SIDNEY MUSEUM

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SIDNEY MUSEUM & ARCHIVES

REGULAR MEETING OF THE BOARD OF DIRECTORS

Sidney Museum Multipurpose Room

May 23, 2026 at 10:00 am

Board members: *Susan Mercer, Heather Corbitt, Shannon Neustaeter, Peggy Dayton, Barbara Fallot, Peter Garnham, Ray Konrath, Marie Savage, Peter Wainwright*

Museum Staff: *Michael Goodchild, Charlotte Clar*

Town of Sidney Liaison: *Terri O'Keefe*

District of North Saanich Liaison: *Sanjiv Shrivastava*

1. STANDING ITEMS

Topic	Who
1.1 Confirm quorum • Quorum established	*Susan Mercer*
1.2 Call to order/welcome • Meeting commenced at 9:57 am	*Susan Mercer*
1.3 Approval of agenda • MOTION: To approve Agenda as presented	***Motion:*** *Shannon* ***Second:*** *Heather* *Approved*
1.4 Adoption of previous meeting minutes Adoption of meeting minutes from March 28, 2026: Adoption of special meeting minutes from April 17, 2026:	 ***Motion:*** *Barbara* ***Second:*** *Marie* *Approved* ***Motion:*** *Peter* ***Second:*** *Peggy* *Approved*

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

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2. FOR DISCUSSION

Topic	Who
2.1 Executive Director Report The Executive Director's report was received as submitted. Highlights and discussion included: ● The Board received correspondence from Gordon Elliott, the W̱SÁNEĆ Leadership Council, congratulating the Museum on the completion of the Waterfront Signage Project and expressed appreciation for the collaborative approach taken throughout the project and highlighted the significance of making W̱SÁNEĆ stories, language, and presence more visible in the community ● Planning is underway for a Waterfront Signage unveiling ceremony. The Executive Director has met with Chief Abraham Pelkey and is coordinating potential dates and participants. ● Barbara asked about media coverage for the A Seat at the Table opening reception. Staff confirmed that media releases had been sent out. Discussion followed about future opportunities to increase media attention through follow-up and news release wording/messaging. ● The Executive Director noted that April was an especially busy month due to exhibit installation, grant applications, and summer student recruitment, including the review of approximately 60 applications for two positions. ● Following discussion regarding staff workload and capacity, Barbara Fallot moved that the topic be brought forward for further discussion at a future in-camera meeting. ● Barbara Fallot asked about the new membership package mailout and associated costs. Staff noted that this was the first time the Museum had tried this and had received some positive feedback.	*Michael Goodchild*
2.2 Financial Report ● Peggy noted that the current deficit reflects the outstanding $7,000 Peninsula Co-op sponsorship payment which will be arriving soon. ● Peter Garnham suggested separate reporting for operating activities and project/grant funding. ● Barbara Fallot asks that the Museum's three-month contingency reserve be identified separately within the financial statements.	*Peggy Dayton* ***Motion tp approve financial report:*** *Peggy* ***Second:*** *Barbara* *Approved*
2.3 Sidney Town Council Liaison Report ● Results from the Town's community engagement sessions for a new town hall will be presented to Council on May 25.	*Terri O'Keefe*

Topic	Who
Feedback showed strong support for keeping borrowing costs low and a preference for a downtown location. Views on including additional community space were mixed. ● The Town of Sidney's 70th anniversary and the Mary Winspear Centre's 25th anniversary are both upcoming. Suggest the Museum look into opportunities to participate in any celebrations/events.	
2.4 District of North Saanich Liaison Report ● Wolf Orchard, a community orchard located on land that was donated to the District by a longtime North Saanich resident is now open. ● The annual North Saanich Flavour Trails that takes place in August - there may be potential opportunities for Museum participation.	*Sanjiv Shrivastava*
2.5 Committee Reports: ● Exhibits & Special Projects ○ No report ● IT Committee ○ Wi-Fi connectivity issues in the lower level continue to be an issue ○ Need a Cat 6 cable in the Multipurpose Room for remote meetings was discussed. Peter W offers to donate a cable. ○ Quotes for pulling wire for new security cameras was higher than expected. Susan suggested Dan Mercer can look at the project and see what can be done in-house. ○ Need to ensure there is signage around the museum advising visitors security cameras are present. ● Safety Committee ○ Work continues on the Emergency Response Plan, with a draft expected for Board review soon. ○ Regular fire and evacuation drills for staff and volunteers will begin presently.	*Peter Garnham* *Michael Goodchild* *Michael Goodchild*

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3. BUSINESS ARISING AND ACTION ITEMS FROM PREVIOUS MEETING

ACTION ITEM - (forwarded from previous meeting) - IT Committee to develop IT Manager volunteer job description **TABLED**	IT Committee
ACTION ITEM (forwarded from previous meeting): Charlotte will prepare an exit interview template for outgoing volunteers. Charlotte confirms exit interview template has been created. **COMPLETE**	Charlotte Clar
ACTION ITEM - Board Chair to reach out to Log Cabin Museum Board to arrange a meet and greet Log Cabin Museum sent out an invitation to all Sidney Museum and Heritage Acres board members for a Board meet and greet to be held on June 11, 2026 @ 6:30 pm **COMPLETE**	Board Chair
FINANCIAL MANAGEMENT POLICY REVIEW - The draft policy prepared by the Finance Committee, along with the draft submitted by Barbara Fallot, were discussed at the February Board meeting. Board feedback was noted and referred back to the Finance Committee for further review. Finance Committee have a scheduled meeting for May 29, 2026 and will have revised draft for the June board meeting for review. **ONGOING**	Finance Committee

4. NEW BUSINESS

4.A. FOR DECISION

Topic	Who	Decision Needed
Committee Appointments - assign committee chairs	*Board*	***Exhibits & Special Projects*** ● *Chair - Peter Garnham* ***Governance*** ● *Chair - Peter Wainwright* ● *Members - Barbara, Susan, Shannon* ***IT*** ● *Chair - Shannon* ***Safety*** ● *Chair – Shannon* ● *Members - Susan* **ACTION ITEM** – Shannon will create a one-page summary describing the Museum's committees and

Topic	Who	Decision Needed
		their roles for volunteers interested in getting involved.

4.B. FOR INFORMATION/REVIEW

Topic	Who	Decision Needed
Correspondence from Gordon Elliott, the W̱SÁNEĆ Leadership Council		*For information only*

5. **Set date for next meeting**
    - June 27, 2026 @ 10:00 am – Multipurpose Room, Sidney Museum
6. **Adjournment**

    Motion to adjourn – Barbara Fallot

    Meeting adjourned at 10:51 am

Approval of Minutes:

_____	_____
Chair	Secretary
_____	_____
Date	Date