



AGENDA

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
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

1. Museums of Mississauga Media Collection presentation by Tracy Oliveira, Museums Collections Assistant

MATTERS TO BE CONSIDERED

1. Approval of Minutes of the Previous Meeting – May 7, 2013
2. Receipt of Collections & Exhibit Supervisor Report
3. Verbal Update from the Manager of Museums and Traditions
4. Draft Museums Collections Guidelines – Report to be provided at meeting
5. Items for Information for Receipt
 - (a) Ministry of Culture Collections Standard for Ontario Museums

OTHER BUSINESS

NEXT MEETING(S)

Museums of Mississauga Advisory Committee (MOMAC) – Monday, September 23, 2013, 6:00 PM, Benares Visitor Centre

Collections and Storage Subcommittee – Tuesday, October 1, 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, MAY 7, 2013 - 7:00 PM

**BENARES VISITOR CENTRE
1507 CLARKSON ROAD NORTH, MISSISSAUGA, ON L5J 2W8**

MEMBERS PRESENT

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

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

7:51 p.m.

DECLARATIONS OF DIRECT OR INDIRECT PECUNIARY INTEREST

NIL

APPROVAL OF AGENDA

RECOMMENDATION

That the Collections and Storage Subcommittee of Museums of Mississauga Advisory Committee Agenda for May 7, 2013 be approved.

APPROVED – (W. Davies)

MATTERS TO BE CONSIDERED

1. Minutes of the Previous Meeting – March 5, 2015

RECOMMENDATION

That the minutes from the March 5, 2013 Collections and Storage Subcommittee meeting be approved.

APPROVED – (B. Ryder)

2. Collections & Exhibit Supervisor Report

Stephanie Meeuwse, Collections & Exhibit Supervisor provided an overview of the Collections & Exhibit Supervisor Report, dated May 7, 2013. She noted three new donations:

- a December 1942 Program for Clarkson Community Centre Players;
- archival and small artifacts from the estate of James Herbert Scott, a test engineer for Avro Arrow; and
- a 1970's leisure suit

Ms. Meeuwse also gave an update on the current out-reach and in-house displays as well as the status of the procurement of the Past Perfect software for the Collections Management Upgrade project. B. Ryder asked if temporary staff may be hired to assist with this project. Annemarie Hagan, Manager of Museums and Traditions advised that funding is in place to hire summer students to get the project underway.

The Chair suggested that with the Museums Collections Policy shortly to be in place, staff could solicit donations from prominent, high visibility individuals in the community. L. Cook agreed that this would provide notoriety. J. Harvey noted

that the press release regarding the new Museums Collections Policy should make such donations feasible. Ms. Hagan noted that new staff, one of whom has been requested in the 2014 budget with another requested in 2015, will be focussing on acquiring and accessioning new artifact donations.

Ms. Hagan noted that \$15,000 has been requested in the budget for the next five years for rental of museum quality storage space at Armstrong Storage of items that are not anticipated being used. This will free up space at Benares and Bradley for new donations. She will provide details on the number of items sent to storage and the amount of space that will be freed up.

RECOMMENDATION

That the Collections & Exhibit Supervisor Report, dated May 7, 2013 by Stephanie Meeuwse, Collections & Exhibit Supervisor, be received.

RECEIVED – (W. Davies)

3. Verbal Update from the Manager of Museums and Traditions

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

Work was underway with Doors Open scheduled to open on September 20, 2013 and the Avro Arrow Exhibit will be a main feature at The International Centre, which is a new venue. The Chair advised that Committee members will be on hand to help that day.

Ms. Hagan advised that Fred Durdan has been nominated for the Laurie Pallett Patron of the Arts Award at the 2013 Marty Awards organized by the Mississauga Arts Council to be held on May 9, 2013.

One of the projects the Museum is starting work on is a plan for an exhibit highlighting the 40th anniversary of the founding of the City of Mississauga in 2014.

OTHER BUSINESS

NIL

NEXT MEETING(S)

Collections and Storage Subcommittee – Tuesday, June 4, 2013, 7:00 PM, Bradley Museum, The Anchorage

Museums of Mississauga Advisory Committee (MOMAC) – Monday, June 17, 2013, 6:00 PM, Benares Visitor Centre

ADJOURNMENT – 8:36 p.m. (W. Davies)

**Collections & Exhibit Supervisor Report to
Collections and Storage Sub-Committee Meeting June 4, 2013**

New Donations:

- Transfer of items related to the development of Meadowvale New Town from Karl Frank via Canadiana Room, Mississauga Library System. Donation includes pamphlets, flag and t-shirt.

Conservation:

- Will be picking up Mary Harris's Wedding dress from the conservator in June. Caterina Florio now works as a conservator at the Museum of Civilization in Ottawa so pick up times are limited.

Exhibits: Out-Reach Displays:

- Installed Archaeology display at Malton Library and installing a portion of *Extraordinary Lives: Inspiring Women of Peel* at Courtney Park Library for end of June.
- Removed *May is Museum Month* and *Mississauga in the 1950s* exhibits from Meadowvale Theatre and Central Library.
- Preparing Civic Centre Escalator Foyer exhibit area display of images of the building of the Civic Centre.

Exhibits: In-House Displays:

- *Extraordinary Lives: Inspiring Women of Peel* display opened on Feb. 13 at the Anchorage and will run to mid-June.
- Working on *Cherished & Chosen: Women's Clothing from the Museums of Mississauga Collection* with graphic designer, programming team, and marketing staff. Will open to the public on June 28th.

Other:

- Purchased and installed Past Perfect Software to start Collections Management Upgrade project. Job postings for two contract staff and one summer student to assist with the bar coding aspect of this project have been sent to Human Resources for posting.
- Met with staff in the Communications Division to discuss a Collections Communication strategy.
- Working on creating Collections Guidelines for use with new Collections Policy.
- Assisted Public Arts Coordinator with requests for conservation and photography of a Fred Haines painting and the *Bearded Ones* sculpture (near Living Arts Centre).

MINISTRY OF CULTURE

Collections Standard

Objective of the Collection Standard

The artifacts in the museum's collection are a tangible representation of the community's heritage, and to retain their informational and historical value, they must be properly cared for and documented. The museum will demonstrate its stewardship and facilitate access to collections and the information they hold by maintaining a well-organized, managed and documented collection.

Requirements

1. The museum has a written collection development policy stating that it will:
 - a. Ensure that the scope of collection is consistent with the Museum's statement of purpose
 - b. Establish priorities for collection development
 - c. Demonstrate a commitment to ethical behaviour in collection development (e.g. repatriation, human remains)
 - d. Meet municipal, provincial and federal legislative requirements that have an impact on collecting activities (e.g. illicit materials)
2. The museum has written collections management policy stating that it will:
 - a. Ensure appropriate procedures and documentation for the acquisition, use and de-accessioning of artifacts in the collection
 - b. Ensure appropriate procedures and documentation for incoming and outgoing loans
 - c. Ensure appropriate procedures for the management of collections records
 - d. Demonstrate a commitment to conservation standards in the labelling, care and handling of artifacts
 - e. Distinguish between artifacts in a research (or study) collection and artifacts in an education (or hands-on) collection
 - f. Meet municipal, provincial and federal legislative requirements that have an impact on collections management and documentation (e.g. firearms, hazardous materials.)
3. The museum assigns the duties of a registrar to an appropriately trained staff member and provides adequate time, workspace and funding for collections management activities.
4. The museum uses an effective collection documentation system, which may be paper-based, electronic, or a combination. The system will include a standardized numbering system, an accession register, a master catalogue file, and signed donor and loan forms.
5. The museum keeps a periodically updated paper or electronic copy of the collection records off-site in a secure location.
6. The museum's collection records are current.