



## **MINUTES**

Hybrid Meeting Via Zoom  
and at MVCA Office

Mill of Kintail Museum  
Advisory Committee  
Meeting

January 29, 2025

### **MEMBERS PRESENT**

Bev Holmes, Chair  
Kathy McNenly  
Lucy Carleton  
Sara Chatfield (Virtual, 11:30 a.m.)  
Sarah More (Virtual)  
Wendy Bridges

### **MEMBERS ABSENT**

Darcy Moses, Vice-Chair  
Diana Jackson

### **STAFF PRESENT**

Sally McIntyre, General Manager  
Stacy Millard, Treasurer (Virtual)  
Scott Lawryk, Property Manager  
Kelly Hollington, Recording Secretary

B. Holmes called the meeting to order at 11:04 a.m.

### **Declarations of Interest**

Members were asked to declare any conflicts of interest and informed that they may declare a conflict at any time during the session. No declarations were received

### **Agenda Review**

B. Holmes asked the committee to adjust the agenda to have 2025 Workplan Objectives, report 002/25 presented first, followed by Museum Strategic Plan, report 001/25. There were no objections or comments.

### **MAC25/01/29-1**

**MOVED BY: L. Carleton**

**SECONDED BY: S. More**

**Resolved, that the agenda for the January 29, 2025 Mill of Kintail Museum Advisory Committee Meeting be adopted as amended.**

**“CARRIED”**

## **MAIN BUSINESS**

1. Approval of Minutes: Mill of Kintail Museum Advisory Committee Meeting, November 20, 2024.

L. Carleton provided a correction to the minutes, on page 5 of the agenda package:

She added that almost all of the art pieces ~~are~~ **can be** moved to the Gatehouse storage except for the ~~egg call~~ **(frieze)** that is built into the studio and statue of the soldier.

### **MAC25/01/29-2**

**MOVED BY: L. Carleton**

**SECONDED BY: K. McNenly**

**Resolved, that the minutes of the Mill of Kintail Museum Advisory Committee Meeting held on November 20, 2024 be received and approved as amended.**

**“CARRIED”**

2. 2025 Workplan Objectives, Report 002/25, Scott Lawryk.

S. Lawryk reviewed the workplan objectives for the Mill of Kintail Museum for 2025.

L. Carleton expressed her support of the 2025 workplan objectives. She noted that D. Jackson (absent) had expressed interest in improving the museum gift shop. She expressed her interest in archival and exhibit support.

W. Bridges asked if staff are aware of basketball specific events aside from the 3-on-3 tournament hosted annually in Almonte. S. Lawryk responded that staff are not aware of any other events at this time. He noted that the 3-on-3 tournament would be a good point of contact.

W. Bridges asked if staff have contact information for John Naismith. S. McIntyre responded that MVCA staff have his contact information but have not reached out recently.

S. McIntyre asked the committee if they have interest in supporting specific workplan objectives and for any ideas for themes for 2025. L. Carleton responded that she has an interest in exhibit design. She commented that the *Brothers of the Wind* sculpture is

turning 100 in 2025. L. Carleton highlighted that planning for the 2025 season must be completed before the Museum opening in May. S. More expressed interest in helping to improve the museum website. K. McNenly expressed interest in supporting the development of artist exhibits.

S. McIntyre asked the committee for themes that relate to the pieces in the archives. She expressed support in highlighting the anniversary of the *Brothers of the Wind* sculpture. She suggested a connection to Olympic sport.

B. Holmes commented that there is an opportunity for an opening event to highlight the exhibits. She suggested advertising to increase awareness.

W. Bridges asked if Ethel's bedroom will remain as an exhibit. S. McIntyre responded that all avenues are open to develop a new plan; keeping in mind the storage of large pieces and demands on time of staff and volunteers. L. Carleton suggested bringing James Naismith pieces out of the basement. She highlighted an opportunity to display pieces in another area of the museum or to loan items for a satellite exhibit in Almonte. She suggested organizing a planning committee to meet and discuss options for exhibits. B. Holmes suggested touring the museum. W. Bridges noted that the piano in the museum is not an artifact of Ethel's. L. Carleton commented that more discussion is needed regarding Ethel's bedroom and exhibit.

S. McIntyre explained that MVCA is currently in the position of looking to transfer the operations and management of the museum collection to another party. Activities must be managed within the confines of the current funding model.

S. McIntyre asked the committee if there are pieces in the collection that tie to Olympic sport. L. Carleton responded that there are pieces in the James Naismith collection from the 1936 Olympics. She noted that the pieces could be perceived as controversial.

W. Bridges commented that there are items in the archival storage that have never been displayed and highlighted the opportunity to display them. S. Chatfield expressed support in the theme of buried/hidden treasure by displaying pieces in the collection that have never come out of storage. She noted that a temporary, 3-month exhibit is a risk adverse way to display pieces.

S. More commented that the Invictus games are being held in Vancouver in February. She highlighted the connection to wheelchair basketball. B. Holmes noted a connection to James Naismith as the 'Father of Physio'.

S. More noted that the Ontario Federation of Anglers and Hunters (OFAH) has grant funding available for Conservation Authorities. She encouraged exploration of the available grants. S. McIntyre responded that MVCA has applied for OFAH grants in the past to support biology and stewardship program initiatives.

L. Carleton asked about the budget for the museum. S. McIntyre responded that there is little budget beyond staff time and some advertising. S. Millard reviewed the draft visitor services budget for 2025. She highlighted the amount of \$1000 for materials and supplies that could be allotted to advertising or exhibit planning. She noted that MVCA staff are looking for grant funding for a feasibility study of a separate entrance to the gatehouse archives. She noted that the budget is limited and pertains to all visitor services at the Mill of Kintail site including the museum, rentals of the gatehouse and other structures, and Kintail Country Christmas.

L. Carleton asked for more information regarding the feasibility study. S. McIntyre explained that the archives are currently only accessible through the gatehouse. The study will look to examine the feasibility of a secure entrance to access the archives directly. S. McIntyre noted that the study is in anticipation of a third-party operator of the museum having direct access to the archives.

S. McIntyre reviewed a question received from L. Carleton regarding a museum reserve fund that related to parking revenues. She explained that in 2015 the MVCA Board of Directors approved a motion directing that 10% of parking revenues from the Mill of Kintail site be allocated to a museum building and art collection reserve until it reached a balance of \$5900. In 2023 MVCA had to restructure financial reserves to comply with categories 1,2 and 3. The funds from the museum building and art collection reserve were moved into a category 3 operating reserve fund. The consolidated category 3 operating reserve currently has a balance of \$163,000. The day-use fees at the Mill of Kintail site go toward category 3 reserves and have traditionally been dedicated to support the museum. In 2024, the revenues from the day-use fees was \$24,700. L. Carleton asked if the \$24,700 is marked for the museum or to visitor services. S. McIntyre explained that it can be allowed to support any category 3 program. S. Millard explained that it is labelled as Visitor services, the museum does not have its own independent budget. L. Carleton asked if it supports visitor services at the other conservation areas. S. Millard responded that it is visitor services for the Mill of Kintail. L. Carleton asked if a percentage of the \$24,700 can be used for exhibit design at the museum. S. McIntyre explained that the budget can change as it has not gone to the

MVCA Board of Directors for approval. She highlighted that there is a limit imposed by the Board of Directors for collective spending of category 3 programs. S. McIntyre highlighted the need for an exhibit plan and associated budget to consider. L. Carleton commented that there is a need for funds for printing costs associated with exhibit design. S. McIntyre highlighted the opportunity to shift from traditional text-based exhibits to using technology for a more professional presentation.

B. Holmes explained that staff are looking for a sub-committee of museum volunteers to call a meeting to develop an outline for museum exhibits in 2025. B. Holmes asked for a volunteer to lead the sub-committee. L. Carleton agreed to lead a sub-committee to report back to MVCA. L. Carleton suggested forming a 'Friends of the Museum' group that meets more frequently. S. McIntyre noted that care must be taken to operate within MVCA by-laws as they pertain to the committee. She noted that consideration would be taken to the formation of a 'Friends of the Museum' group.

L. Carleton suggested developing a fee-based museum membership.

S. Millard highlighted the opportunity to look for grants to offset costs associated with the museum and exhibit design in 2025.

#### Museum Strategic Plan Update, Report 001/25, Scott Lawryk.

S. Lawryk reviewed the Mill of Kintail Museum strategic plan update background, outcomes and next steps. A report on the effectiveness of the current expiring strategic plan will be provided to the committee for review in the future. He highlighted the opportunity to apply for accessibility grants to support the museum. He gave examples of potential use of technology to improve access to the collection, such as 3D cameras and virtual tours.

S. Chatfield gave examples of accessibility software/applications that could be used including Good Maps for navigation and way-finding and NaviLens for exhibition content. L. Carleton asked about the fees associated with the use of these software/apps. S. Chatfield responded that it is dependent on the size of the package. She noted that they are monthly subscriptions.

L. Carleton asked for an update on the municipal study of local museums. B. Holmes explained that the review being undertaken by the township Mississippi Mills is still in process. The release date is anticipated for May 2025.

S. McIntyre presented the goals and objectives in the current museum strategic plan and asked for feedback from the committee. W. Bridges highlighted the challenges

associated with proper storage of museum artifacts in the heritage building. L. Carleton noted challenges with improving movement and traffic patterns to allow better access due to constraints in the heritage building's structure.

K. McNenly highlighted the need for more exhibit space. She asked if there is a way to move the gift shop to the gatehouse to allow for more space in the museum. S. McIntyre expressed support in the increased utilization of the gatehouse. She noted that MVCA's education program is utilizing the structures at the Mill of Kintail site including the gatehouse. She highlighted that the museum has summer staff, while the gatehouse does not. L. Carleton suggested that a giftshop at the gatehouse could be run by volunteers.

S. Chatfield suggested the development of an audio tour of the collection as it relates to the improvement of exhibit accessibility.

S. More asked about updates regarding bus tours in Mississippi Mills of historic landmarks. B. Holmes responded that she is not aware of any.

B. Holmes asked if supporting the Ramsay Women's Institute's *Tea on the Lawn* is a part of the museum strategic plan. S. Lawryk explained that MVCA will work to support the Ramsay Women's institute's activities as time and availability allows without causing undue cost to MVCA. He highlighted that there is a limit to what MVCA is able to provide.

S. McIntyre explained that S. Lawryk has been making efforts to enhance level of contact and engagement with the groups that operate at the Mill of Kintail including: the Ramsay Women's Institute, Men's Shed, Mississippi Valley Field Naturalists, The Fred Lossing Observatory and museum volunteers. B. Holmes asked if there are plans for a meeting with all groups that operate at the Mill of Kintail. S. McIntyre explained that MVCA is looking to update the Mill of Kintail Conservation Area Master Plan. The process would include engaging with all groups that operate on the site to discuss long-term vision. Plans are to initiate the process of updating this plan mid-2025. The process to update the plan is anticipated to take a year. L. Carleton asked if the Mill of Kintail Conservation Area Master Plan is out of date and still in use. S. McIntyre explained that it is still used for reference. She noted where to access the Mill of Kintail Conservation Area Master Plan on MVCA's website.

S. McIntyre encouraged the committee to review the 5-year goals and objectives on the Museum Strategic Plan and to provide their feedback to staff.

## **ADJOURNMENT**

**MAC25/01/29-3**

**MOVED BY: W. Bridges**

**SECONDED BY: L. Carleton**

**Resolved, That the Mill of Kintail Museum Advisory Committee meeting be adjourned.**

**“CARRIED”**

The meeting adjourned at time 12:29 p.m.

K. Hollington, Recording Secretary