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SIDNEY MUSEUM & ARCHIVES
REGULAR MEETING OF THE BOARD OF DIRECTORS
Sidney Museum Multipurpose Room
January 24, 2026 at 10:00 am

Attendees:

Board members: *Shannon Neustaeter, Susan Mercer, Ray Konrath, Heather Corbitt, Mairi Munro, Peggy Dayton, Peter Garnham, Barbara Fallot, Peter Wainwright*
 Museum Staff: *Michael Goodchild*
 Town of Sidney Liaison: *Terri O'Keefe*

Absent/Regrets: *Barbara Fallot, Peter Garnham, Mairi Munro, Sanjiv Shrivastava*

1. STANDING ITEMS

Topic	Who
1.1 Confirm quorum Quorum established	Shannon Neustaeter
1.2 Call to order/welcome <ul style="list-style-type: none"> • Meeting commenced at 10:00 am • Welcome to our new board member, Peter Wainwright 	Shannon Neustaeter
1.3 Approval of agenda	Motion - Peggy Dayton Second - Susan Mercer APPROVED
1.4 Adoption of last meeting minutes	Motion - Heather Corbitt Second - Susan Mercer APPROVED

2. FOR DISCUSSION

Topic	Who
2.1 Executive Director Report <ul style="list-style-type: none"> • Submitted as written 	Michael Goodchild

We respectfully acknowledge that the Sidney Museum & Archives is located in Sidney/SETINES, on the traditional territory of the WSÁNEĆ People.

<p>2.2 Financial Report Submitted as written Peggy confirmed that the 2025 report finds the Museum in great financial shape</p> <p>MOTION: to approve the Financial Report as presented</p>	<p>Motion: Peggy Dayton Second: Susan Mercer APPROVED</p>
<p>2.3 Sidney Town Council Liaison Report Terry brought forward the upcoming community engagement for a new town hall and that the Museum Board should define future spacial needs. Several suggestions were discussed and noted by the ED.</p>	<p>Terri O’Keefe</p>
<p>2.4 District of North Saanich Liaison Report No report submitted</p>	<p>Liaison absent</p>

<p>2.5 Committee Reports:</p> <ul style="list-style-type: none"> • Exhibits & Special Projects - No report submitted • IT Committee - No report submitted IT Committee meeting on January 30, 2026 • Safety Committee - No report submitted 	
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3. BUSINESS ARISING AND ACTION ITEMS FROM PREVIOUS MEETING

<p>ACTION ITEM - Carried Forward: Forwarded from previous meeting. IT Committee to develop IT Manager volunteer job description ONGOING</p>	<p>IT Committee</p>
<p>ACTION ITEM - Carried Forward: Executive Director to follow up with Ned Taylor and resume discussions over repatriation and collaboration. ONGOING</p>	<p>Michael Goodchild</p>
<p>ACTION ITEM - Carried Forward: SMA staff to create an enhanced Spatial Needs Report ONGOING</p>	<p>SMA staff</p>
<p>ACTION ITEM - Carried Forward: Charlotte Clar will look into preparing an exit interview template for outgoing volunteers. ONGOING</p>	<p>Charlotte Clar</p>
<p>ACTION ITEM - Circulate the revised 2026 Budget electronically and conduct an electronic vote, including signage costs, anticipated insurance increases, and asset amortization. Status: COMPLETED</p>	<p>Shannon Neustaeter</p>

ACTION : Staff to issue Requests for Quotes (RFQs) for Production and Graphic Design from a minimum of three suppliers, with vendor responses due by December 15, 2025. COMPLETED	Michael Goodchild
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4. NEW BUSINESS

4.A. FOR DECISION

Topic	Who	Decision Needed
2026 Budget Approval	<i>Shannon Neustaeter</i>	Vote to approve revised 2026 Budget was circulated to Board. Results: 6 in favour, 1 opposed, 2 no response BUDGET APPROVED.
Waterfront Signage Project	<i>Shannon Neustaeter Michael Goodchild</i>	Authorization to proceed with Waterfront Signage Project using temporary reserve/GIC funding, with staff to continue identifying external funding sources: <ul style="list-style-type: none"> ● Addressed by Treasurer - the budget shows the remainder of the signage project can be funded from the Contingency fund if necessary. ● The Board was supportive of selecting Holy Cow Communications. The ED shared a draft agreement that included a payment schedule, and the Board requested that it be revised to reflect "payment on delivery." Holy Cow indicated that delivery is expected in March or April. ● Since payment will not be required until delivery, no decision was needed at this time about where the funds would come from. Staff will also continue to pursue sponsorships, grants and other funding sources.
Board and Governance Dates	<i>Shannon Neustaeter</i>	<ul style="list-style-type: none"> ● 2026 AGM - April 11, 2026 ● Strategic Plan Review - October 24, 2026 following regular board meeting

4.B. DISCUSSION/INFORMATION/REVIEW

Topic	Who	Discussion/Decision
Waterfront Signage – RFQ Outcome	Michael Goodchild	The quote from Holy Cow Communications has been verbally accepted with a contract being drawn up by the ED and pending signatures from both parties. Two meetings have been conducted with Holy Cow and the principals have gone to see the sign posts at Town of Sidney equipment yard. Estimated time to supply signs to Town of Sidney for installation as of this meeting is end of March 2026.
Procurement / Finance Policies	Shannon Neustaeter	Financial committee will meet January 30, 2026 to discuss spending authorities and procurement processes and policies.
Governance	Peter Wainwright	Governance Committee struck consisting of Peter Wainwright, Susan Merce and invitation to join to Barbara Fallot.
Gift Shop	Michael Goodchild	Inventory of gift shop stock and total sales to be forwarded to Treasurer.
Board Member Questionnaire	Submitted by Barbara Fallot	No comments/discussion
Exit Interview	Submitted by Barbara Fallot	No comments/discussion
Volunteer Recruitment Posting (TC / Volunteer Victoria))	Submitted by Barbara Fallot	The Board agreed that the advertisement in the Times Colonist and other publications asking for volunteers interested in serving on the Museum Board may go ahead as Barbara Fallot presented.
Volunteer Victoria Membership	Barbara Fallot	No comments/discussion

5. Adjournment - Motion to adjourn by Peggy Dayton at 11:41 am

6. Set date for next meeting - February 28, 2026