

**Minutes – C&E Heritage & Museum Committee**  
**1000-1200 hrs 5 December 2017 @ WO & Sgts' Mess**

**Attended:** CO Museum, Karen Young, Lloyd Tien (Foundation Rep), Bob Taylor, Tony Fequet, Joe Costello, Sgt Richard Gilbert (21 EW), Jim Holsworth, Lyle Read, MWO Jodi Jones (77 Line), Maj Nakul Nayyar (76 Comm)

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

**Regrets Given:** Peter Sheremata, Jim Hueglin, Lt Robert Holt (JSR), Tony Charters, Maj Tyler Lavigne (Br Adjt)

1. **Minutes.** From 2 Nov 2017, already circulated.
2. **Business Arising.**
3. **For Information / Awareness.**
4. **For Discussion / Decision.**

As a year end 'wrap-up', it would be good to talk about how we did in 2017 and what we need to do in 2018. The hope is to generate dialogue on anything you wish, but to frame the discussion these topics are offered.

**a. C&E Heritage Program (the H in H&M)**

- i. annual themes, this year, next, next,

**2018 – Canada At Home.** Few centrally-coordinated theme activities have been planned for 2018, other than the 5-year C&E Reunion end August and potentially domestic operations CCIS topics at the C&E Week symposium. A secondary theme of Italy / Op Husky will be commemorated by C&E members joining the RCA battlefield tours. The CF JSR has the lead and may also join Pachino Day in Belleville (with RCR, Hast PER, 48<sup>th</sup> Highlanders). The Committee was reminded of 50<sup>th</sup> anniversary of Wegner Point hosted by 2 CMBG HQ & Sig Sqn.

**Action.** Support the C&E Reunion, Wegner Point memorial, and consider the Italy battlefield study.

Proposal for C&E symposium topics to be sent to BAC (part of Bob Taylor's briefing note leading to 2019).

**2019 – Canada's North.** Bob Taylor briefed on the work of the planning team and the outline plan for 2019 (circulated with the minutes). An excellent plan, with many relevant and challenging commemorative activities to celebrate our heritage in opening Canada's North. A planning committee must be organized quickly to put the resources in place and plans in motion, particularly for the NWT&Y Study, as CAF airlift and other public resources will likely be involved. There have already been Regular, Reserve and Retired volunteers wishing to help.

**Action.** Bob Taylor (notes from Jim) to write a Concept of Operations / Outline Plan to the BAC for approval. A planning committee should be formed in January 2018 with a mandate to focus on the NWT&Y Study / Tour.

**2020 – The Netherlands.** Building upon the 'Dutch Connection' to date (Liesbeth Langford Presentation, and Peter Sheremata & Wendy Stewart Briefing) a planning committee to be organized for the battlefield tour and other 'Dutch Connection' activities leading up to 2020. **Action.** Stand-up planning team.

- ii. battlefield tours, next three

2018 battlefield study is with RCA (Sicily trek, two tours in Apr and Nov). JSR has been asked to lead C&E involvement, with information for individuals to sign-up on CMCEN.ca. 2019 is NWT&Y. 2020 is The Netherlands.

- iii. oral history project
- iv. memorials project
- v. Graves of the Fallen
- vi. research, writing and capturing our history

**b. C&E Museum Business Plan (the M in H&M)**

- i. business planning, implementation, review, measurement, budgeting

Karen briefed the Committee on the impact of the minimum wage in 2018 and that adjustments in staffing and working hours will be necessary. The option of charging admission is being considered. The CO wanted to ensure

that all aspects of Museum operations (not just staffing) are considered together, and priorities set, before any decision is made on staff adjustments or admission.

**Action.** Manager to present the FY2018-19 Business Plan and budget for approval at the next meeting 11 Jan 2018.

Karen presented an outline 5-year projection of museum programs with funding estimates (circulated with minutes). Members were reminded that this is a draft plan only and subject to finalization with all forecasted museum goals, tasks and programs over the next five years.

**Action.** Committee is asked to review the Manager's proposal and be prepared to discuss the full 5-year development plan at the next meeting. A WG may need to be formed to finalize the full 5-year plan.

- ii. developing our collection, cataloguing, accessioning/de-accessioning, storage,
- iii. developing our displays and exhibits.

MWO Jones updated the committee on the CAFL Line Display project, indicating that a design proposal will be presented to Committee and the details of the project including new team members will be the topic at the Annual Line Conference in Cornwall in Feb 2018.

Maj Nayyar briefed the Committee on the progress of the CFCMU display for the museum.

- iv. who to recruit and how?
- v. support to units and veterans' groups

### c. Points in General

- i. working with new Foundation Fund-raising Committee

Fund-raising Committee is being led by Jean Thivierge. Need to establish close liaison for the Foundation to build fund-raising strategy based on the Museum Long-Term (5-year) Development Plan.

- ii. grant writing, solicitation, promotion...

Manager briefed the committee on the work she is doing to write the Adobe(?) grant before year's end. BZ Karen.

- iii. new governance model for M and H

In progress, the Museum Governance WG met 24 October with tasks to define the ToRs for a new Museum Board / Committee, duties of the Branch Leader and designated CO Museum, compliance requirements for DND museums, and interface required with stakeholders. The WG will meet 9 Jan 2018 to confirm the new governance model.

- iv. succession planning, new chair, committee members

**5. New Business.** Only who has been naughty or nice.

### **6. Adjournment.**

- a. Next Committee meeting **0930-1200 hrs 11 December @ Museum**

**'Special Presentation on Dutch Signal Museum'**

All were asked to extend the invitation (through the Museum volunteers list and Signallers Club, etc.). All are welcome. A separate Record of Proceedings is circulated with these minutes.

- b. Adjourn by 1200 hrs to join the Retired At Home.

A good time was had by all! Many thanks to the WO & Sgts Mess for the meeting room and to Tony Fequet and Mike DeNoble for organizing the Retired At Home.

*Joyeux Noël et joyeuses fêtes!*

