MINUTES: Hamilton Historical Board
Tuesday, August 12, 2008 – 12:30 p.m.
The Coach House at Dundurn

CHAIR: Walter Peace

MINUTE TAKER: Rebecca Oliphant

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

Also Present: Karen McCartney, Acting Manager, Museums & Heritage Presentation

REGrets: Rob Hamilton, Robin McKee

CHAIR’S REMARKS: 12:30 p.m.

ACCEPTANCE OF AGENDA

(Manson / Noordyk)
That the August 12, 2008 Agenda be accepted. CARRIED

1. DECLARATION OF INTEREST
None declared.

2. APPROVAL OF MINUTES – July 15, 2008

(Anderson/Crawford)
That the July 15, 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
Graffiti Abatement Task Force held a public meeting last week to share current initiatives and successes
4.3 Fire Hydrant in downtown alley  
**Action from July (Item 5.1.6):** Ian to confirm when the downtown alleyway hydrant was removed

4.4 Default Meeting Location  
Will continue to be the Stable at Whitehern, meetings at other sites will be accommodated on request

4.5 Identifying HHB members as such at Hamilton Civic Museums  
Laminated cards provided in August information packages  
Thank you to Rebecca,  
**Action:** Rebecca to send Attractions Ontario Reciprocal Admissions information

4.6 Mel Bailey Award Announcement at Council  
Wednesday, October 15, 7:00 p.m.  
**Deadlines:** 8 September 2008 for Manager and Director to review  
23 September 2008 – to Clerk’s for agenda  
Form of First Award? –  
**(McCann / Sangermano)**  
Motion that the first (2009) award be a one-off piece by a local artist unless sufficient time permits a Public Art Competition.  
**CARRIED**

Possible Public Art Competition for future awards?  
**(McCann / Sangermano)**  
Motion that the Hamilton Historical Board host a Public Art Competition to design the Bailey Award for the 2010 however should there be sufficient time the competition will be moved forward for 2009.  
**CARRIED**

Add HHB logo to the nomination form  
**(Manson / Crawford)**  
Motion that the nomination form be approved as amended.  
**CARRIED**

5. BUSINESS ITEMS  
12:40 p.m.

5.1 Issues Arising from Museum Reports (2 minutes for each)  
5.1.1 Battlefield House Museum & Park – Michael Sangermano  
work progressing on Jackson House, completion October 2008, tobogganing issue – will use an to education focus, make public aware of the dangers to this National Historic Site

5.1.2 Hamilton Children’s Museum – Carolyn McCann  
New staff person-Donna Kosior, donation of Golden Books from Glen Eker, increase in attendance, exciting new program focus meeting needs of older children, Karen and her staff to be commended
5.1.3 **Dundurn National Historic Site – Pat Saunders**
Foundations being continually assessed, new Castle Shop is open, will be interviewing for Curatorial Programming Assistant this week

5.1.4 **Fieldcote Memorial Park & Museum – Christine Lei**
Safety issues with trees on parkland will be handled by a private contractor, Rotary Clubs have donated a fully automated sprinkler system, Peter Snow is leaving to further his education

5.1.5 **Griffin House – Robin McKee**

5.1.6 **Hamilton Museum of Steam & Technology – Rob Hamilton**

5.1.7 **Whitehern Historic House & Garden – Mary Anderson**
Landscaping firm has been hired to repair pavement and heart garden, Murdoch Mysteries has been filming, Georgina Minnes has been an asset to Mary in her work

5.1.8 **Hamilton & Scourge Project – Walter Peace**

5.1.9 **Conservation – Rob Hamilton**
Therese’s return date is 20 October 2008

5.1.10 **Marketing – Graham Crawford**
Next marketing meeting 5 September 2008
Discussed data collection when visitors arrive, questioned relevance – what do we use it for?

(Manson / Saunders)
That the above reports are received. CARRIED

5.2 **H H B  B u d g e t  /  W o r k  P l a n** 12:55 p.m.

5.2.1 **2008 Budget (Chair/Manager)**
update attached

(McCann / Williamson)
That the HHB approve funds from the 2008 HHB Special Projects Budget to fund printing costs for sufficient additional copies of Ward Fact Sheets and Newsletters to be sent to the Head of History of each Secondary School in the Hamilton District School Board and the Hamilton District Catholic School Board.

(McCann / Sangermano)
Amendment: to include copies to all Grade 7 and 8 schools and to provide a CD of the Ward Fact Sheets for reproduction purposes.

**Action:** Carolyn to send out email to all members requesting ideas as to how teachers can use the Ward Fact sheets in order to prepare a one page inclusion in the package sent to the schools
The amended motion is tabled until September when we have quotes for printing costs.

(Williamson / Crawford)
That each member receive a CD of the Ward Fact Sheets.

Action: Graham to burn CDs

5.2.2 2008 Work Plan Review (Chair)
HHB member to sit on Programme Committee (Outstanding Business Item E)
Bill Manson volunteered to sit on the Programme Committee

Action: Rebecca to send dates to Bill.

5.2.3 2009 Budget (Chair/Manager)
draft in July information package

(Manson/Anderson)
That the HHB 2009 Budget Submission be approved.  CARRIED

5.2.4 2009 Work Plan (Chair)
draft in July information package

(McCann/Anderson)
That the HHB 2009 Work Plan be approved.  CARRIED

5.3 HHB Sub-committee Reports 1:15 p.m.
5.3.1 Communications & Education Sub-committee – Bill Manson
Website – waiting to hear from designer, will be updated by Bill and Rebecca
Photos – need to build an image library,
Sept 17 presentation is complete, will show at September 9 Board meeting

5.3.1(b) Items 3 & 4 - Editorial Team – Christine Lei
Magazine – Business plan template suggested by Brian Ramsay too in depth, will meet about Graham’s suggestion to make it more reflective of a volunteer publication
Newsletter – investigating some spot colour, perhaps front and back in colour, move Museum ad into the newsletter, winter theme / Season’s Greetings for December issue, perhaps an educational piece on tobogganimg, Mel Bailey Award announcement of nominations opening Template for newsletter – have requested a quote
(Manson/Eker)
That the August 2008 report of the Communications & Education Sub-committee be adopted. CARRIED

5.3.2 Joint Plaquing Sub-committee – Bob Williamson
Next meeting of JPSC 2 September 2008
Place of Firsts unveiling details – Robin McKee
Bill to speak at unveiling
Action: Rebecca to make arrangements with Elizabeth Wakeford for Bill to pick up camera
Brochure of plaques has been stalled for some time, would like to see it move forward
Action: Rebecca to set up meeting with Bob, Walter, Ian and Rebecca to discuss plaque inventory

5.3.3 Heritage Events Sub-committee – Pat Saunders

(Saunders / Crawford)
Motion that membership of the HHB Heritage Events Sub-committee be expanded to include two Members-at-Large - one from HWHA and one from the broader heritage community. CARRIED

(Saunders / McCann)
Motion that the Heritage Events Sub-committee be granted a budget of $5000 for 2009 subject to City of Hamilton budget approval. CARRIED
This will need to be re-visited at September meeting as the Board approved $4000 in the 2009 HHB Budget Submission.

Next meeting September 4 at 9:30 a.m. at the Coach House

5.3.3(a) Heritage Day 2009
Saturday, February 14, 2009 probably starting at 12 noon
Location still to be determined, possibly Mel Bailey's church as will also be awarding the Bailey Award
Committee is reviewing draft production schedule, if any Board members has comments re: the production schedule please contact Rebecca and Pat
Investigating partnership with HWHA as in past

5.3.3(b) Bailey Award Event
planned to coincide with Heritage Day Event on February 14, 2009

5.3.3(c) HHB 2011 Heritage Event
will have a higher priority on the next agenda,
Bill Manson has agreed to be a member of this sub-sub-committee
That the August report of the Heritage Events Sub-committee be received.  
CARRIED

5.4 Other HHB Business  
5.4.1 Museum of Hamilton  
Walter still waiting to hear from David Beland

5.4.2 2008 Community Partnership Program  
report attached

5.5 Other Reports / Projects  
5.5.1 Manager’s Report – Karen McCartney  
no major issues in Ian’s absence

5.5.2 Hamilton LACAC Report – Bill Manson  
name change to Hamilton Municipal Heritage Committee waiting for approval of Council

(Manson / Crawford)  
That the July LACAC liaison report to the HHB be received.  
CARRIED

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  
List in today’s information package

6. NEW BUSINESS  
6.1 Tweedside Church - Robin  
information in today’s information package

6.2 Rename the August Civic Holiday - Michael  
email in today’s information package  
Discussion - consider possible tie in with distribution of Ward Fact sheets to schools, need to investigate the legalities, seek Corporate sponsorship to help promote, offer a prize to winner(s), should an option be put in about the possibility of changing it again in future, adjudication team will have to have a fundamental historical rationale

Action: Michael and Walter to draft a letter for E & CS,
7. ADJOURNMENT

On motion, the meeting adjourned at 2:20 p.m.

Next meeting: Tuesday, September 9, 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.

- Wednesdays – Picnic in the Park – Whitehern
- Wednesdays – Tea in the Garden – Fieldcote
- Sunday, Aug 17 – Golden Horseshoe Live Steamers – HMST
- Sunday, Aug 24 – Great Scot! Family Fun Day – DNHS
- Sunday, Aug 24 – An Evening in Scotland - DNHS
- Monday, September 1 – 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>
</tr>
</thead>
<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>
</tr>
<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>
</tr>
<tr>
<td>C</td>
<td>08 April 2008</td>
<td>Communications &amp; Education Sub-committee</td>
<td>Sub-committee to present draft at June 10 Board meeting</td>
<td>August 2008</td>
</tr>
<tr>
<td>D</td>
<td>13 May 2008</td>
<td>Board/Culture Staff</td>
<td>Thursday, June 12 – 6 to 10 p.m.</td>
<td>August 2008</td>
</tr>
<tr>
<td>E</td>
<td>2008 Work Plan</td>
<td>Board</td>
<td>July 2008 Complete</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>2008 Work Plan</td>
<td>Board</td>
<td>TBD</td>
<td></td>
</tr>
</tbody>
</table>