

(Lei/Hamilton)
That the May 2008 report of the Editorial Team be received. CARRIED

5. BUSINESS ITEMS 12:50 p.m.

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

5.1.1 Battlefield House Museum & Park – Michael Sangermano
Action from March meeting - that a letter be sent to the Emergency & Community Services regarding By-law enforcement of tobogganing at Battlefield House Museum & Park. Letter was sent to E&CS, meeting with stakeholders is set for June 26
Re-enactment is June 6 to 8, Museum Clerk has left for leave, Susan doing an admirable job, should be commended
Plans for Nash-Jackson, upper floors for administrative purposes, main floor will be gift shop, orientation space, period room, basement will be a Multi purpose room

5.1.2 Hamilton Children’s Museum – Carolyn McCann
New exhibits are very popular, lots of school programmes

5.1.3 Dundurn National Historic Site –
Ken Heaman is now Curator, very successful Doors Open, Tom Minnes Curatorial Assistant for Collections at DNHS is splitting time with Nash Jackson, issuing Purchase Orders for Rolph Gates to fulfill scope of work prepared last year, have scopes of work for interior work, structural report will be completed

5.1.4 Fieldcote Memorial Park & Museum – Christine Lei
Doors Open numbers were substantially higher than previous year, numbers are up in general, Annual Soiree is June 13, graffiti on sign is being dealt with

5.1.5 Griffin House – Robin McKee
National Historic Site designation, Robin judged the School Heritage Fair, Grade 5 Corpus Christi student (Olivia) knew about the designation on Tuesday, received perfect marks on her Underground Railroad project, won for this area, will be showing in Ottawa on May 24, perhaps an article for Newsletter on the Heritage Fair, Anxious to proceed with the hiring of Griffin House staff person,

5.1.6 Hamilton Museum of Steam & Technology –
Included Water/Wastewater tours as part of Doors Open, very popular

5.1.7 Whitehern Historic House & Garden – Mary Anderson
Richard Barlas is Acting Curator, working on storage rooms, continuing work on the Stable, tree removal is part of long term plan to remove trees that have passed their life-cycle, they will be replaced

5.1.8 Hamilton & Scourge Project – Walter Peace
HMCS Kingston is on site, doing condition report using ROVs (Remote Operating Vehicle), will receive a CD of images this afternoon, culmination of 10 years of work, part of our Stewardship of the site, internationally significant site, will be hosting a memorial on Thursday before the Kingston leaves, Mike McAllister, Military Museum Coordinator is taking over some of the lead for this project

5.1.9 Conservation – Rob Hamilton
No report

5.1.10 Marketing – Graham Crawford
Next Marketing Meeting is May 23, 2008.

(Hamilton/Anderson)
That the above reports are received. CARRIED

5.2 HHB Budget / Work Plan 1:10 p.m.
5.2.1 2008 Budget (Chair/Manager)
highlight in terms of budget is the amount $18,000, can now proceed with projects that the Board has been talking about for some time, staff will investigate if any unused funds can be put in reserve for 2009, staff will bring an update on the current status of the budget to each meeting for discussion, Board members to make proposals as to expenditure at June meeting

5.2.2 2008 Work Plan (Chair)
Work plans should be reviewed at each meeting with the budget,

5.2.3 2009 Budget (Chair/Manager)
Submission will need to be ready for mid August 2008
Working documents that evolve over time therefore Staff recommendation is to book a separate Budget & Work plan session Board to decide if it should be the full Board or a Sub-committee,

(McKee/Sangermano)
Motion that the full Board meet from 6 to 10 p.m. on Thursday, June 12 to develop the 2009 Budget and Workplan. CARRIED

5.2.4 2009 Work Plan (Chair)
Submission will need to be ready for mid August 2008 – see above

5.3 HHB Sub-committee Reports

5.3.1 Communications & Education Sub-committee
See report distributed in information package
Item 1 - Website – hope to have it up by the end of May
Item 4 – HHB presentation - Hope to have draft at June meeting
Item 7 - Once the office is setup HHB involvement will be determined
Item 9 – Sub-committee mandate –

(Manson/McKee)
That the mandate of the HHB Communications & Education Sub-committee be revised by the addition of the words “and heritage” to read:  The HHB Communications and Education Sub-Committee will design, develop, and distribute information that promotes the awareness, appreciation, and enjoyment of Hamilton’s history and heritage for the community CARRIED.

(Manson/Hamilton)
That the May 2008 report of the Communications & Education Sub-committee be received. CARRIED

5.3.2 Joint Plaquing Sub-committee
Note: Item 5.1.4(d)Wilson’s Mills plaque text for approval.
That the wording of the Wilson’s Mills plaque be referred back to the JPSC for further documentation of text.  

CARRIED

Unveilings:  The Place of Firsts – 21 June 2008 at 11:00 a.m, Walter or Bill to emcee, Augustus Jones – 27 September 2008 – Battlefield House Museum & Park then installation later at statue site Peace Memorial Park plaques – 20 September 2008, staff encourages entire Board to make every effort to be in attendance, Will be forwarding the following to E&CS for approval of subject Copetown United Church for 2008 and First Royal Visit for 2010

(McKee/Hamilton)
That the May 6, 2008 report of the Joint Plaquing Sub-committee be received.  

CARRIED

5.4  Other HHB Business

5.4.1  Heritage...comes Home 2009 –  
no update

5.4.2  Heritage Ball or other Event
Discussion Item – Mary Anderson – copy distributed  
Perhaps a dinner theatre, combining Arts & Heritage is to be commended, do we envision partnering with other groups to facilitate, an idea worth exploring,  
Action: bring a proposal including a budget to the next meeting

(Anderson/Saunders)
That we re-convene the ”Heritage Ball” committee and that we rename it the “Heritage Event” committee and that we proceed to make plans for producing an annual heritage event that will dramatize the real people and the real stories in the Hamilton Civic Museums.  

CARRIED

5.4.3  Museum of Hamilton
Action from April: Walter to contact Dave Beland before the next meeting  
no update

5.4.4  2008 Community Partnership Program
No update – should determine a team of 3 people for 2009 CPP adjudications,
5.5 Other Reports / Projects  

5.5.1 Manager’s Report – Ian Kerr-Wilson  
see Museum reports

5.5.2 Hamilton LACAC Report – Bill Manson  
demolition by neglect was discussed at May 12 COW, 92 page staff report defending actions to date is available if interested

(Bill Manson/McCann)  
That the April LACAC liaison report to the HHB be received.  
CARRIED

5.5.3 2010–2012-2017 Events – Manager  
position has been funded for a Major Events Manager and support staff under Director of Culture, working on job description

5.5.4 Thank yous / Media Coverage  
Thank you to Christine, Mary and Susanne for manning the Hamilton Civic Museums / HHB information table at Auchmar for Doors Open Hamilton on May 3 and 4.

5.5.5 Volunteer Opportunities  
Re-enactment of the Battle of Stoney Creek June 6 to 8, 2008  
This will be the first year the event has had an information table, would like HHB members to man the table, will be providing information about the activities at the event as well as summer events at the other Hamilton Civic Museums  
Please let Rebecca know when you are available.
members some preparation, a hint of what they are getting into, setting up a training / evaluation exercise, prospects participate in a research project, JPSC will determine criteria for evaluation at the June 3 meeting, research project can be completed over the summer for presentation at September JPSC meeting,

(McCann/Williamson)
That the HHB institute a research project for prospective HHB and Member at Large members to the JPSC.

6.2 Museum Liaison replacements
need liaisons for DNHS and HMST, staff recommendation that we ask members that do not already have a site or other board commitments therefore Ian spoke to Pat for DNHS, Rob for HMST, they have agreed

6.3 Outstanding Business List
addition to the Agenda much the same as other City committees, will keep us on track, ensure that items do not get forgotten, please let Rebecca know if something is missing

6.4 Doors Open
HHB logo is not on the Doors Open Hamilton Spectator Insert because our contribution was not confirmed until after the printing was complete, logo appeared on Auchmar Site Interpretation brochures, we had an HHB information table at Auchmar, our logo is on the Doors Open Hamilton website

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

Next meeting: Tuesday, June 10, 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, May 24-Sunday, May 25 – Boats in the Park, Golden Horseshoe Live Steamers
Friday, June 6 – History in Action Day
Saturday, June 7-Sunday, June 8 – 27th Annual Re-enactment of the Battle of Stoney Creek
Friday, June 13 – Annual Soiree – Fieldcote
Saturday, June 21 – The Place of Firsts plaque unveiling
### OUTSTANDING BUSINESS
**Hamilton Historical Board**

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<th>Issue</th>
<th>Date Action Initiated</th>
<th>Lead Dept/Div</th>
<th>Status</th>
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<td>Bailey Award</td>
<td>11 Dec 2007</td>
<td>Board</td>
<td>Feb 2008</td>
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<td>Board to determine timelines for awarding first award</td>
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<td>B</td>
<td>Bailey Award</td>
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<td>Board/Culture Staff</td>
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<td>Board in conjunction with staff to determine what form the award will take</td>
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<td>C</td>
<td>E &amp; CS Presentation</td>
<td>08 April 2008</td>
<td>Communications &amp; Education Sub-committee</td>
<td>August 2008</td>
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<td>Sub-committee to present draft at June 10 Board meeting</td>
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<td>2009 Work Plan &amp; Budget Development</td>
<td>13 May 2008</td>
<td>Board/Culture Staff</td>
<td>August 2008</td>
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<td>Thursday, June 12 – 6 to 10 p.m.</td>
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