



Minutes

Castle Kilbride Advisory Committee

Meeting of Thursday March 18, 2021

5:30 p.m. virtually

Present: Chair Leonard (Len) Kuehner, Vice-Chair Colleen Herner, Marlene Miller, Jim Veitch, Artem Voytsekhovskiy, Councillor Jeff Gerber, Councillor Angie Hallman

Staff: Curator/Director Tracy Loch, Assistant Curator Sherri Gropp

Regrets: Scott Williams, Teresa Brown, Evelyn (Ev) Gascho, Peter Roe, Grant Whittington

1. **Welcome:** Len opened the meeting at 5:30 p.m. The chair introduced himself, welcomed members back and discussed some zoom etiquette as well.

2. **Land Acknowledgement:** Read by Angie.

3. **Disclosure of pecuniary interest under the Municipal Conflict of Interest Act:** None

4. **Review of Minutes from February 20, 2020**

That the Minutes be accepted as presented.

MOVED by Jim SECONDED by Colleen

CARRIED.

5. **Business:**

2020 Review: Len acknowledged how difficult it must have been for staff during the past year. He invited Sherri to provide an overview of museum operations. Sherri provided a detailed review of 2020 via a PowerPoint presentation and highlighted key accomplishments for the museum. Topics included visitor services, impacts of COVID-19 and new protocol required for historic houses when re-opening museums, student projects, collection work, outreach projects, flooring/restoration projects that were able to proceed while the museum was closed and how staff coordinated tourism during the holiday season while maintaining COVID protocol.

Len thanked Sherri for the update and invited questions from the committee. He started off by inquiring about the durability of the new flooring. Staff indicated that the flooring has several layers of a durable topcoat and if protocol is followed with ensuring footwear is relatively clean and dry, there should be no issues. If staff notice wear or issues, they are not opposed to using mats during inclement weather.

Angie stated that she came in to view the flooring and was impressed. She also mentioned that she participated in a previous Ghost Walk and enjoyed that as well.

Len asked about tour guide safety during COVID and staff assured that proper training and PPE has been provided.

Len thanked the staff for keeping the museum operational.

6. **New Business**

2021 Exhibits and Events: Tracy presented the 2021 plan for Exhibit and Events. By taking COVID-19 pandemic into consideration she shared that the museum will be offering a draft list of events that have been tweaked and scaled down to accommodate smaller groups. Traditional events that typically drew hundreds of visitors unfortunately cannot take place this year. Below is a list that Tracy highlighted:

| | |
|---|----------------------------|
| Exhibit 2021 | |
| <i>My Dearly Departed -carried over</i> | April 3 – October 31, 2021 |
| <i>Given by a Livingston</i> | Christmas season |
| Herner's Victorian Village (<i>if possible</i>) | November 18 – January 2 |
| | |
| Events 2021 | |
| Modified Tea & Tour *select dates/time | June, July & August |
| Evening Tour Series- various themes | Summer month |
| Ghost Walks | Pending guidelines |
| Summer Concert Series | Cancelled |
| Christmas season at the Castle | November 18 – January 2 |
| Castle Glow Evening Tours*select dates/time | November 25 – December 16 |

Len inquired about the cancelled concerts from 2020 and if the Castle lost money. Staff responded that bands were not booked and so no money budgeted was used. However, the loss of revenue from all the events affected the museum's budget. Len also inquired about students for 2021. Tracy reported that two grant applications have been submitted and there is no word yet if they have been successful.

2021 Meeting Schedule: Len discussed the meeting schedule with the committee about to continuing to meet on the 3rd Thursday at 5:30 p.m. virtually until we can meet in person again at 6:30 p.m. The committee agreed. **Action:** CK Staff to circulate the meeting schedule to members.

Committee Initiatives: Len discussed the importance of assisting the Castle in various capacities, especially during another year of challenges. Tracy mentioned that staff have put together a list of potential activities from previous meeting discussions and new projects to explore. The intention is that during a time of limitations when committee members that typically assist the museum with hands-on tasks and events could find something that could be done remotely or in person to continue to support the initiatives of the museum.

Action: CK staff to circulate the list as soon as possible. Members are asked to review the list and respond to Len the project(s) the member is interested in. Angie inquired about the potential for decorating the front lawn. CK staff confirmed this was on the list and that this is something that they would like the committee's assistance on.

7. **Correspondence:** None

8. **Round table:**

Tracy informed the committee of the Castle's 2021 capital project for rolled storage that will take place. In 2020, Castle Kilbride applied for the newly announced COVID-19 Emergency Support Fund through Canadian Heritage to support heritage collections. Castle Kilbride was a successful applicant and \$28,456 was received.

Colleen informed the committee of a video that featured Baden in 1987 has resurfaced and encouraged members to watch it.

Len mentioned a friend of his is a collector and has a Dominion Linseed Oil tin in his collection.

Tracy shared with the committee about a significant donation from Marlene, which features photographs from Baden in the early 1900s. Sherri mentioned the collection has already helped tremendously as staff were able to identify a World War One soldier that was killed in action with the surname McFayden. As many know, McFadyen has a street named after him in Baden however, there was no photograph to accompany This photographic album aided in this search and staff are so appreciative of the donation.

Members each expressed their support for the upcoming projects and thanked the staff for their dedication this past year and reinforced.

9. **Adjournment** at 6:24 p.m.

MOVED by Colleen.

That we do now adjourn and meet again at the call of the Chair.

NEXT MEETING:
April 15, 2021 at 5:30 p.m. virtually