



Jasper Yellowhead Historical Society  
Annual General Meeting Agenda

7 PM

April 19<sup>th</sup>, 2016

- 1) Call to Order
- 2) Approval of Agenda
- 3) Approval of AGM Minutes April 7<sup>th</sup>, 2015
- 4) Reports
  - 4.1 President's Report
  - 4.2 Treasurer's Report
  - 4.3 Museum Manager's Report
  - 4.4 Staff Reports – Collections, Archives, Exhibits
- 5) Business Arising from the Minutes
  - 5.1 Election of Directors/Officers  
Ex Officio Directors of the Board confirmed
  - 5.2 Appointment of Auditors
  - 5.3 Membership Fees
- 6) New Business
  - 6.1 Special Resolution: Adoption of Revised Bylaws
  - 6.2 Awards
  - 6.3 Adjournment

Special Presentation: Rod Wallace ~ Amigos on the Trail



Jasper Yellowhead Historical Society  
Annual General Meeting Minutes

April 7, 2015

1) Call to Order

Meeting called to order by President H. Robinson - 7:00 PM

2) Approval of Agenda – Joe Couture / Mike Cameron - **Carried**

3) Approval of AGM Minutes April 15, 2014 - Joe Couture/Glenda Cornforth - **Carried**

4) Reports

4.1 President's Report (H. Robinson) – Slide presentation & Report – (As submitted)

4.2 Treasurer's Report (S. MacQueen) – Due to that the Financial Report is not complete and time is still needed to review the report by the Financial Committee.

Motion – to postpone accepting the treasure's report until April 21, 2015 – Joe Couture / Glenda Cornforth – **Carried.**

4.3 Museum Manager's Report (As submitted)

4.4 Staff Reports (As submitted)

Motion to accept the reports (other than Treasurer's Report) – John Ogilvy/Mike Cameron - **Carried.**

5) Business Arising from the Minutes

5.1 Election of Officers (Mike Westbrook)

Slate presented:

Herb Robinson – President (acclamation)  
Mike Cameron - Vice President (acclamation)  
Warren Waxer – Treasurer (acclamation)  
Anna Marie Couture – Secretary (acclamation)  
Joe Couture – Historian (acclamation)  
Wayne Kennedy – Director (elected)  
Tracy Maple –Director (elected)  
Twila Paterson – Director (elected)  
Jack Templeton – Director (elected)

Thank you to Trish Brewster & Mike Wasuita for letting their names stand.

Mike Wesbrook/Mike Cameron to accept the slate as presented and elected.  
**Carried**

Kevin Gedling - Jasper National Park Liaison  
Vonna Arsenault - Municipality of Jasper Liaison

5.2 Appointment of Auditor - Joe Couture & Tracy Maple volunteered to review the books for 2015.

5.3 Membership Fees.

Motion - to leave membership fees as they are for 2015 – Shelley McQueen /Twila Paterson. **Carried.**

6) New Business

6.1 Notice of Special Resolution: Addition to Bylaws Add 13.2

Should the JYHS dissolve, any left over funds earned from AGLC Casino, after all outstanding bills are paid, are to become the property of the Municipality of Jasper, or its successors, which will then donate to a community charitable cause.

Motion – Anna Marie Couture / Mike Cameron – **Carried**

6.1 Awards

- Braniac Award – Anna Marie Couture & purchasing of the hotdog cart
- Volunteer of the Year Award – Margret and Roger Maltby – for all the work they has done in regards to the garden, book nook, volunteering.

6.2 Adjournment - 8:30pm – Glenda Cornforth / Twila Paterson – **Carried**

Guest Speaker - Lucas Habib. Talk and slideshow about his assignment as Park Manager at Sirmilik National Park, Baffin Island, Nunavut.

### President's Report

Wow! Where did the time go again?! Into history, I guess, which is only appropriate for our organization.

We have experienced another interesting year, one with its full share of accomplishments and setbacks. The information presented during this meeting will certainly celebrate many accomplishments, and I urge each and every member – and guest – to truly celebrate. We need to never lose sight of our purpose, recognize that progress sometimes happens in little steps, and that regardless of setbacks, what our Society stands for, and what our Museum and Archives represent, are truly worth the effort.

A few observations about the past year.

1. We've done solid work to develop effective Policies and Procedures for both Personnel and Board. The completion of a Board Manual is far overdue, and is getting closer to fruition. Our Committee structure has been re-aligned to more appropriately reflect what needs to be done.
2. We're finally turning a corner regarding the way our finances are reported and understood. This has been a very distracting – though necessary process. It will allow greater confidence and attention to be devoted to approaching potential funders, and to ensure appropriate planning can occur.
3. We have undertaken a revision of our Bylaws, as evidenced by the Special Resolution, to better reflect the operations of the JYHS.
4. Our volunteers and staff continue to carry the organization on their shoulders. Do we show them our appreciation often enough? Do we look after our own health as an organization?
5. We have volunteer aprons that say, "Living in the Past, and Proud of it". Not that this is a slogan that represents our mandate, and it has its charm, but it raises an issue that we need to consider. Is there a way our organization can present a more contemporary approach through something along the lines of "Making History Everyday"? Do we need to consider "branding"? Revisiting our vision and/or mission?
6. On the "to do" list – review and consider revising the Museum website. Does it do or say what we need it to...?
7. Special thanks to two Committee Chairs who have supported our Board a great deal this year, due to the challenges their portfolios experienced – Warren Waxer, Finance Committee and Mike Cameron, Personnel Committee. Appreciation goes out to Wayne Kennedy as well, who has taken on the publishing of the Signal Newsletter, as well as all Board members who sit on Committees and carry out what are too often thankless or un-thanked tasks!

As a novel way to conclude this report, consider the following statements. They have been considered by the Board to become part of the overdue Strategic Plan that we are developing, and form part of what's known as a S.W.O.T.'s analysis. To what extent do they reflect your understanding of YOUR Society and its Museum and Archives? How can you see them informing where we need to go, and how to get there?

#### Strengths –

- a respected legacy of dedication and service on the part of volunteers and staff
- the independence and "citizen driven" direction possible due to the nature of our non-profit and charitable status as a stand-alone organization
- strong community support as evidenced by the highly successful "Raise the Roof" fundraising activity – when the need is great, the community steps up
- a Recognized Museum status earned through the internationally respected Alberta Museum Association (AMA), which guarantees high standards and policies and which allows access to grants and funding
- a growing awareness of truly being "the community's first choice" as regular themed gatherings and outings are seeing increased attendance and a large increase in the volume of artefacts and items being offered to our collection
- an absence of debt and a strong balance sheet
- a significant partnership with Parks' Canada, as both contracted curator of the Parks' Canada Collection as well as collaborator in programming and display activities

- recognition as a worthy recipient of significant support such as the recent Dr. Eric Mountjoy bequest of c. \$80 000.00 and the Canadian National Railway's donation of a sea container to provide much needed storage space.
- viewed as a highly credible and innovative partner as evidenced by an historic partnership with the Aseniwuche Winewak First nation, in conjunction with Parks Canada, for activities related to the recognition and reconciliation associated with displacement due to creation of the National Park
- recognition as a significant partner and participant with other organizations such as the Chamber of Commerce, Jasper Artist's Guild, the Right to Read Society and the Habitat for the Arts

#### Weaknesses –

- a persistent misconception that the Museum and Archives can – should - become self-sufficient or that the Historical Society has missed opportunities to re-locate the Museum and Archives and thereby increase the possibility of self-sufficiency
- related to the foregoing, failure to consistently or effectively educate stakeholders, particularly funders, about the value of a Museum and Archives and the need to consider financial support as a worthwhile investment rather than an expense.
- dependence on a volunteer Board to do essential groundwork for effectively supporting the sustainability of the Museum and Archives
- potential confusion as to the influence or role of the Board and what should be relegated to the Museum Manager and staff – and the degree of energy directed towards Historical Society activities vs. Museum and Archives activities.
- the need to direct so much energy towards fundraising that programming and other essential functions of the organization are neglected
- the current Museum and Archives building is in need of renovation or creation of additional space as our collection continues to grow and crowding becomes an even greater issue
- Staff salaries are not comparable to Alberta averages or even at the same level as Municipal employees, requiring a focus on maintaining operations exclusively rather than affording resources for planning, marketing or innovating for the future.
- Existing Vision, Mission and mandate may not effectively orient the organization to reflect contemporary attitudes and behaviours – digital, interactive world etc. – with respect to engaging a wider audience or younger demographic

#### Opportunities –

- The Historical Society's lease of the adjacent empty lot continues to offer the possibility of development that could enhance the sustainability of the organization
- Our location in a World Heritage National Park, and the current economic climate where domestic and international travel may be increased due to currency exchange rates should provide potential guests and customers.

- Society bylaws mandate membership in the Alberta Museum Association, the Archivist Association of Alberta and the Alberta Historical Society. These organizations provide resources to help support sustainability in terms of grants as well as governance and “best practices” materials and advice.

Threats –

- Reserve funds accumulated over years by the Historical Society are not being replenished as they are used to support Museum and Archives operations.
- Reduction of funding from grants and sponsors would jeopardize the sustainability of the Museum and Archives
- Cutting costs by reducing staff – eliminating “non-profit generating activities” such as accessioning artefacts – would call into question whether we are actually operating a Museum and Archives
- Effective succession planning and retention of staff are threatened due to relatively low salaries and wages
- Other attractive heritage options exist as competition and the Cultural Centre’s opening will add meeting space to the community inventory which may impact our rental income
- We compete for resources in a community with a high number of non-profit organizations per capita who also target residential and corporate donations

Any feedback would certainly be welcomed, and if you see yourself clear to joining in to help minimize the weaknesses and threats, and maximize the strengths and opportunities – well that would be most welcome indeed!

Herb Robinson

**2015**  
**Jasper Yellowhead Museum & Archives Manager’s Report**  
**19-Apr-16**

- Totals Admissions for 2015: 7884 Total Admissions for 2014: 7579
- Worked with Municipality of Jasper Wayfinding & Signage Focus group to improve signage and visibility for museum around town
- Aboriginal Recognition Project agreement finalized, sculptor contracted, design started, display case items started
- Welcomed Carla Slover as Exhibits & Design Coordinator

- Welcomed YCW Summer Student Ronit Barenboim: May through August—worked mostly with archives/collections and some exhibit development and gift shop
- Welcomed back Karen Byers as Gift Shop manager/Archives clerk
- Replaced museum alarm panel ~ \$4000.00
- Sea Container Storage area now usable after much after being moved into place, retrofitting (big thanks to John Oglivy, Ken Kuzminski & crew, Jasper Construction) and organization efforts from staff and numerous volunteers
- Applied for but did not receive AMA Personnel grant
- Attended AMA Annual conference
- Coordinated approximately 50 group tours and classroom visits from Jasper's schools
- Coordinated approximately 50 meeting room rentals
- Worked with staff and volunteers to provide historical outings and coffee hours relevant to the community
- 2015 and 2016 budget preparation
- Repairs and maintenance for the aging building remain a concern as does increased costs and financial constraints/uncertainty

*Thanks for all your hard work in 2015 and beyond and for coming out tonight!*

***Jasper Yellowhead Museum and Archives  
Collection Manager / Archive Clerk / Accession Report 2015  
Dee Dee Bartlett***

*- Over forty-five artifacts from the collections backlog were catalogued this year and added to the collections database.*

*- I hosted seven Coffee & History Hours this year with themes including local businesses, a proposed development at Patricia and Pyramid lakes, the Jasper Park Golf Course and Show 'N' Tell. The Coffee & History Hours continued to be very successful with more and more attendees. We took coffee on the road to Alpine Summit Lodge where I made a presentation*

*about movies made in Jasper. This was a good opportunity to connect with the residents.*

- I met with Dennis Minkensky. He donated his family's photograph albums and helped me host a coffee hour to showcase the material.*
- During the time we were without an Exhibits Co-coordinator I replaced the Dark Sky exhibit with a redo of Jasper Remembers Marilyn as per the exhibits schedule.*
- In February, we welcomed our new Exhibits Co-ordinator, Carla Slover, a great addition to the team. Over this year I have co-ordinated with her on exhibits, participated on the Exhibits Committee and provided training on the access of artifacts and archival material in the museum collection.*
- I organized and led several work bees throughout the year including organization of the CN storage container and the chocolate room storage, cleanup of the Bridgland and coffee rooms at the end of summer season and the loading bay following the Festival of Trees.*
- I also led the setup and cleanup for The Jasper Stories event.*
- I maintained and ordered museum office supplies.*
- I hosted the July mini-outing, "What's old and new on Main Street?" featuring the 300 Block of Connaught Drive*
- I met with Alex Fisher at the Fisher home on Patricia Street. He donated some of his family's belongings to the museum.*
- I assisted Carla with the preliminary research and then with the preparation of the Exhibits Designer and Coordinator grant application.*
- I helped host a visit from the Aseniwuche Winewak people of the Grande Cache area in anticipation of our upcoming joint project.*
- I helped coordinate the JYHS Fall outing at the Palisades with Mike Dillon from Parks Canada. It consisted of a PowerPoint presentation which was followed by a tour of the property led by Mike and myself. We served rhubarb cake made with heritage rhubarb from the museum garden. This plant originally came from the garden at the Palisades that was displaced during pipeline construction.*

### **Archives Clerk**

- Eight entries were added to the archives database and another seven updated. Over two hundred photographs were added to the photo database.*
- All of the oral history tapes have now been digitized and work has begun on the recordings of JYHS meetings. The historical society used to have a monthly meeting featuring speakers presenting on various aspects of the local history. This is another valuable resource that needs to be digitized.*
- Pat Bell continued to update our information files and helped with administrative filing and the archives library*

- Our summer student, Ronit Barenboin, helped with the backlog in the archives. She catalogued the Mike James Palisades collection and started on the Jasper Booster photograph collection.
- I attended an ASA workshop titled *Managing Electronic Records*. This workshop dealt with the development of policies and procedures regarding the acquisition, processing and preservation of electronic records. We are seeing more and more of this type of archival record and need to develop a policy to handle them. I talked to Andy about hiring a records management /archives student for the following summer to develop an electronics records management policy for the archives. He was looking into funding possibilities for this.
- Andy and I hosted a site visit from ASA representatives regarding disaster preparedness. I spent the afternoon answering questions and showing them the archive storage area. As a follow up from this visit we received a detailed report with suggestions to improve our archival storage. They also sent supplies both to complete these upgrades and for our disaster preparedness kits. (Well over \$3000).
- I updated the Disaster Plan throughout the year.
- I have been able to reduce my work week from five days a week to four with Karen taking over extra duties.
- I handled some research requests while Andy was away. Karen has now taken over this responsibility.
- JoAnn Black was volunteering in the archives but, due to scheduling conflicts, is no longer available.

### **Parks Canada**

- I continue to work with Mike Dillon to manage the Jasper National Park Collection. This included new additions to the collection such as maps, photos, Parks Canada reports, telemetry equipment and other artifacts. We also worked together on several photographs of the Swift's Homestead and the Milner Dairy area.
- Mike also brought in a segment of chain from a log boom that spanned the Athabasca River near the John Moberly homestead. This boom was thought to have been used to collect ties floated down river from the Whirlpool Tie Camp and pulled out using a Jackladder. Peter Murphy assisted Mike with the collection of this artifact.
- I also accompanied Mike Dillon and Val Delill to further explore a dump site where Val found a bone scrapper. While there, we found another scraper plus other interesting artifacts.
- Mike made arrangement with Parks Canada employees to upgrade the display mount for the tree carving on the front deck which was beginning to deteriorate.

- I gave Mike Eder from Parks Canada (who is mentoring under Mike Dillon) an introduction to the Parks Canada Collection we house at the museum.
- Mike Dillon and I met to discuss supplies needed for the care of the Parks Collection.
- JoAnn Black worked with Kevin Gelding to collaborate on the Facebook project promoting the Parks Canada Collection housed at the museum and the JYMA role in caring for it.
- Mike Dillon and I attended a site visit to the Palisades with Elaine Mellor who lived there as a child.

### **Accessioning**

Accessioning of material has once again been a big part of my collections management hours for this year. With Karen Byers back on the team, I have begun to transfer my accessioning responsibilities over to her. There were several donations of artifacts and archival material added to the museum collection this year. Some of the highlights included:

- Sandra Naffin – advertising banners for the Sky Tram
- Sandy Robinson – Peace Robinson photo album
- Eve Clark – her father's 1930 and 1931 tax returns
- Melinda Giebelhaus (Edna Weeks Estate) – Native baskets
- Ann and John Ogilvy – Canada flag signed by Canadian National Men's Ski team members
- Dennis Minkensky – Jasper High School yearbooks, family photo albums
- Sandra Birks – CNR children's menu
- Dave Yachyshen – Jasper Park Golf Club Constitution and By-laws, framed painting, F.A. Jackman trophy and other golf memorabilia.
- Joyce Butler – narrative on the history of the Jasper Jr/Sr High School Band Turkey Dinner
- Bob Dowling – Alberta 75 promotional material, House of Commons Debates 1963 and 1969 (Jasper content), photos of James Simpkins with Jasper the Bear and coloured slides of the Hakone visit 1972
- Mary Porter – chair from Fred Brewster's home, photo of the Daughters of England, Speros menu and Jasper Information Centre publications
- Alan Brady – b&w negatives of the Athabasca Hotel, Emperor Waltz, hockey teams and the Jasper Fire Hall
- Jane Ross – research material regarding the Coal Branch
- Joe Urie – "Klim" can

- *Diane Crayston – Girl Guide memorabilia*
- *Alex Fisher - Jasper Park Band uniform, three bowling trophies, dial telephone, Jasper Park Ski Club patch, backpack and boots*
- *Doreen Dyrnaes - glass eyes, eye irrigators and medicinal bottles*
- *Sheila Couture – Marmot Basin memorabilia, Jasper Home Accommodation Association’s records, Jasper souvenir coins and folder, 1970s knit dresses and all of Sheila’s historical research.*
- *Sherrill Brown – Pocahontas photos*
- *Mike Cameron – Modern Café menu*
- *Rob Olsen – weather vane from 120 Connaught Drive (used in the early days to record weather in Jasper)*

Jasper-Yellowhead Museum & Archives

2015 - Condensed Exhibits Reports

Compiled by Carla Slover

February 2015

- Started my position as the Exhibits Designer & Coordinator at the museum
- Tried to learn as much as possible as fast as possible
- Ordered Christmas trees for 2015 Festival of Trees
- Organized the upcoming Tristan Overy/Mountains & Monsters art show
- Worked on details for the Smythe exhibit

March 2015

- Worked with JAG to close their show
- Started work on components of the summer exhibit: the 75<sup>th</sup> anniversary of the Icefield Parkway and The 90<sup>th</sup> anniversary of the Jasper Park Lodge Golf Course
- Started to work on the golf exhibit with assistance from Bob Baxter, Brenda Dew and Dave Yachyshen
- Did Proserve training

April 2015

- Organized the Tristan Overy/Mountains & Monsters art exhibit evening opening event
- attended the Canadian Museum Association National Conference workshop entitled “IPOP Theory and Practice: Making Exhibitions for Everyone”

- visited Banff museums – Whyte, Banff Park Museum, Buffalo Nations
- worked on the coordination of the Frank Smythe exhibit arrival
- worked on the summer exhibit

### May 2015

- Helped with the Frank Smythe exhibit set up
- Organized the Frank Smythe exhibit evening opening event
- Worked on the summer exhibit with Dee Dee, Bob Baxter, Dave Yachyshen, Bob Milligan, Brenda Dew, Deke & Tekarra Colour Lab
- Attended a conflict resolution course
- Pulled together an offsite exhibit for Pine Bungalows

### June 2015

- Organized raffle of donated Sandy Robinson golf painting
- Installed the summer exhibit “Summers Past” with the help of Dee Dee and Ro
- Held the Summers Past (90<sup>th</sup> anniversary of the JPL golf course & the 75<sup>th</sup> anniversary of Icefield Parkway) exhibit opening reception
- Created an off -site display case for the Old Fire Hall

### July 2015

- Sold raffle tickets in the park on Canada Day
- Did a major train display revamp with Dee Dee and Burt Wade
- Created a Historical Geocache and a Then & Now display for Parks Day
- Worked the Parks Day booth

### August 2015

- Researched for a Mini Outing on the 90<sup>th</sup> anniversary of the Astoria Hotel
- Hosted the Mini Outing
- Finally tackled a whole lot of odds & ends

### September 2015

- The Marilyn Monroe exhibit ended and was dismantled
- The Cavell exhibit was set up
- Met with potential art exhibitors

- Sold raffle tickets at the fall fair
- Assisted on Duck Race day

### October 2015

- Worked on the staffing grant
- Set up and hosted the Cavell evening event
- Organized details for the war exhibit
- Started working on Festival of Trees
- Took part in the Fall Outing
- Worked on the 2016 exhibitor schedule

### November 2015

- Attended the Alberta Museum Association's Research Course
- Helped with Z.O.'s (Chris Dunlop's) war set up
- Dismantled the summer exhibit with Dee Dee
- Helped with the dismantling of the Frank Smythe exhibit
- Organized Festival of Trees with Anna Marie Couture and Dee Dee
- Set up Festival of Trees with Anna Marie Couture, Dee Dee, Karen, Val Delill, Nancy Best & Janice Yeaman

### December 2015

- Formalized the schedule for 2016
- Helped set up for Janis Yeaman & Wayne Kennedy who graciously hosted the Festival of Trees Wine & Cheese
- Organized the final bid countdown
- distributed purchased trees
- Helped with the set up of Jason Bartziokas' art exhibit

Note: Special thanks to Rieko Okazaki and Noriko Stevens for running the bar for all of the opening events, to Dee Dee who was my go to person and was always there to lend a helping hand and to Sheila Couture for continuously creating wonderful off site displays at the Activity Centre!