



FRIENDS OF THE ASHTON ARMOURY MUSEUM

Minutes of Executive Meeting held at 09:40 hrs 4 Feb 2017 at the Ashton Armoury.

Present	President	Chris Preston
	Vice President	John Ducker
	Secretary Treasurer	Doug Braun
	Director	Bill Rowbottom
	Director	Wayne Dauphinee
	Immediate Past Pres	Peter Laursen.
	Ex-officio	Museum Director – Ted Leaker
Absent	Director	Paul MacNeill

The President called the meeting to order and thanked everyone for attending this first meeting of the new executive.

A Review was done of the minutes of the last executive meeting. The decision was made to distribute the minutes of each executive meeting to all executive members and that they would be posted on Facebook and on the Website. The events list would also be published in the same way.

Once again, the executive was reminded about the Tourist In Your Own Home Town event at the end of the month and the requirement for more volunteers.

Financial Report: The secretary-treasurer advised the executive of the current financial status. The budget proposed at the AGM was accepted as the starting point for this fiscal year. The secretary-treasurer is working on the budget spreadsheets to allocate and monitor expenses throughout the year. The current liability insurance was discussed and it was decided that our coverage would be reviewed before the policy was renewed.

Reports:

President - the president advised the meeting that we participated in the kickoff for the Wounded Warrior event with vehicles and a static display and we may be asked to participate in the wrap-up.

The President brought up the proposal that instead of sending all of our vehicles to Saanich for Remembrance Day, we disperse them throughout the various CRD ceremonies. It was agreed that this be considered. The Director of the museum reminded the meeting that two of our units participate in the Saanich ceremony and most of assets should be sent there. All agreed.

The President also discussed the unit Vimy Dinner which is being held on 8 Apr at 19:00. Cost is \$60.00 per person and the unit is requesting a forecast of attendance. Museum Director coordinating.

The President brought up the idea of having rare weapons re-created using 3D printer technology, which is done in some military museums. This alleviates the security problem when having public displays. The cost runs about \$600 per copy. The executive suggested more research was required.

Vice-President (VP)- The VP brought up the idea of the museum applying for a BC Museums Association grant. The Museum Director will investigate.

Secretary-Treasurer (S-T) - The S-T distributed a draft copy of the AGM minutes and asked the executive review and see if anything was incorrect or missed. No comments were submitted, therefore the minutes will be published.

As previously discussed the budget for this fiscal year was approved by the executive. Spreadsheets will be available for the next executive meeting.

The S-T requested the executive OK the purchase of a laptop for the S-T use, in order to get all Friends current files on one device and off of personal computers. The VP also requested that a copy of MS-Dbase be purchased in order to build the database of our library holdings. Agreed.

The S-T advised that all new executive members must sign paperwork for the Friends bank accounts. He will obtain.

The S-T is currently working on:

- The Societies Annual Report;

- The Gaming Account Summary Report;

- Annual Charities Report (CRA);

- 2017 Gaming Grant Application.

The S-T reminded the meeting that for our current ICBC insurance we must have proof of at least ten years driving experience - therefore a drivers abstract will be required for all drivers of our vehicles.

Vehicle Section - the requirement for a battery cart was identified to alleviate push starting vehicles or using other vehicles to jump start vehicles. The executive agreed to spend up to \$600 for this item.

The vehicle section will be producing a vehicle status board and is developing a maintenance plan for all vehicles.

The 3 ton CMP Wrecker has a bearing issue.

Weapons Section - It was agreed that we should investigate the disposal of all surplus weapons that are not on the Museum Supply Account. A stocktaking is currently underway.

Museum Director - CO 39 Svc Bn wants to establish a unit association including the museum. The Director outlined the mandate for this association. Discussion - it was agreed that if our museum represents all service support units, including Medical, Signals and Military Police it would not be in our interest to join the Service Battalion Association.

There has been no action on our proposed move to the range, therefore the museum will develop a plan based on the existing space. All displays will be portable so they could be moved if required.

Discussion took place on the history of the museum and how it evolved. The Museum Director agreed to produce a package to clarify the mandate of both the museum and the Friends for new members of the executive.

New Business:

Wayne Dauphinee discussed the requirement for all assets belonging to the Friends to be formally loaned to the Museum. This would then require the museum to have them included in the NPF insurance and cover them for fire, theft etc, which they are currently not insured for. This will be a long project and will start with the vehicles and weapons. Eventually all items that the museum displays that belong to the Friends will be on this agreement. A proper stocktaking will have to be conducted.

Wayne Dauphinee advised that there was currently no Terms Of Reference on file for members of the executive. He agreed to draft them and have them reviewed by all members. Agreed.

Wayne Dauphinee also advised that he is currently working with the Museum Director to establish a policy and procedures manual for the museum.

As there was no further business the meeting was adjourned at 11:10 hrs.

J.D. Braun

Secretary-Treasurer