



RECORDS COMMITTEE MEETING #47

Tuesday, December 9, 2008

DISPOSITION OF ITEMS

IN ATTENDANCE:

Jody Baltessen, Chairperson
Tom Nesmith, Citizen Member
Kerri Tymchuk, Solicitor
Scott Reid, Senior Records Manager

ABSENT:

Gerry Berkowski, Assistant Deputy City Clerk
Donna Woytowich, Auditor (Designate)
Richard Kachur, City Clerk
Marc Lemoine, Deputy City Clerk
Rod Sasaki, Citizen Member
Carrie Erickson, Corporate Finance

PREPARED BY:

Jody Baltessen

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Item No.	Subject / File	Disposition	Appropriate Action Required By
1.	Review of October 8, 2008 disposition	No changes.	
2.	Committee Membership	<p>J. Baltessen reported that terms for both Citizen Members of the Records Committee will expire at the end of this year. Applications for new Citizen Members were received via the City of Winnipeg website until the closing date of November 27, 2008. New members to the Records Committee will be confirmed at the Council meeting scheduled for December 17, 2008 and notification of members will occur after that date.</p> <p>Outgoing members Dr. Tom Nesmith, in attendance, was thanked for his commitment to the Records Committee. Thanks to be expressed to outgoing member Rod Sasaki.</p>	J. Baltessen
3.	Facility Updates	<p>J. Baltessen reported on both facilities: repairs to 311 Ross following the pipe break on August 12 are now complete and plans are underway to return boxes to the refurbished area. Supply and installation of the drapery surround for the art storage unit at 311 Ross was awarded and final measurements have been taken. Installation should be complete before year end. Also at 311 Ross, hanging of inventoried art work has commenced – well over 400 works were identified by the intern team. Preliminary plans are in place to move the oversized art works to the third floor.</p> <p>At 380 William Avenue, inventoried tax volumes/boxes are gradually being shelved on new shelving on the first floor mezz. Salvaged shelving from this area was redeployed to the third floor, following removal of plan file cabinets no longer in use by Archives (these went to PP&D for current plan storage). Both grant projects are underway (Heritage Grants Advisory Council and the Canadian Counsel on Archives).</p> <p>Progress on exterior work at 380 William Avenue is on schedule, backfilling may begin as early as the week of December 15. Washroom renovations are behind schedule.</p>	Information
4.	Annual Report for 2008	J. Baltessen advised that the annual report for 2008 will follow essentially the same format as the report for 2007 and that a draft will be submitted to committee members for review in January.	Information
5.	Work Planning for 2009	S. Reid reported on priorities for the Records Management program in 2009: further development of the RM/Archives IT plan; website revisions to enhance communication with Departmental partners; anticipated by-law revisions for late fall of 2009 in response to reorganization of civic departments and ongoing requests for by-law revisions from departments.	Information

		J. Baltessen reported on priorities for the Archival program: staff will explore grant opportunities to further work on the control and preservation of core archival collections; enhancement of website and refresh of exhibit space in the Council Building; undertake appraisal with funding from PP&D.	
6.	Other Business	<p>Dr. Nesmith asked about status of Artist-in-Residence project. J. Baltessen reported that a distribution contract with the Winnipeg Film Group (WFG) has been confirmed by artist Paula Kelly. The Winnipeg Arts Council has completed design work for the webpage and DVD cover. Film duplicates on DVD will be prepared for distribution by the WFG and the film will be posted to the Archives webpage.</p> <p>Dr. Nesmith asked for an update on the Hummingbird project.</p>	<p>Information</p> <p>G. Berkowski</p>
	Next Meeting	Meeting adjourned at 10:45 am. Next meeting at call of the chair.	J. Baltessen