



**Cumberland Heritage Village Museum Board
Conseil du musée-village du patrimoine de Cumberland**

**MINUTES 14
PROCÈS-VERBAL 14**

**Monday, 29 October 2012 – 7:30 p.m.
le lundi 29 octobre 2012 – 19 h 30**

**Orléans Client Service Centre
Centre du service à la clientèle d'Orléans
255, boul. Centrum Blvd. - Room / salle 340**

Present / Présents: R. Thomas (Chair / Président), A. Dessaint (Vice-Chair/Vice-président), J. Aquilina, J. Larsen, L. O'Byrne

Absent / Absents: A. Jellett, S. Lemieux

**DECLARATIONS OF INTEREST
DÉCLARATIONS D'INTÉRÊT**

No declarations of interest were filed.

**CONFIRMATION OF MINUTES
RATIFICATION DU PROCÈS-VERBAL**

Minutes 13 of Monday, 24 September 2012 were confirmed with amendment to item 6.

REVIEW OF PAST ACTION ITEMS
SUIVI DE QUESTIONS ANTÉRIEURES

The Board received and reviewed the table outlining outstanding action items not listed as current agenda items. Items not marked complete were carried over for review at the next Board meeting, in addition to any action items flowing from this agenda. The following updates were identified:

The Board Chair advised that he would schedule the meeting with the Councillor and community members following the working group meeting with Board members in mid-November.

Members of the working group in charge of reviewing the translation of the history book provided a brief update on the progress. It was noted that the chapters have been translated by different translators; therefore the styles are different from chapter to chapter. They recommended an editor review the book in its entirety upon completion to ensure fluidity and consistency.

ACTION AND DISCUSSION ITEMS
POINTS D'EXÉCUTION ET DE DISCUSSION

1. STRATEGIC GOALS OF THE BOARD AND TERMS OF REFERENCE
STRATÉGIQUES ET TERMS DU MANDAT DU CONSEIL

The Board Chair had circulated a draft of the terms of reference for members to review. The Board reviewed the document line-by-line and suggested changes throughout the document.

Action 1: The Coordinator to provide wording of the selection panel for inclusion in Section 3: Board Recruitment Process and Criteria.

Action 2: At the request of the Board, the Coordinator will request the Program Manager of Heritage Museums and Programs to update Appendix 1: Role of City Council and City Staff, specifically, section 3 on Reporting Relationships.

Action 3: The Board Chair to update the terms of reference based on the suggestions raised at the meeting.

2. DEVELOPMENT PLAN IMPLEMENTATION PLAN
PLAN DE MISE EN ŒUVRE DU PLAN DE DÉVELOPPEMENT

Rachel Perkins, Museum Administrator provided a verbal update on the development plan that was created based on the Implementation Plan prepared by Lord Cultural Resources. She advised that the document was very much a work in progress paper which included a priority list, timelines and costs associated to each project.

Action: Coordinator to add an update on this item on the next agenda.

The following suggestions were provided by members:

- Include in the Plan to consult with donators
- Include a section/column on succession planning
- Document should be used as an evaluation tool

Ms. Perkins provided an update on the activities at the museum in October. She advised that the Haunted Historic Village was a success as well as the smashing pumpkins.

3. PROPOSED AGENDA ITEMS FOR 2012
ARTICLE PROPOSÉS POUR LES ORDRES DU JOUR EN 2012

The Board agreed that the new members would populate this document and that it was no longer necessary to list it as an agenda item.

ADJOURNMENT
LEVÉE DE LA SÉANCE

The meeting adjourned at 9:40 p.m.

Original Signed By
Carole Legault

Board Coordinator

Original Signed By
Russ Thomas

Chair