



# Town of Newmarket Agenda

## Elman W. Campbell Museum Board of Management

Date: Thursday, September 17, 2020  
Time: 7:30 PM  
Location: Electronic VIA ZOOM  
See How to Login Guide

### Pages

#### 1. Notice

At this time, the Elman W. Campbell Museum remains closed to the public.  
This meeting will be available VIA ZOOM Meeting at  
[newmarket.ca/meetings](https://newmarket.ca/meetings).

#### 2. Call to order

#### 3. Regrets

#### 4. Additions & Corrections to the Agenda

#### 5. Conflict of Interest Declarations

#### 6. Approval of Minutes

6.1 Elman W. Campbell Museum Board Meeting Minutes of February  
20, 2020

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#### 7. Business arising from the Minutes

#### 8. Correspondence and Communications

#### 9. Financial Report

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#### 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, February 20, 2020  
 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  
 Billie Locke  
 Kathleen Jackson

Members Absent: Norman Friend

Staff Present: D. Smith, Recreation Programmer  
 A. Walkom, Legislative Coordinator

#### **1. Call to order**

The meeting was called to order at 7:30 PM. Jackie Playter in the Chair.

#### **2. Regrets**

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

None.

#### **4. Declarations of Pecuniary Interest**

None.

#### **5. Approval of Minutes**

### **5.1 Elman W. Campbell Museum Board Meeting Minutes of January 16, 2020**

Moved by: Kathleen Jackson

Seconded by: Billie Locke

1. That the Elman W. Campbell Museum Board Meeting Minutes of January 16, 2020 be approved.

**Carried**

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

Ross Caister inquired as to the status of the Museum Front Lawn Sign. The Recreation Programmer advised that there were no updates on the status of the sign.

## **7. Correspondence and Communications**

The Recreation Programmer circulated the periodicals which had been received by the Museum. She advised that the museum had received the Community Museum Operating Grant.

Moved by: Billie Locke

Seconded by: Ross Caister

1. That the correspondence be received.

**Carried**

## **8. Items**

### **8.1 Visitor Policies**

The Recreation Programmer provided an overview of the Museum policies for visitors. Board members discussed the various aspects of the policies including required footwear, signage on paints and aerosols, and usage of cellphones. Members suggested minor amendments to the policies.

## **9. Financial Report**

The Recreation Programmer advised that there was no financial report as the Museum had been closed in January.

## **10. Museum Report**

The Recreation Programmer provided the Museum Report and advised that revenue and attendance were up significantly in 2019. She provided updates on upcoming events including March Break, VE day and May being Museum Month. She advised of the attendance for November 2019 as well as the December holiday events.

Moved by: Ron Atkins

Seconded by: Ross Caister

1. That the Museum Report be received.

**Carried**

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

Billie Locke advised that the Friends of the Museum volunteers had been working on setting up new displays after the painting in the Museum had been completed. She provided an update on the money raised by the gift shop and Christmas sale in 2019.

The Recreation Programmer advised that in 2019, thirty volunteers worked for over 4000 hours. She also advised that two volunteers would be retiring.

Moved by: Ross Caister

Seconded by: Kathleen Jackson

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

**Carried**

## **12. New Business**

(1) Winterfest - Board members discussed other events that the Museum could have a presence at, after the successful Museum booth at the Winterfest event.

(2) Jackie Playter thanked Kathleen Jackson for her time on the Board, as February 20, 2020 would be her last meeting as a member.

## **13. Next Meeting**

The next meeting was rescheduled to March 26, 2020 due to March Break.

**14. Adjournment**

The meeting adjourned at 8:15 PM.

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Jackie Playter, Chair

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Date

**MUSEUM RESERVE AND ELMAN CAMPBELL RESERVE ACCOUNTS**  
**As At Aug 31, 2020**

<b>Reserve./Trust Description</b>	<b>Balance @ Jan. 1</b>	<b>Monthly Interest</b>	<b>YTD Interest</b>	<b>Contributions</b>	<b>Expenditures</b>	<b>Month-End Balance</b>
Museum Reserve	289,071.29	78.44	1,120.83		-	290,192.12
Conservation Reserve	12,246.22	3.32	47.48	-	-	12,293.70
Exhibit Reserve	9,887.27	2.68	38.35	-	-	9,925.62
Elman Campbell Trust	-	-			-	-
RBC Investment - GIC	-	-			-	-
<b>Total</b>	<b>311,204.78</b>	<b>84.44</b>	<b>1,206.66</b>	<b>-</b>	<b>-</b>	<b>312,411.44</b>

<b>Details of Contributions</b>		<b>Museum Reserve</b>	<b>Conservation Reserve</b>	<b>Exhibit Reserve</b>	<b>Elman Campbell Trust</b>	<b>Total Contributions</b>
Friends of the Museum						-
Kirkfield & District						-
Various small donations (no receipt)						-
Ron Burling (re: Norman Burling)						-
						-
						-
<b>Total</b>		-	-	-	-	-

<b>Details of Expenditures</b>		<b>Museum Reserve</b>	<b>Conservation Reserve</b>	<b>Exhibit Reserve</b>	<b>Elman Campbell Trust</b>	<b>Total Expenditures</b>
						-
						-
						-
<b>Total</b>		-	-	-	-	-





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**Corp. of the Town of Newmarket**  
**Operating Results**  
**Museum**  
**For the Eight Months Ending August 31, 2020**

Description	Year To Date			Annual	
	Actual	Budget	Difference	Budget	Remaining Budget
73531 Museum - Programs					
REV Revenues					
7416 Museum Board Grant				(16,437.00)	(16,437.00)
7419 Other Grant				(53.00)	(53.00)
8229 Special Event Revenue	(75.00)	(3,334.00)	(3,259.00)	(5,000.00)	(4,925.00)
8241 Childrens' Programs	(144.00)	(2,427.00)	(2,283.00)	(3,641.00)	(3,497.00)
8242 Adults' Programs	(203.40)	(138.00)	65.40	(208.00)	(4.60)
REV Revenues	(422.40)	(5,899.00)	(5,476.60)	(25,339.00)	(24,916.60)
EXP Expenses					
4021 Regular Salaries & Wages		52,266.00	52,266.00	79,935.08	79,935.08
4025 Overtime		337.00	337.00	515.00	515.00
4031 Casual/Seasonal Wage	3,564.91	937.00	(2,627.91)	1,407.00	(2,157.91)
4035 Regular Part-Time Wage	29,426.95	22,431.00	(6,995.95)	34,306.20	4,879.25
4109 Direct Payroll Benefits	4,716.04	18,268.00	13,551.96	27,941.06	23,225.02
4216 Stationery & Office Supplies		500.00	500.00	750.00	750.00
4217 Photocopier Lease & Supplies	472.95	1,500.00	1,027.05	2,250.00	1,777.05
4269 Misc.	197.77	666.00	468.23	1,000.00	802.23
4286 Promotion Fund		1,552.00	1,552.00	2,329.00	2,329.00
4291 Museum Acquisitions		670.00	670.00	1,004.00	1,004.00
4292 Exhibit Expense	410.07	2,008.00	1,597.93	3,012.00	2,601.93
4293 Conservation Expense	1,831.80	1,366.00	(465.80)	2,048.00	216.20
4294 Appraisals of Artifacts		346.00	346.00	520.00	520.00
4414 Curatorial Expenses	40.00	806.00	766.00	1,208.00	1,168.00
4426 Interpretation & Public Educa		1,040.00	1,040.00	1,560.00	1,560.00
4435 Purchase of Goods	269.31	334.00	64.69	500.00	230.69
4471 Mileage/Parking/Tolls		168.00	168.00	250.00	250.00
4472 Memberships & Subscriptions	285.00		(285.00)		(285.00)
EXP Expenses	41,214.80	105,195.00	63,980.20	160,535.34	119,320.54
73531 Museum - Programs	40,792.40	99,296.00	58,503.60	135,196.34	94,403.94

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Corp.of the Town of Newmarket  
Operating Results  
Museum  
For the Eight Months Ending August 31, 2020

Description	Year To Date			Annual	
	Actual	Budget	Difference	Budget	Remaining Budget
73535 Doors Open					
REV Revenues					
EXP Expenses					

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Corp.of the Town of Newmarket  
Operating Results  
Museum  
For the Eight Months Ending August 31, 2020

Description	Year To Date			Annual	
	Actual	Budget	Difference	Budget	Remaining Budget
73539 ARCH Committee					
REV Revenues					
EXP Expenses					