SIDNEY MUSEUM

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SIDNEY MUSEUM & ARCHIVES

REGULAR MEETING OF THE BOARD OF DIRECTORS

Sidney Museum Multipurpose Room

June 27, 2026 at 10:00 am

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

Museum Staff: *Michael Goodchild, Jessica Payne, Charlotte Clar, Duncan Carroll-Ireton*

Town of Sidney Liaison: *Terri O'Keefe*

District of North Saanich Liaison: *Sanjiv Shrivastava*

Regrets: Marie Savage, Ray Konrath

1. STANDING ITEMS

Topic	Who
1.1 Confirm quorum ● Quorum established	*Susan Mercer*
1.2 Call to order/welcome ● Meeting commenced at 10:01 am	*Susan Mercer*
1.3 Approval of agenda MOTION to approve Agenda with additions: ● 4b – Add for discussion – Museum membership ● 4c – Website – Listing agendas and minutes	***Motion**: Barbara,* ***Second**: Peggy* *CARRIED*
1.4 Adoption of last meeting minutes ● Adoption of meeting minutes from May 23, 2026	***Motion:** Barbara* ***Second:** Peter* *CARRIED*

2. FOR DISCUSSION

Topic	Who
2.1 Executive Director Report ● Deaccessions – no action required; items were previously	*Michael Goodchild*

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

Topic	Who

deaccessioned.Archives
● Waterfront Signage Unveiling Ceremony:
  ○ RSVP numbers very strong
  ○ Barbara noted Board should have received invitation before event was shared on social media. This was noted as an administrative oversight.
  ○ The Board discussed ceremony costs and noted ceremony event will be a good baseline for future one-off large project events.
  ○ The Board recognized Charlotte's excellent work on the Waterfront Signage unveiling news release.
● The Board acknowledged Charlotte Clar's resignation and expressed appreciation for all her work. We'll miss you Charlotte and wish you well in your future endeavours!
● Barbara asked whether the LEGO Brick Exhibition survey captured return visitors. It was noted that many visitors are repeat visitors, many come to Sidney specifically for the exhibition.
● Barbara noted that 2027 will also mark Canada's 160th anniversary.
● Archives Outreach digitization was discussed. Board approval was requested to proceed with the digitization of the Oral History Collection at a cost of $1,620.
	MOTION to approve $1,620.00 for Archives Outreach digitization spending: *Peter G*
	Second: *Peter W*
	
	CARRIED

2.2 Financial Report ● It was noted the budget would be close to break-even once anonymous donation is accounted for. ● Shannon asked if we received sponsor donation from Peninsula Co-op. Peggy confirmed receipt of funds.	*Peggy Dayton* ***Motion tp approve financial report:*** *Peggy* ***Second:*** *Heather* *CARRIED*
2.3 Sidney Town Council Liaison Report ● The Town of Sidney is focusing on accessibility for Canada Day celebrations. A designated viewing area will be available for those with mobility issues at the end of Beacon Avenue for the fireworks, along with two designated viewing areas for the parade. Additional accessible parking will also be available downtown and at Iroquois Park. ● The NIL/TU'O (In the Beginning) mural refurbish by original artist, IceBear, is complete. Unveiling ceremony will be held	*Terri O'Keefe*

Topic	Who
June 29 at 2:00 pm at Resthaven and Beacon. ● An information session for those interested in running for municipal council will be held on July 30 at Greenglade Community Centre from 6:00 to 8:00 p.m. ● Shannon noted that volunteers are still needed for the Canada Day parade and to contact Peninsula Celebrations Society ● Michael indicated the Museum will host a meet and greet for new and returning Sidney and North Saanich council members following the municipal elections. Council liaisons recommended holding the event in December or January.	
2.4 District of North Saanich Liaison Report ● It was noted Stephanie Munro, CAO for the District of North Saanich, should be the first point of contact for information. ● Charlotte added that the Sidney Museum will be participating in this year's Flavour Trails.	*Sanjiv Shrivastava*
2.5 Committee Reports: ● Governance Committee ○ The Governance Committee met prior to the Board meeting, has drafted its Terms of Reference and will bring them forward for review at next Board meeting. ○ Committee noted there is a significant amount of work ahead, starting with reviewing and amending Constitution and Bylaws, developing Terms of Reference for all committees, and organizing Museum policies. ● Exhibits & Special Projects ○ Committee has not met recently with next meeting planned for mid-July and topics will include 2027 photography exhibit, as well as a refresh of the main floor and local history exhibits. ○ Planned exhibit updates include expanding the Iroquois sinking display, reworking the BC Ferries exhibit, grouping the railway materials together, and adding content on the history of boat building in the area. ■ Terri mentioned the Town of Sidney and Chamber of Commerce have established a marine sector-focused committee, which	*Peter Wainwright* *Peter Garnham*

Topic	Who
may be of interest. She also referenced a District of North Saanich report from ~25 years ago on the marine industry that may be of interest. ■ Barbara asked whether funding would be needed and noted that the Museum should consider seeking funding support. Terri suggested advising the Chamber of Commerce Marine Committee about the planned exhibit. ■ Peter W. noted that the Coast Guard at Patricia Bay and BC Ferries may also be relevant topics to the exhibit. ■ Sanjiv mentioned the Chamber Marine Sector Committee - a new committee focused on supporting and advocating for the industrial marine sector on the Saanich Peninsula.	
● IT Committee ○ Dan Mercer installed new cameras in the multipurpose room and stairwell to address security blind spots. ○ There have been ongoing issues with Cloudflare access, which has affected the ability to view security camera feeds on some PCs. The system is currently working, but we may need to investigate an alternate firewall solution	*Michael Goodchild*
● Safety Committee ○ Safety Committee is setting up regular fire and emergency drills	*Michael Goodchild*

3. BUSINESS ARISING AND ACTION ITEMS FROM PREVIOUS MEETING

ACTION ITEM - (forwarded from previous meeting) - IT Committee to develop IT Manager volunteer job description **CARRIED FORWARD:** To be discussed at next IT Committee Meeting	IT Committee
ACTION ITEM - Financial 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 referred back to the Finance Committee for	Finance Committee

further review. **COMPLETED** The Finance Committee has submitted an updated Financial Policy for Board review and approval under New Business / For Decision	
ACTION ITEM - Create a one-page summary describing the Museum's committees and their roles for volunteers interested in getting involved. Draft complete and to be forwarded to staff for comment before presenting at next board meeting. **CARRIED FORWARD**	Shannon Neustaeter

4. NEW BUSINESS

4.A. FOR DECISION

Topic	Who	Decision Needed
Financial Management Policy Review	*Finance Committee*	Updated draft Financial Management Policy for board comments and/or approval Section 5.2 regarding conflict of interest was discussed. ● Barbara noted that this is already addressed in the bylaws and questioned whether it needs to be included in the policy. Peter W. noted that, once approved by the Board, the policy will be referred to the Governance Committee for review and housekeeping. ***MOTION to approve the updated Financial Management Policy as presented.*** ***Motion**: Peggy* ***Second:** Barbara* *CARRIED.*
Jury Duty Policy Review	*HR Committee*	Draft Jury Duty Policy for board comments and/or approval. Peter W. asked whether the policy complies with provincial legislation. It was confirmed that it does. ***MOTION: To approve the Jury Duty Policy as presented.*** ***Motion:** Heather* ***Second:** Peter G* *CARRIED.*

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4.B. FOR INFORMATION/REVIEW		
Topic	**Who**	**Decision Needed**
News Release - Waterfront Signage Unveiling Ceremony		*For information only*

4.C. ADDITIONAL AGENDA ITEMS		
Topic	**Who**	**Decision Needed**
Membership	*Barbara*	Discussion on Board membership renewals having a set renewal or expiry date. Currently membership expires on the anniversary of obtaining. It was noted that a set date could help create a more consistent income stream and support online membership renewal. The Board also discussed whether the Societies Act requires members to hold membership for a certain period of time before voting or serving. **ACTION:** The Governance Committee will review the matter and bring recommendations back to the next Board meeting.
Website	*Barbara*	The Board discussed meeting agendas, minutes and AGM agenda packages on the Museum website. It was noted that Board documents could be better organized for easier reference. ***MOTION: That the IT Committee look into tidying up the Museum website, including the organization of Board documents, reports, policies, agendas, and minutes***. ***Motion:*** *Barbara* ***Second:*** *Peggy* ***CARRIED***

***MOTION** to move in-camera.*

***Motion:** Peter G.*
***Second:** Peter W.*

CARRIED

The Board moved in camera at 11:04 a.m. Staff and liaisons left the meeting. Board members remained.

***MOTION** to rise and report from the in-camera session.*

***Motion:** Shannon*
***Second:** Peter G.*

CARRIED

The Board rose and reported from the in-camera session at 11:46 a.m.

During the in-camera session, the Board approved a salary range of $23–$26 per hour, with full benefits, for the Outreach and Volunteer Coordinator job posting.

5. Adjournment

The next Board meeting was confirmed for July 25, 2026.

***MOTION** to adjourn meeting.*

***Motion:** Peter G.*
***Second:** Peter W.*

CARRIED

Adjourned at 11:46 a.m.