

AGENDA
MEETING of the
MUSEUM DEVELOPMENT PROJECT STEERING COMMITTEE
Monday, November 9, 2015
9:30 o'clock a.m.
Walkerville Meeting Room, 3rd floor, City Hall

1. **CALL TO ORDER**

2. **DECLARATIONS OF CONFLICT**

3. **ADOPTION OF THE MINUTES**

Adoption of the minutes of the meeting held September 14, 2015- *attached.*

4. **BUSINESS ITEMS**

4.1 **Project Manager's Update**

The report of the Project Manager dated October 28, 2015 entitled "Project Manager Update - October 2015" is *attached.*

4.2 **Financial Summary Update**

The report of the Financial Planning Administrator dated October 28, 2015 entitled "Financial Summary Update- October 15, 2015" is *attached.*

4.3 **Exhibit Planning/ Fabrication Update and Museum Opening**

The report of the Project Managers dated October 28, 2015 entitled "Exhibit Planning/ Fabrication Update and Museum Opening" is *attached.*

5. **NEW BUSINESS**

6. **MUSEUM DEVELOPMENT PROJECT EXECUTIVE COMMITTEE MINUTES**

Meeting Dates-July 22 & August 26, 2015 - *attached.*

7. **DATE OF NEXT MEETING**

To be determined.

8. **ADJOURNMENT**

Windsor, Ontario September 14, 2015

A meeting of the **Museum Development Project Steering Committee** is held this day commencing at 8:30 o'clock a.m. in Room 406, 400 City Hall Square East, there being present the following members:

Councillor Jo-Anne Gignac, Chairperson
 Councillor Rino Bortolin
 Councillor Fred Francis

A/so present are the following resource personnel

Sandra Bradt, Executive Initiatives Coordinator
 Onorio Colucci, City Treasurer
 Madelyn Della Valle, Project Manager (Exhibitions)
 Tom Graziano, Senior Manager of Facilities
 Josie Gualtieri, Financial Planning Administration (A)
 France Isabelle-Tunks, Senior Manager, Development Projects & Right-of-Way
 Cathy Masterson, Manager of Cultural Affairs
 Colleen Middaugh, Project Manager (Construction)
 Jason Moore, Senior Manager of Communications & Customer Service
 Jelena Payne, Community Development & Health Services Commissioner
 Jan Wilson, Executive Director of Recreation & Culture
 Karen Kadour, Committee Coordinator

I. **CALL TO ORDER**

The Chairperson calls the meeting to order at 8:30 o'clock a.m. and the Steering Committee considers the Agenda being Schedule "A" **attached** hereto, matters which are dealt with as follows:

2. **DECLARATIONS OF CONFLICT**

None disclosed.

3. **ADOPTION OF THE MINUTES**

Moved by Councillor Francis, seconded by Councillor Bortolin.

That the minutes of the Museum Development Project Steering Committee of its meeting held August 21, 2015 **BE ADOPTED** as presented.

Carried.

4. BUSINESS ITEMS

4.1 Exterior Signage

J. Payne advises \$45,000 has been reserved for exterior signage. Example of possible signage for the Chimczuk Museum/Art Gallery of Windsor is distributed and attached as Appendix "A".

Councillor Francis indicates \$45,000 is the maximum limit for the exterior signage. I suggest viewing the murals the city currently has in storage and to look into potential avenues for partnerships/resources.

Moved by Councillor Francis, seconded by Councillor Bortolin,

That **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$45,000 for the exterior signage of the Chimczuk Museum/ Art Gallery of Windsor, and that Administration **BE DIRECTED** to explore the opportunity for a cultural hub sign and to report back.

Carried.

Councillor Francis suggests the possibility of naming rights for the digital sign be investigated.

The Chair states there are several murals in storage and proposes the largest areas of the building be left available for these murals. She suggests art organizations within the city be approached to determine interest in providing an art piece on the transformer casing.

Moved by Councillor Francis, seconded by Councillor Bortolin,

That Administration **BE REQUESTED** to investigate interest in the art community to assist in endeavours related to the Chimczuk Museum/Art Gallery of Windsor and to report back.

Carried.

4.2 Ceiling Repainting in the Galleries

C. Middaugh indicates she received a quote in the amount of approximately \$16,000 to paint the entire ceiling in 2 of the exhibit spaces in a full black colour. She notes that only areas directly disturbed by the construction had been painted previously as part of the building renovation contract.

J. Payne states there are contingency funds which could be used to fund the repainting of the two ceilings.

Moved by Councillor Francis, seconded by Councillor Bortolin,

That Administration **BE DIRECTED** to utilize the contingency funds for the repainting of the two ceilings in the gallery in the Chimczuk Museum and to report back.

Carried.

5. **NEW BUSINESS**

None.

6. **DATE OF NEXT MEETING**

The next meeting will be held at the call of the Chair.

7. **ADJOURNMENT**

There being no further business, the meeting is adjourned at 9:10 o'clock a.m.

CHAIRPERSON

COMMITTEE COORDINATOR

.AGI NDA
SPECIAL MEETING of the
MUSEUM DEVELOPMENT PROJECT STEERING COMMITTEE
Monday, September 14, 2015
8:30 o'clock a.m.
Room 406, 400 City Hall Square East

I. CALL TO ORDER

2. DECLARATIONS OF CONFLICT

J. ADOPTION OF THE MINUTES

Adoption of the minutes of the meeting held August 21, 2015 - 111/11cl.et/.

4. BUSINESS ITEMS

4.1 Exterior Signage

The report of the Project Manager and the Executive Initiatives Coordinator Community Development & Health Services dated August 27, 2015 entitled "Museum Windsor- 401 Riverside Drive West - Exterior Signage" - 111111cl.et/.

4.2 Ceiling Repainting in the Galleries

Verbal update.

5. NEW BUSINESS

6. DATE OF NEXT MEETING

to be determined.

7. ADJOURNMENT

MUSEUM EXPANSION PROJECT

EXECUTIVE COMMITTEE

Minutes

July 22, 2015

350 City Hall Sq, Walkerville Room

In Attendance:

Executive

Committee:

Jelena Payne - Project Sponsor - Community Development & Health Services Commissioner
Jan Wilson - Executive Director of Recreation & Culture
Cathy Masterson - Manager of Cultural Affairs for Jan Wilson
Shelby Askin Hager - City Solicitor
Tom Graziano -Senior Manager of Facility Operations
France Isabelle-Tunks -Senior Manager Development, Projects & Right of Way/Deputy City Engineer

Regrets:

Helga Reidel - Chief Administrative Officer
Onorio Colucci - City Treasurer

Working

Team:

Colleen Middaugh - Project Administrator
Madelyn Della Valle - Museum Curator
Jason Moore - Communications and Customer Service
Sandra Bradt - Executive Initiatives Coordinator
Nora Romero - Corporate Marketing Communications Officer
Leslie Prieur-Administrative Support

Regrets:

Josie Gualtieri - Finance Resource
Matt Caplin - IT Resource
Jill Braido - Communications and Customer Service
Elaine Castellan - Purchasing Resource
Alex Vucinic- Purchasing Manager

1. Call to Order

The meeting was called to order at 1:03 p.m.

2. Approval of Minutes - June 24, 2015

The Museum Expansion Executive Committee approves the minutes of June 24, 2015.

2.1 Review of Action Items

Action Item #1

The Steering Committee has requested a report from Administration related to sponsorship & naming rights for the museum. The Recreation and Communication Departments will lead this effort.

Jelena states that a committee has been struck with Jelena and Jason Moore as co chairs to review corporate wide sponsorship/naming.

The naming rights matter will be discussed by the CLT to determine where proceeds of the naming rights will be allocated.

The CLT asked for a recommendation on where proceeds of the naming rights should be allocated based on what other museums are doing. General discussion takes place among the Executive Committee. It is suggested that donor membership monies, general donations or gifts go to operating, and monies received for sponsorship/naming (i.e. room, donor wall) go to a reserve fund for exhibits.

Sandra Bradt has prepared a document to be signed by the CLT setting out a process that is consistent with WFCU Centre room sponsorship. As directed, the Culture area checked with other museums to determine how they handle sponsorship. A chart with this information will be provided with the report for the information of the signatories. This report will be brought to the Steering Committee at its June 2, 2015 meeting.

The CAO requested changes be made to this report. Sandra Bradt is revising it and will circulate the report to the committee for comment. This report will be brought to the Steering Committee at its August, 2015 meeting.

The report has been provided to the Executive Committee for review. Please provide comments to Sondra as soon as possible. This report is scheduled for the August 21, 2015 Steering Committee meeting.

CARRY FORWARD

Action Item #2

Colleen states that development and fabrication has begun off site on exhibits. Colleen will develop a table to track the progress of the exhibit fabrication. **COMPLETE**

Action Item #3

It is agreed that Colleen will schedule a meeting with the Art Gallery of Windsor to advise them what options we are bringing to the Steering Committee. **COMPLETE**

3. Regular Business

Project Manager Update (dated July 17, 2015)

- Colleen Middaugh reviews the Project Manager Update. She highlights the contractor's interim schedule as shown on the update.

The Francois Baby House will be closed effective September 28, 2015 for Exhibit Installation. It is expected to be closed for approximately two months.

Colleen will update the deadline/milestones table to show the museum opening in November/December 2015 and the grand opening ceremony in Jan/Feb 2016.

Administration has begun the hiring process for the museum per Council approvals.

Colleen also reviews the Change Order Summary noting that we currently have an overall balance of \$173,357.73 in the contingency fund.

There are contemplated change orders that have not yet been finalized but are anticipated to be within the Project Manager's approval authority.

Museum Name and Logo Recommendation

The Museum name change (Museum Windsor) has been approved by the Social Development, Health, Recreation and Culture Standing Committee and will go to Council for approval on August 4, 2015. The Standing Committee also approved administration to pursue a logo and they requested options be provided to them at their August, 2015 Standing Committee meeting. Madelyn and Cathy will prepare a report on the logo to go to the Steering Committee first and then on to the Standing Committee.

(Action: M. Della Valle/C. Masterson)

Exterior Signage

Colleen and Madelyn provide the Committee with the Working Team's recommendations for exterior signage. Colleen will obtain an estimate to put hard signage on the wall that screens the transformer. After some discussion, the Committee agrees to give the Steering Committee all options of placement of hard signage and banners with a list of estimated prices. Colleen will prepare a report for the Steering Committee providing this information. The report will also identify the interest money on the Chimczuk bequest that may be available as funding source for the signage.

(Action: C. Middaugh)

There is a meeting scheduled with representatives from the Art Gallery of Windsor on August 12, 2015 regarding signage.

Colleen advises that the Art Gallery of Windsor has been kept informed of the construction schedule. The contractor is undertaking ongoing efforts to mitigate and control dust and noise.

The Museum Expansion Executive Committee accepts the Project Manager Update.

Issues/Task Tracking Update (dated July 17, 2015)

Colleen reviews the Issues/Task Tracking Update for the Committee.

Financial Update (dated June 30, 2015)

Colleen Middaugh reviews the financial update. The project is on budget.

As previously approved by the Executive Committee, \$53,500 has been re-allocated from Financing to Building Renovations for grant eligible expenses.

All grant eligible invoices must be submitted by August 31, 2015. The final paperwork on CCSF grant is due to the government by November 30, 2015.

The Museum Expansion Executive Committee accepts the Financial Update.

4. Agenda for Steering Committee Meeting (August 21, 2015)

The agenda will include:

- Regular Business
 - o Project Manager Update

- o Financial Update
- Report on Logo
- Report on Sponsorship/Naming
- Report on Exterior Signage
- Tour of Site

5. Next Executive Committee Meeting

The next Executive Committee meeting is Wednesday, August 26, 2015 at 1:00 pm in the Walkerville Room, 350 City Hall Square.

6. Other Items

Nora Romero discusses next steps regarding Naming Rights. She brings forward the following points:

- Identify the available space and detail offerings/programming to be included in the description
- Identify the naming right benefit and recognition items
- Identify and agree upon price value for each Gallery space
- Prepare the information to be made available on the website and set a deadline date for posting/approvals
- Design the Naming Rights marketing kit theme
- Create the cover letter to be included with the marketing kit to be provided to prospects
- Identify a prospect list for the museum

7. Adjournment

Meeting adjourns at 2:10 pm.

Minutes taken by: Leslie Prieur

Minutes reviewed by: Colleen Middaugh

MUSEUM EXPANSION PROJECT EXECUTIVE COMMITTEE

Minutes

August 26, 2015

350 City Hall Sq, Walkerville Room

In Attendance:

Executive

Committee:

Jelena Payne - Project Sponsor - Community Development & Health Services Commissioner
Jan Wilson - Executive Director of Recreation & Culture
Onorio Colucci - City Treasurer
Tom Graziano - Senior Manager of Facility Operations
France Isabelle-Tunks - Senior Manager Development, Projects & Right of Way/Deputy City Engineer

Regrets:

Shelby Askin Hager - City Solicitor
Helga Reidel - Chief Administrative Officer

Working

Team:

Colleen Middaugh - Project Administrator
Cathy Masterson - Manager of Cultural Affairs
Josie Gualtieri - Finance Resource
Jason Moore - Communications and Customer Service
Jill Braido - Communications and Customer Service
Sandra Bradt - Executive Initiatives Coordinator
Leslie Prieur - Administrative Support

Regrets:

Madelyn Della Valle - Museum Curator
Matt Caplin - IT Resource
Elaine Castellan - Purchasing Resource
Alex Vucinic - Purchasing Manager

1. Call to Order

The meeting was called to order at 1:03 p.m.

2. Approval of Minutes - July 22, 2015

The Museum Expansion Executive Committee approves the minutes of July 22, 2015.

2.1 Review of Action Items

Action Item #1

The Steering Committee has requested a report from Administration related to sponsorship & naming rights for the museum. The Recreation and Communication Departments will lead this effort.

Jelena states that a committee has been struck with Jelena and Jason Moore as co chairs to review corporate wide sponsorship/naming.

The naming rights matter will be discussed by the CLT to determine where proceeds of the naming rights will be allocated.

The CLT asked for a recommendation on where proceeds of the naming rights should be allocated based on what other museums are doing. General discussion takes place among the Executive Committee. It is suggested that donor membership monies, general donations or gifts go to operating, and monies received for sponsorship/naming (i.e. room, donor wall) go to a reserve fund for exhibits.

Sandra Bradt has prepared a document to be signed by the CLT setting out a process that is consistent with WFCU Centre room sponsorship. As directed, the Culture area checked with other museums to determine how they handle sponsorship. A chart with this information will be provided with the report for the information of the signatories. This report will be brought to the Steering Committee at its June 2, 2015 meeting.

The CAO requested changes be made to this report. Sandra Bradt is revising it and will circulate the report to the committee for comment. This report will be brought to the Steering Committee at its August, 2015 meeting.

This report went to the Steering Committee on August 21st and is going to Council on September 8th 2015. COMPLETE

Action Item #2

The Museum name change (Museum Windsor) has been approved by the Social Development, Health, Recreation and Culture Standing Committee and will go to Council for approval on August 4, 2015. The Standing Committee also approved administration to pursue a logo and they requested options be provided to them at

their August, 2015 Standing Committee meeting. Madelyn and Cathy will prepare a report on the logo to go to the Steering Committee first and then on to the Standing Committee. **COMPLETE**

Action Item #3

Colleen and Madelyn provide the Committee with the Working Team's recommendations for exterior signage. Colleen will obtain an estimate to put hard signage on the wall that screens the transformer. After some discussion, the Committee agrees to give the Steering Committee all options of placement of hard signage and banners with a list of estimated prices. Colleen will prepare a report for the Steering Committee providing this information. The report will also identify the interest money on the Chimczuk bequest that may be available as funding source for the signage.

This will be dealt with under Project Manager Update. COMPLETE

3. Regular Business

Project Manager Update (dated August 24, 2015)

Colleen Middaugh reviews the Project Manager Update. She highlights the contractor's interim schedule as shown on the update.

Colleen explains that The Francois Baby House will be closed after business on Friday September 25, 2015 for exhibit installation. It is expected to be closed for approximately two months.

AGW is concerned with the landscaping and weeds around the building. Facilities will be meeting with Parks to determine the level of service around this building. We may need to allocate money for landscaping from this project. Colleen will add this to the issues list.

Jelena Payne asks that the Project Managers to provide an overview of the museum exhibit fabrication to date for the Steering Committee. She also suggests that future Steering Committee meetings be held at 401 Riverside Drive W.

(Action: M. Della Valle/C. Middaugh)

Jelena Payne asks that before and after pictures of the Museum are available for the grand opening.

(Action: C. Masterson/C. Middaugh)

Exterior Signage

Colleen notes that permanent, hard-letter signage is likely over our budget at this time. Installation of banners will fulfill the City's obligation to the AGW and the Chimczuk settlement. It is suggested that administration estimate the extent of signage/banners that can be installed with the current budget of \$45,000. If there is any contingency left at the end of project, additional signage options may be pursued.

The Steering Committee has expressed desire to have murals and artwork on the exterior of the building to promote the 'experience'. They feel it is important to advertise the exhibits within, perhaps on a rotational basis. It should be noted that administration has not included money in their operational budget for ongoing upkeep and/or any costs associated with changing murals or artwork on the exterior of the building.

A report is being prepared for the Steering Committee. It will be circulated to the Executive Committee for review.

(Action: S. Bradt/C. Middaugh)

Colleen also reviews the Change Order Summary noting that we currently have an overall balance of \$132,211.43 in the contingency fund.

During a tour of the Museum, the Steering Committee expressed concern regarding areas of the ceilings that were not fully repainted in the permanent gallery and the gallery in the former Wilkinson Room. Oscar Construction provided a quote of approximately \$16,500 to repaint these ceilings. This work would have to be completed before the exhibits installation begins in October. This will be brought back to the Steering Committee for their direction.

Colleen notes there is a change order to add elevator security swipe card for the north entrance. This work will be done when the Art Gallery is closed. She will check to see if TSSA approval will be required once this work is completed.

(Action: C. Middaugh)

There are contemplated change orders that have not yet been finalized but are anticipated to be within the Project Manager's approval authority.

Colleen advises that the Art Gallery of Windsor has been kept informed of the project schedule.

The Museum Expansion Executive Committee accepts the Project Manager Update.

Issues/Task Tracking Update (dated August 24, 2015)

Colleen reviews the Issues/Task Tracking Update for the Committee.

Financial Update (dated July 31, 2015)

Josie Gualtieri reviews the financial update. The project is on budget.

Josie notes that the project has incurred \$400 interest charges to date.

The Museum has received a \$5,000 donation for gift shop furniture from the Museum Volunteer Group.

All grant eligible work must be invoiced by August 31, 2015. The final paperwork on CCSF grant is due to the government by November 30, 2015.

The Museum Expansion Executive Committee accepts the Financial Update.

4. Next Steering Committee Meeting (TBD September, 2015)

A special meeting of the Steering Committee will be held in September, 2015 to discuss exterior signage and a verbal update will be provided requesting direction on Oscar Construction's quote to paint the ceilings. This meeting will be held at the City Hall Campus.

5. Next Executive Committee Meeting

The next Executive Committee meeting is Wednesday, September 30, 2015 at 3:00 pm in the Walkerville Room, 350 City Hall Square.

6. Adjournment

Meeting adjourns at 2:02 pm.

Minutes taken by: Leslie Prieur

Minutes reviewed by: Colleen Middaugh