

ELMAN W. CAMPBELL MUSEUM

Board of Management

Thursday April 18, 7:30pm

1. Call to order
2. Regrets:
3. Roundtable of introductions
4. Appointment of Chair and Vice-chair
5. Orientation Session
6. Minutes September 21, 2018
7. Business arising from the Minutes:
 - 5.1 Non museum programs/security issues – keep on agenda to monitor
 - 5.2 Fire Hall Proposal, Master Plan
 - 5.3 Front Lawn Sign
 - 5.4 C.P.T.E.D. (Crime prevention through environment design) – updates
 - 5.5 Dishwasher, Installation/plumbing updates
8. Correspondence and Communications
9. Financial Report
10. Museum Report
11. Friends of the Museum Report
12. New Business:
 - 10.1 Mike Mayes email re: convert the Museum Trust Fund into a Reserve Fund? There would be the same restrictions on expenditures but opportunities for more interest income.
13. Next Meeting: May 16, 7:30 p.m. at the Museum
14. Adjournment

**Minutes of Museum Board Meeting
September 21, 2018
7:35p.m.**

Present: Jackie Playter, Councillor Vegh, Ron Atkins, Ross Caister,
Beth Hart, Billie Locke, Lloyd Robertson
Regrets: Barbara Harras
Rec. Secretary: Whitney Broydell

1. Call to order:

The meeting was called to order at 7:30 p.m.

2. June 22, 2018 minutes:

Ron requested that his comments concerning health and safety issues be put back into the minutes.

Motion to adopt minutes, reflecting Ron's comments, by Ron Atkins, seconded by Billie Locke. Carried.

3. Business Arising:

3.1 Non museum programs/security issues:

- A request for the use of the room was made, not considered appropriate.
- Continue to monitor.

3.2 Fire Hall Proposal and Master Plan meeting:

- Beth - Laura said the Cultural Master Plan is being planned. The previous plan expired. All the parts of culture will be looked at. Hoping to take the Museum portion and expand it to be a Museum Strategic Plan.
- Continue to monitor.

3.3 Tom Vegh's campaign, group discussion:

- Tom's campaign is looking at the Old Town Hall as being used as an Artist Hub.
- Tom - no decision has been made and that no Art Hub decision has been made. The museum is bursting at the scenes and needs to be modernized. Would be great to have some options, if the Museum is willing to move off Main Street.
- Tom - the Library and the Senior's Meeting Place have been looking at Hollingsworth. If the Museum is willing to look at options, and if a new library is built, that space would be available. Need more space like the Old Town Hall with balls, receptions and more contemporary, flexible space and moveable walls.
- Cultural Master Plan - the museum will get extra attention.
- When visiting other museums, this museum is out classed with space, flexibility and hosting receptions in a culture environment.

- Group discussion that we have a great museum. We have a competing interest with the Fire Hall. Main Street does draw people. We can't take the Old Fire Hall, we don't have extra space to expand. People come here to look at displays.
- An archway could be built and use the Old Fire Hall for storage space.
- Go through the process, see what is involved and what works best.
- The Museum needs to expand.
- If stay on Main Street there is difficulty with parking and limited by space
- Need a place where people can be excited, see things and do things.
- No Museum priority was mentioned on Tom's flyer. You are on our board, you also have a relationship with artists.
- Tom – don't feel slighted because the museum is not mentioned in the flyer. I want to invest in the Museum, not this building.

Tom left meeting at 8:00 p.m.

3.4 Front Lawn Sign:

- Email from Laura that this is still in progress. There have been changes in Procurement and it is a bit of a process at the moment. As the trust fund from Campbell is intended for capital improvements for the museum, the funding would come from it. It would require approval of Council and I don't anticipate that would be a problem, only a formality as required the bund agreement.
- Council does not say yes or no to spending of money from the trust fund.
- Continue to monitor.

3.5 C.P.T.E.D. Report:

- The convex mirrors are being purchased.
- No recommendations from the report have been put into place.
- Ron provided copies of an article, Jail Time for Breaking Health and Safety Laws.
- The Joint Health and Safety Committee should be paying attention to us. You cannot have one person working alone. The Ministry of Labour and Government is not playing around. If they do nothing and something happens, they will double down on you.
- Supposed to do monthly inspections, Jason gives them a tour.
- What happens to the reports? It is a checklist. Beth used to receive a copy.
- The Town's working alone policy was posted but does not address the issue of someone working alone. If new person is taken away on other business, it increases exposure.
- We are not being treated as a Museum.
- Continue to monitor.

3.6 Dishwasher:

- Email from Scott Bond that we require an industrial dishwasher. This would cost approx. \$5,000.00-\$7,000.00
- We want a dishwasher for museum staff only, not public use.

- Andrea Cafissi is taking over for Scott Bond, let her know.

3.7 Volunteer Complaint Policy:

- Deferred to Beth's successor.

3.8 Replacement for Jim Nuttall:

- Is being worked on.

4. **Correspondence and Communication:**

- No correspondence.

5. **Financial Report: as of August 31, 2018**

	<i>Month end Balance</i>	<i>Monthly Interest</i>	<i>YTD Interest</i>
Museum Reserve	8,585.08	5.58	43.43
Conservation Reserve	11,734.03	7.63	59.37
Exhibit Reserve	9,269.25	6.03	46.17
Elman Campbell Trust	207,519.51	307.01	1,931.14
RBC Investment, GIC	60,042.41	176.75	1,675.25

Operating Budget as of:

- March 31, 2018 YTD Actual - \$35,628.76
- March 31, 2018 YTD Budget - \$37,256.00

Motion to accept Financial Report by Ross Caister, seconded by Billie Locke. Carried.

6. **Curator's Report and Recent Acquisitions:**

- Beth's position has been advertised internally. Only one applicant applied. It will be advertised externally. Laura is arranging for staff to be with Whitney.
- The job position is for a Cultural Programmer with same job descriptions.
- Ron - The legal documents, Agreement Between Elman Winton Campbell and the Town of Newmarket dated Nov. 10, 1988
 - Item 3.1 (d) The Museum shall have a full time curator.
- The Museum Board of Management should have a say.
- Jackie - Tom Vegh never mentioned the job description to the Board.
- Beth - It is consistent with other Museums and YDAMA sees it as a Trend. The term curator is becoming mis-used.
- Basic curator responsibilities will still be there.

- Jackie will follow up:
 - send a letter from the Museum Board requesting as a basic courtesy, to review the applicants.
 - call John Taylor to let people know it should be a Curator position.
 - Call Laura about the title change of Museum Curator.
- Passing of Ev Georgas, Founder of the Friends of the Museum. She held the first meeting in her house.
- There was discussion about insurance at the FOM meeting, with the result we loss volunteers for Rebel Heartland, and others refusing to help with other events.
- Laura is going to follow up with John Quinn.
- The volunteers could insure themselves under their home insurance.
- The Town needs to deal with this.
- Jackie will see if she has some volunteers to help with Rebel Heartland.
- Might be up to the Museum Board to get insurance for FOM
- Wait and see what Town says. Laura wants to arrange a meeting with the FOM and with John Quinn. Jackie wants to be at the meeting.
- Beth has made sure Laura understands that with the new person, there should not be an upheaval.

Motion to accept Curator's Report by Billie Locke, seconded by Lloyd Robertson. Carried.

Ross Caister left meeting at 8:50 p.m.

7. Friends of the Museum Report:

- Mother's Day Tea – great turn out, the event sold out.
- Going ahead with holding a garage sale year as we are overrun with donations that we do not want to hold onto for another 8 months.
- Garage Sale is Saturday, July 28.

8. New Business:

8.1 Mike Mayes is not able to be here.

8.2 Gift Shop Policy – the Museum Advisor at the Ministry is recommending a change to our Gift Shop Policy regarding the selling of historic items. Should be replaced by No Collection items to be sold through the gift shop.

Motion to amend Gift Shop Sales Policy by Lloyd Robertson, seconded by Ross Caister. Carried.

9. Next Meeting date: April 18, 7:30 p.m. at the Museum.

The meeting was adjourned on a motion by Billie Locke at 8:12 p.m.

Chair_____

