

**Minutes – C&E Heritage & Museum Committee**  
**1400-1600 hrs 23 February 2017 @ Museum**

1. **Minutes.** From 25 January 2017 disseminated.

**In Attendance:** LCol Scott Gillingham, CO 77 Line Regt, Annette Gillis, Curator, Lloyd Tien, Foundation Rep, Tony Fequet, Tony Charters, Capt Robert Holt, CF JSR Rep, Sgt Richard Gilbert, 21 EW Regt Rep, Jim Holsworth, Chair

**Regrets:** LCol Lemieux, CO Museum, Peter Sheremeta, Jim Hugelin, Karen Young, Joe Costello, WO Renay Groves, Terry Murphy, Bob Taylor, Steve Saulnier, Maj Lavoie, Branch Adjt

2. **Business Arising:**

- a. Status CAFL proposal for Museum. Ongoing Annette, Terry Murphy  
-results of Curator meeting with CAFL team

Annette met recently with CAFL team of Arnie Murray and BGen (ret'd) George Simpson to discuss the concept / design of a renewed line display / presence in the Museum. CAFL was envisaging an independent space in the museum dedicated to line for displays, small theatre, etc., considering a documentary and initiating fund-raising. Annette, as the Curator, explained that the intent was to integrate the 'story of line' and Linemen into the master plan for the exhibit hall which will see the evolution of technologies and operations through our history. The Committee agreed that any new initiative be part of the overall C&E heritage program and the Museum Development Plan.

**Action.** CO 77 Line Regt agreed to liaise with the CAFL team to define the project and how it can be progressed.

- b. Status Hill 70 Project. Ongoing Annette, Branch Adjt  
-cairn inscription, Branch dedication, mobile exhibit

A briefing note has gone to the Branch Leader with an update on the project and recommendation for the inscription for the cairn and contact details for payment of the \$10K from the Branch Fund. Annette also advised that the mobile display was set up for the pre-tour evening and will be on display in the Museum during the year. As construction of the Hill 70 site will not be ready for the 8 April visit by the C&E contingent, it was recommended that the Branch consider sending a delegation to the dedication ceremony in August 2017. **Action.** Branch Adjutant for follow-up with decision by Branch Leader on dedication of tree and cairn in August.

3. **For Information / Awareness:**

- a. Final coordination of Battlefield Study Tour 2017 Bob Taylor  
-after action from pre-tour presentation 16 February

Bob Taylor was unable to attend. A very successful evening 16 February in the Museum for the pre-tour briefing and Hill 70 presentation by Dr Delaney from RMCC. It was the second presentation started in the Museum (Enigma in January) and will provide lessons on the set-up and delivery of future lectures (next one is planned for April).

The Home Station units were very interested in receiving the notices of future lectures, and encouraged to provide suggested topics or speakers, to augment their officer, senior NCO and soldier professional development. **Action.** Museum Manager to ensure HS units are aware of upcoming presentations. **HS units (JSR, CFSCE, 77 Line, 21 EW, CFCMU)** to identify topics/speakers of professional interest to include in the presentation program.

4. **For Discussion / Decision:**

- a. C&E Association & Branch Call for Estimates Chair, Branch Adjt  
-review Heritage LOO3 submission (to be circulated)  
-coherence between Heritage Estimates and Museum BP / Budget  
-Heritage activities that should go to Association / Branch level

The Chair reviewed the submission made to the Association (enclosed) which gave a forecast of activities for LOO3 Heritage including the Museum BP and Budget FY17-18. It identified C&E community wide activities that are currently not included in the Museum 5-Year BP.

- b. Report on Memorial Project Tony C, Tony F  
-review of project outline and status (to be circulated)

Tony Charters and Tony Fequet updated their plan to collect data and start building the inventory and descriptions of C&E memorials worldwide. The intent of the project is first to find and identify the many memorials to C&E personnel, units and missions, then eventually to simulate research into the stories behind the memorials. Key to the project is a well structured information repository / web accessible database to capture the information along with the unit histories and other historical research being done across the C&E community. Great thanks goes to Joe Costello for his work, and tremendous gift, in building such a database on rcsigs.ca **Action**. The Memorial Team (Tony and Tony) will continue with initial data collection.

c. Museum 5-year Business Plan & FY 2017-18 Budget Chair, CO Museum

-final Committee review before CO sign-off (Version 5 to be circulated)

-clarification of parallel submission to PSP / NPF

The Chair reviewed the final version of the Museum BP and FY17-18 Budget that was signed off by the CO Museum on 17 February, noting the \$26K deficit in the Museum budget (due to a DHH grant not being awarded). **Action**:

-Committee will now use the 'blueprint' (Part 4) to set priorities and identify resource requirements for each task / goal

-Part 5 to be refined (in Excel or Smartsheet format) to become a dynamic project, resource management and measurement tool for in-year operations and out-year planning

-Museum BP was submitted as part of the LOO3 Heritage submission to C&E Association Call for Estimates

-CO Museum will present the Museum BP to the BAC in April, and submit the FY17-18 budget as part of the Unit (CFSCE) Call for Estimates to the Branch

-Museum Manager also submitted the FY17-18 budget to Base NPF

d. Implementation of Museum 5-Year Business Plan Tasks / Goals Chair

-review Part 4 'Blueprint' to set priorities, resources, targets for 2017

-**Tasks/Goals** needing immediate Committee attention

**3a. Strengthen governance, accountability** (resolve with NPF, Base, DHH)

**1a. Establish baseline funding and services** (linked to governance, accountability)

Using Part 4 of the Museum BP as a 'blueprint', the Chair has recommended that the first priority tasks are Museum governance and linked to that, baseline funding. **Action**. The Chair will draft a problem definition paper on governance and baseline funding to review at the next Committee meeting (23 March).

-**Tasks/Goals** needing immediate Manager / Curator attention (Committee assisted)

**3c. Write museum policies and procedures**

**5a. Renew collection policies and plans**

The Curator added that the priority for museum operations is to update and establish policies that reflect best practices in museum standards in particular for collection management. **Action**. Manager and Curator to identify the priority list of policies that need to be written or updated. The intent of the Committee is to form writing teams to assist.

### New Business.

Sgt Richard Gilbert, 21 EW Regt Rep, raised an issue of the unsuccessful attempt by 21 EW to have their unit / camp flag approved. DHH has cited that C&E units must fly the Branch flag (only infantry, armoured regiments, flying squadrons, service battalions are allowed unit flags). However, DHH would consider a submission from the C&E Branch on unit flags. The Committee felt the flag protocol was quite outdated, given the contemporary battlespace and operational roles of 21 EW and all C&E units. It would assist 21 EW Regt in writing the submission to DHH to modernize the traditions of unit flags, as it will set precedence for all other C&E units. **Action**. Sgt Gilbert to develop a proposal, with the assistance of the Committee, for eventual staffing to the Branch Leader and DHH.

### 5. Adjournment.

a. Next meeting 23 March 2017 @ Museum

-continue refinement of Part 4 priorities, resources and action

-**Task/Goals** in need of full discussion, and resources;

**5e. Collect Oral History** (define and resource this project)

**5g. Manage information and data** (way ahead with DHH)

b. Adjournment at 1550 hrs. With thanks to all who attended in particular the representatives of the Home Station Regiments and the CO 77 Line Regiment.