

Minutes - C&E Heritage & Museum Committee
1400-1600 hrs 25 August 2016, Panel Room, Vimy Officers' Mess

1. **In Attendance:** Jim Hueglin, Bob Taylor, Tony Charters, Pep Fraser, Lloyd Tien, Annette Gillis, Curator, Dave McCarey, Acting Curator, Karen Young, Museum Manager, LCol Jason Walkling, CO CF JSR, Jim Holsworth, Co-Chair, Tony Charters. **Regrets:** Peter Sheramata, Steve Saulnier, Joe Costello, Col Cmdt

2. **Business Arising:**

- a. Deferral of plan to honour BGen Don Banks Karen
-until Museum displays can be completed, need to set date

It was agreed to honour Don Banks at the Volunteer Recognition Event set for 30 September. CO JSR confirmed the Regt will continue the Banks' Competition annually and involve the Banks' family.

Action: The Museum staff will arrange for a small ceremony for naming of the Woodwork Shop, dedication of the Apprentice Display and display of Gen Don's medals. Karen will coordinate with Chris Ricketts and Carol Banks.

- b. Review Heritage Plan for 2017 theme Canada as a Nation. Jim
-outline plan to be issued prior to meeting (not yet complete)

Given the activities planned (Battlefield Tour, Hill 70 Project, Museum Vimy Exhibits, etc.), it was agreed to “fill in the blanks” with other events or support to ongoing projects. Pep proposed a significant event to mark Canada 150, such as a Freedom of the City or Branch ceremony, perhaps coupled with a gala / fund-raiser. We need to develop an outline concept and seek C&E Association and C&E Branch direction.

Action:

CO CFJSR agreed to confirm if Garrison Kingston is planning a Vimy parade or Canada 150 activity.

Co-Chair to finish the summary of heritage activities for 2017 (aim for BAC endorsement at 21 Sep meeting).

Pep and Jim to develop a “significant event” proposal to develop at the next meeting (29 Sep).

- c. Implementation of Heritage Award as part of C&E Family of Awards Jim/Karen/Pep
-review of selection process, based on this year's experience
-coordination of Philanthropy Award, Museum Volunteer Recognition and VACC and DHH awards

C&E Honours & Awards Committee just met (am 25 Aug) and reviewed 10 nominations for heritage awards as part of the C&E H & A review. Nominations were in all individual and collective categories, with some achievements being redirected to other C&E commendations. Results to be announced during C&E Week. Jim emphasized the value in coordinating all C&E related awards to ensure proper recognition at the right level and category. Pep agreed to coordinate the Philanthropy Award, and Karen the volunteer recognition, with the heritage and other awards.

Action: Jim will debrief Peter Sheramata for follow-up with the Branch CWO on after action for the C&E H&A nomination process, and to implement the actual presentations and recognition for this year's recipients.

3. **For Information / Awareness:**

- a. Confirm Heritage activities during C&E Week Branch Adjt
-speakers on UN Operations

Branch Adjt (and Branch Advisor earlier) advised the “Heritage” session was intended as a PD session using the UN theme, and that the Branch Leader was rethinking the joint PD program for the week.

Action: As requested by the Branch Advisor, Jim will coordinate, through the Branch Adjt, the speakers for the PD session (Col (Retd) Mike Hanrahan, BGen Paul Rutherford and BGen Martin Girard).

A moderator is needed to give the UN historical introduction and moderate the panel discussion.

- b. Commemorative Battlefield Study Tour 2017 Maj Allaire, Tour OIC
-status of study package, fund-raising, tour directive, movement plan

Major Allaire was unable to attend. Jim reported that a Tour coordination meeting will be held 15 Sep for the C&E group and 17 Sep with the RCA contingent and overall Tour Lead.

Action:

Jim, Bob, Col Cmdt and others involved in planning are invited to attend the tour coordination meetings. Item tabled to next meeting 29 Sep; **Maj Allaire, MWO Taylor** are invited to join.

c. Hill 70 Project Status

Jim has liaised with the Hill 70 team to transfer funds for the Branch commemorative tree/plaque, define the C&E/Signals storyline to be included at the visit centre, and for coordination of the mobile exhibit with the Museum.

Action: **Jim** to follow-up yet again with the Hill 70 planners (Mark Hutchings, John A. McDonald)

4. **For Discussion / Decision:**

a. Initial Review of Draft Museum Development Plan (tabled to next meeting as Steve is away)

-if draft is ready, review at meeting and provide comments later

Karen provided an initial draft of a museum strategy “Communicating our Future” as the basis of a strategic framework for developing the museum and to guide priorities and resources within the annual business/action plans.

Action:

Karen will coordinate with Steve the development of Version 2 of this strategic document.

Committee members are requests to review and provide comment to assist in the writing of this document. (The intent is to agree and approve the strategy first, which will then direct and frame the coming business plans.)

b. Museum Volunteer Policy

Karen

-review comments collected, provide recommendation on draft

Karen outlined the comments received and the amendments made to the draft policy. A discussion

Action: **Karen** to finalize the policy for final review by the Committee and submission to the CO for approval.

c. Canadian Association of Linemen Proposal (tabled to next meeting when Terry Murphy can attend)

-discuss Lineman proposal to enhance Museum presence (outline proposal attached)

-include in the Museum Business Plan 2017-18?

Terry Murphy was unable to attend. The introductory summary of the CAFL proposal was circulated prior to the meeting. **Action:** **Item tabled** to next committee meeting for full discussion.

d. Initial Review of Museum Business Plan 2017-18

-review draft, provide input (following meeting), aim to finalize in Sep Karen

Karen shared the first draft of a museum action plan. It is a first assessment of the state of the museum and the necessary actions needed to achieve the strategic goals, and considerable editing is needed to focus the priority of work and budget requirements for the next two FYs. Specific projects and priorities are need to be defined to rally stakeholders, sponsors and enable the Foundation to raise funds and seek support.

Action: **The Committee will work with Karen** to refine the action plan in particular to define priorities and expenditures for FY 2017-18 and FY 2018-19.

e. Acknowledgment of contribution of Col (Retd) Peter Sutton

Branch Adj

-plans to honour Peter Sutton, provide Heritage/Museum recommendations

Jim explained the accelerated approval by the C&E Honours & Awards Committee of a Heritage Life Achievement Award for Peter Sutton. Karen noted that Dick Archambault and other Museum volunteers also need to be recognized.

Action: **Karen and Museum staff** to organize the Volunteer Recognition Event (breakfast for 30 September), where Peter Sutton will be recognized, along with honouring Don Banks.

Jim offered to assist Annette with writing a Heritage Award nomination for Dick Archambault.

5. **Adjournment.**

a. Proposed next meeting 29 Sep 2016 VOM or Museum.

Confirmed, 29 Sep VOM.

b. Adjournment NLT 1600 hrs for TGIT.