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, Peggy Dayton, Ray Konrath, Peter Garnham, Heather Corbitt, Peter Wainwright, Marie Savage*

Museum Staff: *Michael Goodchild*

Town of Sidney Liaison: *Terri O'Keefe*

Regrets: *Shannon Neustaeter, Sanjiv Shrivastava, District of North Saanich Liaison*

1. STANDING ITEMS

Topic	Who
1.1 Confirm quorum • Quorum established	*Susan Mercer*
1.2 Call to order/welcome • Meeting commenced at 10:00 am	*Susan Mercer*
1.3 Approval of agenda MOTION to approve Agenda	***Motion**: Peter Garnham,* ***Second**: Ray Konrath* *CARRIED*
1.4 Adoption of last meeting minutes from June 27, 2026 **MOTION:** To adopt the previous meeting minutes with the following change: 2.5 Exhibits etc: change reference from Town of Sidney to Chamber Marine Committee	***Motion:** Peter Wainwright* ***Second:** Peter Garnham* *CARRIED*

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 - Submitted as written - ● AD's report has been added and highlights - Nine information requests were received during this period. - 547 Gibson negatives were processed. - 447 books were processed. - Oral history digitization has begun, with funding from the Gaming Grant supporting the project. - Work has begun on organizing the Archives backlog. ● The ED was pleased to report that Tanner's Books has donated $13,000 toward the Waterfront Signage Project. The donation was accompanied by a letter from Sidney Mayor Cliff McNeil-Smith. ● Walking Tour brochures have been produced and will be available at the front desk.	*Michael Goodchild* ***MOTION to accept the Recommendations for Deaccessions as listed:*** *Ray Konrath* *Second: Heather Corbitt* *CARRIED*
2.2 Financial Report ● Expenses remain on track and the balance sheet is healthy. ● The Treasurer noted that the $13,000 Tanner's Books donation reported by the ED is reflected in the June financials. ● Canada Summer Jobs funding has not yet been received. The ED has followed up and was advised that the funds are expected by the end of September.	*Peggy Dayton* ***Motion tp approve financial report:*** *Peggy Dayton* ***Second:*** *Heather Corbitt* *CARRIED*
2.3 Sidney Town Council Liaison Report ● Summer meetings were light, with no Museum-related issues to report. ● Planning for the Town Hall project is ongoing, with public consultations now complete.	*Terri O'Keefe*
2.4 District of North Saanich Liaison Report ● No report	

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Topic	Who
2.5 Committee Reports:	
Governance Committee • No quorum was established for today's meeting. • The Committee is currently reviewing the Constitution and Bylaws and will bring forward items for discussion at the next meeting. • Susan thanked Peter for his work on the review. • The Governance Committee Terms of Reference will be presented to the Board for approval at the next meeting.	*Peter Wainwright*
Exhibits & Special Projects Committee • The Committee reported a productive meeting, with discussion focused on reorganization of the upper floor, the train display, and the history of shipping. Related interpretive panels are expected to be completed soon. • The LEGO® exhibition will return to its previous display format next year. • Plans are underway for a photography exhibit, *Through a Shared Lens*, in recognition of the Town of Sidney's 75th anniversary next year. Further details will be brought forward at the next meeting.	*Peter Garnham*
IT Committee • Thanks were extended to Dan Mercer for fixing the server and installing two new security cameras. • The staff office and storage rooms are not yet monitored. Additional cameras are planned for these areas, as well as the stair area leading to the school area.	*Michael Goodchild*
Safety Committee • The Committee is working toward implementing regular fire drills. • The Assistant Director has developed emergency preparedness procedures for the Archives area. • Susan raised a concern regarding insurance coverage for senior volunteers. • Peter Wainwright requested that volunteer insurance coverage be investigated and reported back to the Board as soon as possible.	*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 **CARRIED FORWARD:** To be discussed at next IT Committee Meeting	IT Committee

4. NEW BUSINESS

4.A. FOR DECISION

Topic	Who	Decision Needed
Board Member Resignation	*Board*	Barbara Fallot's letter of resignation was received and accepted with regret. Susan will send a letter on behalf of the Board thanking Barbara for her service. Discussion followed regarding filling the resulting Board vacancy prior to the next AGM. If necessary, an electronic vote may be conducted before the September Board meeting to appoint a new Director.

4.B. FOR INFORMATION/REVIEW

Topic	Who	Decision Needed

5. Adjournment

The next Board meeting was confirmed for September 24, 2026. Susan Mercer will be absent, and Peggy Dayton will chair the meeting in her place

***MOTION** to adjourn: Peter Garnham.*

Adjourned at 10:45 a.m.