

Minutes – C&E Heritage & Museum Committee

1400 – 1600 hrs 8 March 2018 @ VOM

(make-up for 7 Feb 2018 meeting cancelled due to Base stand-down)

In Attendance: Maj Lavigne (Br Adjt), Karen Young, Tony Fequet, Joe Costello, Jim Holsworth, Tony Charters, Lloyd Tien (Fdn)

Standing Invitation: Dir RCCS, Sr Air C&E Col, Br Advisor, Br CWO, Home Station COs, Col Cndt, Branch Leader, Pres C&E Assn, Chair Fdn, Col of the Regt JSR

Regrets Given: CO Museum, Jim Hueglin, Peter Sheremata, Maj Nayyar (76 Comm), Lt Holt (JSR), Sgt Gilbert (21 EW), Lyle Read, Maj Stroud / MWO Jones (77 Line), Bob Taylor,

1. Minutes. From 11 Jan 2018 circulated.

a. business arising from 11 Jan to be addressed in agenda

All business arising from 11 Jan was addressed in the meeting; minutes were reviewed and noted.

Reunion Weekend 2018. With the reunion committee meeting recently and the program set for the weekend, the heritage and museum participation was discussed.

- Museum will be open and welcoming mini-reunions and visits throughout the weekend
- Conducting video interviews on Saturday morning would be an excellent opportunity to capture veterans' and soldiers' stories as part of the C&E Oral History Project
- Interviewees could be anyone, either related to the 2018 heritage theme of Domestic Operations, or from any of the reunion groups or missions (e.g., Rwanda, Airborne, Tech Tel, Radar, 4 Sigs, etc.).
- Jim Hueglin, as lead of the Oral History Project, be asked (if not already been contacted by the reunion committee) to organize interviews and seek volunteers to assist
- Concept is for Base Video set up a 'studio' in the Museum for Saturday morning, and perhaps into the afternoon, then have an interview schedule through the mini-reunion leads and home station units.

Action.

- Chair to contact Jim Hueglin to ask for his lead in organizing the weekend interviews..
- Karen will book Mike MacDonald Base Video, and notify Annette to assist with interviews, and ensure any expenses (overtime, base video cost) are identified in the FY18-19 budget.
- Br Adjt to liaise with the reunion committee to ensure the interviews are announced / included in the program

2. C&E Heritage Program. (5 minutes, information only)

a. 5-year themes, commemorations, milestones

Lt Holt / Bob Taylor

-briefing note to BAC to confirm 2018 activities, plan 2019, 2020

Briefing Note (attached) was sent to the Branch Advisor on 7 Mar, for BAC review and direction. Of primary interest is the endorsement of the proposed northern study in 2019, and linking the heritage themes to upcoming C&E week 2018 and 2019 professional development.

Action.

- Br Adjt noted the discussion and will follow-up in his capacity as BAC Secretary and as C&E Week OPI.
- With BAC direction, priority tasks of the new Heritage Committee will be to start planning 2019 and 2020

3. C&E Museum Plans and Programs. (100 minutes, main discussion)

a. Completion of 5-Year Development Plan (circulated earlier)

Chair, Manager

-review 2018-19 activities to finalize business plan / budget

-review viability of out-year programs in 5-year forecast

-5-year plan interface with Foundation fund-raising strategy

Time did not allow for a full in-depth review of the full 5-year plan and proposed (Dec 2017) update by the Manager. However, the Committee had a good discussion on the general way ahead for the museum and where the priorities

should be and programs aligned in the next few years. In essence:

- with the governance review, and the stand-up of the new Museum Committee, the writing of policies, documentation and business planning cycles will be put in place as a priority
- with the emerging interest of several units and groups (CFCMU, CAFL, CFJSR) and other planned displays, the display floor is generally evolving in the right direction (though still in need of a master plan)
- with the speaker series and education / outreach program being developed, again, generally, the professional development and education delivery of the museum is evolving correctly
- the one piece that needs serious attention and resources is the archives, starting with de-accessioning, accessioning, cataloguing, migration to CFAMS, digitization, creation of an archive database and providing online web access for research and generation of historic interest.

Action.

- As a task for the new Museum Committee (Strat Plan WG), once it is stood-up' will be to update the Part 4 – : Five-Year Strategic Plan based on the original 2017 version but with the Manager's new forecast of programs
- As a priority for the first meeting of the new Museum Committee will be to have a full planning session to develop a coherent and comprehensive plan to advance the archives, with the aim of having a functioning, accessible, digitized, collection by 2023

b. Finalization of FY 18-19 Business Plan and Budget

Manager

-final adjustments of budget, as needed for CO's approval

A final review of the 18-19 BP and budget was done by Bob Taylor, Mike DeNoble, Chair and Manager on 27 Feb. This was to enable Karen to finalize the 18-19 budget for CO's approval and submission to Base NPF in their format by 6 Mar. This was done, with the following items flagged for Committee consideration:

a. **Armistice Reception.** Options were explored, based on the question of whether the Museum (through the Foundation) should hold an Armistice event of some sort or not. The conclusions were:

- large event (dinner / gala) was eliminated as there is little time or resources to organize
- no link to reunion weekend, as the focus will be on Korean War and Korean Vets
- though tempting, no link to C&E Week as it would need to replace existing social events
- no link to 11 Nov, on a sombre day of remembrance; Museum is open anyway for visits and gatherings
- fund-raiser reception (like Leisbeth Langford) in the museum with Armistice / end of WWI theme (uniformed soldiers, film or speaker, music), high quality food & drink, and charge a significant entry as a fund-raiser

Action. An Event Lead needs to be identified and Planning Committee needs to be formed to do all aspects of planning and organizing a formal fund-raiser reception. Date to be determined. Lloyd agreed to solicit volunteer lead and assistance from the Foundation. Without the necessary planning team, to support the museum staff, the idea of a fund-raiser reception would be cancelled.

b. **Speaker Series.** It was agreed that we aim, and budget, for a series of four speakers in 2018, either afternoon or evening events, ideally in the Museum (to showcase the museum) but other venues if necessary (and possibly using museum display panels as backdrops). The speaker series is an integral part of the Museum Education Program (overseen by the Education Coordinator) and if possible follow the 2018 heritage theme of Domestic Operations, but other non-theme topics welcome. The goal is to present professional speakers on C&E heritage and military topics.

Action.

- Form a small team to organize speakers and assist in advertising and staging each event. All committee members are urged to solicit volunteers to run this program; otherwise, there will be no speaker series
- As a priority, reschedule the presentation by Peter Sheremata on the Dutch Forces Signal Museum
- Manager has included money in the 18-19 budget for four speaker events (overtime, refreshments)

c. **Move the Semaphore to Satellite Display.** As part of the revamping of the museum entrance and updating of displays, the Manager would like to move the S to S Display now that it has been active for 5 years. The Committee agreed, and suggested moving the display to the Forde Building in proximity to the Branch Office. It was also recognized that the S to S Board of Directors should be appraised of this decision and any expectations managed.

Action. The Chair will ask the Branch leadership (Col Cmdt, Branch Advisor or CO Museum) to communicate with the key members of the S to S BoD to explain the rationale and intent to move the display.

-grant writing assistance needed for 2018-19

Grants. As requested at the last committee meeting, the Manager presented three grant opportunities, all of which will need assistance in researching and preparing.:

- Trillium Grow (Artists in Residence) program
- Trillium 'Seed' Study for other museum programming
- prospectus for CAE submission related to youth education

All of these will require research (and knowledge of air operations for the CAE prospectus) and staff writing skills to prepare the grant submissions and business cases.

There is also a need to develop a standard museum prospectus (glossy handout) that could be used on future grant submissions or letters or solicitation to prospective donors.

DHH Grant. Also discussed was the preparation of a DHH grant, not in reaction to unpredictable and often short deadlines, but rather to have a project submission researched and prepared, based on our priority needs from the business plan. The consensus was to focus on a project for the organization and digitization of the archives, with the thought of including the hire of an archivist (for a year).

Action.

- Manager to write a short synopsis of the (3) grants that will enable the Foundation and the Committee to seek volunteers to take-on as writing projects for the Manager.
- Foundation is asked to lead in finding volunteers, members of its Fund-raising committee to write grants
- Need to identify someone to assist the Manager in writing a standard prospectus
- As the new Museum Committee defines the full plan to advance our collection / archives, a DHH grant should be written in support of that priority

4. Transition to New Governance Model. (15 minutes, initial discussion)

- a. Report from Museum Governance WG CO, Chair
-Branch Leader's direction (from 5 Feb meeting)
-update on meeting the National NPP/ NPF Director

The Chair gave a quick summary of the WG's progress to date, including a back briefing to the Branch Leader on 5 Feb, the direction to brief the BAC on 19 April, and the next WG meeting in Kingston on 21 Mar. It is recognized that a clear service level agreement is necessary between the Branch/Museum and CFMWS/NPF services.

Action. There remains an outstanding action to establish a meeting with the National NPP / NPF Director.

- b. Stand-up of new Museum Committee and Heritage Committee Chair, CO
-initial review of mandates, ToRs and membership
-detailed review tabled for a special 'stand- up' meeting

The Chair did an introductory review of the work over the past 7 months of the Governance WG, which started with the problem definition paper, an expanded assessment paper, a DND compliance matrix and finally the proposed governance model with ToRs for the Museum Board / Committee and the new Heritage Group.

Action. The draft ToRs for both new Committees will be circulated with the minutes for a full discussion at the next meeting 29 March.

5. Adjournment.

- a. Proposed 'stand-up' combined meeting of new Museum Committee and new Heritage Committee 1400 - 1600 hrs 29 March @ Museum

Agenda and supporting documents to be send out shortly.

- b. Adjourn by 1600 hrs.

Adjourned at 1610 hrs for TGIT