

**DIRECTORS MEETING**  
**September 19-20, 2009**  
**Barkerville, BC**

**MINUTES**

<b>Saturday, September 19, 2009</b> <b>Visitor Reception Centre, Upstairs</b> <b>Call to order: 9:30 am</b>	<b>Sunday, September 20, 2009</b> <b>Visitor Reception Centre, Upstairs</b> <b>Call to order: 9:00 am</b>
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**Attending:** Rhonda Hunter, Eileen Lao, Roy Spooner, Rob Rummel, Gord Rattray, Scott Kovatch, Don Basserman, Neil Vant, (Judy Campbell)

**Regrets:** April Moi, Sue Morhun, Blanca Schorcht, Pat Pickering, Betsy Ives

**Adoption of Agenda**

As circulated. Dates for next meeting to be discussed.

**Minutes:**

- 1. Moved Don Basserman/Rhonda Hunter to receive the Directors' Notes from June 20/21, 2009 Meeting. Carried.**
- 2. Moved Don Basserman/Scott Kowatch to adopt the Minutes from the June 20/21, 2009 Meeting. Carried.**

**Correspondence:**

None

**REPORTS**

**Financial**

2st Q roll-up (to Sept 11) – (as circulated)

***Moved Gord Rattray/Scott Kovatch to empower staff to determine needs for snow removal equipment needs and make recommendations to the Executive re purchase by September 30, 2009 and empower the EC to take necessary action. Carried.***

Proposals from other Financial Institutions

Staff report was reviewed. There was general agreement that there is no clear advantage to switching banks at this time.

**CEO Report (as circulated)**

*Travel to China with Lily Chow*

The CEO and Curator have been invited to travel to China with former BHT Director Lily Chow to solidify connections that have been developing over the past 3 years, specifically with the Chinese Overseas Affairs Office, the Guangdong Overseas Affairs

Office, Wuyi University, the Overseas Chinese Research Centre, and the Guangdong Museum.

***Moved Rhonda Hunter/Roy Spooner to approve that Judy and Bill make the trip to China subject to finding funding that will not put us over budget. Carried.***

#### *Cultural Spaces Program Application*

Staff are submitting an application to this federal program for museums and cultural institutions.

***Moved Roy Spooner/Don Basserman that the Barkerville Heritage Trust approve the application to the Cultural Spaces Program or other funding programs for the development of the Conservation and Learning Institute to a project maximum \$3,000,000.00 and the the signing authority for this project be the the Chief Executive Officer. Carried.***

#### **Chair's Report – Neil Vant**

##### Report on BCGEU bargaining

- Bargaining committees exchanged proposals in August
- Met for 3 days in September

##### Chee Kung Tong Ceremony

- Plaque unveiling for the designation of the Chee Kung Tong as a National Historic Site of Canada
- a challenging event to organize, but the day went very well
- good media coverage
- permanent mount for the plaque needed; Parks Canada will cover costs

##### Directors At Large

- Need to replace the D-A-L for Business and Corporate Affairs

#### **Revenue/Resource Development Committee – Roy Spooner, Committee Chair**

- Case development is going well. A 'blue sky' visioning session to assist the development of the case was held August 31 and included key staff and other site personnel
- a review of the education programs is underway to help develop the case around education

***Moved Rhonda Hunter/Scott Kovatch that the Board authorize an increase to fundraising expenditure of \$80,000 with the understanding that ultimately all costs related to the fundraising campaign will be recovered from the campaign proceeds. Carried.***

#### **Tourism Management and Marketing Committee – Scott Kovatch**

- CEOs from Regional Destination Marketing Organizations (RDMOs) have met several times with the Council of Tourism Associations (COTA) to try to understand situation with the dissolution of Tourism BC

- There have been meetings between Ministry and TBC staff to talk about the transition
- To date, there is still a lack of clarity around the impact of the HST and the future role of the RDMOs

## **OLD BUSINESS/BUSINESS ARISING**

### **Organizational Review**

- Our consultant is doing benchmarking research with other heritage sites, to determine what are the best practices
- Rhonda is reviewing existing job descriptions and meeting with Managers to discuss these to develop forward looking descriptions
- Result will be a draft 'ideal' organizational chart with job descriptions
- Timeline is mid-November for a draft report
- The work will take into consideration succession planning

### Discussion

- Need to consider the entrepreneurial models (e.g St. Jacobs in Ontario)

### **Government Relations**

- Very few provincial funding programs will be available for this year
- Government at this time is looking for recommendations re policy changes that would facilitate economic growth or projects.

### **Admissions Policy**

- General consensus that we are underpriced
- However, people do not realize what they are getting for their money; we need to convey the 'value for money' message
- Policy needs to be consistent with Internet sales

***Moved Don Basserman/Roy Spooner that the development of an admissions policy be referred to staff for a full report and recommendations by the December meeting. Carried.***

### **Outstanding Action Items (FYI)**

Report on outstanding action items was discussed.

## **NEW BUSINESS**

### **Tourism BC Representation**

- Tourism BC is still here until March 31, 2010 and April Moi is still the appointed representative

### **Deferred Items**

The following items are from Board members and have been deferred from previous meetings:

1. Board binders and info package – ***Rob Rummel has volunteer to put together a sample binder and list.***

- Package should include general information on Barkerville, PP presentation, where funding is from, policies, background info on key players
- 2. Governance Review
- 3. Standard procedures for nomination of DAL

**Items from Directors**

Reminder that an assistant CEO would be hired.

**Friends of Barkerville:**

***Executive Committee will arrange a meeting with the new Friends of Barkerville executive.***

Eileen Lao has met with Janis Hamilton and provided contacts with Chinese community and media and helped set up meeting with the Chinese Freemasons in Vancouver and Edmonton. They are very supportive and will assist us in our fundraising committee. They can become 'local leaders' during the campaign.

Brooks & Dun contest winners will be here Saturday, Sept 26 to do a Scavenger Hunt sponsored by the Wolf radio station in PG.

**In Camera Session (no staff)**

**Next Meetings:**

**BARKERVILLE HERITAGE TRUST MEETING SCHEDULE**

December 13, 2009, 9:00am-4:30pm	In Barkerville for Victorian Christmas
January 16/17, 2010	In Prince George or Quesnel
April ??? (unconfirmed)	
June 19/20, 2010 (unconfirmed)	In conjunction with Theatre Royal Summer Premier

Executive Committee Teleconference will be every 1<sup>st</sup> and 3<sup>rd</sup> Tuesday at 3:30. (1.877.583.3850 passcode 2503986489#)