



Town of Newmarket Agenda

Elman W. Campbell Museum Board of Management

Date: Thursday, June 20, 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 May 16, 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 Letter of Attestation regarding Annual Operating Grant for the Museum 5
 1. That the Elman W. Campbell Museum Board of Management endorse the Letter of Attestation and

authorize Jackie Playter, Chair, to sign the Letter of Attestation on behalf of the Board.

9. **Financial Report**
10. **Museum Report**
11. **Friends of the Museum Report**
12. **New Business**
13. **Next Meeting**
September 19, 2019
14. **Adjournment**



Town of Newmarket

Minutes

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

Members Present: Jackie Playter, Chair
 Councillor Morrison
 Ron Atkins
 Ross Caister
 Michelle Clayton-Wood
 Norman Friend
 Kathleen Jackson

Members Absent: Billie Locke

Staff Present: M, Mayes, Director, Financial Services / Treasurer
 W. Broydell, Curatorial Assistant
 A. Walkom, Legislative Coordinator

1. **Call to order**

The meeting was called to order at 7:00 PM.

2. **Regrets**

3. **Additions & Corrections to the Agenda**

Item 8.1: Museum Trust Fund was moved to the beginning of the agenda.

4. **Declarations of Pecuniary Interest**

There were no declarations of pecuniary interest.

5. **Approval of Minutes**

5.1 **Elman W. Campbell Museum Board Meeting Minutes of April 18, 2019**

Moved by: Kathleen Jackson

Seconded by: Ron Atkins

1. That the Elman W. Campbell Museum Board Meeting Minutes of April 18, 2019 be approved

Carried

6. Business arising from the Minutes

6.1 Non museum programs/security issues

None.

6.2 Fire Hall Proposal, Master Plan

None.

6.3 Front Lawn Sign

Jackie Playter advised that the front lawn sign should be installed by 2020.

6.4 Dishwasher, Installation/plumbing updates

The Curatorial Assistant advised that a request had been made to Facilities for the installation of the dishwasher.

7. Correspondence and Communications

The Curatorial Assistant circulated the periodicals which had been received by the Museum.

Moved by: Norman Friend

Seconded by: Ron Atkins

1. That the correspondence be received.

Carried

8. Items

8.1 Museum Trust Fund

The Town Treasurer provided the draft financial statements for the Museum. He advised that the Museum fund would be transferred to a reserve account which would yield better interest rates. He provided an overview of the fund, including the original donation which established the fund.

Moved by: Ross Caister

Seconded by: Ron Atkins

1. That the presentation by Mike Mayes regarding the Museum Fund be received.

Carried

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

The Curatorial Assistant advised that a letter approving the release of the funds would need to be signed by the Chair.

9. Financial Report

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

Moved by: Kathleen Jackson

Seconded by: Ross Caister

1. That the financial report be received.

Carried

10. Museum Report

The Curatorial Assistant provided a report which included recent recognition of Museum volunteers and details of upcoming events such as Indigenous Peoples Day.

Moved by: Michelle Clayton-Wood

Seconded by: Norman Friend

1. That the Museum Report be received.

Carried

11. Friends of the Museum Report

There was no report on this item.

12. New Business

(1) Ron Atkins advised members of his concerns regarding the by-laws and agreements which founded the Elman W. Campbell Museum. He also raised concerns regarding Health and Safety requirements for the Museum and Ontario legislative requirements for Museums.

13. Next Meeting

14. Adjournment

The meeting adjourned at 8:18 PM.

Jackie Playter, Chair

Date



Town of Newmarket
Elman W. Campbell Museum Board of Management
134 Main Street South,
Newmarket, Ontario, L3Y 3Y7

Email: museum@newmarket.ca | Phone: 905-953-5314

June 20, 2019
Community Museum Operating and Pay Equity Grants Program
Ministry of Tourism, Culture and Sport

Attention: Community Museum Operating and Pay Equity Grants Program Review Committee

To the Grants Evaluation Committee,

The Elman W. Campbell Museum has been owned by the Town of Newmarket and operated by the Elman W. Campbell Museum Board of Management since 1982. The Elman W. Campbell Museum is a non-profit, educational institution created for the purpose of collecting, preserving, researching, studying, exhibiting and interpreting artifacts related to the social, political and economic history of the Town of Newmarket and its environs from the time of the first settlers to thirty years before present, for the benefit of residents of the Town of Newmarket and visitors from outside the Town.

The Town of Newmarket is currently in the process of developing a new Cultural Masterplan for the municipality which will form the strategic foundation for the forthcoming Elman W. Campbell Museum Strategic Plan. The Cultural Masterplan will outline the short (1-3 years), medium (4-5 years), and long-term (6-10+ years) cultural goals of the municipality and will inform the creation of the subsequent Elman W. Campbell Museum Strategic Plan. The Elman W. Campbell Museum Strategic Plan will similarly outline the short, medium, and long-term plans of the museum and update the goals and objectives of the museum in relation to the Cultural Masterplan. The Museum's Strategic Plan will be approved by the Town of Newmarket Council and the Elman W. Campbell Museum Board of Management.

Please let this letter serve as an attestation from the Museum Board of Management to the development of an Elman W. Campbell Museum Strategic Plan with the target completion date of late 2020.

Regards,

Jackie Playter, Chair, Elman W. Campbell Museum Board of Management