



# Town of Newmarket Agenda

## Elman W. Campbell Museum Board of Management

Date: Thursday, May 16, 2019  
Time: 7:30 PM  
Location: Elman W. Campbell Museum  
134 Main Street South  
Newmarket, ON

Pages

1. Call to order
2. Regrets
3. Additions & Corrections to the Agenda
4. Declarations of Pecuniary Interest
5. Approval of Minutes
  - 5.1 Elman W. Campbell Museum Board Meeting Minutes of April 18, 2019 1
6. Business arising from the Minutes
  - 6.1 Non museum programs/security issues
  - 6.2 Fire Hall Proposal, Master Plan
  - 6.3 Front Lawn Sign
  - 6.4 Dishwasher, Installation/plumbing updates
7. Correspondence and Communications
8. Items
  - 8.1 Museum Trust Fund

**Note:** Mike Mayes, Town Treasurer will be in attendance for this matter.

8.2 SpaceFile – Letter from the Board in order to release the funds

9. **Financial Report**
10. **Museum Report**
11. **Friends of the Museum Report**
12. **New Business**
13. **Next Meeting**
14. **Adjournment**



# Town of Newmarket

## Minutes

### Elman W. Campbell Museum Board of Management

Date: Thursday, April 18, 2019  
 Time: 7:30 PM  
 Location: Elman W. Campbell Museum  
 134 Main Street South  
 Newmarket, ON

Members Present: Councillor Morrison  
 Ron Atkins  
 Ross Caister  
 Norman Friend  
 Billie Locke  
 Kathleen Jackson  
 Jackie Playter

Members Absent: Michelle Clayton-Wood

Staff Present: W. Broydell, Curatorial Assistant  
 A. Walkom, Legislative Coordinator

1. **Call to Order**
2. **Regrets**
3. **Roundtable of Introductions**
4. **Appointment of Chair and Vice-Chair**

Moved by: Ross Caister

Seconded by: Billie Locke

1. That Jackie Playter be appointed as Chair of the Elman W. Campbell Museum Board of Management.

**Carried**

Moved by: Norman Friend

Seconded by: Ross Caister

1. That Billie Locke be appointed as Vice-Chair of the Elman W. Campbell Museum Board.

**Carried**

## **5. Orientation Session**

The Legislative Coordinator provided an orientation presentation concerning Town By-laws, meeting procedures and the Code of Conduct.

## **6. Approval of Minutes**

### **6.1 Elman W. Campbell Museum Board Meeting Minutes of September 21, 2018**

Moved by: Ron Atkins

Seconded by: Billie Locke

1. That the Elman W. Campbell Museum Board Meeting Minutes of September 21, 2018 be approved with corrections.

**Carried**

## **7. Business arising from the Minutes**

### **7.1 Non museum programs/security issues**

### **7.2 Fire Hall Proposal, Master Plan**

### **7.3 Front Lawn Sign**

A temporary A-frame sign has been requested.

### **7.4 C.P.T.E.D. (Crime prevention through environment design) – updates**

New convex mirrors have been installed as well as a crash bar on the side door.

### 7.5 Dishwasher, Installation/plumbing updates

## 8. Correspondence and Communications

Moved by: Billie Locke

Seconded by: Kathleen Jackson

1. That the correspondence be received.

**Carried**

### 8.1 Quote from Space File regarding Shelving

Whitney Broydell advised of the quote regarding storage shelving which would provide additional storage space for art work.

Moved by: Ross Caister

Seconded by: Ron Atkins

1. That the expenditure of \$1,925.20 for shelving be approved.

**Carried**

## 9. Financial Report

Jackie Playter provided a financial report and an overview of the budget to date in 2019.

Moved by: Ron Atkins

Seconded by: Norman Friend

1. That the financial report be received.

**Carried**

## 10. Museum Report

Whitney Broydell provided a curatorial report which included details of the future closing of the Museum in January 2020 to install new floors.

Moved by: Ron Atkins

Seconded by: Billie Locke

1. That the Museum Report be received.

**Carried**

## **11. Friends of the Museum Report**

Billie Locke provided an update on the recent and upcoming activities and events of the Friends of the Museum, including March Break activities, the D-Day exhibit, and Easter activities.

Moved by: Ross Caister

Seconded by: Ron Atkins

1. That the Friends of the Museum Report be received.

**Carried**

## **12. New Business**

(1) Ron Atkins advised members to review the by-laws regarding the Elman W. Campbell Museum.

(2) Ron Atkins advised of the recent news that the Clocktower building will be listed for sale.

## **13. Next Meeting**

The next meeting will be held May 16, 2019 at 7:30 p.m. at the Museum.

## **14. Adjournment**

The meeting was adjourned at 8:22 PM.

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Jackie Playter, Chair

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Date