



## MEETING AGENDA

<b>Meeting/Project Name:</b>	Heritage Assets Working Group
<b>Date of Meeting:</b> (MM/DD/YYYY)	10/20/2016
<b>Time:</b>	5:00-6:00 pm
<b>Location:</b>	Civic Collections Storage Facility
<b>Meeting Facilitator:</b>	Paul Robertson, City Curator

### 1. Meeting Objective

Review objectives of heritage assets working group. Offer feedback on collections acquisitions process. Set priority interests moving forward and process for meetings.

### 2. Committee Members

Name	Present	Regrets
Patricia Fiori	X	
Jamie McKenzie-Naish		X
Kathy Karkut	X	
Peter Gower	X	
Caroline Petznick	X	
Bill Visser	X	
Jenn Nicoll		X
Meaghan Eckersley (Civic Collections Technician)	X	
Paul Robertson (City Curator)	X	

### 3. Meeting Agenda

Topic	Owner
Introduction of members	All
Tour of collections facility/overview of civic collection	Paul Robertson/Meaghan Eckersley
Review of working group objectives and intents	Paul Robertson
Volunteer/Working Group Procedures	Paul Robertson
Proposed new acquisitions	Paul Robertson/Tom Riddolls
Community commemorations (collections care)	Paul Robertson

**4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)**

<b>Description</b>	<b>Prepared by</b>
NA	

## MEETING NOTES

<b>Meeting/Project Name:</b>	Heritage Assets Working Group
<b>Date of Meeting:</b> (MM/DD/YYYY)	10/20/2016
<b>Time:</b>	5:00-6:00 pm
<b>Location:</b>	Civic Collections Storage Facility
<b>Meeting Notes:</b>	Paul Robertson, City Curator Meaghan Eckersley, Civic Collections Technician

### 1. Notes, Decisions, Issues

Topic	Owner	Time
<p><b>Tour of collections facility and overview of civic collection.</b> Members were introduced to the organisational arrangement of the facility and the wide range of objects stored on site (paintings, Mayors gifts, commemorative, furniture, industrial objects). Staff provided an overview of the content of the larger collection stored in other City-owned and non-City owned facilities (industrial, art, archaeological collections) . Staff suggested that the next meeting of the HAWG should be held at the MacLachlan Woodworking Museum so that members can acquaint themselves with the extensive collection held at that facility. Staff also introduced members to some of the collections-related issues for later discussion by the working group, including:</p> <ul style="list-style-type: none"> <li>• Non-collection items that could be classified as 'heritage assets' currently stored in the civic collection storage facility, e.g., reproduction meeting room chairs from City Hall. These are an ongoing management issue shared by Cultural Services and Facilities Management staff</li> <li>• Collections assessment and potential deaccessions: based on museum mandates and collection development plans</li> <li>• The current challenges of a multi-site storage model</li> <li>• The evolving role of archaeological holdings in the civic collection as forms for research, public outreach, and exhibition</li> </ul>	Paul Robertson / Meaghan Eckersley	5:00 – 5:35

<p><b>Review of working group objectives and intents.</b> Staff reviewed the mandate of the HAWG, its relationship with Heritage Kingston, and its application to museum operations and standards as outlined by the Provincial Community Museum Operating Grant (CMOG). There was an explanation of HAWG’s role advising on collections management, collections development and deaccessioning.</p>	Paul Robertson	5:35 – 5:41
<p><b>Volunteer/Working Group Procedures.</b> Staff discussed the proposed addition of new member Jennifer Nicoll. The working group discussed the request for Members to undergo onboarding and training as City of Kingston Volunteers (AODA, Bill 132 and CPIC background checks). Staff will follow up with details on this matter. Staff will continue to act as chair, call meetings, and set agendas. Members discussed the timing of the next meeting. A regular meeting schedule has not been set – this will depend upon work flow.</p>	Paul Robertson	5:41 – 5:52
<p><b>Proposed new acquisitions.</b> (Time did not permit a detailed discussion) Staff presented a summary of a large collection of 480 tools offered by a Ottawa collector Fred Hostetter. This collection is still being examined by the MWM curator. The focus of selections will be based upon existing collection needs, museum mandates and potential uses for research/exhibitions/education purposes – only objects that fill gaps and are of Ontario and/or Canadian production will be considered for potential acquisition. This item will return to the HAWG when a selection has been established and a curatorial recommendation</p>	Paul Robertson / Tom Riddolls	5:52 – 5:57
<p><b>Community commemorations (collections care).</b> Staff introduced an item received from the Royal Military College Monuments and Memorial Committee which is seeking advice on funding of the restoration of a Sabre aircraft on display on the campus. After a brief discussion, members were requested to send staff any thoughts they had so that these could be passed on to RMC.</p>	Paul Robertson	5:57 – 6:00
<p><b>Action</b></p>	<p><b>Owner</b></p>	<p><b>Due Date</b></p>
<p>Set next meeting</p>	<p>Paul Robertson</p>	<p>Oct. 27, 2016</p>
<p>Offer suggestions for funding of restoration of RMC’s Sabre aircraft to Staff</p>	<p>All</p>	<p>By next meeting</p>

## 2. Next Meeting (if applicable)

<b>Objective:</b>	To tour on-site collections storage and continue discussions around potential collections acquisitions and other collections matters.
<b>Date:</b>	TBD
<b>Time:</b>	5:00-7:00 pm
<b>Location:</b>	MacLachlan Woodworking Museum