

Minutes – C&E Heritage & Museum Committee
1400-1600 hrs 25 January 2017 @ Museum

1. **Minutes.** From 26 Nov 2016 disseminated.

In Attendance: Maj Steeve Lavoie, Branch Adjt, Karen Young, Museum Manager, Lloyd Tien, Foundation Rep, Bob Taylor, Tony Fequet, Joe Costello, Capt Rob Holt JSR Rep, WO Martin Lanctot 21 EW Rep, Jim Holsworth, Tony Charters, LCol Jason Walkling CO CF JSR

Note: The COs of the Home Station units have agreed to have one CO attend future meetings. This command involvement is appreciated and will help steer the Committee's work.

Regrets Given: Peter Sheraeta, Jim Hugelin.

Did not Attend: Terry Murphy, CAFL Rep, Steve Saulnier

2. **Business Arising:**

a. Status CAFL proposal for Museum. Ongoing. Terry Murphy, Karen
The CAFL Rep on the Committee, Terry Murphy, did not attend, however Karen indicated that the CAFL planning team of Arnie Murray and BGen (Retd) George Simpson would be meeting with the Curator and Manager next week to discuss the concept and design of the project. All agreed that it was essential to first define the project, based on a curatorial design, before building it into the Museum Business Plan and priority of work.

b. Status Hill 70 Project (mobile exhibit, C&E memorial at Hill 70). Ongoing Chair, Br Adjt, Karen
Branch Adjt advised that a briefing note has gone to the Branch Advisor updating the BAC on the construction status of the Hill 70 memorial and recommending a layout for the tree marker inscription. Hill 70 will not be visited by the Battlefield Study Tour on 8 April, as planned, and the Branch may wish to look at the August dedication ceremony to send a C& E delegation. Hill 70 will also be featured at a pre-tour presentation on 16 Feb, which will also include the Hill 70 mobile exhibit.

c. Status CRTTZ memorial vehicles, 3 CDSG Edmonton. Ongoing. Chair, Branch CWO
Coordination of CRTTZ or other vehicle monuments will be included in the Branch call for estimates. Local unit projects, such as mobile or static memorials, are a wonderful way of preserving our heritage and are encouraged. However, the Committee has no capacity to coordinate these projects across the C&E community.

3. **For Information / Awareness:**

a. Assistance, if needed, with Battlefield Study Tour 2017 Maj Allaire, Bob Taylor
-If any final coordination, communications, study packages
Bob Taylor outlined the tour 1-10 April and highlighted that communications and study material is being posted on the tour page on CMCEN.ca. The Chair added that a pre-tour presentation on the tour itinerary and keynote speaker on Hill 70 has been arranged for 16 February in the Museum. Karen pointed out that this lecture is following the Enigma presentation as continuation of a lecture series to be hosted in the Museum.

b. Assistance, if needed, Home Station Vimy Parade 9 April and Gala 7 April MWO Dénomée
-If assistance needed by the Planning Team?
The 21 EW Rep, WO Lanctot, confirmed their participation in the Freedom of the City parade 9 April, but no other detail was available on the plans for the Gala or the parade. The Committee and Foundation will stand-by to assist, as required, the Cmdt Home Station and event planners.

4. **For Discussion / Decision:**

a. Review of Museum Strategic Outlook and Business Plan Karen, Chair
-Version 4 to be circulated by 15 January

- review and discuss for final comments, input
- submit to Cmdt for approval by 31 January

The Committee spend the majority of the time reviewing the draft 5-Year Museum Business Plan in some detail. In general, the business plan is accepted, recognizing that it is a requirements document that still needs to have funding and resources to be identified for implementation over the next 5 years.

Karen informed the Committee that in addition to the business planning, Base NPF now requires another business plan to be submitted to PSP/ NPF. This underlines the need to sort out the governance model for the museum and the respective accountability and service level agreements with CFBK, NPF and DHH.

Action.

- All are asked to submit comments for incorporation in the draft Museum Business Plan (Parts 1, 2, 3 and 4).
- The writing team (Karen, Jim and Annette) will finalize the business plan for this year and budget the resource requirements for FY 2017-18, for submission to the CO by mid-Feb. This budget will also be used for the NPF submission and provided to the Foundation.

- Assistance to Oral History Project

Annette, Karen

- discuss ways and means, how to assist project team?
- video history of Type X machine with veterans
- possible use of documentary producer

Jim Hugelin and Annette Gillis were unable to attend, however Karen advised that a preliminary trial interview was done with Jim Hugelin and Mike MacDonald Base Video simply to practise the set up and interview procedure. The nature and potential options of this project still needs to be discovered. The Chair has also met with a documentary producer to explore the possibilities of filming unit or individual stories within the C&E community. **Action.** The Committee needs to assist Jim and Annette in scoping and defining the whole project in terms of desired stories, recording options and resources required.

- Proposed Agenda Items for Next Meeting 23 February

- Affirm Role, Mandate and Terms of Reference of Committee
- Committee organization, membership and chair
- Priorities and Work Plan for 2017

Agenda for 23 February will be issued shortly. The priority will be to confirm the mandate and organization of the Committee, then define priorities for 2017 to start implementing the tasks/goals identified in the (approved) 5-Year Museum Business Plan.

Tony Charters and Tony Fequet informed the Committee that their team will have a report on the Memorials Project for the Committee at the next meeting.

5. Adjournment.

- Proposed next meeting 23 February 2017 @ Museum.
- Adjournment NLT 1600 hrs.