



Society for the Preservation of Canada's Nuclear Heritage, Inc.

P.O. Box 441, Deep River
www.nuclearheritage.ca

2019 Annual General Meeting

W.B. Lewis Library, Deep River

Wednesday 2019 October 24

Directors Present: Michael Stephens (Chair / President), Jim Ungrin, Morgan Brown (Secretary), Don Barrington (Treasurer), Tom Alburger, Sourena Golesorkhi.

Note: In these minutes the "Society" refers to the *Society for the Preservation of Canada's Nuclear Heritage, Inc.* (SPCNHI). The "Board" refers to the Board of Directors of the SPCNHI.

1 Call to Order:

19:00

2 Quorum

By-Laws Section 3.04: Quorum is twice the number of elected directors (currently five) plus one additional member entitled to vote. Quorum achieved.

3 Declaration of Conflict of Interest

- Michael Stephens is the Chair of the *Deep River and District Community Foundation*.

4 Adoption of the Agenda

Motion AGM 19-10-01: That the Membership accepts the 2019 October 24 agenda.
Moved by B. Stephens, Seconded by B. Heinmiller
PASSED.

5 Review of Minutes of 2018 Annual General Meeting

Copies of the draft 2018 AGM minutes had been sent to the membership electronically, and were available at the 2019 AGM. There were no comments or corrections to the 2018 AGM minutes.

Motion AGM 18-10-02: That the Membership accepts the 2018 October 10 Annual General Meeting minutes.
Proposed by M.J. Brown, Seconded by B. White.
PASSED.

6 President's Report (Michael Stephens)

M. Stephens noted that Deep River has a strategic plan available – it recognizes the scientific basis of the town, although the only current public recognition is the two highway signs stating that Deep River is the "Home of Canada's Nuclear Pioneers".

M. Stephens gave a presentation:

- Purpose of the Society is:
 - To collect, archive, preserve, and protect artifacts related to Canada's nuclear research and development history, and
 - To carry out activities ancillary and incidental to the attainment of the above charitable purpose.
- Stakeholders include North Renfrew residents, school children, visitors, researchers, commercial and not-for-profit nuclear organizations.

- April 1988: report commissioned by the Town of Deep River suggested a nuclear museum / innovation centre should be developed. J. Ungrin asked if anyone had a copy of this consultant's report, because the town of Deep River does not.
- Potential Society timeline (from Society Five-year Plan):
 - 2018 – working virtual museum, substantial catalogued collection of artifacts, books and documents, availability of continuing financing and staffing known, feasibility evaluated of creating and operating a permanent museum, Business Plan complete. Contingency plan in place in case long-term plan is not achievable
 - Mid-2019 - permanent building decided, plans in place to move (if necessary) by end of year, contingency plan executed if permanent museum found not possible
 - 2019 – operations established in permanent building, visits begin
 - 2020 – sustainable routine operations well-established, regular education activities begin
 - 2021 – innovations introduced (e.g., video showings, online presentations)
 - 2022 – museum fully operational and sustainable
- Progress:
 - Articles of Incorporation & By-Laws, incorporated federally, charitable status, liability insurance
 - Leasing AECL's 51 Poplar St. as interim storage facility, maintained by CNL. Collected sufficient furniture, storage cabinets, purchased computer and security system
 - Produced five-year Strategic Plan and five-year Business Plan
 - Issued nine procedures for managing artifacts and books
 - Collected 750+ artifacts, 400+ books, 20+ m of documents
 - Established website (nuclearheritage.ca), virtual museum, issued three newsletters, articles in *North Renfrew Times* and *Voyageur*
 - Signed formal donation and loan agreements with AECL and CNL
 - Visited CRL twice to survey buildings to be decommissioned
 - Received advice from professional archivist, Canada Revenue Agency, Canadian Nuclear Safety Commission
 - Presentations to Deep River and Laurentian Hills town councils. Paper presented at 2019 annual conference of the Canadian Nuclear Society (a few copies were available at the Society AGM).

7 Archivist Report (Tom Alburger)

T. Alburger described the printed artifacts in the collection. The books are catalogued up to date, and there are many boxes and files of documents. 1028 records currently in the catalogue, including 760 books and 67 periodicals.

8 Treasurer's Report (Don Barrington)

- See Appendix 1
 - Bank Balance 2018 September 30 (pre 2018 AGM): \$2026.03
 - Bank Balance 2018 December 31: \$1,595.75
 - Bank Balance 2019 September 30 (pre-2019 AGM): \$2,475.60
 - Major income: \$3000 from Deep River & District Community Foundation; \$4,231.63 from memberships and donations.
 - Major expenses: Security system; Insurance; Computer & office; Memberships in Museum and Archive organizations; Hardware and hardware for 51 Poplar; Attendance at Canadian Nuclear Society conference.
 - 2019 Budget: \$6400 income; \$6500 expenses (Both dependent upon grants received)

- 2020 Preliminary Budget: \$6500 income; \$6750 expenses (dependent upon grants)

B. White asked whether we should include the lease, utilities and volunteer hours (all without cost to the Society) in the financial information. This could be a footnote to identify the apparently hidden costs and acknowledge the donors and corporations.

9 Annual Membership Fee

The 2020 membership fee continues to be \$20 per annum as in 2019

10 Election of the Board of Directors

Current status of the Board of Directors:

- Michael Stephens (elected for 2 years in 2017)
- Morgan Brown (elected for 2 years in 2017)
- Allan Symons (elected for 2 years in 2017)
- Don Barrington (elected for 2 years in 2017)
- Dave Cox (appointed by the Board of Directors in 2019, requires election by the membership)
- Jim Ungrin (elected for 2 years in 2018)
- Sourena Golesorkhi (elected for 2 years in 2018)
- Tom Alburger (elected for 2 years in 2018)

M. Stephens, M. Brown, D. Barrington and A. Symons were willing to stand for re-election. D. Cox was willing to stand for election. No additional board candidates were nominated from the membership.

Motion AGM 18-10-03: That the Membership elect the slate of five candidates (M. Stephens, M. Brown, D. Barrington, A. Symons and D. Cox) for for a two-year term.

Proposed by J. Ungrin, Seconded by Blair Bromley.

PASSED.

11 Next Steps

President and Chair Michael Stephens gave a final presentation on the next steps for the Society:

- Publicize the Society to attract volunteers and donations
 - Deep River Craft Fair - November 2; Open House at 51 Poplar St. – Spring 2020
 - Upcoming Presentations: Rotary Club; Algonquin Chapter of Professional Engineers of Ontario; Deep River Town Council
- Finalize themes/storylines for museum:
 - Radiation Protection and Nuclear Safety
 - Radioisotopes
 - Basic Research
 - Canadian Reactors
 - Waste Management
 - The People and Their Communities
- Select a favoured location for a permanent museum
- Apply for grants from Deep River, Library and Archives Canada, ...

How the Membership can be involved:

- Cataloguing, researching, and writing the history of individual artifacts
- Cleaning up, repairing, and organizing artifacts for display
- Preparing library displays
- Minor building maintenance

- Assisting with running our website
- Helping write articles and newsletters
- Investigating options for a permanent home
- Prepare grant requests and reports, and contact potential funders/sponsors to put sustainable funding in place
- Deep River town council is applying for a grant to build a community centre and recreation centre – is there a role for the Society?

The successful creation and operation of a museum needs the support of area residents

12 Questions and Comments from the Membership

- B. Bromley: Has the Society contacted Phil Kompass (CNL Communications) with respect to gaining access to the CNL / AECL alumni list?
- S. Golesorkhoi: We cannot get the list, but could request CNL to distribute announcements/newsletters.
- J. Ungrin Dave Cox is working to get CNL VPs together to discuss the Society and its aims to establish a museum. Also, there have been delays in getting permission to reproduce old photographs from AECL/CNL (copyright is not a problem, but intellectual property could pose problems).

13 Adjournment

B. Bromley moved adjournment.

14 Post-Meeting Additional Material

Following the adjournment of the business meeting and a break, J. Ungrin presented a number of slides highlighting additions to the collection.

15 Motions

- Motion AGM 19-10-01:** That the Membership accepts the 2019 October 24 agenda.
- Motion AGM 19-10-02:** That the Membership accepts the 2018 October 10 AGM minutes.
- Motion AGM 19-10-03:** That the Membership elect the slate of five candidates (M. Stephens, M. Brown, D. Barrington, A. Symons and D. Cox) for for a two-year term. .

16 List of Appendices

- 1) Treasurer Financial Report (2018 September 30 to 2019 September 30)

Minutes recorded and written by M.J. Brown.

Appendix 1:

Society for the Preservation of Canada's Nuclear Heritage

2018 September 30 to 2019 September 30

Revenue and Expenses in 2018

BANK BALANCE, September 30, 2018 2,026.03

REVENUE

Deep River & District Community Foundation	3,000.00
Cash Donations	2,119.83
Memberships	<u>300.00</u>
TOTAL	5,419.83

EXPENSES

Security System.....	2,875.50
Liability Insurance	1,657.80
Meeting Room Rental	50.00
Office Supplies	1,104.31
Bank Maintenance Fees	7.50
Museum Society Memberships.....	135.00
Canada Revenue Agency Charges	<u>20.00</u>
TOTAL	5,850.11

BANK BALANCE, December 31, 2018 1,595.75

Revenue and Expenses in 2019

January to September, 2019 Financial Information

REVENUE

Memberships	580.00
Donations	<u>1231.80</u>
TOTAL	1,811.80

EXPENSES

Museum Network Memberships	185.00
Canadian Nuclear Society Annual Conference.....	550.00
Bank Maintenance Fees	22.50
Building Materials	115.96
Office Supplies	<u>58.49</u>
TOTAL	931.95

BANK BALANCE, September 30, 2019 2,475.60

Budget for 2019

Revenues	
Memberships	900
Donations	2,500
Grants	3,000
Total revenue	6,400
Expenses	
Office and building supplies	1,500
Projects	3,000
Memberships - museum associations	200
Insurance (General Commercial Liability)	1,700
Miscellaneous	100
Total expenses	6,500
Surplus (Deficit)	(100)

Budget for 2020 (Preliminary)

Revenues	
Memberships	1,000
Donations	2,500
Grants	3,000
Total revenue	6,500
Expenses	
Office and building supplies	1,600
Projects	3,000
Memberships - museum associations	250
Insurance (General Commercial Liability)	1,800
Miscellaneous	100
Total expenses	6,750
Surplus (Deficit)	(250)