

Mackenzie Printery & Newspaper Museum

*Annual General Meeting, June 27, 2019
Oak Hall, 400 Portage Rd, Niagara Falls, ON L2E 6X8*

Attendance

Mackenzie Printery Members:

Ron Schroder, John Hunt, Carl White, Louise Rowe, Denis Cahill, Marvyn Rivett, Willy Wilkins, Nick Howard, Art Seto

Niagara Parks Commission:

Jim Hill, Melissa Fisher, Jasmine Bottomley, Annelisa Pedersen

Call to Order/Welcome:

Chairman Ron Schroder called meeting to order.

Moving forward, the new AGM date will be in June as this better reflects the museum's fiscal (i.e. calendar) year; whether we will have two meetings annually will remain to be seen, but one a year makes most sense.

Chair welcomed *Louise Rowe* as new Executive Secretary for Mackenzie Printery & Newspaper Museum.

Minutes from 2018 AGM:

Copies of minutes from the October 2018 AGM were reviewed with any returning business highlighted in yellow. Call for members to ski through previous minutes, check for errors etc. and any missing business.

Willy Wilkins – would like confirmation of when the fiscal year is for the Printery?
The Chairman confirms fiscal year is the calendar year.

Chair asks members if they see any errors or omissions? None reported.

Chair asks members if there is any new business arising from minutes? None reported.

A motion to accept minutes as read moved by Nick Howard, seconded by John Hunt. Motion carried.

Financial Report:

Vice Chairman and Treasurer is unable to be here today and as such the Chairman presented the financials on his behalf. In summary, the Printery is well into the black; capital has increased each year, primarily through the efforts of members to reduce surplus of equipment donations along with good general business practice.

- 2017 Fiscal total equity just under \$33k
- 2018 Fiscal total equity just under \$39k

We see no reason why this isn't set to continue to increase being a self-sustaining organisation, with help from the Ontario Community Newspaper Association (annual donation = \$2000 a year) and the Honourary Society of Wayzgoose (annual donation = \$500 a year). Question for the future is what to use these donations for?

Overall our expenses have been kept to a minimum. However, our insurance continues to go up; currently looking at an 8% increase over the previous year.

Willy Wilkins – Is there a requirement to spend a certain percentage of income each year to maintain our charitable status?

Chair replied that we are required to report financials and changes in directorship to the CRA once a year. As it stands, we are currently an un-audited charity. Should we receive notice of an audit, we will have to look further into spending.

Willy Wilkins – Do we get any financial help from NPC?

Chair – No, we are a standalone group, however we do receive a small commission from any prints the NPC sell from their print shop during the museum season. We provide their training, equipment, etc. and enjoy a good symbiotic relationship.

Denis Cahill – On the trial balance in the financial report, it lists zero under government grants. Why is this?

Chair – We haven't gone after any grants yet, but likely this will happen in the future as we get more into hosting seminars.

Jim Hill – The NPC applied on the behalf of the Print Group in the past but was not successful.

Carl White – What was the grant for?

Jim Hill – Summer job wages subsidy

Chair – We've backed away from grants for now. Previously we had a professional accountant among our Directors, but when he retired, we took a step back to get more organised with a view of eventually applying for grants.

Willy Wilkins - Does insurance cover workers compensation?

Chair – No, it covers the site and Directors' liability only. I will further investigate whether our coverage extends to members of the public attending print seminars or workshops.

Denis Cahill – Can we hire someone to apply for grants on our behalf and pay percentage?

Chair – this is probably not prudent at this stage as it further complicates annual CRA reporting.

A motion to accept the 2018 Financial Report as read was moved by Willy Wilkins, seconded by Nick Howard. Motion carried.

Museum Season Thus Far – Updates from the NPC Team:

Melissa Bottomley, Manager of Queenston Heritage Properties advises up to date visitor numbers are as follows:

2018 total numbers =	929
2019 year to date =	1068

Museum is almost at the stage where they need to consider changing tour times to better suit guests, since the WeGo bus now stops at Laura Secord House.

Information panels are up on the main floor but are not bilingual as yet.

Accessibility has posed a problem this year. Had a student in a wheelchair. Staff were able to take press to the parking lot so the student could still have the experience. Anyone have any ideas to make the building more accessible?

John Hunt – Can we take out the steps behind the building, put in a ramp down to the rear door? Might be simplest way. Alternatives are lifts, but there's nowhere to put one or bigger ramps in the main steps.

Jasmine Fisher, Site Supervisor

Following the meeting earlier in the year, we had hoped to get a schedule together to reorganise and curate the museum back to former standards. She advises she has been working from the bottom up.

Jasmine met with former site Supervisor Kaitlin Cain and confirmed that she had done an inventory rather than an accession register. Since then, Jasmine has been going through each type case to match with inventory register. If it doesn't match, she redoes the inventory before doing proof prints. She then completes official museum standard paperwork. The next step is to photograph type and complete condition reports, then to move on to the presses. After that, she will tackle the archival collection in NPC office closet, which hasn't yet been accessioned or organised. Nothing currently labelled.

Chairman Ron stated that his original time frame was too optimistic and asked if she has an idea when this might be completed by? Is it realistic to say year-end is a good target?

Jasmine Fisher - can get a lot done in November and will get the students to help with the proof prints in the meantime. She will also get students to help move the library so that we can curate artifacts. Books need to be put back in catalogue order, as per Kaitlin's original work. Also need to sort through artefacts so that we can ascertain where they best belong. Jasmine, John Hunt and Ron Schroder to sit down at some point to go through it and decide what gets kept.

Jasmine Fisher – Storage of archival materials in the large film storage cabinet will need acid free tissue etc. for proper storage.

Marvyn Rivett – What is the difference between inventory and accession?

Jasmine Fisher – An inventory is just description, dimensions and location, where as an accession register is more detailed; it includes the same information as an inventory, plus everything you know about object; materials, provenance, etc.

Jasmine Fisher confirmed that she is going by Kaitlin's 2015 numbers as anything from 2000 to 2014 seems to no longer be relevant.

Jim Hill - Superintendent of Heritage Resources

Not a lot has changed since October other than a new chair and CEO.

It is looking like another busy year, already at the same numbers as total from last year.

The Printery still isn't a stop for the WeGo due to people in the village not keen on busses in Queenston St, thus still a problem for Printery.

Accessibility is also becoming mandatory. The Laura Secord homestead does provide it, including an accessible washroom.

Chair suggests that NPC guests are welcome to leave if they wish but are welcome to stay.

Chairman's Goals:

Last year set four goals:

- Curation
- Finishing workshop
- New members
- Running seminars

Chair requests everyone refer to the document prepared by *Secretary Louise*, which contains a lot of the things the group still has to think about. He went on to say that we're at a critical stage, having evolved from previous members, generally older print industry veterans, versus to the more diverse group we have now. We must think about the preservation of not only the physical items, but also of the skills some of our members have - ultimately these are the most important things to keep the collection alive for future generations.

We will support *Site Supervisor Jasmine's* every effort to complete her mandate by the end of the year.

We've been working diligently to get the workshop in working order; getting it organised and deciding what will be used and who will maintain. 120 different drawers to be sorted in the workshop, Member Carl White has assisted getting the bunker in great order and Webmaster Marvyn Rivett has been sorting through the items left to work out what is still of use. However, the Print Group workshop is a secondary product as the NPC is our primary customer.

Second priority is recruiting new members - we have five new ones in the last year, with a diverse set of abilities to bring to the group.

We are almost at the stage of getting ready to host seminars, with a view of this being a primary contributor to the recruitment of new members. We are hoping to draw on artists, printmakers and crafters.

Memberships should coincide with calendar year, matching our fiscal year. Previously it was seasonal. We also need to make sure than as soon as a member has paid, they get a card, as a couple of members have been refused unpaid entry to the museum.

Willy Wilkins - How many members do we actually have?

Marvyn Rivett - Currently we have around 20 paid members.

Chair - A lot of members aren't active which leads into another key point in the document; we need to reassess active and inactive members. There is a place for both and we should consider two tiers; Supporting Members & Participating Members. This will likely change 2020 when the current board had finished their duration.

Denis Cahill - NAC has the same sort of structure.

Carl White - We are not yet in a position where the workshop is a useable space for members. When completed we can offer different rates for different member types, with the fees dictating what a member has access to, such as paper and ink supplies.

Chair - We are aiming to run a Introduction to the Printery course in October 2019, the goal of which is to (re)orientate members with the facility, highlight what equipment they can use, go over all workroom and building policies, etc.

Willy Wilkins – If we could just go back to the number of members for a moment. We have 20 members, all volunteers and approximately 12 board members, with some six executive directors; this seems a little heavy and should be evaluated. One day from a volunteer is worth more than \$20 membership.

Chair – We agree, however how do we tell them goodbye? A lot of current board members have been members for many years, and although not necessarily contributing they have been supportive. It would appear Sarah Young may be taking a step back once this last year of directorship is up, whereas, someone like George Henry, who can run the Linotype usually participates at the Marshville event.

Willy Wilkins - He doesn't have to be board member to run the linotype and impart knowledge to the other members.

Secretary Louise - If we're going to reorganise memberships, we should be reorganising directorships too.

When Ron Schroder took over as Chairman five years ago, he was very much inheriting a mess and it has taken up a lot of his time to get us to the point we're at today. At this time, he would like to consider off loading some duties to some of the newer members, ensuring that each Executive Committee Member has someone who can be their back up, should they be indisposed.

How many people do we have on the list who are former members? We should consider sending them a friendly reminder to pay their membership fees and then remove them if we get no response.

Marvyn Rivett – There are 60 people on the list.

Carl White – Is there an option to renew and pay online?

Marvyn Rivett – Not yet. There are big security issues with doing it online. Use a parallel system for payments. Lot of extra work, treasurer and admin need to be involved in that aspect of it. With Blogs and Galleries, we are now keeping a better record of things the group is involved in.

Secretary Louise – It isn't difficult to do and there are lots of parallel payment systems supported by website hosts that we could consider using. A lot of members aren't local and in today's world, less and less people are using cheques. IF we can't pay online, we should look into e-transfers for payments.

Nick Howard – Talking to Frank Romano, who runs a Boston printing museum, they're lucky as they have a lot of ex printers who run their programmes. If you develop more programmes within the museum, for kids and public, they will be a big draw.

Carl White – Social media is a great place to see what other print groups are doing for events etc. You almost have to tie it in with something else to attract younger and different crowds such as visiting a local Brewery and printing coasters. I have made a start on social media, and Louise knows better than me that you have to keep things going and keep things changing on a daily basis in order to get the most out of it.

The moment you bring print to life, paper flying, it entices people more. Need to create products that attract people to us.

Chair – Carl and Louise have a good grasp on social media and technologies. This is a highly important component that we will leave to them. Do we have Facebook and Instagram accounts set up?

Carl White – We have Instagram but not Facebook at this point. Instagram tends to be quicker to get some followers right off the bat. Next stop is Facebook to connect with some print groups.

John Hunt– Before previous Chairman departed, John had spent a lot of time with Mark Barber running through how they did things. Ron might still have a copy, we can look at.

Nick Howard suggests it would be worth visiting some other printing locations to see what they are offering.

Future facility use:

We have to consider who will administer use of facility and what seminars will we be doing? In the notes there are some things that need to be considered in regard to the workshop. Great ideas needing to be implemented and should be finalised before the end of the year. Procedures need to be in place. Chair Ron asks Director Art Seto how does Ryerson administer labs for their students?

Art Seto – Richmond Hill Book Arts Guild is probably more comparable. As a member you get a box space to store your items– the club doesn't provide members with paper, but some members solicit donations for paper and ink to the guild. Membership there is more geared to letterpress and they use the basement of the chamber of commerce space. They used to be the largest contributor to the Wayzgoose Anthology. Issues with the landlord has resulted in the guild potentially folding. They also encountered issues with needing additional screening for members with youth courses.

Structure – first year is free and they have monthly socials/potluck. Majority of activity is Christmas cards, wayzgoose printing, wedding stationery and there are only two keys so members would have to figure out their own schedule. A proportion of sold items goes back to the organisation; around 15% commission. Membership is \$100 a year after the first year. 50% if you're what they class as a part time member.

Ryerson is different. The course only runs once in four semesters, the other three he voluntarily runs a workshop. School provides ink and paper, along with a lot of storage space. Students do apply for individual grants from the university for student groups, so that they can do workshops at other locations.

Canadian Book Binders Guild – student, retiree membership rates, general membership is \$60 ish a year and they have 1000 members across the country and different chapters in provinces, receiving grants etc.

Chair – Please refer to Training and Future seminars on the last page of notes. We have former educators as members, and on board who have a wealth of knowledge and can teach. Hoping these members will help put together a series of seminars to appeal to a broad spectrum of customers.

Nick Howard– We should also be considering who teaches these programmes; sometimes those who think they know the industry the best, are not necessarily going to be the best ones to teach this as a craft to the public.

Varying experience levels will mean we have to run courses starting with the very basics, then evolve them to a level where participants are competent, do not damage the equipment or hurt

themselves. Typesetting and pressmanship are the two key areas of training, especially for members, but for those doing a one-off course they just need to be shown enough to walk away with a finished product. Duration of courses need to be considered, based on the type of class being offered.

Chair asks Webmaster Marvyn if he is at the point where he can get some material together for some seminars?

Marvyn Rivett - We're looking at a few different aspects similar to my print group in Florida. The Parkway Artists Guild is interested in using our facilities. I would like to highlight the following points touched on in the notes here. Studio times, key holders need to be there, open studio times are published in advance. You can pay by the month, or by session. Ink is included in fees, but paper isn't covered. You can purchase some paper and materials from there. The learning social factor is good too.

New Business:

Nick Howard- Is it worth taking everything out the back bunker and placing it in a storage can? Last time I was in there it was a mess.

Carl White - Long term for bunker is going to be part of the workshop, be it overflow space or restoration space. Large donations now will become additional workshop supplies or sold for income. However, at some point the donations will dwindle and we won't have that source of income anymore. There's not as much stuff out there anymore.

Secretary Louise - The printmakers cooperative I was a member of back home used to have a couple of members who ran courses, but they would also have visiting artists and printmakers who would run courses; all of them would take a percentage of the course fee by way of payment. The fees varied depending on the course and if any specialised materials needed to be provided.

Marvyn Rivett - We should consider a pay scale.

Carl White - Given we are likely running courses in the off season, we have to address that snow and ice becoming a hurdle in the winter. Who is going to pay for the maintenance of the pathways during the winter months? Is this something NPC can help with? Or is there room in the budget to contract someone to do this? It was dangerous outside the bunker due to leaking eaves troughs.

Jim Hill - We have raised some maintenance issues for you, however with all the renovations going on and being in full tourist season, unfortunately the Printery isn't high on the list and we kept getting bumped for issues at high traffic locations.

Denis Cahill - Can we expense anything so that some of our members can attend some other guilds for research purposes? We could send Louise and Carl.

Chair - Yes, this could be good.

Chair Ron suggests that everyone review all the notes put together by Secretary Louise, along with minutes from today's meeting and previous AGM. Any further comments and concerns should be emailed to the Chairman's attention and the Executive Committee will meet to further discuss points raised.

A motion to adjourn was moved by John Hunt, seconded by Marvyn Rivett. Motion carried.