

AGENDA
MEETING of the
MUSEUM DEVELOPMENT PROJECT STEERING COMMITTEE
Tuesday, October 7, 2014
2:00 o'clock p.m.
Town of 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 July 9 and August 20, 2014 - *(attache!f)*.

4. **BUSINESS ITEMS**

4.1 **Project Manager's Update**

The report of the Project Manager dated September 30, 2014 entitled "Project Manager Update - September 2014" is *attached*.

4.2 **Construction Kick-off Ceremony (Verbal Update)**

4.3 **Art Gallery of Windsor Named Spaces Report to Steering Committee**

Report to be e-mailed.

4.4 **Financial Summary Update**

The report of the Financial Planning Administrator dated September 30, 2014 entitled "Financial Summary Update - September 15, 2014" is *attached*.

5. **IN CAMERA**

| Item No. | Subject | Section - Pursuant to Municipal Act 2001, as amended |
|-----------------|--|---|
| 5.1 | Litigation or potential litigation, including matters before administrative tribunals, affectim, the municioaltiv or local board | s. 239 (e) |

6. **MUSEUM SUBCOMMITTEE OF THE COMMUNITY OF PUBLIC ARTS
ADVISORY COMMITTEE MINUTES**

Memo from the Museum Curator dated September 30, 2014 entitled "Museum Subcommittee of the Community Public Arts Advisory Committee Minutes" is **attached**

Meeting Dates - May 30, 2013, September 24, 2013, November 26, 2013, January 28, 2014, March 18, 2014, and June 3, 2014 - **attached**

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

Meeting Dates -August 7, 2014 and September 10, 2014 - **attached**

8. **DATE OF NEXT MEETING**

To be determined.

9. **ADJOURNMENT**

Windsor, Ontario July 9, 2014

A *Special Meeting* of the **Museum Development Project Steering Committee** is held this day commencing at 9:00 o'clock a.m. in the Board Room, 1s^t floor, 401 Riverside Drive West, there being present the following members:

Councillor Fulvio Valentinis, Chair
Councillor Jo-Anne Gignac
Councillor Ron Jones

Guests in attendance:

Councillor Ed Sleiman
Kurt Brabson, Hariri Pontarini Architects
Lisa Wright, Lord Cultural Resources
David Hanna

Also present are the following resource personnel:

Sandra Bradt, Executive Initiatives Coordinator
Jill Braido, Marketing & Communications Officer
Gary Cian, Manager of Policy, Gaming & Licensing/Deputy Licence Commissioner
Valerie Clifford, Financial Planning Administrator
Madelyn Della Valle, Project Manager (Exhibitions)
Amanda Fernandes, Technologist I
Cathy Masterson, Manager of Cultural Affairs
Colleen Middaugh, Project Manager (Construction)
Jason Moore, Senior Manager of Communications and Customer Service
Jelena Payne, Community Development & Health Services Commissioner
Jan Wilson, Executive Director, Recreation and Culture
Mark Fortier-Brynaert and Mike Gibbons, Intern Students, University of Windsor
Karen Kadour, Committee Coordinator

1. CALL TO ORDER

The Chair calls the *Special Meeting* to order at 9:05 o'clock a.m. and the Steering Committee considers the Agenda being Schedule "A" **attached** hereto, matters which are dealt with as follows:

2. **DECLARATION OF CONFLICT**

None disclosed.

3. **SPECIAL PRESENTATION BY EXHIBIT CONSULTANT**

3.1 **Consultant Presentation on the Museum Exhibits**

Lisa Wright, Lord Cultural Resources is present to provide information relating to the Museum Development Project Steering Committee *Visioning Discussion*. The PowerPoint presentation entitled "Windsor Community Museum - Steering Committee Visioning Meeting - July 9, 2014" is ***attached*** as Appendix "A". Following the presentation, the following questions are posed for discussion by the Steering Committee:

1. What do you think are the major themes of Windsor's history?
2. What types of artefacts would you like to see displayed in the Museum?
3. What are the key people, stories, and events to be featured?
4. What do you NOT want to see in the new Museum?
5. If money was no object, what would you love to see in the new Museum?
6. What is the one thing you want visitors to take away from a visit to the new Windsor Museum? (locals or tourists).

Councillor Gignac states the exhibits should demonstrate the foundation of the City of Windsor. She suggests consideration be given to floor to ceiling displays with no blank walls. She indicates the City of Windsor is the home of many "firsts" i.e. electric rail cars, and the oldest French settlement west of Montreal. She advises the use of mobile applications is a critical part of telling the story.

Councillor Jones provides the following historical events/people reflective of Windsor's past which could be incorporated into the Museum as follows: Battle of 1812, auto industry, Henry Ford, Hiram Walker's, prohibition, Purple Gang, Al Capone and the Underground Railroad.

The "hub and spoke" model is referenced and the expanded Windsor Museum is recommended to be the "hub" in a system that recognizes existing cultural and natural heritage sites in Windsor and Essex County. Councillor Sleiman remarks he is in favour of the hub and spoke model.

The Chair indicates the City of Windsor is a transportation hub which includes the Detroit Windsor Tunnel, the Ambassador Bridge, and the waterways.

The Chair states the City of Windsor is a diverse community and he suggests a map of the world depicting the origins of immigration be made available for children as a hands-on interactive education piece. He notes it is important to have revolving displays.

In terms of the foregoing Question 4 "what do you not want to see in the new Museum", Councillor Gignac responds she does not want to see empty cabinet space or blank walls. The Chair states he does not want to see "static and dead exhibits".

In response to a question asked by Councillor Sleiman regarding if the museum will be "interactive", L. Wright responds there will be changeable elements throughout the exhibition space which will change frequently.

M. Della Valle distributes a compilation of some of the artefacts located in the Baby House, attached as Appendix "B".

The Chair notes the expansion of the Museum is an opportunity to solicit more artefacts from local corporations.

In response to a question asked by the Chair regarding the biggest challenges, L. Wright replies the challenges lie in what stories to tell, key events and how to tell the story of Windsor.

The Chair requests any technology to be used within the exhibition spaces be "future□ friendly". He also requests the Consultants be mindful of the possibility of expansion so there is an opportunity to expand the museum to the west if it is warranted (without reconfiguring the entire museum).

Councillor Gignac refers to the outstanding automobile collection in Amer Township and indicates the "spokes" should go beyond Windsor's borders as the County is a critical part in that mosaic. She suggests the use of holograms projected onto a wall i.e. a streetcar rather than the actual vehicle.

M. Della Valle states the children's area will provide historical information, as well as engage the children kinetically and intellectually with the use of hands-on interactives.

C. Middaugh advises a Public Open House will be held on July 24, 2014 from 6:00 p.m. to 8:00 p.m. at a location to be determined. She notes the recommendations proposed by the Steering Committee will be incorporated into the Consultant's Report and will be available for viewing by the public.

4. **ADJOURNMENT**

There being no further business, the meeting is adjourned at 10:11 o'clock a.m.

CHAIR

COMMITTEE COORDINATOR

KK/
Windsor, Ontario August 20, 2014

A meeting of the **Museum Development Project Steering Committee** is held this day commencing at 2:00 o'clock p.m. in the Public Works Board Room, 1266 McDougall, there being present the following members:

Councillor Fulvio Valentinis, Chair
Councillor Jo-Anne Gignac
Councillor Ron Jones

Guests in attendance:

Lisa Wright, Lord Cultural Resources
David Hanna

Also present are the following resource personnel:

Jill Braido, Marketing & Communications Officer
Valerie Clifford, Financial Planning Administrator
Madelyn Della Valle, Project Manager (Exhibitions)
Cheryl Glassford, Legal Counsel
Frances Isabelle-Tunks, Senior Management, Development & Geomatics
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, Recreation & Culture
Karen Kadour, Committee Coordinator

1. CALL TO ORDER

The Chair calls the meeting to order at 2:03 o'clock p.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 Jones, seconded by Councillor Gignac,
That the minutes of the Museum Development Project Steering Committee of its meeting held July 22, 2014 **BE ADOPTED** as presented.
Carried.

4. BUSINESS ITEMS

4.1 Project Manager's Update

C. Middaugh provides an overview of the summary of the proposed project schedule and the anticipated completion date as follows:

- | | |
|---|--------------------|
| • RFQ Closing Date | July 24, 2014 |
| • Request for Tenders for Construction Improvements | September 12, 2014 |
| • Award Construction Contract | Early October 2014 |
| • Construction Start Ceremony | Early October 2014 |
| • Construction Start | Early October 2014 |
| • Request for Tenders for Exhibition Fabrication/Installation | November 2014 |
| • Construction of Grant Eligible Components Complete | March 2015 |

J. Payne advises any grant eligible costs must be submitted by March 31, 2015.

In the matter of the Chimczuk Estate, C. Glassford reports it is currently at the *examinations for discovery* stage. Councillor Gignac requests an update relating to the Chimczuk Estate be provided at the next meeting of the Steering Committee.

Moved by Councillor Gignac, seconded by Councillor Jones,
That the report of the Project Administrator (Construction) dated August 8, 2014 entitled "Project Manager Update - August 2014" **BE RECEIVED**.
Carried.

4.2 Financial Summary Update

V. Clifford provides the following highlights as it relates to the Financial Summary Update:

- As of July 31, 2014, the project has incurred gross expenditures of \$413,536.
- Grants received from the Canada Cultural Spaces Fund to date amount to \$371,900 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 \$776,900 in funding as of July 31, 2014.

- Since July 22 2014, no expenditures have been approved to be applied to the project contingency account by the Executive Committee to date.
- To date, the unencumbered and unspent balance in the overall project contingency account is \$330,000.

Councillor Gignac expresses concern relating to the \$402,321 shortfall in funding and requests options for mitigating the shortfall be derived from the current budget.

J. Payne reports the architect has discovered efficiencies within the budget as the cost for some items were overestimated.

F. Isabelle-Tunks indicates that provisional items will be carried in the tender which can be removed if necessary to keep the project costs within budget.

In response to a question asked by Councillor Gignac regarding sponsors for the Museum Project, J. Payne responds the Recreation and Communications Departments will be championing the effort relating to sponsors and naming rights.

F. Isabelle-Tunks indicates there are eight contractors prequalified to bid on the project. The Chair requests the list of prequalified contractors be provided to the Steering Committee.

Moved by Councillor Jones, seconded by Councillor Gignac,
That the report of the Financial Planning Administrator - Recreation & Culture dated August 8, 2014 entitled "Financial Summary Update-July 31, 2014" **BE RECEIVED.**
Carried.

4.3 Plans for Temporary Gallery Spaces (Verbal Update)

M. Della Valle provides an overview of "Current/Past Temporary Exhibitions Developed in House" as follows:

- Living in 1812: Life on the Sandwich Frontier (daily life of the inhabitants of this area in 1812)
- Pontiac's War: Resistance in a Changing Frontier (Developed to commemorate the 250th anniversary of Pontiac's Siege of Detroit 1763)
- Some Assembly Required: A History of Auto Work and Workers in Windsor
- Boblo: Remember When You Were a Kid
- Brewed in Windsor
- One Hundred Years of Music: Windsor Federation of Musicians 1911-2011
- SOS Saving Our Strait: Restoring Our Detroit River Together (in partnership with the Essex Region Conservation Authority and the Detroit River Canadian Cleanup)

In terms of "Future Potential Exhibitions" M. Della Valle provides the following:

- 100th anniversary of electrification in Windsor
- Windsor in 1867 - a Sesquicentennial exhibit (in honour of Canada's 150th birthday)

- Dieppe retrospective - Its effect on Windsor (WWII)
- The Wyandotte Street Corridor - Past and Present
- Border Cities
- Transportation history
- Windsor Disasters
- Windsor Street Names
- Virtue and Vice in Windsor
- Black History month display

Future travelling exhibitions (actual and potential) are provided by M. Della Valle as follows:

- Ice Age Mammals (Canadian Museum of Nature)
- Iroquois Beadwork: Through the Voices of Beads (Royal Ontario Museum)
- War of 1812: The Chippewa Experience (Chippewas of the Thames)
- Arts of China (Royal Ontario Museum)
- In the Money (Currency Museum/Bank of Canada)
- A Queen and Her Country (Canadian Museum of History)

In response to a question asked by Councillor Gignac regarding if there are sponsors that support the exhibitions, M. Della Valle responds affirmatively, i.e. Casino Windsor.

Moved by Councillor Jones, seconded by Councillor Gignac,
That the verbal report of the Project Manager (Exhibitions) regarding plans for temporary gallery spaces **BE RECEIVED**.
Carried.

4.4 Consultant Presentation of the "Interpretive Plan and Concept Design" for Exhibitions

Lisa Wright, Lord Cultural Resources is present to provide information relating to the Interpretive Plan and Concept Design for Exhibitions. The "Museum Expansion Project - The Corporation of the City of Windsor - Interpretive Plan and Concept Design dated August 15, 2014" is attached as Appendix "A".

L. Wright provides the following salient points of discussion as it relates to the design concepts:

Concourse Exhibition Option 1 - Historical mural interactive on wall, suspended inverted river map with printed graphic wall, suspended ship models, and motion sensitive fish projections on floor

Aboriginal Exhibition Gallery - Central to the Aboriginal Exhibition space is a large circular wood event floor laid flush into the existing floor. Hanging above this space is a drum like fabric form. A collage of notable First Nations figures, both past and present, are printed on the inside surface of the drum. Adjacent and moveable bench seating is available surrounding the event floor. One large two-sided display case is located nearby as are interpretive panels lining the gallery walls.

Concourse Exhibition Option 2 - Horse Ferry wall mural and partial ferry reproduction. Flock of suspended dimensional printed bird models.

Permanent Exhibition Gallery - GWB partitions running in north-south direction, wood screen 'trellis' partitions running in east-west direction, interpretive 'ribbon' with integrated interpretive panels and cases runs between and links gallery spaces, underwater light effect projected onto Section B floor and wall, immersive tunnel zone surrounds visitors with graphics, projections, artifacts and sounds on all sides, central walls form large V-shaped tower element that anchors gallery and provides immersive space for Underground Railroad story.

Children's Gallery-The three zones of the Children's Gallery (Explore! Make! and Imagine!) are reflected in three different floor finishes. The Explore! section features resilient flooring to allow for the splashing from the stylized river interactive. Carpet tiles in the central section outline the Make! section where workbenches allow for hands-on projects. Finally wood flooring in the Imagine! section reflects the more performance-based nature of those activities. Bright colours and playful graphics throughout lend a unifying and cheery atmosphere to the entire gallery.

Baby House 1812/1838 Gallery - The largest and most prominent exhibit element in this refurbished gallery space is a hands-on model of a carmon which visitors can pretend to load with carmonball and ramrod. This sits in the centre of the gallery space on a small raised platform with a short partition backdrop and plenty of space in front to allow for activity as well as a small group gathering. Tecumseh's flag is featured in its' own display case immediately adjacent while a large wall-mounted monitor with casual seating fills one corner. Behind the centre partition lies the 1838 displays with wall panels and seating.

Francophone Heritage and Culture Gallery - Interpretive panel with built-in cases line all walls of this gallery, but the focus is on the semi-immersive recreation of an early French dwelling, complete with wood flooring, stone fireplace and miscellaneous furniture and props.

Councillor Gignac requests the City of Windsor Seal, and the motto 'The River and Land Sustain Us...' be incorporated into the concept design.

Councillor Jones provides a historical background relating to the slave traders in this area circa early 1800's. He advises gospel hymns were sung by the refugee slaves (with a covert message) i.e. warning of impending danger and to flee, or that they were safe. He requests information relating to the interpretation of gospel hymns be made available to the public.

In response to a question asked by Councillor Gignac regarding the small, unmaneuverable space devoted to the Underground Railroad, L. Wright responds they will look at reconfiguring the shape of the space.

In response to a question asked by Councillor Gignac regarding the proximity of the Immigration tunnel to the east wall of the gallery, L. Wright responds they will look at shifting the tunnel to allow for sufficient room to enter/exit the tunnel at both ends. L. Wright will also explore options to cover the tunnel in a manner which will allow removal in the future to be easily accommodated.

Councillor Gignac is in favour of the proposed mini-theatre in the Permanent Gallery space, particularly the re-use of the Windsor Arena seating and the ability to highlight local sports history.

Councillor Jones inquired as to whether there are photos available of the former houses located on the north side of Riverside Drive during the prohibition.

J. Payne wants to ensure there is sufficient space for traffic flow in the exhibition rooms.

Moved by Councillor Jones, seconded by Councillor Gignac,

- I. That the Interpretive Plan and Concept Design dated August 15, 2014 from Lord Cultural Resources **BE APPROVED IN PRINCIPLE**.
 - II. That the footprint/floor plan of the museum sites as identified in the Interpretive Plan and Concept Design **BE APPROVED**.
 - III. That the Executive Committee **BE DIRECTED** to develop the Concept Design for the Concourse Exhibition to include:
 - Historical Mural on Wall from Concourse Option 1, to incorporate the build-out and to add the Horse Ferry Wall Mural and the Partial Ferry Reproduction from Concourse Option 2 provided there is sufficient funding.
 - Suspended Inverted River Map with Printed Graphic Wall, Optional Suspended Ship Model and Motion Sensitive Projections on Floor from Concourse Option 1.
 - IV. That where modifications to the Interpretive Plan and Concept Design are required to meet budget targets and/or construction constraints, the Executive Committee **BE AUTHORIZED** to do so.
- Carried.

5. **WINDSOR COMMUNITY MUSEUM EXPANSION EXECUTIVE COMMITTEE MINUTES**

Moved by Councillor Gignac, seconded by Councillor Jones,

That the minutes of the Museum Development Project Executive Committee of its meeting held July 16, 2014 **BE RECEIVED**.

Carried.

6. **DATE OF NEXT MEETING**

The next meeting will be held on October 7, 2014 at 2:00 o'clock p.m. in the Town of Walkerville Meeting Room, 3rd floor, City Hall.

7. **ADJOURNMENT**

There being no further business, the meeting is adjourned at 3:24 o'clock p.m.

CHAIR

COMMITTEE COORDINATOR

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: September 30, 2014 |
| Author's Name: Colleen Middaugh | Date to Committee: October 7, 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 - September 2014

1. **RECOMMENDATION:** City Wide: Ward(s): **J**

THAT the Museum Development Steering Committee **RECEIVE FOR INFORMATION** the Project Update Report dated September 30, 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*

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
- 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 Continued with 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 Proceeded 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 works.
- Commenced with planning and preparation for the Construction Kick-off Ceremony.

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 September 15, 2014.

6. CONSULTATIONS:

NA

7. CONCLUSION:

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

colleenMiddaugh
Project Administrator
Project Manager (Construction)


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



Jelena Payne
Community Development & Health
Services Commissioner - Project Sponsor

CLM

APPENDICES:
Appendix A: Project Update Report (dated September 23, 2014)

DEPARTMENTS/OTHERS CONSULTED:
Name:
Phone#: 519 ext.

NOTIFICATION :

| Name | Address | Email Address | Telephone | FAX |
|------|---------|---------------|-----------|-----|
| | | | | |

**MUSEUM EXPANSION PROJECT
EXECUTIVE COMMITTEE**

Minutes

August 7, 2014

400 City Hall Square, Room 303

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
Onorio Colucci - City Treasurer
Tom Graziano - Manager of Facilities (for John Miceli)
France Isabelle-Tunks - Senior Manager of Development & Geomatics

Regrets:

Helga Reidel - Chief Administrative Officer
John Miceli - Executive Director - Parks & Facilities

Working

Team:

Colleen Middaugh - Project Administrator
Sandra Bradt - Executive Initiatives Coordinator
Cheryl Glassford - Legal Resource
Jason Moore - Communications and Customer Service
Valerie Clifford - Finance Resource
Leslie Prieur -Administrative Support

Regrets:

Madelyn Della Valle - Museum Curator
Elaine Castellan - Purchasing Resource
Cathy Masterson - Manager of Cultural Affairs
Jill Braido - Communications and Customer Service
Matt Caplin - IT Resource
Alex Vucinic - Purchasing Manager

1. Call to Order

The meeting was called to order at 1:05 p.m.

2. Approval of Minutes - July 16, 2014

Jelena Payne requests that a post meeting note be added to Item #4 advising that the regular business items were approved by the Executive Committee via email poll and were forwarded on to the Steering Committee.

The Museum Expansion Executive Committee approves the minutes of July 16, 2014 subject to the above revision.

3. Regular Business

Project Manager Update

Colleen Middaugh reviews the Project Manager Update (dated July 31, 2014). She notes that she is waiting to find out if HPA can meet the August 28th 2014 deadline for the Request for Tenders for Construction Improvements.

Colleen expects to receive the updated Interpretive Plan and Concept Design by the end of day on August 11, 2014. There is a Working Committee (subset) meeting scheduled for August 13, 2014 to review. The updated plan will be posted publicly and distributed to the Steering Committee by the end of day on August 15, 2014 in preparation for the Steering Committee meeting scheduled for August 20, 2014. At that meeting, the Steering Committee will be asked to approve the_ updated plan.

There is a meeting scheduled on August 8, 2014 with the museum staff to review the options being presented to the Steering Committee on August 20, 2014..

Tom Graziano will meet with the contractor regarding completion of the security system upgrades at 401 Riverside Drive West to determine when this work will be completed. A representative from Purchasing will attend this meeting as well.

(Action: T. Graziano)

Tom and Colleen will meet with the mechanical consultant to investigate options to achieve a Class 'AA' rating in the temporary exhibit/programming space.

(Action: C. Middaugh/T. Graziano)

A report to the Steering Committee concerning moving donor names is being drafted. It is expected this will be ready for the September meeting.

The Museum Expansion Executive Committee accepts the Project Manager Update.

Financial Update (dated July 15, 2014)

Valerie Clifford reviews the financial update. There is an invoice pending for the consultant.

The Museum Expansion Executive Committee accepts the Project Manager Update.

Issues/Task Tracking Update (dated July 31, 2014)

Colleen Middaugh reviews the Issues/Task Tracking Update. Discussion ensues regarding the former AGW gift shop area that must be vacated. Notice was given to the tenant advising the space must be vacated by 4:00 pm on Friday, August 22, 2014. Jelena Payne asks that Sandra Bradt follow-up with the tenant via telephone to confirm their plans for vacating the space

(Action: S. Bradt)

Colleen will change the date on the "Save the Date Notices" (item #8) for a construction Start ceremony and public acknowledgement of CCSF to early September, 2014.

(Action: C. Middaugh)

Colleen notes that we require 4 weeks' notice to arrange for temporary signage.

4. Agenda for Next Steering Committee Meeting (August 20, 2014)

The agenda will include regular business items, the updated draft plan and a verbal update from Madelyn Della Valle.

5. Next Meeting

The next Museum Expansion Executive Committee meeting will be September 10, 2014 at 2:00 pm in the Walkerville Room

Minutes taken by: Leslie Prieur

Minutes reviewed by: Colleen Middaugh