



# Town of Newmarket Agenda

## Elman W. Campbell Museum Board of Management

Date: September 30, 2021  
Time: 7:30 PM  
Location: Electronic VIA ZOOM  
See How to Login Guide

Pages

1. Call to order
2. Regrets
3. Additions & Corrections to the Agenda
4. Conflict of Interest Declarations
5. Approval of Minutes
  - 5.1. Elman W. Campbell Museum Board Meeting Minutes of November 19, 2020 2
    1. That the Elman W. Campbell Museum Board Meeting Minutes of November 19, 2020 be approved.
6. Business arising from the Minutes
7. Correspondence and Communications
8. Financial Report 6
9. Museum Report
10. Friends of the Museum Report
11. New Business
12. Next Meeting
13. Adjournment





## Town of Newmarket Minutes

### Elman W. Campbell Museum Board of Management

Date: Thursday, November 19, 2020

Time: 7:30 PM

Location: Electronic VIA ZOOM  
See How to Login Guide

Members Present: Jackie Playter, Chair  
Councillor Morrison  
Ron Atkins  
Michelle Clayton-Wood  
Billie Locke  
Cathie Searle

Members Absent: Ross Caister  
Norman Friend

Staff Present: W. Broydell, Curatorial Assistant  
D. Smith, Recreation Programmer  
A. Walkom, Legislative Coordinator

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

The meeting was called to order at 7:31 PM. Jackie Playter in the Chair.

#### 2. **Regrets**

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

None.

#### 4. **Conflict of Interest Declarations**

None.

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

### **5.1 Elman W. Campbell Museum Board Meeting Minutes of September 17, 2020**

A correction was noted regarding Item 10: Museum Report.

Moved by: Billie Locke

Seconded by: Ron Atkins

1. That the Elman W. Campbell Museum Board Meeting Minutes of September 17, 2020 be approved as amended.

**Carried**

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

Board Members discussed the concerns which had been raised regarding the Old Flame Brewery located next to the Museum.

### **7. Correspondence and Communications**

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

Moved by: Councillor Morrison

Seconded by: Ron Atkins

1. That the correspondence be received.

**Carried**

### **8. Financial Report**

Jackie Playter provided a financial report which included an overview of the Museum budget and reserve.

Moved by: Billie Locke

Seconded by: Ron Atkins

1. That the financial report be received.

**Carried**

### **9. Museum Report**

The Curatorial Assistant advised that the Elman W. Campbell Museum will remain closed until at least June 2021. She advised that Museum staff have been redeployed to assist at Magna and Ray Twinney and that Facility staff are responsible for overseeing the museum during closure. She advised that the Museum had received funding from the Museums Assistance Program. She advised that staff are working on updating the accession registry and the collections database. Finally she advised of the Museum Online Programs which had been developed and were expected to be online on November 23, 2020.

Moved by: Cathie Searle

Seconded by: Ron Atkins

1. That the Museum Report be received

**Carried**

**10. Friends of the Museum Report**

Billie Locke advised that there was no update on this item.

**11. New Business**

(1) Members discussed the need for the Museum Board to meet while the Museum is closed due to the COVID-19 pandemic. The next meeting date was set as March 18, 2021.

(2) Jackie Playter introduced Cathie Searle as the newest member of the Elman W. Campbell Museum Board.

**12. Next Meeting**

The Board set the next meeting as March 18, 2021.

**13. Adjournment**

The meeting adjourned at 7:55 PM.

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Jackie Playter, Chair

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Date

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**Corp. of the Town of Newmarket**  
**Operating Results**  
**Museum**  
**For the Eight Months Ending August 31, 2021**

Description	Year To Date			Annual	
	Actual	Budget	Difference	Budget	Remaining Budget
73531 Museum - Programs					
REV Revenues					
7415 Provincial Grant	(3,000.00)		3,000.00		3,000.00
7416 Museum Board Grant				(16,437.00)	(16,437.00)
7419 Other Grant				(53.00)	(53.00)
8229 Special Event Revenue		(3,334.00)	(3,334.00)	(5,000.00)	(5,000.00)
8241 Childrens' Programs		(2,427.00)	(2,427.00)	(3,641.00)	(3,641.00)
8242 Adults' Programs		(138.00)	(138.00)	(208.00)	(208.00)
REV Revenues	(3,000.00)	(5,899.00)	(2,899.00)	(25,339.00)	(22,339.00)
EXP Expenses					
4021 Regular Salaries & Wages		52,266.00	52,266.00	79,935.00	79,935.00
4025 Overtime	236.95	337.00	100.05	515.00	278.05
4031 Casual/Seasonal Wage	1,377.61	937.00	(440.61)	1,407.00	29.39
4035 Regular Part-Time Wage	30,091.70	22,431.00	(7,660.70)	34,306.00	4,214.30
4109 Direct Payroll Benefits	4,683.89	18,268.00	13,584.11	27,941.00	23,257.11
4216 Stationery & Office Supplies		500.00	500.00	750.00	750.00
4217 Photocopier Lease & Supplies		1,500.00	1,500.00	2,250.00	2,250.00
4269 Misc.		666.00	666.00	1,000.00	1,000.00
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		2,008.00	2,008.00	3,012.00	3,012.00
4293 Conservation Expense		1,366.00	1,366.00	2,048.00	2,048.00
4294 Appraisals of Artifacts		346.00	346.00	520.00	520.00
4414 Curatorial Expenses		806.00	806.00	1,208.00	1,208.00
4426 Interpretation & Public Educa		1,040.00	1,040.00	1,560.00	1,560.00
4435 Purchase of Goods	193.30	334.00	140.70	500.00	306.70
4471 Mileage/Parking/Tolls		168.00	168.00	250.00	250.00
EXP Expenses	36,583.45	105,195.00	68,611.55	160,535.00	123,951.55
73531 Museum - Programs	33,583.45	99,296.00	65,712.55	135,196.00	101,612.55

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**Corp. of the Town of Newmarket  
Operating Results  
Museum  
For the Eight Months Ending August 31, 2021**

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, 2021

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



**MUSEUM RESERVE AND ELMAN CAMPBELL RESERVE ACCOUNTS**  
As At Aug 31, 2021

Reserve./Trust Description	Balance @ Jan. 1	Monthly Interest	YTD Interest	Contributions	Expenditures	Month-End Balance
Museum Reserve	295,071.56	141.92	985.10		-	296,056.66
Conservation Reserve	12,500.42	6.01	41.73	-	-	12,542.15
Exhibit Reserve	10,092.51	4.85	33.68	-	-	10,126.19
Elman Campbell Trust	-	-			-	-
RBC Investment - GIC	-	-			-	-
<b>Total</b>	<b>317,664.49</b>	<b>152.78</b>	<b>1,060.51</b>	<b>-</b>	<b>-</b>	<b>318,725.00</b>

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

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