

**DUNDAS COUNTY ARCHIVES  
MEETING – Oct 10, 2018**

1. **Present** – Mayors Eric Duncan and Evonne Delegarde, Clerks Brenda Brunt and Jo-Anne McCaslin, Committee members: Larry Empey, Darlene Fawcett, Lorraine Reoch and Susan Peters. Brianne Scott sent her regrets.

Jo-Anne advised the committee of the passing of Jerry Thompson.

2. **Call to Order**

3. **Minutes of previous meeting.**

**Moved by Brenda Brunt/seconded by Jo-Anne McCaslin to accept the minutes. Carried.**

4. **Memorandum of Understanding for United Empire Loyalists**

- Lorraine will review the Memorandum of Understanding between the UEL and the Dundas Archives with her Board but does not foresee any problems with the document.

5. **Dundas County Archives Open House**

- Eric has prepped the invitation and media release. It will be forwarded to the committee later today. He will work on the sign and plaque.
- A "Dedication" for the Archives will be held Sunday, Nov 4<sup>th</sup> beginning at the Civic Center followed by guided tours of the Archives. A sign will be revealed at that time.
- The tours will be 10-15 minutes duration in groups of approximately 15 people
- Majority of the information will be set up at the Civic Center. Possibly setup a projector.
- Eric suggested we do something in Lynn's honour such as placing her name on the Research room or UEL room.
- A table will be setup with a list for people to provide their name and email address for donations of items and will be contacted later. It must be items related to Dundas County.
- A formal announcement will be made in the papers for the UEL once they are moved in.
- Chesterville Record announcement
- Advise once the space and documents are finalized, the public will be advised of the regular hours and opening date
- Could have displays of artifacts in the display cases at the Town Halls with a rotation of items.

- Duty roster for the 4<sup>th</sup> will be setup.
- Make certain Beth Morris receives an invitation.
- Coffee & punch will be provided for refreshments.

## **6. Other Business**

- Chesterville Historical Society may have items to donate to the Archives.
- Still looking for lockers. The ones at Maple Ridge were not suitable. Eric will contact North Dundas High School to see if they have any to dispose of.
- North Dundas High School also has Yearbooks to donate. Larry advised he has some of Seaway's as well to donate.
- Brenda is meeting with the Doctors today. Will send out an email to the Committee advising of a possible future date for the availability of the UEL rooms.
- Larry received a request from a gentleman about donating items – “are we interested”. Larry will get more detail on the items.

## **7. Charity Status**

- Discussion held on whether or not the Townships can provide a tax receipt if the Committee elected to submit an application to the 100 Men Group. It must be presented as a project in order to qualify. Susan will complete an application requesting funding for the Digitization of our documents and deadline date is the end of October. Event is Nov 2<sup>nd</sup>. We will also ask County Council for funding.

## **8. Next Meeting** - Wednesday, October 24, 2018, 9:00 a.m. Iroquois Civic Center.

## **9. Adjournment**

**Moved by Eric Duncan to adjourn meeting.**

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Larry Empey, CHAIR

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Darlene Fawcett, RC