



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

**MINUTES 15
PROCÈS-VERBAL 15**

**Monday, 26 November 2012 – 7:30 p.m.
le lundi 26 novembre 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. Larsen, S. Lemieux, L. O'Byrne

Absent / Absents: J. Aquilina

**DECLARATIONS OF INTEREST
DÉCLARATIONS D'INTÉRÊT**

No declarations of interest were filed.

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

Minutes 14 of Monday, 29 October 2012 were confirmed with an amendment to item 2.

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 Chair advised that the Board would be discussing the Book Project under item 4 of the agenda.

#3 of the Outstanding List of action items has been completed. An update will be provided under item 3 of the agenda.

ACTION AND DISCUSSION ITEMS
POINTS D'EXÉCUTION ET DE DISCUSSION

1. REVIEW OF CHRISTMAS PROGRAM
EXAMEN DU PROGRAM DE NOËL

Rachel Perkins, Museum Administrator distributed copies of the invitation for the Vintage Christmas Village of Lights at the Museum on December 1st, 2012. Also, copies of the site map for the Christmas Program were circulated to Board members. A copy of the both documents is held on file with the City Clerk and Solicitor's office pursuant to the City's Records Retention and Disposition By-law.

Ms. Perkins provided an overview of two Christmas Programs (Public and School), explaining what each location featured, including the Spirit of Giving bags. She also spoke of the additional decorations, props and lights that are part of the Christmas Program.

After a brief question and answer period, the Board congratulated staff on how well this event was organized and the preparations.

2. UPDATE ON DEVELOPMENT PLAN
MISE-À-JOUR SUR LE PLAN DE DÉVELOPPEMENT

Due to the planning and arrangements for the Christmas Program, staff requested to defer this item to the next meeting in order to provide a full update on the Development Plan. The Board agreed on the deferral.

Action: Coordinator to add this item on the agenda for the January 28th, 2013 meeting.

3. REVIEW AND APPROVAL OF TERMS OF REFERENCE
EXAMEN ET APPROBATION DU MANDAT

The Chair provided an update on the working group meeting that was held on November 19th at City Hall. Some of the highlights from that meeting are as follows:

- Looked at the Board's accomplishments and understanding of the Board's future;
- Agreed that the approval of the Terms of Reference (ToR) will be referred to the new Board members and until then, the ToR is to be considered Draft;
- Discussed the lack of applications for this year's recruitment;
- Members agreed to continue being active on the Board for a short period in the hopes that new members can be recruited and appointed as quickly as possible.

ACTION 1: Chair to email the City Clerk to discuss ideas on recruiting. He is to include the draft Terms of Reference in the email and propose different ideas and ways on attempting to attract more applicants.

ACTION 2: Chair to contact Councillor Blais on same and request his assistance for support and reaching out to his constituents.

4. UPDATE AND REVISED TIMELINE FOR THE HISTORY BOOK
PUBLICATION
MISE-À-JOUR ET CALENDRIER REVISÉ POUR LA PUBLICATION DU
LIVRE D'HISTOIRE

The Coordinator emailed information received from staff on the History Book. In summary, it was noted that due to the return of the original project manager and author, the completion date is being pushed to late spring/early summer.

Some members wondered if it was worth the effort to continue pursuing staff for updates and to provide assistance with reviewing the translated chapters. After discussion, it was agreed that the Chair would contact senior staff in charge of the History Book Project, noting the Board's concerns.

ACTION: The Chair to email the Manager of Cultural Services noting the points that were raised by members at the meeting.

ADJOURNMENT
LEVÉE DE LA SÉANCE

The meeting adjourned at 9:05 p.m.

Original Signed By
Carole Legault

Board Coordinator

Original Signed by
Russ Thomas

Chair