



AGENDA

COLLECTIONS AND STORAGE SUBCOMMITTEE Museums of Mississauga Advisory Committee (MOMAC)

THE CORPORATION OF THE CITY OF MISSISSAUGA
www.mississauga.ca

TUESDAY, OCTOBER 1, 2013 - 7:00 PM

Bradley Museum, The Anchorage
1620 Orr Road

- MEMBERS:** Joseph Zammit, Citizen Member MOMAC **(Chair)**
Lawrence Cook, Citizen Member, MOMAC
Wendy Davies, Citizen Member, MOMAC
Anne Fabierkiewicz, Citizen Member, MOMAC
Becky Ryder, Museums Collections Volunteer
Jeremy Harvey, *ex-officio* as Chair of MOMAC
- STAFF:** Annemarie Hagan, Manager, Museums and Traditions
Stephanie Meeuwse, Museums Collections & Exhibit Supervisor
Tracy Oliveira, Museums Collections Assistant
- Contact:** Mumtaz Alikhan, Legislative Coordinator, Office of the City Clerk
905-615-3200 ext. 5425 Fax: 905-615-4181
mumtaz.alikhan@mississauga.ca

CALL TO ORDER

DECLARATIONS OF DIRECT OR INDIRECT PECUNIARY INTEREST

APPROVAL OF AGENDA

PRESENTATION - Nil

MATTERS TO BE CONSIDERED

1. Approval of Minutes of the Previous Meeting – June 4, 2013
2. Receipt of Collections & Exhibit Supervisor Report
3. Verbal Update from the Manager of Museums and Traditions
4. Review Sub-Committee Structure and Terms of Reference

OTHER BUSINESS

NEXT MEETING(S)

Museums of Mississauga Advisory Committee (MOMAC) – Monday, November 25, 2013, 6:00 PM, Benares Visitor Centre

Collections and Storage Subcommittee – Tuesday, November 5, 2013, 7:00 PM, Bradley Museum, The Anchorage

ADJOURNMENT



DRAFT MINUTES

COLLECTIONS AND STORAGE SUBCOMMITTEE Museums of Mississauga Advisory Committee (MOMAC)

THE CORPORATION OF THE CITY OF MISSISSAUGA
www.mississauga.ca

TUESDAY, JUNE 4, 2013 - 7:00 PM

Bradley Museum, The Anchorage
Orr Road, Mississauga, ON

MEMBERS PRESENT

Joseph Zammit, Citizen Member MOMAC, **(Chair)**
Anne Fabierkiewicz, Citizen Member MOMAC (Arrived 7:14pm)
Lawrence Cook, Citizen Member, MOMAC
Wendy Davies, Citizen Member, MOMAC
Jeremy Harvey, *ex-officio* as Chair of MOMAC
Becky Ryder, Museums Collections Volunteer

MEMBERS ABSENT

STAFF PRESENT

Annemarie Hagan, Manager, Museums and Traditions
Stephanie Meeuwse, Museums Collections & Exhibit Supervisor
Mumtaz Alikhan, Legislative Coordinator

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CALL TO ORDER

7:05 p.m.

DECLARATIONS OF DIRECT OR INDIRECT PECUNIARY INTEREST

NIL

APPROVAL OF AGENDA

Annemarie Hagan, Manager, Museums and Traditions, advised that by Tracy Oliveira, Museums Collections Assistant, was unable to conduct a presentation on the media collection until the next meeting due to illness.

It was noted that the next MOMAC meeting is on June 17, 2013 prior to the one on September 23, 2013.

RECOMMENDATION

That the Collections and Storage Subcommittee of Museums of Mississauga Advisory Committee Agenda for June 4, 2013 be approved as amended.

APPROVED – (Jeremy Harvey)

MATTERS TO BE CONSIDERED

5. Minutes of the Previous Meeting – May 7, 2013

Annemarie Hagan, Manager, Museums and Traditions, noted that the Doors Open event will be held on September 28, 2013, and not on September 20, 2013 under item 3 in the minutes.

RECOMMENDATION

That the minutes from the May 7, 2013 Collections and Storage Subcommittee meeting held at the Benares Visitor Centre be approved as amended.

APPROVED – (Becky Ryder)

6. Collections & Exhibit Supervisor Report

Stephanie Meeuwse, Collections & Exhibit Supervisor reviewed the Collections & Exhibit activities.

She noted that the Mary Harris dress will be coming back on June 10, 2013 and that preparation was underway for the Civic Centre Escalator Foyer exhibit. J. Harvey asked if the Mississauga Library System could be approached with respect to a dedicated display space in the new Woodlands Library scheduled to open in 2014. B. Ryder suggested that this could be something that could be implemented across the City. Ms. Annemarie Hagan, Manager, Museums and Traditions, said she will pursue this further.

RECOMMENDATION

That the Collections & Exhibit Supervisor Report, dated June 4, 2013 by Stephanie Meeuwse, Collections & Exhibit Supervisor, be received.

RECEIVED – (Wendy Davies)

7. Verbal Update from the Manager of Museums

Annemarie Hagan, Manager, Museums and Traditions provided a verbal update to the Subcommittee Members.

Ms. Hagan reported that the Collections Policy recently endorsed by MOMAC had received minor editorial changes from its distribution to all the Directors in the City and it is scheduled to go to the Leadership Team on June 13, 2013, before going to General Committee on June 26, 2013 and for Council approval on July 3, 2013.

The presentation to Council on May 22, 2013, by Becky Ryder, as the newly appointed Chair of Friends of the Museums, was very well received.

In response to a suggestion from the Chair for more youth involvement, Ms. Hagan will pursue further with Mississauga Transit and the Mississauga Library System, as they both have successful youth engagement plans.

Ms. Hagan noted that the Friends of the Museums of Mississauga had received a donation for the Avro Arrow exhibit of \$2,500 from a friend of Bert Scott which will be used for the Doors Open event.

Ms. Hagan reported that the budget of \$15,000 for the leased storage of seldom used artifacts has been included for 2014 and a similar amount will be in place for 2015 and 2016. Artifacts not required for at least 5 years will be sent for storage, and the initial expense to pack and move the items is expected to be \$5,000 in 2014. Armstrong, the leasing company, would initially crate 2000 cubic feet of artifacts for archiving, which will free up space at both Benares and the Bradley Museum.

8. Draft Museums Collections Guidelines

Annemarie Hagan, Manager, Museums and Traditions, distributed draft copies of the Collections Policy and the Collections Guidelines. She noted that the Collections Guidelines is a working document for staff and presented for information.

RECOMMENDATION

That the draft 2013 Museums of Mississauga Collections Guidelines be received for information.

RECEIVED – (Anne Fabierkiewicz)

ITEMS FOR INFORMATION

(a) Ministry of Culture Collections Standard for Ontario Museums

Annemarie Hagan, Manager, Museums and Traditions, noted that Museums of Mississauga Collections Policy Standard is in line with the Ontario Ministry of Culture Collections Standard.

RECEIVED – (Becky Ryder)

OTHER BUSINESS

There was no further business.

NEXT MEETING(S)

Museums of Mississauga Advisory Committee – Monday, June 17, 2013, 6:00 p.m.,
Benares Visitor Centre

Museums of Mississauga Advisory Committee – Monday, September 23, 2013,
6:00 p.m., Benares Visitor Centre

Collections and Storage Subcommittee – Tuesday, October 1, 2013, 7:00 p.m., The
Anchorage, Bradley Museum

ADJOURNMENT – 8:27 p.m. (Lawrence Cook)

**Collections & Exhibit Supervisor Report to
Collections and Storage Sub-Committee Meeting October 1, 2013**

New Donations:

- Transfer of items from Canadiana Room, Mississauga Library System including a Polaroid camera and Brother typewriter c. 1985.
- Book of bound sheet music from WWI owned by local musician Alex Read.
- Green 1980s cocktail dress donated by long-time resident Mary Witty.
- Corn Feed Burlap Bag from St. Lawrence Starch Company
- Book "Through a Century with Streetsville (1859-1959)" donated by Julie Mitchell.

Conservation:

- Mary Harris' wedding dress was returned from the conservator's in June. We are planning an exhibition of the dress in 2014 at Benares Visitor Centre.
- Caterina Florio prepared an assessment and quote for a quilt rack. The quilt was part of a contest held through Councillor Saito's office and will be hung in the newly renovated Meadowvale Community Centre.

Exhibits: Out-Reach Displays

- Installed displays at Central Library, Civic Centre Escalator Foyer, Erin Meadows Library and Port Credit Arena.
- An exhibit entitled *Post War Changes: Bert Scott and the Aviation Industry in Malton* has been developed for use at Doors Open Mississauga at the International Centre and will be display alongside the Avro Arrow replica. We will also have a video booth to capture stories about the Avro Arrow and our aviation past.
- Quotes were gathered to create a travelling exhibit on the 40th Anniversary of Mississauga. Meaghan Fitzgibbon is researching the topic and artifacts have been borrowed from Mayor McCallion for the display.

Exhibits: In-House Displays

- The exhibit *Cherished & Chosen: Women's Clothing from the Museums of Mississauga Collection* opened on June 30th and will run until January 12th, 2014. The exhibit features 13 dresses and various accessories as well as posters detailing the history of fashion from 1850-1970 using images and artifacts from the collection.
- The exhibit to follow at Bradley Museum will be *The Indian Army in the Great War*, researched and curated by part time staff, Peter Monahan. The exhibit will feature artifacts and images about the experience of East Indians who served in WWI.
- *Our Apple Growing Past* is currently on display at the Benares Visitor Centre celebrating our rich fruit growing history.

Other:

- A Collections Policy and Collections Guidelines were created from our past internal Collections Policy. Museum Collection Policy 05-01-11 was approved at Council on July 3, 2013.
- The database upgrade to Past Perfect and the bar coding project, both funded through the Museums and Technology Fund, were the focus of the collections summer/ contract staff. 11,178 artifacts were bar coded which includes all artifacts from Benares Historic House, Benares Storage and the Anchorage Storage. Bar coding will continue under the duties of the Collections Assistant and part time staff. A final report is being prepared to be submitted by the Grants Coordinator.
- The Museums of Mississauga applied and were accepted to host a CCI (Canadian Conservation Institute) workshop on November 27th & 28th.
- An Accessible Exhibition Plan was created as guidelines to ensure our exhibits are accessible as possible. This can currently be accessed on the City's Accessibility- Making Ways web page.
- The marquee sign from Stage West was offered for donation to the Museums. It is 20ft long and 8ft high and is still attached to the building. I am working with the current owners to see if we can accommodate this item in our collection.
- I had an on-site meeting with members of Peel's Museum of Reason to facilitate moving and storing their blacksmith collection in Bradley Barn on August 28th. We were not able to accommodate them at this time but we will continue to discuss an alternative solution.
- A survey was created for use with internal exhibits that was launch for Doors Open. We hope to use the information to better identify our audience and their needs.



COLLECTIONS AND STORAGE SUBCOMMITTEE (CASS) OF MUSEUMS OF MISSISSAUGA ADVISORY COMMITTEE (MOMAC)

TERMS OF REFERENCE

Background

The City of Mississauga owns and operates museums sites such as Benares Historic House and Bradley Museum and other sites in the future, as well as an artifact collection that aims to represent all of Mississauga's history which together constitute the "Museums of Mississauga". In October of 2007, Museums of Mississauga Advisory Committee (MOMAC) approved the creation of a Collections and Storage Subcommittee (CASS) to assess, determine and preside over the many issues specifically relating to the collections and storage of museum artifacts.

Definitions

Within this Terms of Reference, the term:

- "Committee" or "MOMAC" means the Museums of Mississauga Advisory Committee.
- "Subcommittee" means the Collections and Storage Subcommittee (CASS).
- "Museums" means the Benares Historic House and Bradley Museum and any other facility owned and/or operated by The Corporation of the City of Mississauga at which museum collection(s) are permanently stored or displayed for the purpose of public awareness and/or education.
- "Museum Collection" means natural or cultural (i.e. man-made) object(s) and/or intellectual property directly owned by the museum as a public trust, and registered as part of its permanent collection, to be used for the exclusive purposes of preservation, research and presentation to the public.

Mandate

The Collections and Storage Subcommittee (CASS) will focus on Collections and Storage issues that directly affect the Museums of Mississauga. In addition it will provide advice and recommendations to Museums of Mississauga Advisory Committee (MOMAC) with respect to policy issues related to museum collections (collection criteria, storage and display).

CASS shall always act in an advisory capacity to MOMAC.

Appointment of Members and Terms of Office to CASS

The Collections and Storage Subcommittee shall comprise between 4 to 8 members appointed by MOMAC.

Term of Office

The term of office for Committee Members shall run concurrent with the term of Council, or until successors are appointed.

In addition, the MOMAC Chair will be an ex-officio member.

Vacancies

Pursuant to the Council Procedure By-law, the seat of an appointed Member shall be declared vacant in the event that the Member has been absent from three (3) consecutive meetings of CASS without prior consent of CASS approving the absence of said Member.

Operation

The Museums of Mississauga Advisory Committee shall operate according to the Procedure By-law regulating the operation of the meetings of Council and its Committees.

Chairmanship

The Chair of CASS will be appointed at the first meeting of a new term of the subcommittee. The Chair shall preside over all CASS meetings. In the absence of the Chair, the MOMAC Chair may act as Chair.

Quorum

A quorum of this subcommittee shall be a majority of all members present at a time no later than thirty (30) minutes past the time for which the meeting was scheduled and so noted on the agenda or notice of meeting.

If quorum is not attained, discussion by CASS members in attendance can proceed and be brought forward to MOMAC for consideration.

CASS Membership Roles and Responsibilities

1. Members are to notify the Chair or Secretary of CASS if they are unable to attend meetings to ensure that quorum will be available for all meetings;
2. Endorse and review written policies regarding the Museum collection (relating to the Ministry of Culture's Standards for Community Museums);
3. Adhere to appropriate ethical behaviour for Museums (e.g. Canadian Museums Association's Ethical Guidelines);
4. Advise on any controversial or significant artifact donations, as well as any artifact deaccessions as per the Museums of Mississauga's Collections Managements Policies; and
5. Discuss, develop and provide input and advice for any significant new museum initiatives relating to collections and storage issues.

Role of the Chair

1. Preside at the meetings of CASS, and keep discussion on topic;
2. Provide leadership to CASS to encourage that its activities remain focused on its mandate as a Subcommittee of MOMAC;
3. Review agenda items with the Recording Secretary and Manager of Museums;
4. Recognize each Member's contribution to the Committee's work; and
5. Liaise with the Manager of Museums on a regular basis.

Operation of Meetings

The CASS shall operate according to the Procedure By-law regulating the operation of the meetings of Council and its Committees.

Therefore:

1. An agenda will be generated prior to the meetings and sent electronically to all members;
2. A Recording Secretary shall be provided from the City Clerk's Office to prepare and distribute an agenda and to attend each meeting to prepare a CASS Report; and
3. CASS Reports will record and document: Attendance, Call to Order, Declarations of Pecuniary Interests, Recommendations and Adjournment to be forwarded to MOMAC for receipt and/or approval.