

Minutes – C&E Heritage & Museum Committee
1400-1600 hrs 24 August 2017 @ Museum

In Attendance: LCol Robichaud CO Museum, Jim Hueglin, Tony Charters, Maj Rob Stroud, DCO 77 Line Regt, MWO Jones, LCS 77 Line, Karen Young, Annette Gillis, Lloyd Tien (Foundation), Jim Holsworth
Welcome to the new CO Museum and to MWO Jodi Jones.

Regrets Given: Peter Sheramata, Tony Fequet, Lt Robert Holt (JSR), Bob Taylor

Did Not Attend: Lyle Read, Maj Tyler Lavigne (Branch Adjutant), Sgt Richard Gilbert (21 EW), Joe Costello

1. **Minutes.** From 22 June 2017 circulated.

2. **Business Arising:**

a. CAFL proposal for Museum – call for project definition meeting Chair

An email was sent by the Chair to Arnie Murray the CAFL Team Leader, proposing a meeting 7 Sep of all involved to plan the project; however, there has been no reply. BGens (Retd) Simpson and Fraser also met with Karen to facilitate the dialogue and understand the museum's requirements. **Action:** Maj Stroud and MWO Jones 77 Line Regt have agreed to contact Arnie Murray, identify other team members from CAFL and start the dialogue with the Curator for the design and research.

b. Hill 70 Project – C&E delegation for 22 Aug 2017 ceremony in Loos Branch CWO

Mission accomplished!



c. After Action Battlefield Study Tour
-Survey done, AAR written Chair / Bob Taylor

The Chair will complete the AAR before the next meeting and give recommendations to the Association and Branch on future battlefield studies. The RCA have already invited C&E to join them in Italy in 2018, and again for D-Day in 2019. The thinking now is that the C&E community aim for The Netherlands in 2020 as a major study tour. **Action.** Chair to complete AAR to submit to Association and Branch leadership.

d. Forecast of Activities for 2018 theme of 'Helping Canadians' Chair

Email sent by Chair to Association / Branch leadership for direction on plans for 2018 5-year reunion or anniversary celebrations (115th Canadian Military C&E, 50th of the Branch). Given the limited time remaining, it is likely too late to for any significant reunion or anniversary event. **Awaiting direction.**

The Committee will still identify activities during 2018 that can use the 'Helping Canadians'. **Action.** Chair will provide an outline plan for 2018 and 2019 themes for review at the next meeting.
(Secretarial Note: The Col Cmdt has advised the Chair that the Signallers Club has agreed to coordinate a reunion of some level in 2018. The BAC meeting in October may address some form of Branch anniversary.)

e. 5-Year Forecast of commemorative historic events and milestones Lt Holt / Bob Taylor

Nothing to report. Tabled to next meeting.

3. **For Information / Awareness:**

a. Review Problem Definition Paper Museum Governance Chair

Done. The museum problem definition paper was combined with BGen (ret'd) Martineau's baseline assessment on DND museum, NPF, NPP compliance requirements. The resultant Governance Baseline Assessment has been passed to the President C&E Association for discussion with the Branch Leader, Branch Advisor and Cmdt Home Station.

b. Oral History Project – status of initial interviews, next ones Jim Hueglin / Annette

Jim and Annette briefed on the interviews that were planned for this fall and were looking for guidance on other interviewees. Some names were mentioned, and Jim was asked to develop a list of future interviewees. **Action.** All Committee members to suggest names or topics for possible inclusion in the Oral History Project.

c. WWI (Post Study Tour) Event 24 August Chair, Karen

-cancelled, staff to focus on Hill 70 Exhibit

The post battlefield tour presentation will be given to the Subalterns and Sgts Indoctrination. **Action (Done).** Chair will recommend to the Indoctrination directors to include a battlefield tour briefing by the soldiers who attended.

4. **For Discussion / Decision:**

a. Accessioning / De-accessioning Karen / Annette

-final review of policy (for sign-off by CO)

-work plan for 'De-accessioning Sub-Committee' to start in fall

Collection Management policy signed by CO. The Museum staff presented a list of requirements and a process for the de-accessioning team, but no detail as to start time, priority of work and plan of action. Concern were again expressed over the requirements for police checks and harassment briefings which are now embedded in the Volunteer Policy. There was some discussion as to who could join the team but no decision taken. **Action.** Curator to form a De-Accessioning Team and produce a **De-Accessioning Plan** with the intent of starting the work by October or November 2017.

b. Review of In-Year Museum Business Plan Karen / Peter Sheramata

-FY17-18 progress review, update Part 5 Performance Measurement (Peter away)

-Business Planning Team meeting 19 Oct (update 5-Year BP, FY18-19 budget)

-DHH, CFBK, NPF and Foundation input

Museum Manager was asked to provide a report of the in-year progress of the business plan tasks. As the first time through an annual business planning cycle, the intent is to assess what has been achieved to date in FY17-18 to allow forecasting priority of work and budgeting for FY 18-19. **Action:**

a. complete in-year review in Committee (Part 5 performance measurement) to update priorities within 5-year plan

b. form Business Plan / Budgeting Team (with CFBK, Foundation and NPF reps) to produce FY18-19 forecast and budget.

c. **Tasks 5g. Manage information and data, 5h. Network/digitize the museum** Chair / Karen

-initiate baseline review, needs assessment, develop full CIS plan

It was agreed that a baseline analysis is needed, possibly with an officer or senior NCO from a Home Station unit. No decision taken, to be tabled to next meeting.

5. **New Business.**

a. Idea of a Vimy Oaks Project.

See attached. A proposal was send by Jim Hueglin to the Signallers Club to lead this project.

(Note: The Signallers Club has indicated they would support but not lead this project.) **Action.** Liaise with the Signallers Club or other organizations (perhaps a HS unit) to establish a project team and outline plan.

b. HCapt Lesbeth Langford Presentation 20 September in the Museum.

Information item only. The Col Cmdt, Home Station Cmdt and Museum Manager prepared this event, which was exceptionally well received. Lesbeth Langford presented the 'little blue jacket' to the museum and gave an emotional account of her time as a girl in wartime Netherlands.

6. **Adjournment.**

a. Next meeting 21 September @ Vimy Officers' Mess

Now deferred to **5 October.** Agenda to be issued.

b. Adjournment NLT 1600 hrs