

AGENDA
MEETING of the
MUSEUM DEVELOPMENT PROJECT STEERING COMMITTEE
Tuesday, November 25, 2014
2:00 o'clock p.m.
Room 204, 400 City Hall Square East

1. **CALL TO ORDER**

2. **DECLARATIONS OF CONFLICT**

3. **ADOPTION OF THE MINUTES**

Adoption of the minutes of the meeting held September 23, 2014 and October 15, 2014 - **(attached)**.

4. **BUSINESS ITEMS**

4.1 **Project Manager's Update**

The report of the Project Manager dated November 17, 2014 entitled "Project Manager Update- November 2014" is **attached**.

4.2 **Potential Stakeholder Partnership <Verbal Update>**

4.3 **Financial Summary Update**

The report of the Financial Planning Administrator dated November 17, 2014 entitled "Financial Summary Update - October 31, 2014" is **attached**.

5. **NEW BUSINESS**

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

Meeting Dates - September 23, 2014 and October 15, 2014- **attached**.

7. **DATE OF NEXT MEETING**

To be determined.

8. **ADJOURNMENT**

**THE CORPORATION OF THE CITY OF WINDSOR
OFFICE OF THE CITY ENGINEER - Engineering**

MISSION STATEMENT:

"The City of Windsor, with the involvement of its citizens, will deliver effective and responsive municipal services, and will mobilize innovative community partnerships"

LiveLink REPORT #:	Report Date: November 17, 2014
Author's Name: Colleen Middaugh	Date to Committee: November 25, 2014
Author's Phone: 519 255 6100 ext. 6603	Classification #:
Author's E-mail: cmiddaugh@city.windsor.on.ca	

To: Museum Development Steering Committee

Subject: Project Manager Update - November 2014

1. RECOMMENDATION: City Wide: Ward(s): ;1

THAT the Museum Development Steering Committee **RECEIVE FOR INFORMATION** the Project Update Report dated November 17, 2014.

EXECUTIVE SUMMARY:

N/A

2. BACKGROUND:

At their meeting November 18, 2013, City Council approved CR234/2013:

B. THAT City Council APPROVE Proposal B (Fable 4) with an upset capital funding limit for the new museum development at 401 Riverside Drive West in the amount of \$6,180,642; to be funded as follows: \$2,400,321 to be requested from the Canada Cultural Spaces Fund; \$405,000 from the 2013 pre-approved funding, \$3,272,856 from the Bequest of Joseph Chimczuk and the remaining \$102,456 as a precommitment to the 2015 capital budget;

D. THAT City Council COMMIT to fending all capital costs associated with the museum development not funded through the Canada Cultural Spaces Fund

At their meeting July 7, 2014, City Council approved CRI 74/2014:

That subject to the tender results falling within the revised budget as a result of the reduced Canadian Culture Spaces Funding received, that the City Clerk and Chief Administrative Officer BE AUTHORIZED to sign an agreement with the successful bidders, satisfactory in legal form to the City Solicitor, in financial content to the Chief Financial Officer and City Treasurer and in technical content to the City Engineer, with a Communication Report to Council to follow, in order to expedite the building renovations and exhibit fabrication/installation at 401 Riverside Drive West, and the Francois Baby House.

3. DISCUSSION:

As authorized by City Council, the planning and design work on the Museum Expansion project is underway.

Work to date includes:

- Finalization and submission of the grant
- Striking Committee approval for Steering Committee
- Finalization of the Project Charter
- Site visit to Waterloo Regional Museum to discuss their museum development project
- Award of contract for security system upgrades at 401 Riverside Drive West
- Commencement of work on security system upgrades
- Award of contract for Architectural Consulting Services and Exhibition Planning Services (Hariri Pontarini Architects and Lord Cultural Resources)
- Consulting/Design services, including:
 - o Visioning sessions with project team members.
 - o Development and presentation of conceptual design plans and exterior renderings.
 - o Consultation with the Art Gallery of Windsor, Windsor Accessibility & Advisory Committee, members of the Aboriginal and Francophone Communities, various stakeholders and the public.
 - o Architectural, Mechanical, Structural and Electrical design development.
 - o Development of Draft Interpretive Plan and Concept Design for the exhibitions.
 - o Finalized the Revised Interpretive Plan and Concept Design for the exhibitions.
 - o Continued with exhibit development, based on the approved Interpretive Plan and Concept Design for the exhibitions.
- Issued a Request for Pre-Qualification of Contractors and reviewed submissions.
- Finalized the Tender Drawings and Specifications for the building renovation works.
- Issued a Request for Tender to the Pre-Qualified Contractors for the building renovation work and awarded the contract to Oscar Construction Company Limited.
- Hosted the Construction Kick-off Ceremony on Friday, October 17, 2014
- Oscar Construction commenced with interior and external hoarding installation, as well as demolition.
- Issued a Request for Pre-Qualification of Exhibition Fabricators.

Canadian Heritage has granted the City a substantial amount of money for the new museum development. That funding is contingent upon the work that is eligible for payment out of those funds being completed by March 31, 2015. Delay may result in additional funding requirements.

At this point in time, the grant eligible components are expected to be completed within the prescribed timelines.

Details on the project deadlines and milestones are included as Appendix A.

4. RISK ANALYSIS:

A detailed risk analysis was provided to Council as part of the project approval process and as part of the project charter.

Delays in the work will compromise release of the full amount of funding for the grant eligible components.

5. FINANCIAL MATTERS:

A Financial Summary Update is presented to the Museum Development Steering Committee as a separate document. Refer to the financial statement as of November 17, 2014.

6. CONSULTATIONS:

NA

7. CONCLUSION:

THAT the Museum Development Steering Committee **RECEIVES** the Project Update report for November 2014 and comments as noted above.



Colleen Middaugh
Project Administrator
Project Manager (Construction)

Madelyn Della Valle
Curator, Windsor Community Museum
Project Manager (Exhibitions)

Jelena Payne
Community Development & Health
Services Commissioner - Project Sponsor

NOTIFICATION:				
Name	Address	Email Address	Telenhone	FAX

APPENDIX A

PROJECT UPDATE	
Project Name:	Museum Expansion Project
Project Lead:	Colleen Middaugh, Project Administrator
Date:	November 17, 2014
Status:	Construction Stage (Building Renovation)
	Design Stage (Exhibition Development)
Budget: \$6,180,642	
<p><u>Project Approval</u></p> <ul style="list-style-type: none"> Approved by City Council under CR234/2013 <p><u>Consulting Services</u></p> <ul style="list-style-type: none"> Architectural Services Consultant: <i>Hariri Pontarini Architects (HPA)</i> Exhibit Planning Sub-Consultant: <i>Lord Cultural Resources</i> <p><u>Award of Construction Contract</u></p> <ul style="list-style-type: none"> Contractor: <i>Oscar Construction Company Limited</i> <p><u>Award of Exhibition Fabrication Contract</u></p> <ul style="list-style-type: none"> Contractor: <i>TBD</i> <p><u>Deadlines/Milestones</u></p> <p>Below is a summary of the proposed project schedule and the actual completion dates:</p>	

RFQ (Pre-Qualification of Exhibit Fabricators) Clostin Date	December 3, 2014	<i>December 3, 2014</i>	
Request for Tenders for Exhibition Fabrication and Installation	November 2014	<i>Early January 2015</i>	
Construction Tender Closing Date	December 2014	<i>MidJanuary2015</i>	
Award of Exhibition Fabrication and Installation Contract	December 2014	<i>Late January 2015</i>	
Exhibition Fabrication and Installation Start	January 2015	<i>Late January 2015</i>	

Construction of Grant Eligible Components Complete	March 2015	<i>March2015</i>	
Exhibit Installation Complete	October 2015	<i>October 2015</i>	

**THE CORPORATION OF THE CITY OF WINDSOR
OFFICE OF THE CITY TREASURER - Finance**

MISSION STATEMENT:

"The City of Windsor, with the involvement of its citizens, will deliver effective and responsive municipal services, and will mobilize innovative community partnerships"

LiveLink REPORT#:	Report Date: November 17, 2014
Author's Name: Valerie Clifford	Date to Committee: November 25, 2014
Author's Phone: 519 253-2300 ext. 2732	Classification #:
Author's E-mail: vclifford@city.windsor.on.ca	

To: Museum Development Steering Committee

Subject: Financial Summary Update - October 31, 2014

P&R 11-065

1. RECOMMENDATION: City Wide: Ward(s): 3

THAT the Museum Development Steering Committee **RECEIVE FOR INFORMATION** the Financial Summary Report and Comments as of October 31, 2014.

EXECUTIVE SUMMARY:

N/A

2. BACKGROUND:

At their meeting November 18, 2013, City Council approved CR234/2013:

B. THAT City Council APPROVE Proposal B (Table 4) with an upset capital funding limit for the new museum development at 401 Riverside Drive West in the amount of \$6,180,642; to be funded as follows: \$2,400,321 to be requested from the Canada Cultural Spaces Fund; \$405,000 from the 2013 pre-approved funding, \$3,272,856 from the Bequest of Joseph Chimczuk and the remaining \$102,456 as a precommitment to the 2015 capital budget;

D. THAT City Council COMMIT to funding all capital costs associated with the museum development not funded through the Canada Cultural Spaces Fund

At their meeting July 7, 2014, City Council approved CR1 74/2014:

That subject to the tender results falling within the revised budget as a result of the reduced Canadian Culture Spaces Funding received, that the City Clerk and Chief Administrative Officer BE AUTHORIZED to sign an agreement with the successful

bidder, satisfactory in legal form to the City Solicitor, in financial content to the Chief Financial Officer and City Treasurer and in technical content to the City Engineer, with a Communication Report to Council to follow, in order to expedite the building renovations and exhibit fabrication/installation at 401 Riverside Drive West, and the Francois Baby House.

A Financial Summary Report is presented to the Executive Committee of the Museum Development on a regular basis. Attached is Appendix A for a summary of the current expenditures as at October 31, 2014.

3. DISCUSSION:

As of October 31, 2014, the project has incurred gross expenditures of \$602,059. Grants received from the Canada Cultural Spaces Fund to date amount to \$1,353,113 in addition to the 2013 pre-approved funding that has been transferred to the capital project in the amount of \$405,000. The Museum Development capital project #7139006 has received a total of \$1,758,113 in funding as of October 31, 2014.

The Construction Tender closed on October 10, 2014. Five submissions were received, all of which were over the budget for this work. The Executive Committee was apprised of the costs associated with the construction tender and through negotiated changes with the low bidder the contract amount was brought within budget.

On November 4, 2014 the negotiated changes as well as a revised overall project budget was approved by the Executive Committee through an email poll. This included \$100,000 applied to the project contingency. The approved changes accounts for the \$402,321 project shortfall. The project shortfall pertains to the difference between the City's funding request to Canada Cultural Spaces Fund in the amount of \$2,400,321 and the approved amount of funding in the amount of \$1,998,000.

To date, the remaining unencumbered and unspent balance in the overall project contingency account is \$230,000.

At this point in time the project is expected to be completed on budget.

4. RISK ANALYSIS:

A detailed risk analysis was provided to Council as part of the project approval process and as part of the project charter.

5. FINANCIAL MATTERS:

Budget

The budget that was presented to Council reflected a request to be made to the Canadian Cultural Spaces Fund in the amount of \$2,400,321. On April 7, 2014, a communication report (LiveLink Report #17093) was submitted to City Council to announce the application to Canada Cultural Spaces Fund for the museum was successful. The City was approved for \$1,998,000 which is \$402,321 short of the \$2,400,321 requested. Since the award of the construction contract on October 10, 2014 the Executive Committee has been able to mitigate the \$402,321 funding variance.

On November 4, 2014 the Executive Committee accepted a change to the financial report by email poll along with the approval of \$100,000 to be applied to the project contingency account. The approved changes within the financial report account for the \$402,321 shortfall that was reported in the October 7, 2014 report.

A detailed financial summary report is attached as Appendix A for review.

Interest

As per the Capital Project Interim Financing Policy, the City charges interest to projects in an unfunded position by using an average of the City's one year borrowing rate and one year investing rate. This is to evenly recognize the benefits of internal financing to the project and to also ensure that the reserves receive interest on funds that would otherwise be invested. While to some extent the City's rate fluctuates independently of the Bank of Canada rate, we consider forecasts of the Bank of Canada rate to be an appropriate indicator of how the City's rate may change in the future.

As of October 31, 2014 the capital project has received sufficient funding to cover the costs of current purchases which have resulted in no borrowing charges from the City of Windsor to date.

6. CONSULTATIONS:

NA

7. CONCLUSION:

THAT the Museum Development Steering Committee **RECEIVES** the financial summary report, cash flow statement and comments as noted above.

**Financial Planning Administrator -
Recreation & Culture**

0 -
Chief Financial Officer & City Treasurer /
Corporate Leader Finance and Technology

Jelena Payne
Community Development & Health
Services Commissioner - Project Sponsor

Colleen Middaugh
Project Administrator
Project Manager (Construction)

Madelyn Della Valle
Curator, Windsor Community Museum
Project Manager (Exhibitions)

VC

NOTIFICATION:				
Name	Address	Email Address	Telenhone	FAX
			7	

MUSEUM EXPANSION- 401 RIVERSIDE DRIVE WEST- FINANCIAL SUMMARY REPORT as at October 31, 2014

Construction:										
Building Renovations (Museum)	\$	3,010,634	\$	2,875,965	\$	2,875,965	\$	2,875,965	\$	2,875,965
Building Renovations (Baby House)		142,000		142,000		142,000		142,000		142,000
CCTV Security (CCTV/Card Access/Alarm/BAS)(401 only)		370,085		370,085		370,085		370,085		370,085
Pennits		47,588		47,588		47,588		47,588		47,588
Exhibitions (Museum)		1,130,000		1,080,000		1,080,000		1,080,000		1,080,000
Exhibitions (Baby House)		253,000		253,000		253,000		253,000		253,000
Project Contingency		330,000		230,000		230,000		230,000		230,000
Subtotal Construction	\$	5,283,307	\$	4,998,638	\$	3,805,723	\$	4,640,647	\$	4,998,638
External Professional										
Consultant (Architectural/Engineering)		357,000		366,377		366,377		366,377		366,377
Consultant (Exhibits)		250,000		201,485		201,485		201,485		201,485
Subtotal External Professional	\$	607,000	\$	567,862	\$	366,377	\$	395,941	\$	567,862
Miscellaneous:										
Project Management & Administration	\$	195,335	\$	144,821	\$	144,821	\$	75,122	\$	144,821
Interim Financing Costs		75,000		55,000		55,000		55,000		55,000
Advertising		5,000		5,000		5,000		5,000		5,000
Communication/Events		15,000		7,000		7,000		6,443		7,000
Subtotal Miscellaneous	\$	290,335	\$	211,821	\$	199,821	\$	139,674	\$	211,821
TOTAL GROSS PROJECT COSTS PRIOR TO RECOVERIES										
	\$	6,180,642	\$	5,778,321	\$	4,371,921	\$	5,176,262	\$	5,778,321
Canada Cultural Spaces Fund (CCSF)										
	\$	2,400,321	\$	1,998,000	\$	1,998,000	\$	644,887	\$	1,998,000
TOTAL PROJECT RECOVERIES										
	\$	2,400,321	\$	1,998,000	\$	1,998,000	\$	644,887	\$	1,998,000
NET PROJECT COSTS Prior to Corporate Recoveries										
	\$	3,780,321	\$	3,780,321	\$	2,373,921	\$	4,531,375	\$	3,780,321
Less: Corporate Recoveries										
Building Pennits Fees		47,588		47,588		47,588		47,588		47,588
NET CITY COSTS										
		3,732,733		3,732,733		1,546,485		4,483,787		3,732,733
Anticipated Capital Projects										
2013 Pre-approved Capital Projects	\$	3,272,856	\$	3,272,856	\$	3,272,856	\$	3,272,856	\$	3,272,856
2015 Capital Budget Pre-commitment		405,000		405,000		405,000		405,000		405,000
TOTAL CITY FUNDING										
		3,780,321		3,780,321		3,780,321		3,780,321		3,780,321

MUSEUM EXPANSION PROJECT

EXECUTIVE COMMITTEE

Minutes

September 23, 2014

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
Shelby Askin Hager - City Solicitor
Tom Graziano for John Miceli - Executive Director, Parks and Facilities
France Isabelle-Tunks - Senior Manager of Development & Geomatics

Regrets:

Helga Reidel - Chief Administrative Officer
Onorio Colucci - City Treasurer
John Miceli - Executive Director, Parks and Facilities

Working

Team: Colleen Middaugh - Project Administrator
Madelyn Della Valle - Museum Curator
Cathy Masterson - Manager of Cultural Affairs
Sandra Bradt - Executive Initiatives Coordinator
Jason Moore - Communications and Customer Service
Valerie Clifford - Finance Resource
Cheryl Glassford - Legal Resource
Leslie Prieur-Administrative Support

Regrets:

Elaine Castellan - Purchasing Resource
Matt Caplin - IT Resource
Alex Vucinic- Purchasing Manager

1. Call to Order

The meeting was called to order at 1:01p.m.

2. Approval of Minutes - September 10, 2014

The Museum Expansion Executive Committee approves the minutes of September 10, 2014.

2.1 Review of Action Items

Action Item #1

The Committee discusses whether the tender will be awarded to the low price based on base bid or the low price after provisional items have been added/subtracted. The wording must be clear in the tender. Colleen will review with Purchasing and Legal. Jelena requests a copy of the front end spec. Colleen will provide. **COMPLETE**

Action Item #2

Construction is anticipated to begin in late October. A formal notice will be sent to the Art Gallery and its Board of Directors advising of the construction date once it is confirmed. **CARRY FORWARD**

(Action: Colleen Middaugh)

Action Item #3

A report to the Steering Committee concerning the Art Gallery named spaces on the main floor is being drafted. It is expected this will be ready for the next Executive Committee meeting.

Draft report completed. J. Payne is reviewing. **COMPLETE**

Action Item #4

The Executive Committee suggest October 17th as tentative date for a construction kick-off ceremony and public acknowledgement of CCSF. Jelena will contact Helga first to see if this date is available and then Jelena will advise the Steering Committee. **COMPLETE**

Action Item #5

Save the date notifications for the construction kick off should be sent out by the end of September. **CARRY FORWARD**

(Action: Jason Moore)

Action Item #6

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. **CARRY FORWARD**

(Action: Cathy Masterson/Jason Moore)

3. Regular Business

Project Manager Update

Colleen Middaugh reviews the Project Manager Update (dated September 19, 2014). She advises that the tender package went out last week to the 8 pre-qualified contractors. The tender closes on October 3, 2014. The tentative construction start date is October 17th. The Construction Kick-Off is scheduled for October 17th.

Madelyn Della Valle states they are soliciting ideas for "A- Z" timeline. They require names/titles picked out by the end of October. This will be brought to the Steering Committee.

(Action: J. Moore/M. Della Valle)

The Museum Expansion Executive Committee accepts the Project Manager Update.

Financial Update (dated September 15, 2014)

Valerie Clifford reviews the financial update. The City received a second cheque from CCSF.

The Museum Expansion Executive Committee accepts the Project Manager Update.

Issues/Task Tracking Update (dated September 19, 2014)

Shelby Askin Hagar will discuss the ongoing litigation with the CAO.

4. Agenda for Next Steering Committee Meeting (October 7, 2014)

The proposed list of agenda items is as follows:

- 1.1. Construction Kick Off Ceremony (October 17, 2014)
- 1.2. Litigation Update (verbal) (In Camera)
- 1.3. AGW Named Spaces Report

- 1.4. Museum Subcommittee of the Community Public Arts Advisory Committee Minutes - For Approval*
- 1.5. Museum Capital Reserve Committee (Facility Committee) - For Information**

Regarding Item 1.4-Jelena Payne will check with the CAO to see if this item should be brought to the Steering Committee.

(Action: J. Payne)

***1.4 POST MEETING NOTE: These minutes will be brought to the Steering Committee for their approval.**

****1.5 POST MEETING NOTE: It was decided that these minutes will be forwarded (for information) to the Community Public Arts Advisory Committee rather than the Museum Development Steering Committee.**

5. Next Meeting

The next Museum Expansion Executive Committee meeting will be October 15, 2014 at 10:00 am in the Walkerville Room

Minutes taken by: Leslie Prieur

Minutes reviewed by: Colleen Middaugh

MUSEUM EXPANSION PROJECT EXECUTIVE COMMITTEE

Minutes

October 15, 2014

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
Cheryl Glassford for Shelby Askin Hager - City Solicitor
Tom Graziano for John Miceli - Executive Director, Parks and Facilities
France Isabelle-Tunks - Senior Manager of Development & Geomatics

Regrets:

Helga Reidel - Chief Administrative Officer
Onorio Colucci - City Treasurer
Shelby Askin Hager - City Solicitor
John Miceli - Executive Director, Parks and Facilities

Working

Team:

Colleen Middaugh - Project Administrator
Madelyn Della Valle - Museum Curator
Sandra Bradt - Executive Initiatives Coordinator
Jason Moore - Communications and Customer Service
Valerie Clifford - Finance Resource
Leslie Prieur -Administrative Support

Regrets:

Cathy Masterson - Manager of Cultural Affairs
Elaine Castellan - Purchasing Resource
Matt Caplin - IT Resource
Alex Vucinic - Purchasing Manager

1. Call to Order

The meeting was called to order at 8:33 a.m.

2. Approval of Minutes - September 23, 2014

The Museum Expansion Executive Committee approves the minutes of September 23, 2014.

2.1 Review of Action Items

Action Item #1

Construction is anticipated to begin in late October. A formal notice will be sent to the Art Gallery and its Board of Directors advising of the construction date once it is confirmed. **CARRY FORWARD**

(Action: Colleen Middaugh)

Action Item #2

Save the date notifications for the construction kick off should be sent out by the end of September. **COMPLETE**

Action Item #3

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. **CARRY FORWARD**

(Action: Cathy Masterson/Jason Moore)

Action Item #4

Madelyn Della Valle states they are soliciting ideas for "A- Z" timeline. They require names/titles picked out by the end of October. This will be brought to the Steering Committee.

Madelyn notes this has been going well. To date they have received approximately 30 responses. The deadline for responses is October 22nd. **COMPLETE**

3. Regular Business

Project Manager Update

a. Construction Tender Results

Colleen Middaugh advises there were five submissions on the construction tender, all of which were over budget. Once the deductions had been applied, all five

submissions were still over the \$3.2 million budget. The low tender once all deductions were applied was Oscar Construction with a bid of \$3,308,965.00.

It is proposed that the \$108,634.00 overage be funded as follows:

\$58,634 from the contingency fund

\$50,000 from the exhibit budget.

It is the intent of the Committee to replace the \$50,000 in the exhibit budget through balances expected in various general contract allowances as well as the savings realized on the consultant budget.

Administration is committed to mitigate all costs on this project and identify new funding sources.

Moved by Jan Wilson, Seconded by Cheryl Glassford,

THAT the Museum Expansion Executive Committee **APPROVE** funding the \$108,634 overage in the construction budget by transferring \$58,634 from the contingency fund and \$50,000 from the exhibit fund. Further, the Committee **INSTRUCTS** that any mitigation of costs is applied as a first commitment to replace the \$50,000 in the exhibit budget.

Carried.

Jelena Payne requests a finance report be prepared for the Steering Committee's November meeting, updating them on the status of the budget.

Legal will work on finalizing the construction contract agreement with Oscar Construction.

(Action: Cheryl Glassford)

b. Construction Kick Off Ceremony

Jason Moore states that the Construction Kick Off Ceremony is scheduled for Friday October 17th at 11 am. The speakers are set and there will be a photo op. Jason will send an email to the members of the Executive Committee and Working Committee to ensure they have this in their calendar.

Jason Moore and Madelyn Della Valle will work on a plan regarding various levels of donors for the Museum.

(Action: J. Moore/M. Della Valle)

The Museum Expansion Executive Committee accepts the Project Manager Update.

Financial Update (dated September 30, 2014)

Valerie Clifford reviews the financial update. The report structure has been changed to add columns identifying grant eligible and non grant eligible items for clarity.

Valerie and Colleen are working on the third quarter report for the Federal Grant Funding which is due on November 1, 2014.

(Action: C. Middaugh/V. Clifford)

The Museum Expansion Executive Committee accepts the Financial Update.

Issues/Task Tracking Update (dated October 14, 2014)

Colleen reviews the issues list.

The Committee agrees that Tom Graziano will replace John Miceli on the Museum Expansion Executive Committee.

4. Next Steering Committee Meeting

The next Steering Committee Meeting is tentatively scheduled for Tuesday November 25, 2014.

5. Next Meeting

The Committee agrees to cancel the Executive Committee meeting scheduled on Wednesday, October 29, 2014. The next Executive Committee will be held on November 12th, 2014 at 10 a.m. at 400, City Hall Square East, Room 302.

Minutes taken by: Leslie Prieur

Minutes reviewed by: Colleen Middaugh