

22 Apr 09

Minutes

MUSEUM BOARD OF DIRECTORS MEETING  
8 WING HEADQUARTERS CONFERENCE RM, AT 1300 HRS, WEDNESDAY 22 APR 09

Attendance

Voting

R. Burke	Chair	Appointed	Present	T. Bell		Appointed	Absent
B. Ouellet	Vice-Chair	Appointed	Present	LCol D. Murphy	A3 (Wing Operations Officer)	Designated	Absent
J. Bourgeois		Appointed	Present	CWO T. Secretan	WCWO	Designated	Absent
E. Constantine		Appointed	Present				
P. Hussey		Appointed	Present				
A. Johansen		Appointed	Present				
F. Lord		Appointed	Present				
LCol D. Miller	WAdminO	Designated	Present				
E. Norris		Appointed	Present				
W. Nurse		Appointed	Present				
W. Vandervoort		Appointed	Present				

Non-Voting

Col M.J. Hood	WComd	Ex-Officio	Present	Maj B.P. Baker	WCEO	Ex-Officio	Absent
L. Bourgeois		Honorary	Present	Mayor N. Ellis		Ex-Officio	Absent
C. Colton	Executive Director	Advisor	Present	Mayor L. Finnegan		Ex-Officio	Absent
Maj. D. Graitson	OBO WLEO		Present	Mayor C. Herrington		Ex-Officio	Absent
Maj G. McEachern	WCompt	Ex-Officio	Present	F. Jeffery	HAA	Ex-Officio	Absent
K. Kee		Honorary	Present	Mayor J. Williams		Ex-Officio	Absent
J. Sare		Honorary	Present				

Secretary: E. Constantine

Ref:

- A. NATIONAL AIR FORCE MUSEUM OF CANADA Report of Revenues and Expenditures for the Month Ending 28 Feb 09
- B. NAFMC Guidelines for the future permanent exhibits
- C. Draft 20 Apr 09 Fundraising Consulting Services Proposal from Metasoft Systems
- D. Committees for 2009/2010

<u>DISCUSSION</u>	<u>ACTION BY</u>
<p>1. <u>Call the Meeting to Order (Chair R. Burke)</u></p> <ul style="list-style-type: none"> <li>• A welcome was extended to new board members E. Norris and P. Hussey.</li> <li>• A welcome was extended to honorary directors, L. Bourgeois, Kee and Sare.</li> <li>• We note the passing of alumnus P. Howe.</li> </ul>	

<u>DISCUSSION</u>	<u>ACTION BY</u>
<ul style="list-style-type: none"> <li>• Maj Graitson is standing in for WLEO, LCol S.P. Lewis until his arrival.</li> <li>• C. Campbell has resigned from the board. Vacancy suggestions are invited.</li> <li>• <u>Election of Vice-Chair</u></li> </ul> <p><b>It was moved by A. Johansen, seconded by W. Vandervoort, that B. Ouellet be elected as Board Vice-Chair.</b>  <b>CARRIED</b></p>	
<ul style="list-style-type: none"> <li>• <u>Election of Chair</u> (exit R. Burke)</li> </ul> <p>Vice-Chair Ouellet took over the proceedings. As this was the first meeting of the Board for this fiscal year, there was a requirement to select from within the ranks, a board chair.</p> <p><b>It was moved by W. Vandervoort, seconded by J. Bourgeois, that R. Burke be elected as Board Chair.</b>  <b>CARRIED</b></p> <p>There were no responses after Vice-Chair Ouellet asked the requisite three times, "are there any other nominations?"</p> <p>(enter R. Burke to applause)</p>	
<p>2. <u>Review of Previous Minutes of 21 January 2009 and 20 February 2009</u></p> <p><b>It was moved by W. Vandervoort, seconded by D. Miller, to accept the minutes of the board meeting of Wednesday, 21 January 2009.</b>  <b>CARRIED</b></p> <p><b>It was moved by W. Nurse, seconded by J. Bourgeois, to accept the minutes of the board meeting of Friday, 20 February 2009.</b>  <b>CARRIED</b></p>	
<p>3. <u>Business Arising from the Minutes of the Previous Meetings</u></p> <p>Nil</p>	
<p>4. <u>Review of the Financial Status of the Museum</u></p> <p><b>It was moved by B. Ouellet, seconded by F. Lord, to accept Ref A as presented.</b></p>	

<u>DISCUSSION</u>	<u>ACTION BY</u>
<p><b>CARRIED</b></p> <p>Honorary Director Kee presented Ref C which has a 30-day window.</p> <p>There was significant discussion around the timing of the commitment for now received funding from an aviation industry; and whether it qualified for inclusion in the recent revenue generation credits shown by a laterally engaged fundraising company. Col Hood stressed the importance of considering all these facts before any future work is undertaken.</p> <p><b>It was moved by E. Norris, seconded by J. Bourgeois, that K. Kee requests a deferral from Metasoft until after the board meeting in July.</b></p> <p><b>CARRIED</b></p> <p>Further to Ref C, K. Kee would later report that Metasoft had agreed to a three-month delay to the start of the six-month extension, i.e., to start 1 Aug 09 pending approval of the board.</p> <p>R. Burke presented K. Kee with a framed appreciation for his 15-year fundraising efforts. (applause)</p> <p><b>It was moved by W. Vandervoort, seconded by D. Miller that K. Kee is made an honorary director.</b></p> <p><b>CARRIED</b> (applause)</p> <p>J. Bourgeois briefed on a fundraising initiative. He will raise the issue again in July.</p>	
<p>5. <u>Correspondence Received since the Previous Meeting</u></p> <p>Nil</p>	
<p>6. <u>Business Arising from Correspondence Received</u></p> <p>Nil</p>	

<u>DISCUSSION</u>	<u>ACTION BY</u>
<p>7. <u>Report from Museum Executive Director</u></p> <ul style="list-style-type: none"> <li>• An exhibit planning group chaired by the executive director and to include the curator will be formed.</li> <li>• Public Relations Manager Ms. Karla Benoit was introduced with applause.</li> <li>• Curator G. Stanciu arrived to present Ref B, a presentation requested by R. Burke.</li> <li>• \$50,000 coming from DHH</li> <li>• 1 April was an outstanding day with the presentation of the Boeing cheque and the opening of the displays.</li> <li>• Structures in the airpark are now to be generically referred to as monuments. Two new ones are scheduled for October.</li> <li>• 2 May 2009 sees the MFRC Invisible Ribbon Gala in the museum.</li> <li>• Considering the museum's financial picture and the fact that it has yet to make any money from events in the museum such as the one above; the question was asked as to when the museum might expect any revenue from such events, considering that staff and volunteer time resources are utilized.</li> </ul> <p>Regarding the above, LCol Miller elucidated on provision of services agreements and F. Lord clarified the nuances of rental of property agreements under the Federal Real Property Act.</p> <p>Hardcopy guidelines for such museum usages such as those above, will be forthcoming.</p> <p>Col Hood noted the secondary effect of holding events such as those identified above is such that it raises museum awareness in the 8 Wing catchment area.</p> <ul style="list-style-type: none"> <li>• Appreciation was expressed for the use of the tables and chairs.</li> <li>• The executive director has just returned from the Mutual Concerns of Air and Space Museums Conference 18-21 April 2009, sponsored by the Smithsonian National Air and Space Museum.</li> <li>• Col Hood briefed on the ETA in the airpark of the C-130 and the CF-18.</li> <li>• There is a strong possibility of securing Northrop Delta 673 as a long-term loan from Canadian Aviation Museum for refurbishment at NAFMC.</li> <li>• Members are invited to submit suggestions as to what should be contained in the password protected area of the new website.</li> </ul>	

<u>DISCUSSION</u>	<u>ACTION BY</u>
<p>8. <u>Reports from Committee Chairs</u></p> <p>a) <u>Planning Committee (W. Vandervoort)</u></p> <p>Quadrangle Architects Limited is on site for their first presentation (painting, floors, etc.) on 7 May. This does not include design or displays.</p> <p>A contract has been let to complete the telecom room to start within the next seven to ten days.</p> <p>W. Vandervoort stated the desirability of knowing when enough funds are predicted to be available so that work may commence again.</p> <p>LCol Miller briefed on the business case.</p> <p>b) <u>Nominating /Constitution and By-Laws (via R. Burke)</u></p> <p><b>It was moved by J. Bourgeois, seconded by W. Nurse to accept Ref D as presented.</b>  <b>CARRIED</b></p> <p>Acting Chair Nurse was asked to call a committee meeting as soon as possible and report at the meeting in July.</p> <p>c) <u>Strategic Planning – F. Lord (Co-Chair)</u></p> <p>F. Lord was asked to call a meeting.</p>	<p>Nurse</p> <p>Lord</p>

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<p>. <u>New Business</u></p> <ul style="list-style-type: none"> <li>• W. Nurse elaborated on two methods to increase participation in NAFMC:               <ol style="list-style-type: none"> <li>1. To get the public and serving members involved</li> <li>2. To get press involved</li> </ol> </li> </ul> <p>The board chair noted that these items are within the purview of the public relations manager. Further to W. Nurse's query as to how members' ideas get conveyed to the staff, LCol Miller reminded that she had authored a <i>Public Relations Strategic Plan</i> document which was forwarded to the board chair and executive director.</p> <ul style="list-style-type: none"> <li>• It being the last board meeting of the WComd and WAdminO, they were thanked for their tremendous support for NAFMC. (applause)</li> <li>• Col Hood finalized by briefing on Anniversary Weekend and the opportunity to reinvigorate the branding of the museum. He thanked the members for the work they are doing.</li> </ul>																
<p>10. <u>Next Meetings Confirmed:</u></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 15%;">Wednesday</td> <td style="width: 15%;">22 Jul</td> <td style="width: 15%;">2009</td> <td style="width: 25%;">8 Wing Headquarters</td> <td style="width: 30%;">1300 hours</td> </tr> <tr> <td>Wednesday</td> <td>28 Oct</td> <td>2009</td> <td>Venue TBA</td> <td>1300 hours</td> </tr> <tr> <td>Wednesday</td> <td>27 Jan</td> <td>2010</td> <td>8 Wing Headquarters</td> <td>1300 hours</td> </tr> </table>	Wednesday	22 Jul	2009	8 Wing Headquarters	1300 hours	Wednesday	28 Oct	2009	Venue TBA	1300 hours	Wednesday	27 Jan	2010	8 Wing Headquarters	1300 hours	
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<p>11. <u>Adjournment</u></p> <p>The meeting adjourned at 1530 hours.</p>																
Electronically Approved	Electronically Approved															
Col M.J. Hood	R.A. Burke															
8 Wing Commander	Board Chair															