

Powell River Historical Museum & Archives Association

Name Change Process

1	Publish Press Release #1: <i>Museum Considers Name Adjustment</i> .	August 2021
2	Respond to letter of support and interest from Tla'amin First Nation accepting their request for membership on the Board.	September 2021
3	Pass a motion to express the commitment of the Board of Directors to engage in a name change process encompassing the intentions set out in the Press Release #1.	October 2021
4	Create and issue media package to notify the public, key stakeholders, members and First Nations that the Board has passed a motion in October to move forward with name change process. Message will also invite comments and input about a name or the process. Media package will include: 1) Press Release #2 2) Ad Template 3) Media Talking Points 4) Letter to Tla'amin, shíshálh, Klahoose, Homalco, and K'ómoks First Nations 5) Postings on Museum website and social media pages.	November & December 2021 with distribution in January 2022
5	Link with other museums and museum associations to gather information about name change processes elsewhere.	Ongoing
6	Compile a PRHMAA membership contact list and keep current.	Ongoing
7	Keep a record of all members, funders, key stakeholders and media outlets contacted along with copies of all related communications (ads, backgrounder, flyers, online notices, letters and comments received etc.)	Ongoing
8	Promote PRHMAA memberships through regular programming, notices on-line, posters/handouts and media releases.	Ongoing
9	After review of all input from the region, the Board will choose, by ordinary resolution at a regular Board Meeting, a new name to bring forward for a vote of the membership at the next AGM or Special Meeting.	February 2022
10	Clarify with the BC Registry that there is no conflict with the preferred new name and apply to have the name held.	February 2022
11	Create and issue media package that includes: 1) Press Release #3 2) Special Resolution and Notice of the AGM or Special Meeting to Museum members and the public 3) Letter to Tla'amin, shíshálh, Klahoose, Homalco, and K'ómoks First Nations 4) Invitation to the public to become Museum members 5) Postings on Museum website and social media pages.	March 2022
12	Vote on A Special Resolution to change the name at the next AGM or Special Meeting.	March 31st 2022
13	Create and issue Press Release #4 advising membership and public of the outcome (the vote) at the next AGM or Special Meeting. If the Special Resolution is passed, proceed with Steps 14-20.	May 2022
14	Register new name with the BC Registry (gov't of BC).	May 2022
15	Register new name with the Canada Revenue Agency.	May 2022
16	Review bids and designs for new logo and new external signs.	Ongoing
17	Agree on logo and external signage designs and purchase by ordinary resolution at a regular Board Meeting.	Ongoing
18	Incorporate new name and logo into all external Museum communication formats.	Ongoing
19	Ensure proper installation of new exterior signs through consultation with the City of Powell River.	Ongoing
20	Hold Special Public Event to launch new name and new signage.	TBA