



**CITY OF KINGSTON
MACLACHLAN WOODWORKING MUSEUM
COMMITTEE MEETING NO. 03-2012
MINUTES**

**Wednesday, May 09th, 2012
10:00 a.m., Loyalist Room, City Hall**

MEMBERS PRESENT

Mr. Bill Visser, Vice-Chair
Councillor Jeff Scott
Mr. Ryan Boehme
Mr. Robert Cardwell

STAFF PRESENT

Ms. Susan Powley, Committee Clerk
Mr. Tom Riddolls, Museum Curator
Mr. Paul Robertson, City Curator

REGRETS

Mr. Edward Grenda, Chair

THIS IS NOT A VERBATIM REPORT

MEETING TO ORDER

Mr. Visser, Vice-Chair, called the meeting to order at 10:00 a.m.

APPROVAL OF THE AGENDA

*Moved by Mr. Cardwell
Seconded by Mr. Boehme*

THAT the agenda be confirmed as amended.

CARRIED

CONFIRMATION OF MINUTES

*Moved by Councillor Scott
Seconded by Mr. Boehme*

THAT the minutes of the MacLachlan Woodworking Museum Committee meeting No. 02-2012 held Wednesday, March 14th, 2012, be confirmed as amended so the second sentence in the second paragraph reads 'The wood art forms are an interesting form of art.'

CARRIED

DISCLOSURE OF PECUNIARY INTEREST

None was declared.

DELEGATIONS

BRIEFINGS

BUSINESS

a) **Discussion regarding the Official Opening of New Terrace, Arboretum and Exhibitions on 01st June 2012**

Mr. Tom Riddolls, Museum Curator provided an overview.

(Schedule - Page 1)

Mr. Riddolls provided an update and referenced the summary which was distributed with the agenda with the points noted below. Additional clarification was also provided through the discussion in regard to each topic as noted.

Odds and Sods

- Last week of April Exhibit graphics and mounts were completed on schedule
- Objects were installed the Tuesday morning before the museum season opening on May 1st.

Workshop Space

- all stations have been conceived and supplied
- Printmaking, Shaving horse, and Workbench stations have been the training focus for new staff
- Popsicle stick structure, Canoe building, and Timber framing stations will be implemented in the coming 2 weeks
- All panels for stations have concept text written as of April 28th, text is currently being tested through the training process, panels should be installed by May 18th

To a question by Mr. Cardwell, Mr. Riddolls described student demonstrations of two dimensional carving and post card sized woodblocks with rubber stamps on them; the postcards which are created will be used. Mr. Cardwell suggested that, as an example, old type could be used to spell out a child's name. While Mr. Riddolls noted that the museum has an old press, Mr. Cardwell recognized that this is too technical for children to use. Mr. Riddolls summarized that the workshop space will be built on throughout the summer.

Arboretum

- new signage was installed on schedule before the season opened

- 3 tier cutting concept – and further potential naturalization - being reviewed before bringing to the attention of Grass Creek Park's grounds staff for implementation

Mr. Riddolls noted Mr. Grant Gordon who works in the park and knows it well.

To questions by Councillor Scott regarding the availability of the ongoing master plan for the Grass Creek Park, Mr. Robertson explained that the contract would be closed the beginning of this month, and that they expect the plan to be available by the end of the year. Mr. Riddolls explained that they are not yet at the stage of providing a conceptualization of active and passive areas. He described changes which have been made such as the relocation of walkways, an adjusted location of the entrance, and grading which has taken place which has impacted the usability of the space. The area where the tents were located last year has been altered and is unusable for that purpose this year. Staff will be observing the specific areas where children congregate, so these places are noted for future use.

Donor panel

- digital signage has been sourced and approved
- Unveiling planned for the June 1st reception

A digital display which can be more easily updated than a standard flip page book will be located in the lobby. A slideshow will be part of the reception.

Education Programs

- new modules being developed to better meet curriculum needs of teachers and the mandate of museums

Mr. Robertson distributed two new pamphlets - one showcasing Kingston Museums - the Pump House Steam Museum and the MacLachlan Woodworking Museum, as well as tours at City Hall, and one to highlight 2012 events, exhibits and programs of the two museums.

Terrace

- Project is currently about 1 week away from completion – generally due to materials being on back order
- new washroom door and door to storage room will not be installed until May 14th
- railings and light bollards have not arrived from fabricator
- deck surface, concrete walks were installed and ready by season opening
- sod scheduled to be completed by May 9th
- last minute change to drainage meant heavy equipment on-site May 2nd

Mr. Riddolls emphasized that while work is being done and staff were still present, the site has remained accessible.

Reception Planning

- Guest list is being compiled
- Marketing team has agreed to produce digital poster
- event itinerary being developed

A reception will be held from 6:00 p.m. – 7:30 p.m. highlighting the opening of the terrace. Mr. Robertson advised they have some mailing lists but they are still collecting information to ensure that no one is missed. Some names were recalled during the discussion. He suggested that members provide staff with the names of people who have been connected to the museum over the years. He further noted that next year is the 30th anniversary of setting up the museum at Grass Creek Park.

b) Discussion regarding a Committee Roundtable for the Grass Creek Park Study

Mr. Bill Visser, Committee representative for the study, provided an update regarding a roundtable visioning session in advance of the formal meetings to consider a renewed role for the museum within a revitalized park.

Mr. Visser advised that he is awaiting notifications regarding the roundtable visioning and study. He noted information provided earlier in the meeting that a consultant is currently working on the study. Mr. Robertson explained that a brainstorming session would assist in understanding the Committee vision for how the museum fits into the park, and the attraction of more visitors. He noted that the two operations co-exist which are sometimes independent and sometimes integrated. This relationship needs to be more clearly defined so the park and the museum can better complement each other rather than the museum being viewed as only a tenant of the park. Staff have recognized there will be increasing spacial requirements in the future in order to fulfil its mandate. The challenges of park goers making use of washroom facilities at the museum was highlighted. A new pathway system has been designed for washroom access past the front desk.

Mr. Visser and Mr. Robertson will provide past notes for reference.

c) Update on capital construction and exhibitions

Mr. Riddolls noted that this matter was covered within the summary report provided earlier in the meeting.

d) Update regarding a tour of the museum

Mr. Riddolls suggested that members as a group or individually may wish to see the museum prior to the official opening on 01st June. It was suggested that an informal tour could take place in the afternoon on Sunday 20th May, which is the first full weekend the museum is open in this season.

MOTIONS

*Moved by Mr. Cardwell
Seconded by Councillor Scott*

THAT the congratulations of members of the MacLachlan Woodworking Museum Committee be extended to Ryan and Jacqueline Boehme on the birth of their daughter Isabelle.

CARRIED

*Moved by Councillor Scott
Seconded by Mr. Cardwell*

THAT the best wishes of members of the MacLachlan Woodworking Museum Committee be extended to Mr. Ed Grenda, Chair, for a full and speedy recovery.

CARRIED

NOTICES OF MOTION

OTHER BUSINESS

Pittsburgh Benefit Fund

Councillor Scott queried assistance which could be provided by the Pittsburgh Benefit Fund to the MacLachlan Woodworking Museum.

CORRESPONDENCE

DATE OF NEXT MEETING

The dates of next meetings, to be held at 10:00 a.m. in the Loyalist Room, have been established as follows:

- 11 July
- 12 September
- 14 November

Any updates regarding the location, date and time will be noted on each meeting agenda and on the City meeting calendar at: <http://www.cityofkingston.ca/calendar/meetings/all/>.

ADJOURNMENT

*Moved by Councillor Scott
Seconded by Mr. Boehme*

THAT the meeting adjourn at 11:10 a.m.

CARRIED

