

**Minutes of the 2019 Annual General Meeting for the
CRANBROOK ARCHIVES, MUSEUM AND LANDMARK FOUNDATION
Held Tuesday, April 24th, 2020 by virtual ZOOM Webinar
run from the Cranbrook History Centre
57 Van Horne Street South, Cranbrook, BC V1C 1Y7**

Total People Present On-Line: 24

Voting Members On-Line: 22

Honourary Members On-Line: 0

Non Members On-Line: 2

A quorum of members was present.

All 8 Directors were On-Line.

The Webinar Meeting was called to order at 6:30 pm

1. Invocation

“We would like to acknowledge that the Cranbrook History Centre is located on the Ktunaxa traditional territory and extend our gratitude for the opportunity to live and learn in mutual respect and appreciation”.

2. Welcome, Introductions & Opening Remarks

Guy Santucci, Chair of the Foundation Board, welcomed everyone to the ZOOM Webinar meeting. Due to the COVID-19 situation this is the Cranbrook History Centre's first virtual Annual General Meeting.

3. Adoption of Agenda

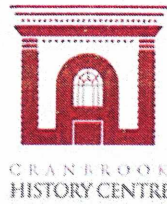
Motion: To adopt the agenda as circulated in advance of the meeting and as published on the Cranbrook History Centre Webpage.

Bob Whetham moved to approve the agenda: Jason Jacob seconded the motion. Guy Santucci called for the vote. All in favour. None opposed. Motion carried.

4. Approval of the minutes of the Annual General Meeting held June 25th, 2019

Motion: To approve the minutes of the Annual General Meeting held June 25th, 2019 as previously circulated and published on the Cranbrook History Centre Webpage.

Dave Humphrey moved to approve the minutes: Steve Weatherall seconded the motion. Guy Santucci called for the vote. All in favour. None opposed. Motion carried.



5. Chair's Report

Guy Santucci presented his report. He asked for understanding as we do business in a different way due to the COVID-19 restrictions. He reported that 2019 was a turning point for the Cranbrook History Centre. The management of the facility was changed from having a single Executive Director to splitting the position into two positions, one being a Chief Curator and the other a Business Manager. Honor Neve and Valerie Bourne were introduced as holding these positions.

Guy talked about funding remaining a challenge and the ongoing changes to the History Centre's Five-Year Strategic Plan. He reported on the completion of Phase One of the Heritage Rail Car Preservation Building and the beginning of the plans for the Phase Two of this building.

Guy thanked our many funders.

Numerous events and programs were reported on and also the fact that our visitor numbers were up from those of previous years.

Guy concluded by *"thanking the Board and Staff for their determination, initiative, great ideas and exceptional work ethic. We look forward to great progress and more and wonderful programs in 2020."*

Questions or comments from the floor: None.

6. Curator's Report

Honor Neve, Chief Curator, presented her report. During 2019 her focus has been on the collection, updating policies, and developing strategies for a sustainable future for the History Centre collections and programs.

Honor highlighted the various activities in the areas of Projects, Programs and the Archive Collections.

A new database for tracking membership and donor information has been purchased. A grant from Employment and Social Development Canada was received and will be put towards enabling greater accessibility to our Rail Car Preservation building.

Honor reported on our successful programs, including Cemetery Walking Tours, Community Lectures, Paleontology workshops, and Open Houses.

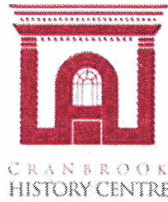
A CBT Heritage, Museums and Archives grant has enabled a new database to be purchased for tracking the records in the Archives.

Questions or comments from the floor: None.

7. Business Manager's Report

Valerie Bourne, Business Manager, reported on her summer, fall and winter projects. Some of these involved working with Tour Guides, reorganizing storage areas, rearranging the Gift Shop and reviewing booking of rentals, bus and school tours. Valerie established new rental procedures and policies and improved the process of tracking staff scheduling. Very successful special events in 2019 included the Rock and Gem Show, Christmas Village, Family Fun Night and Community Warm Up Night. Our relationship with Black Press Management led them to offering to produce a fundraising video for us.

Questions or comments from the floor: None.



8. Treasurer's Report

Jeanette Sissons, CAMAL Treasurer, reported on activities for 2019. Some actions have included reviews of our control and processing of charges. We are up-to-date with all necessary reports. A Bookkeeper has been hired. A Change in our accounting software has been made. We are participating in all present Government programs being offered, for which we qualify. Our accountant has all our financial reports and these will be released when completed. Questions or comments from the floor: None.

9. Appointment of Auditor for 2020

Motion: To appoint Alan Redding and Associates as financial reviewers and auditors for 2020
Jeanette Sissons moved that Alan Redding and Associates be appointed: Steve Weatherall seconded the motion. Guy Santucci called for the vote. All in favour. None opposed. Motion carried.

10. Approval to Change the Constitution

Guy Santucci, Board Chair, explained that the changes to the Constitution were necessary as CAMAL has moved from a single Executive Director to the creation of two appointments, those being a Chief Curator and a Business Manager.

Motion: To accept the changes made to the Constitution; replacing the words "Executive Director" with "Chief Curator and Business Manager" throughout the document".

Guy Santucci moved to accept the changes: Bob Whetham seconded the motion. Guy Santucci called for the vote. All in favour. None opposed. Motion carried.

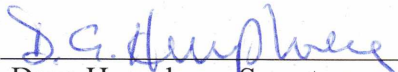
11. Election of Directors

Guy Santucci called three times for nominations for Board members from the floor. As none were proposed Guy declared the nominations closed. Guy declared the current Board is re-elected.

12. Motion to Adjourn

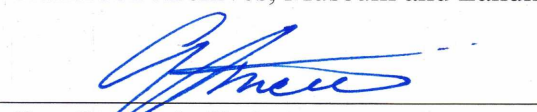
Dave Morley, moved to adjourn the meeting. Steve Weatherall seconded the motion. Guy Santucci called for the vote. All in favour. None opposed. Motion carried.

Annual General Meeting adjourned at 7:00 pm.



Dave Humphrey, Secretary

Cranbrook Archives, Museum and Landmark Foundation



Guy Santucci, Chair

Cranbrook Archives, Museum and Landmark Foundation