



## Town of Newmarket

### Minutes

#### 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

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

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

**1. Call to order**

The meeting was called to order at 7:30 PM.

**2. Regrets**

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

Item 8.1: Letter of Attestation regarding Annual Operating Grant for the Museum was added to the agenda.

**4. Declarations of Pecuniary Interest**

None.

**5. Approval of Minutes**

**5.1 Elman W. Campbell Museum Board Meeting Minutes of May 16, 2019**

The minutes were corrected to show the meeting was called to order at 7:30 PM.

Moved by: Billie Locke

Seconded by: Kathleen Jackson

1. That the Elman W. Campbell Museum Board Meeting Minutes of May 16, 2019 be approved with corrections.

**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**

Moved by: Ross Caister

Seconded by: Billie Locke

1. That the cost of the front lawn sign be included with the 2020 budget request up to \$25,000; and,
2. That the Elman W. Campbell Museum Board of Management provide input into the design of the sign.

**Carried**

### **6.4 Dishwasher, Installation/plumbing updates**

The Curatorial Assistant advised that a commercial grade dishwasher would be required for the building and that the cost would be too great for the Museum.

## **7. Correspondence and Communications**

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

Moved by: Michelle Clayton-Wood

Seconded by: Ron Atkins

1. That the correspondence be received.

**Carried**

## **8. Items**

### **8.1 Letter of Attestation regarding Annual Operating Grant for the Museum**

Moved by: Billie Locke

Seconded by: Ross Caister

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.

**Carried**

## **9. Financial Report**

The Financial Report was not available at the time of the meeting.

## **10. Museum Report**

The Curatorial Assistant provided a report which included recent events and programming, including Victoria Day, Mothers Day and National Indigenous Peoples Day.

Moved by: Billie Locke

Seconded by: Kathleen Jackson

1. That the Museum Report be received.

**Carried**

**11. Friends of the Museum Report**

Billie Locke advised of the upcoming garage sale on August 17, 2019, which will require volunteers.

Moved by: Norman Friend

Seconded by: Ron Atkins

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

**Carried**

**12. New Business**

**12.1 Heritage Newmarket Report**

Norman Friend advised that at the recent meeting of Heritage Newmarket, the Committee had discussed ways to honour the life and accomplishments of Jim Nuttall. He asked if there was a way the Museum could honour Mr. Nuttall.

Moved by: Ross Caister

Seconded by: Billie Locke

1. That the Museum meeting room be named after James Nuttall.

**Carried**

**12.2 Museum By-laws and Agreements**

The Board discussed the by-laws and agreements related to the founding of the Museum. The Board discussed the age of the original by-law and if it needed to be updated or amended to reflect the current functioning of the Museum.

**12.3 Museum Trust Fund**

The Board continued the discussion from the May meeting regarding the Museum Trust Fund, specifically related to the calculation of the

Museum's remaining capital. The item was deferred to a future meeting for further discussion.

**13. Next Meeting**

The next meeting of the Elman W. Campbell Museum Board of Management will be held September 19, 2019.

**14. Adjournment**

The meeting adjourned at 8:33 PM.

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Jackie Playter, Chair

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Date