



Town of Newmarket Agenda

Elman W. Campbell Museum Board of Management

Date: Wednesday, June 26, 2024
Time: 7:00 PM
Location: Cane Room
Municipal Offices
395 Mulock Drive
Newmarket, ON L3Y 4X7

Pages

1. Notice

This meeting will be in person only in the Cane Room located at the Municipal Offices (395 Mulock Drive)

2. Additions & Corrections to the Agenda

3. Conflict of Interest Declarations

4. Approval of Minutes

4.1 Elman W. Campbell Museum Board meeting minutes of May 29, 2024

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1. That the Elman W. Campbell Museum Board meeting minutes of May 29, 2024 be approved.

5. Items

5.1 Awning

5.2 Elevator Renovation

5.3 Upcoming Events

5.4 Elman W. Campbell Museum Monthly Report

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1. That the report entitled Museum Monthly Report dated June 26, 2024 be received for information.

5.5 Museum Reserve Trust Reports May and April 2024

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Note: Jackie Playter, Chair will provide an update on this matter.

1. That the Museum Reserve Trust Reports May and April 2024 are received.

5.6 Friends of the Museum Report

6. New Business

7. Adjournment



Town of Newmarket

Minutes

Elman W. Campbell Museum Board of Management

Date: Wednesday, May 29, 2024
 Time: 7:00 PM
 Location: Elman W. Campbell Museum
 134 Main Street South
 Newmarket, ON

Members Present: Jackie Playter, Chair
 Ron Atkins
 Billie Locke
 Alexis Gada
 Nancy Fish
 Councillor Woodhouse
 Krista Rauchenstein

Members Absent: Dan MacPherson

Staff Present: W. Broydell, Cultural Programmer, History and Heritage
 S. Granat, Legislative Coordinator
 J. Charpentier, Curatorial Assistant

The meeting was called to order at 7:00 PM.
 Jackie Playter in the Chair.

1. Notice

Jackie Playter advised that this meeting was being held in person only and members could attend at the Elman W. Campbell Museum located at 134 Main Street South, Newmarket.

2. Additions & Corrections to the Agenda

None.

3. Conflict of Interest Declarations

None.

4. Approval of Minutes

4.1 Elman W. Campbell Museum Board Minutes of April 24, 2024

An alternate motion was presented and is noted below in bold:

Moved by: Nancy Fish

Seconded by: Billie Locke

1. That the Elman W. Campbell Museum Board meeting minutes of April 24, 2024 be approved **as amended**.

Carried

5. Items

5.1 Financial Report

Jackie Playter provided a verbal update regarding the Financial Report including balances.

Members queried Staff regarding the Reserve Trust.

Moved by: Councillor Woodhouse

Seconded by: Alexis Gada

1. That the Financial Report be received.

Carried

5.2 Museum Report

The Cultural Programmer, History and Heritage provided a verbal update on the Museum Report, including an announcement that Elman W. Campbell volunteer Victoria Kargl was hired on by Georgina Pioneer Museum for the summer.

Members of the Board discussed the success of the LEGO competition including community response to the event, and communications to promote the competition.

Moved by: Billie Locke

Seconded by: Ron Atkins

1. That the report entitled Museum Monthly Report dated May 29, 2024 be received for information.

Carried

5.3 Friends of the Museum Report

Billie Locke provided a verbal update regarding the Friends of the Museum Report including the lack of volunteers and need for a Treasurer.

5.4 Museum Works

The Curatorial Assistant provided a verbal report regarding Museum Works including installing an awning on the side door, and the topic of retrofitting the elevator to be a passenger elevator by installation of a phone and camera.

Members of the Board queried regarding dimensions of the awning funding, cost and installation, roof repairs, and asking Staff to report back regarding the elevator.

Moved by: Billie Locke

Seconded by: Nancy Fish

1. That Staff be directed to investigate the feasibility of awning for the Museum side door paid through the Elman W. Campbell Trust.

Carried

5.5 The Gift Shop

Billie Locke provided a verbal report regarding the Elsie Czernick Gift Shop including background, space currently used, discussion at a recent Friends of the Museum Board meeting, volunteer capacity, time

commitment, moving the Gift Shop from the current space to the cabinet located at the side door, potential event sales and other partnerships.

Members of the Board discussed the funds raised and requirements for volunteers, under utilization of the space, the Whitchurch Stouffville museum, items that sell well, postcards and maps, the feasibility of alternative places to sell souvenirs outside the museum, having space to provide opportunities to sell items in the future, and potential trial display cases in local businesses spaces.

Members queried Staff regarding exhibit opportunities in the Gift Shop's current space.

Moved by: Councillor Woodhouse

Seconded by: Alexis Gada

1. That space currently used for the Elsie Czernick Gift Shop be repurposed with the sale of gifts being still available in the side door cabinet or other places as agreed upon by Staff and Friends of the Museum.

Carried

5.6 June 2024 Meeting Location

Jackie Playter discussed the June meeting including room size, and call for agenda items.

6. New Business

6.1 Annual Exhibit Expenses

The Curatorial Assistant provided a verbal update regarding Annual Exhibit Expenses including an annual budget.

Members of the Board discussed per annum authorization.

Moved by: Alexis Gada

Seconded by: Nancy Fish

1. That the Board authorize up to \$3,000 to the Museum for the purchase of exhibit materials from the Exhibit Reserve during the year 2024.

Carried**6.2 Portraits**

The Cultural Programmer, History and Heritage provided an update that portraits of Greta and Vera Playter will be received by the Elman W. Campbell Museum.

6.3 June Closure

The Cultural Programmer, History and Heritage provided an update regarding the June closure including Canada Day.

Members of the Board queried Staff regarding Canada Day operations, and internal operations during the Closure.

6.4 Strategic Plan Facilitation

Councillor Woodhouse queried Staff regarding an update for Strategic Plan facilitation.

7. Adjournment

Moved by: Billie Locke

Seconded by: Ron Atkins

1. That the meeting be adjourned at 7:39 PM.

Carried

Jackie Playter, Chair

Date



Town of Newmarket
395 Mulock Drive P.O. Box 328,
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Elman W. Campbell Museum Monthly Report

Report Number: MUS-2024-04

Department(s): Recreation and Culture

Author(s): Whitney Broydell, Cultural Programmer, History and Heritage

Meeting Date: June 26, 2024

Recommendations

1. That the report entitled Museum Monthly Report dated June 26, 2024 be received for information.

Purpose

A report to advise the Museum Board of the monthly activities of the Elman W. Campbell Museum.

Background

The following includes a point form summary of the main activities of the Elman W. Campbell Museum.

- Welcomed walk-in visitors during the month of May.
- As a result of the June maintenance closure, all artifacts on display had to be moved from the main gallery to the centre gallery.
- The west wall displays have received new flooring on the platforms.
- The blue carpeted backdrop walls have been updated with white melamine boards.

Discussion

Calendar of Upcoming Events:

Current Exhibitions:

- Lanterns, Teapots and Quilts; Off the Grid Living, on display until Dec. 2024
- Remembering Newmarket's Forgotten Military Camp, on display at the Legislative Assembly of Ontario.
- June is National Indigenous History Month. The Indigenous artifacts from the Elman W. Campbell Museum are on display at 395 in the front lobby until the end of August.

Fall Programming

Planning for the fall season has been completed.

A variety of free activities have been planned for Culture Days.

Fall content is due in to Marketing on Friday June 21.

Updates

Exhibit Reserve – Update from Finance - When the actual exhibit expenditures are done/known, we will make a transfer from the Exhibit Reserve. The topping up of the Exhibit Reserve will require approval from the board (best to seek approval when all expenditures are totaled), and we can make that transfer as well.

Roofing Project - Once the contractor uncovered the lowest layer of the roof, they found additional damage that could not have been predicted until they opened the roof. The good news is that they believe there is such a product/process that can resolve this issue, however, the bad news is that due to backorder and other project commitments, the contractor will not be able to complete the roofing project until towards the end of summer. In the meantime, the roof has been “buttoned up” (only a small section was fully opened, to uncover the main issue) and we do not expect any significant issues until the work can resume. Staff are working with the contractor and Capital Projects team to confirm the dates for the new work and what can be done in terms of programming at the Museum until that time.

The June closure has been used to complete other upgrades (e.g. our new centre display walls and flooring look great).

Archives Office - have moved their computers into the middle gallery to work, they are working on the south side of the gallery. Their documents have been moved from the archive room to the gift shop for safety from possible water damage. The Newmarket Era paper books could not be moved due to the heaviness and number of books, they will be covered by facilities with heavy tarps to ensure that they do not get wet or dirty from debris.

Power Outage – the Museum has experienced a hydro outage since Saturday, June 15th. Newmarket Hydro did an investigation and they come up with the conclusion that the problem is between the hydro pole and the Museum. Town staff are working with

their high voltage contractor to do an emergency repair. Until the Museum regains full power, staff and the Newmarket Historical Society are working remotely.

Business Plan and Strategic Plan Linkages

Attachments

“None.”

Approval

Sarah Ernst, Supervisor, Culture Services, Recreation and Culture

Contact

Whitney Broydell
Cultural Programmer, History and Heritage
Elman W. Campbell Museum

MUSEUM RESERVE AND ELMAN CAMPBELL RESERVE ACCOUNTS
As At May 31, 2024

Reserve./Trust Description	Balance @ Jan. 1	Monthly Interest	YTD Interest	Contributions	Expenditures	Month-End Balance
Museum Reserve	322,815.28	911.40	4,281.10	-	-	327,096.38
Conservation Reserve	13,622.33	38.46	180.66	-	-	13,802.99
Exhibit Reserve	10,998.32	31.05	145.86	-	-	11,144.18
Elman Campbell Trust	-	-	-	-	-	-
RBC Investment - GIC	-	-	-	-	-	-
Total	347,435.93	980.91	4,607.62	-	-	352,043.55

Details of Contributions		Museum Reserve	Conservation Reserve	Exhibit Reserve	Elman Campbell Trust	Total Contributions
						-
						-
						-
						-
						-
						-
Total		-	-	-	-	-

Details of Expenditures		Museum Reserve	Conservation Reserve	Exhibit Reserve	Elman Campbell Trust	Total Expenditures
						-
						-
						-
						-
Total		-	-	-	-	-

MUSEUM RESERVE AND ELMAN CAMPBELL RESERVE ACCOUNTS
As At April 30, 2024

Reserve./Trust Description	Balance @ Jan. 1	Monthly Interest	YTD Interest	Contributions	Expenditures	Month-End Balance
Museum Reserve	322,815.28	707.64	3,369.70	-	-	326,184.98
Conservation Reserve	13,622.33	29.86	142.20	-	-	13,764.53
Exhibit Reserve	10,998.32	24.11	114.81	-	-	11,113.13
Elman Campbell Trust	-	-	-	-	-	-
RBC Investment - GIC	-	-	-	-	-	-
Total	347,435.93	761.61	3,626.71	-	-	351,062.64

Details of Contributions		Museum Reserve	Conservation Reserve	Exhibit Reserve	Elman Campbell Trust	Total Contributions
						-
						-
						-
						-
						-
						-
						-
Total		-	-	-	-	-

Details of Expenditures		Museum Reserve	Conservation Reserve	Exhibit Reserve	Elman Campbell Trust	Total Expenditures
						-
						-
						-
						-
Total		-	-	-	-	-