

**Minutes – C&E Heritage & Museum Committee**  
**1400-1600 hrs 11 January 2018 @ Museum**

**In Attendance:** LCol Robichaud, Karen Young, Tony Fequet, Joe Costello, Lt Robert Holt (JSR), Jim Holsworth, Lyle Read, Lloyd Tien (Fdn Rep)

Thank you to those in attendance, both for attending and for actively participating in the heritage and museum work.

**Standing Invitation:** All Home Station COs, Col Cndt, Branch Leader, Pres C&E Assn, Chair Fdn, Col of the Regt JSR, Dir RCCS, Sr Air C&E Col, Br Advisor, Br CWO

**Did Not Attend:** Maj Lavigne (Br Adj), Sgt Gilbert (21 EW), MWO Jodi Jones (77 Line), Annette Gillis

**Regrets Given:** Jim Hueglin, Peter Sheremata, Bob Taylor, Tony Charters, Maj Nakul Nayyar (76 Comm)

**1. Minutes.**

From 5 Dec 2017 meeting, and 11 Dec 2017 special presentation, already circulated.

Due to poor attendance, the Special Presentation on the Dutch Signal Museum will be re-scheduled in April.

Business arising from the 5 Dec meeting will be addressed in the next agenda.

a. 5-year themes, commemorations, milestones

Bob Taylor

The lateness in annual theme planning did not allow for organization of any significant 'Canada at Home' activities in 2018, other than research and case studies of Domestic Operations by units or during C&E Week (proposed to BAC). Committee will now shift to approval and planning for events in 2019 (Canada's North) and 2020 (The Netherlands).

-2018 (Canada at Home) C&E Reunion, JSR lead for Italy, Wegner Point Lt Holt, Branch Adj

Known status of 2018 C&E activities:

- 5-Year C&E Reunion 31 Aug-2 Sep. Preliminary coordination has started, but no planning committee is formed nor lead appointed.
  - **Action:** CO Museum (as HS Cndt) to inquire with Branch Advisor and Home Station units.
- Op Husky Italy 75<sup>th</sup> Anniversary. C&E members (serving, retired) invited to join the RCA battlefield studies in Apr and Nov. JSR has been asked to lead C&E contingent at Pachino Day (Belleville 10 July with RCR, Hast&PER, 48<sup>th</sup> Highlanders) and send soldiers as adventure training to Op Husky Sicily Trek.
  - **Action.** Lt Holt agreed to investigate JSR involvement. Pending reply, other C&E units will be asked to lead C&E presence (21 EW, 34 Sig Regt?) if not too late.
  - Branch Office asked to post invitation to RCA battlefield tours on CMCEN.ca
- 50<sup>th</sup> Anniversary Wegner Point 13 May. To honour four fallen signallers, hosted by 2 HQ & Sigs (and 1 RCR). C&E community encouraged to attend.
- Airborne 50<sup>th</sup> Anniversary. 5-6 Jun in Edmonton and Siffleur Falls for former / serving airborne signallers, AB HQ & Sigs or RCAF drop /ground crews
- Nijmegen Marches July. Lt Holt indicated that JSR may be sending a team. TBC
- C&E Week Oct. Branch may hold C&E Week / PD symposium similar to last year but there has been no survey / AAR nor planning committee yet formed.
- Armistice Day 100<sup>th</sup> Anniversary 11 Nov. CO Museum (as Cndt HS) indicated plans are underway for a ceremony at Vimy Gate as the C&E / Signals National Memorial. President C&E Assn recent call to VAC indicated there will be three national ceremonies (Ottawa plus two cities). Recommended that C&E units / veteran's groups be encouraged to support local ceremonies and if possible mount a C&E presence / contingent, with the main C&E national ceremony at Vimy Gate.
  - **Action.** HS Cndt to coordinate with other HS COs. Guidance being sought from Branch Office.

-2019 (Canada's North) briefing note to BAC on NWT&Y Study

Bob, Jim

At the last committee meeting, 5 Dec, Bob presented an outline plan of 2019 activities (circulated with minutes), which included Dom Ops related topics for unit PDE, speaker series and for C&E Week in Oct 2018 (as a launch for 2019 theme). The main proposed activity is a study tour to the North.

There is already significant interest in a Canada North tour, to include NWT&Y Radio, NORAD Radar, Alert SIGINT and professional education on today's CCIS. Several serving and retired volunteers have offered to get involved, and we have a proposed itinerary of a northern study provided by a former JTF-N J6 (Ryan Walker).

**Action.** Bob and Jim to complete a briefing note on annual themes, seeking decisions on 2018 events, direction on 2019 activities, in particular a tour to the north.

-2020 (Liberation of Netherlands) form planning team

Chair

Intent is to build upon the 'Dutch Connection' started with Liesbeth Langford and Dutch Signal Museum presentations and start research / program planning related to the Liberation of the Netherlands as a lead-up to 2020.

**Action.** Need to form team and start planning, not only for the battlefield study, but also all activities and research related to the 'Dutch Connection.' Chair will draft planning team ToRs and put a call on CMCEN.ca for volunteers.

### **3. C&E Museum Operations.**

#### a. FY 2018-19 Business Plan and Budget

Manager

- Manager's report on in-year operations and financial status
- proposed FY2018-19 business plan for approval
- grant writing schedule and assistance for 2018 and 2019
- interface with DHH, CFBK, NPF Accounts, NPF HR, Foundation

Manager presented the FY18-19 business plan and budget; and, subject to some clarifications, CO will shortly approve the budget. Some of the projected activities in the 18-19 (and 19-20) business plan still need to be discussed in committee to clarify what is achievable and identify the related HR, time and financial requirements.

The aim is to approve a budget that includes all anticipated / achievable activities and revenue sources. Once approved, the Manager will update the financial status at Committee meetings, seeking approval for any changes. This will avoid adjustments with the Foundation and allow monthly disbursements, from the Foundation to NPF accounts, to be based on a schedule set by the approved budget.

The intent of the committee (new Museum Committee) to reach a stable planning - budgeting - measurement process, with an annual sequence of updating the long term (5-year) development plan, set priorities for the next two years, confirm viability and funding available, then measure delivery of the annual business plan. We are getting there...

#### **Action.**

Manager to provide confirmation on budget details and changes in account format to the CO for final approval of the FY18-19 budget.

Refinement on some activities in the FY18-19 (and 19-20) forecast will be done at the next meeting as a priority when reviewing the 5-year plan.

#### b. Collection Management

- Curator's report on forming WG and starting de-accessioning
- ToRs Accessioning / De-Accessioning WG (drafted by Peter)

Curator

The Curator was unable to attend the Committee meeting.

The overall goal remains to put order in the C&E heritage collection (that entrusted to the museum), to enable proper access for historical research, education and programming. To achieve this, there is first significant de-accessioning (and accessioning) work to sort out the archives and start cataloguing. The plan was to assemble a dedicated team (WG mandated by the Museum Committee) of C&E members to start this work, with the guidance of the Curator. ToRs for the Accessioning / De-Accessioning WG have been drafted, but not yet finalized.

#### **Action.**

Manager & Committee to recruit serving / former C&E members (with a stake in our heritage) to serve on the WG. Curator to present a schedule of WG meetings and develop a priority of archive work.

Chair to circulate draft ToRs for Accessioning & De-Accessioning WG for review and approval.

CO Museum will investigate (through the Branch Advisor to IM Group) to accelerate the role out of CFAMS.

#### c. Review and completion of 5-Year Museum Development Plan

Chair, Manager

- review Manager's proposed forecast (circulated earlier)
- form WG to complete Part 4 (tasks), implement Part 5 (performance measure)

The Committee agreed that a full session was needed to review properly the 5-year develop plan, simply to talk

through the proposed activities, think through what is 'achievable' and identify information, direction or resources needed. The Chair of the Foundation Fund-raising Committee should be included. To enable finalization of the FY18-19 budget, the priority will be to confirm activities / programs foretasted in 18-19 (and 19-20).

**Action.**

Chair to include the review of the 5-year forecast as a priority agenda item at the next committee meeting.

**4. General.**

- a. Report from Museum Governance WG
  - Stand-up of new Museum Board / Committee
  - Stand-up of C&E Heritage Network / Committee

CO and Chair outlined the work to date of the Museum Governance WG. Significant research was done on DND compliance and accountability for CF museums and NPP, and public versus non-public support. This included a formal meeting with DHH and a second meeting planned with national NPP/NPF directors.

A proposed museum governance and management model was developed over the holidays and reviewed by the WG on 9 Jan. Branch Leader is to be briefed on 5 Feb for direction on how to proceed, at which time the research documents, compliance framework and draft ToRs for the military appointments and governing bodies will be reviewed in detail by the current Heritage & Museum Committee.

The intent is to transition from the old H&M model to a new Museum Committee and Heritage Committee this year.

**Action.**

Once Branch Leader direction is given, Chair to circulate Governance WG documents for initial review at the next H&M Committee meeting.

The first task of the new Museum Board / Committee will be to review and accept the new mandates and ToRs.

- b. Liaison with Foundation Fund-raising Committee
  - use of 5-Year Plan to steer fund-raising strategy

Chair of the Foundation Fund-raising Committee (Jean Tivierge) to be on distribution of all Museum Committee minutes and invited to the next 5-year development plan review. The intent is to provide the Foundation with input to the development plan which provides the framework and priorities for the foundation fund-raising strategy.

**Action.** Chair.

**5. Adjournment.**

- a. First meeting Museum Committee xx February @ Museum (TBC)

Pending direction from the Branch Leader the new governance and management model, on 5 Feb, the next Committee meeting is tentatively scheduled for 7 Feb 1400-1600 hrs.

- b. First C&E Heritage Committee Meeting TBD

The way ahead and stand up of both the new Museum Committee and Heritage Committee is to be discussed at the next meeting.

- c. Adjourn by 1600 hrs. **Adjourned at 1610 hrs.**