

## **DUNDAS COUNTY ARCHIVES**

### **MEETING – APRIL 30, 2018**

1. Present: Mayors Delegarde and Duncan, Clerks Brunt and McCaslin, Committee members: Larry Empey, Gerry Thompson, Darlene Fawcett, Brianne Scott, Lorraine Reoch and Susan Peters
2. Terms of Reference – The Committee were presented with the Terms of Reference as drafted by the Municipalities.
3. The group decided to approve Larry Empey as Chair, and Darlene Fawcett as Secretary
4. Susan Peters has been hired as the Consultant for archives
5. The following draft documents were provided to the Committee for approval at the next meeting:
  - a. Mandate & Mission Statement
  - b. Collection Development Policy & Procedures
  - c. Donation Agreement
  - d. Deed of Gift
6. Funding – Susan Peters will research possibilities for grants
7. Next Steps
  - a. M of Understanding with North Dundas – the two Councils will draft an agreement for partnership
  - b. Agreement with the St. Lawrence Medical Clinic – this is between South Dundas and the Clinic and will be finalized shortly
  - c. News release once both Councils have made their announcements
  - d. Katherine Wells to assist Susan with grant applications
  - e. Transfer of Lynn Cooke estate documents
8. UEL documents – perhaps the succession plan can be to keep the documents in Dundas County
  - a. Meet with the Executives of the UEL to understand their path going forward
9. Next Meeting
  - a. May 27 – UEL meeting
  - b. May 28 – Committee

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Submitted by: Brenda Brunt

Jo-Anne McCaslin