



NUCLEAR AND MINING MUSEUM BOARD AGENDA

Friday, June 14, 2019, 2:00 pm

CITY HALL

2nd FLOOR

Pages

1. ROLL CALL
2. DECLARATION OF CONFLICT OF INTEREST
3. MINUTES OF THE PREVIOUS MEETINGS
 - 3.1 25 April 2019
4. PUBLIC PRESENTATION
5. INTRODUCTION AND CONSIDERATION OF CORPORATE REPORTS
 - 5.1 Nuclear and Mining Museum Curator Report
6. PRESENTATION OF COMMITTEE REPORTS
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 - 7.1 Allocation of funds from BHBilliton
8. UNFINISHED BUSINESS
 - 8.1 Strategic Plan
 - 8.2 Governance Model
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14. ADJOURNMENT



**NUCLEAR AND MINING MUSEUM BOARD
MEETING MINUTES**

Thursday, April 25, 2019
2:00 pm
Committee Room

Present: P. Ferrell, Member
F. Perkins, Member
L. Finn, Vice Chair
J. Grummett, Chair
E. Ten Broek, Member
S. Finamore, Member, Councillor

Resources: D. Hennessey, Nuclear & Mining Museum Curator
S. Peever, Nuclear & Mining Museum Interim Curator
J. Jarvis, Museum Associate
T. Dunlop, Director of Recreation & Culture
D. Brandow, Recording Secretary

Regrets: D. Marchisella, Ex Officio/Mayor

1. ROLL CALL

The meeting was called to order by the Chair at 2pm.

2. DECLARATION OF CONFLICT OF INTEREST

None

3. MINUTES OF THE PREVIOUS MEETINGS

3.1 28 March 2019

RES# 3/19

Moved By: P. Ferrell

Seconded By: L. Finn

That the minutes of the meeting be accepted as read.

Carried

4. PUBLIC PRESENTATION

5. INTRODUCTION AND CONSIDERATION OF CORPORATE REPORTS

5.1 Nuclear and Mining Museum Curator Report

Verbal Report:

- D. Hennessey attended a ceremony in Toronto on 12 April honouring Italian Miners
 - Delegates from Italy were in attendance
 - Asbestos repercussions & fatalities were spotlighted
 - A memorial wall / monument in Toronto was unveiled
 - 2400 names are on the wall
 - 2800 more names will be honoured (possibly using the brick format used in Elliot Lake; pictures of the Elliot Lake monument were requested & sent to the Toronto committee)
 - The Italian government presented a highly regarded medal of honour at this service
 - Italian stories from the Elliot Lake Memories from the Heart book will be featured in a similar publication for the Toronto Italian Miners
 - Publication date is expected to be 23 May 2019
 - D. Hennessey has requested copies for the Elliot Lake Nuclear & Mining Museum & Library
- Old Elliot Lake Nuclear & Mining Museum Strategic Plan was distributed
- Grant from BHBilliton was received
- Day of Mourning will be held on Sunday, 28 April 2019 at 11am, luncheon to follow at Renaissance Centre
- Bobby Alexander roast was a success
- T Dunlop Grant Updates
 - Museum Grant – 2 Summer Positions: Fire Ranger Researcher & Educational Programmer will be working at the Fire Tower & Collins Hall
 - Green Grant – 2 Summer Positions: Interpretation & Trail Development
 - Proposed development of a small loop at the Fire Tower
 - Kinniwabi – 2 Summer Positions: Tourist Ambassadors

5.2 Nuclear and Mining Museum Interim Curator Report

Update on activities & Presentation on Collections Management

Museum Board Meeting, April 25th, 2019

Update on what has happened since the last meeting (March 28th — April 25th)

North Shore Cultural Attractions Network (NSCAN) Meeting April 2nd, 2019

- I have typed out my notes from the conference, if you would like a copy.
- Subjects we talked about:
 - Five areas of interest in regards to the NSCAN member survey
 - Thinking Rock Community Arts
 - *The Great Divide: Bridging Generational Gaps* (webinar on volunteer management)

Indigenous Consultation Meeting April 18th, 2019

- Serpent River, Sagamok, and Elliot Lake were represented.
- We discussed current projects, as well as ideas for future exhibits.
- Contacts were made for programming during the summer day camps.
- All participants agreed that they would meet again in the future under a more structured environment.

Huron North Community Economic Alliance (HNCEA) Workshop April 23rd, 2019

- Workshop in Bruce Mines for tourism industry partners. Goal is to work together so that we can promote our businesses to visitors of mixed interests.
- We learned about branding, signage, advertising and collaboration.
- We promoted our city's upcoming events, and the Fire Tower.
- There will be a committee set up to encourage collaboration in the future.

Staff Training

- Joanne's Past Perfect training is complete. She has worked alongside me for about a month and a half now, and will be taking over my duties once I leave.
- I have created Power Points on Heritage Interpretation, and on Canadian/Environmental Studies. These Power Point presentations can be used to train our summer students.

Ongoing Projects

- **Insurance list:** we are compiling a list of items retrieved (and left behind) for insurance purposes.
- **Contacting CCI:** we have contacted the Canadian Conservation Institute about the possibility of hiring a professional to fix our mould ridden items.
- **Hiring summer students:** we are reviewing resumes and preparing to interview possible summer student candidates.
- **Reviewing my files:** next week I will be reviewing my files, and organizing them for Joanne.

1 **Collections Management**

A Presentation for the Museum Board

2 **Why do we Collect?**

- History is ever changing and growing.
- Elliot Lake residents are prime donating age.

We need to collect artifacts!!

3 **The Problem with Collecting**

- We can't accept all donations

4 **Solution? Collections Management**

- How a museum collects, protects, and (potentially) discards its artifacts?
- This is vital for finding funding, and avoiding lawsuits.

Collect, Protect, Discard

5 **Collection**

6 **Collecting Artifacts**

- A Collections Management policy outlines:
 - What can/cannot be donated to the museum,
 - What paper work must be filled out to donate an artifact,
 - Who they must talk to, to donate,
 - What kind of loans the museum accepts?

This policy is published for the public to read.

7 **Our Current Donation Policy**

- Currently: if we have a policy, we are not using it.
- We NEED to create a donation policy.

8 **Protecting**

9 **Protecting our Artifacts**

- A Collections Management Policy outlines what happens to an artifact once it is donated:
 - Cataloguing
 - Repair
 - Storage
 - This is how a museum protects what it has.

10 **Our Current Policy**

- Currently: we do not have a written policy, but we follow these 5 steps:
 - Info Gathering
 - Accessioning
 - Photographing

- Past Perfect
- Storage/Repair
- Let's break this down...

11 **Adding an Artifact to Our Museum**

- Step 1: Gather information about the artifact

12 **Adding an Artifact to Our Museum**

- Step 2: Accessioning the Artifact and choosing a lexicon term
- Accession number: a unique identifying number
EL.78.001 .2.a
- Category . Year . #donated that year . # in that donation . letter in that artifact group
- Lexicon term: an identification term found in Nomenclature 3.0 dictionary Teacup
- Category 4: Tools & Equipment for Materials Food Service T&E -¥ Drinking Vessels
→ Cup Teacup

13 **Adding an Artifact to Our Museum**

- Step 3: Photographing the artifact

14 **Adding an Artifact to Our Museum**

- Step 4: Adding the artifact to Past Perfect

This means inputting ALL the information we know into the computer.

15 **Adding an Artifact to Our Museum**

- Step 5: Properly storing the artifact:
- Find storage location that meets item requirements (light, humidity, etc.)
- Protect artifacts before storage (acid free tissue paper/envelopes/folders/boxes)
- If trained on how to do so, repair damage,
- Pay careful attention to archival artifacts:
- Original order and finding aids

This is how we protect our artifacts!

16 **Discarding Artifacts**

17 **Discarding Artifacts**

- A Collections Management plan will outline how to deaccession artifacts.
- Accession = to give an artifact a number, and catalogue it.
- Deaccession = to remove an artifact from your collection.

Essentially, deaccession is the fancy museum term for "discard",

18 **Deaccessioning Artifacts**

- Step 1: Curator provides a legitimate reason for deaccessioning the artifact.
- Step 2: Proper authorities are contacted.
 - City Council approval, Museum board approval, or public approval (open house/newspaper ads) may be needed.
- Step 3: Paperwork is completed.
- Step 4: Artifacts are returned to donor (or their family if deceased).
- Step 5: Artifacts are donated to another institution.
- Step 6: Artifacts are sold, or thrown out.

19 **Our Current Policy**

- We do not have a policy. This is dangerous, as public trust is easily lost.

We need a proper policy!

20 **Summary**

- We have ways of doing things, but no clear collections management policy.
- We need to sit down and write a policy.

21 **What Other Museums Have Done**

22 **Grey Roots Museum**

- It took them 1 1 years to inventory digitize, and deaccession their collection (while operating) with the help of volunteers.

23 **Brant Museum**

- Museum was closed for 1 year for deaccessioning (And they were in BAD shape before the started). They had 5 trained staff members.

Anything is possible!

24 **My Suggestions**

25 **Suggestion 1**

- Strategic planning in order to:
- Create a donation policy,
- Create a deaccessioning policy,
- Outline in detail our cataloguing and storage process.

26 **Suggestion 2**

- Rudimentary planning of the layout of our temporary storage areas:
- Create a floorplan of where each collection will go,
- Order the shelving and archival equipment we will need to make this happen.

27 Questions?

6. PRESENTATION OF COMMITTEE REPORTS

7. NEW BUSINESS

7.1 Strategic Plan

- Strike a working group
- Incorporate items from S. Peevers report into the strategic plan
- Complete as soon as possible
- Use T. D'Agostino's expertise
- Prepare survey questions
 - Don't forget high school students when polling the public
- Plan for events of experience / activities for all age groups
 - Antiques road show format
- Remember what museums are today & can be in the future
- Set working group meeting for 8 may 2019 9am-4pm

7.2 Governance Model

- Clarification needed

7.3 Letter of Succession Planning

RES# 4/19

Moved By: F. Perkins

Seconded By: L. Finn

That the Letter of Succession Planning be forwarded to the Ad Hoc Budget Committee.

Carried

7.4 Museum Logo

- No logo at this time
- L. Finn will develop & present 3 logos to the board
- Have a contest for the public to vote on

8. UNFINISHED BUSINESS

9. CORRESPONDENCE

10. PUBLIC QUESTION PERIOD

11. ADDENDUM

12. CLOSED SESSION

13. SCHEDULING OF NEXT MEETING

The next scheduled Arts & Culture Advisory Committee meeting is 16 May 2019 at 2pm.

14. ADJOURNMENT

RES# 5/19

Moved By: F. Perkins

Seconded By: E. Ten Broek

That the meeting be adjourned at the hour of 4:30pm.


Carried

ELLIOT LAKE
NUCLEAR &
MINING
MUSEUM
Step into history

ELLIOT LAKE

Nuclear and Mining
MUSEUM

Elliot Lake
N+MM
Nuclear & Mining
MUSEUM

Elliot Lake
NaMM
Nuclear and Mining
MUSEUM 

NaMM
Nuclear and Mining
MUSEUM
Elliot Lake, Ontario


Elliot Lake


MUSEUM
nuclear and mining
Step into our history


NUCLEAR AND MINING MUSEUM
Elliot Lake, Ontario

1. 
Step into history

- 2.a 
Nuclear and Mining
MUSEUM

- 2.b 
Nuclear and Mining
MUSEUM

3. 
NUCLEAR AND MINING MUSEUM
Elliot Lake, Ontario