



# Town of Newmarket Agenda

## Elman W. Campbell Museum Board of Management

Date: Wednesday, November 27, 2024  
Time: 6:00 PM  
Location: Cane Room  
Municipal Offices  
395 Mulock Drive  
Newmarket, ON L3Y 4X7

Pages

### 1. Notice

This meeting will be held in person only in the Cane A and B Rooms at the Newmarket Municipal Offices (395 Mulock Drive, Newmarket)

### 2. Additions & Corrections to the Agenda

### 3. Conflict of Interest Declarations

### 4. Approval of Minutes

4.1 Minutes of the October 30, 2024 meeting of the Elman W. Campbell Museum Board 1

1. That the minutes of the October 30, 2024 meeting of the Elman W. Campbell Museum Board be approved.

### 5. Items

5.1 Strategic Planning Follow-up

**Note:** Colin Service, Director of Recreation and Culture Services will speak to this matter.

5.2 Museum Reserve and Elman Campbell Reserve Accounts 5

1. That the Museum Reserve and Elman Campbell Reserve Accounts report be received.

5.3 Elman W. Campbell Museum Monthly Report 7

1. That the Elman W. Campbell Museum Monthly Report be

received.

5.4 Friends of the Museum Report

**6. New Business**

**7. Adjournment**



# Town of Newmarket

## Minutes

### Elman W. Campbell Museum Board of Management

Date: Wednesday, October 30, 2024  
 Time: 7:00 PM  
 Location: Cane Room  
 Municipal Offices  
 395 Mulock Drive  
 Newmarket, ON L3Y 4X7

Members Present: Jackie Playter, Chair  
 Ron Atkins  
 Billie Locke  
 Alexis Gada  
 Nancy Fish  
 Councillor Woodhouse  
 Krista Rauchenstein  
 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 members of the public can attend this meeting of the Elman W. Campbell Museum Board in person in the Cane A and B Rooms located at the Municipal Offices (395 Mulock Drive).

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

None.

**3. Conflict of Interest Declarations**

None.

**4. Approval of Minutes**

**4.1 Minutes of the September 25, 2024 meeting of the Elman W. Campbell Museum Board**

Moved by: Nancy Fish

Seconded by: Billie Locke

1. That the meeting minutes of the September 25, 2024 meeting of the Elman W. Campbell Museum Board be approved.

**Carried**

**5. Items**

**5.1 Tip Tap Machine**

Board Members discussed a Tip Tap machine, including about the machine, fundraising amounts, overhead costs, other organizations that have a Tip Tap machine, donations, other options for digital fundraising, QR codes, the website, and leveraging other Town payment solutions.

**5.2 Elman W. Campbell Museum Monthly Report**

The Cultural Planner History and Heritage provided a verbal update on the Elman W. Campbell Museum Monthly Report including the museum closure and roof work status.

Board Members queried staff regarding the Indigenous training session.

Moved by: Ron Atkins

Seconded by: Billie Locke

1. That the report entitled Elman W. Campbell Museum Monthly Report dated October 30, 2024, be received.

**Carried**

### **5.3 Museum Reserve and Elman W. Campbell Reserve Accounts**

Moved by: Councillor Woodhouse

Seconded by: Nancy Fish

1. That the Museum Reserve and Elman W. Campbell Reserve Accounts be received.

**Carried**

### **5.4 Friends of the Museum Report**

Board Members discussed the number of members of Friends of the Museum.

### **5.5 Strategic Planning Session Summary Notes**

The Cultural Programmer, History and Heritage provided a verbal summary of the Strategic Plan Summary Notes including themes and focus areas and additional discussion questions.

Board Members discussed scheduling a strategic planning discussion at an upcoming meeting, duration of a meeting, and focus areas.

Board Members queried Staff regarding any preparatory work needed.

Moved by: Dan MacPherson

Seconded by: Nancy Fish

1. That the Strategic Planning Session Summary Notes be received.

**Carried**

### **5.6 Memorandum - Elman W. Campbell Museum Board Accomplishments 2024**

Moved by: Dan MacPherson

Seconded by: Councillor Woodhouse

1. That the Memorandum regarding Elman W. Campbell Museum Board Accomplishments 2024 be approved.

**Carried**

**6. New Business**

**7. Adjournment**

Moved by: Nancy Fish

Seconded by: Dan MacPherson

1. That the meeting be adjourned at 7:46 PM.

**Carried**

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Jackie Playter, Chair

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Date

**MUSEUM RESERVE AND ELMAN CAMPBELL RESERVE ACCOUNTS**  
As At October 31, 2024

<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	322,815.28	467.49	6,973.17	-	-	329,788.45
Conservation Reserve	13,622.33	19.73	294.27	-	-	13,916.60
Exhibit Reserve	10,998.32	15.93	237.58	-	-	11,235.90
Elman Campbell Trust	-	-	-	-	-	-
RBC Investment - GIC	-	-	-	-	-	-
<b>Total</b>	<b>347,435.93</b>	<b>503.15</b>	<b>7,505.02</b>	<b>-</b>	<b>-</b>	<b>354,940.95</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>
						-
						-
						-
						-
						-
						-
<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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## Elman W. Campbell Museum Monthly Report

Report Number: MUS-2024-07

Department(s): Recreation and Culture

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

Meeting Date: November 27, 2024

### Recommendations

1. That the report entitled Elman W. Campbell Museum Monthly Report dated November 27, 2024, be received.

### 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.

- Museum staff have been busy researching and preparing for Black History Month 2025 in collaboration with NACCA.
- As part of our self-guided goals outlined in our Strategic Plan for 2023-2025, all museum staff have successfully completed the self-guided Indigenous Awareness Training offered by the Indigenous Relations Academy. This training is an essential part of our commitment to fostering a deeper understanding of Indigenous cultures and histories. Additionally, as part of our ongoing professional development, staff are currently completing a new Canadian Black History course available through the University of Alberta via Coursera. These initiatives underscore our dedication to promoting inclusivity and enhancing our knowledge of diverse cultures.

- October 30, Janet attended the Recreation of York Region AGM at the Murc in Keswick. A guest speaker presented on the topic of AI (Artificial Intelligence) approach to working, how it works, how everyone is using the same software and how it becomes unified in communications and presentations.
- November 6, Museum staff attended training on “Innovation in a Box”. Presented by Juice Inc. This will give us the tools needed to hold Strategic Planning Sessions and incorporate innovation into daily work.

## Discussion

### Calendar of Upcoming Events:

#### Current Exhibitions:

- Lanterns, Teapots and Quilts; Off the Grid Living, is on hold until work on the roof is completed. The exhibit will be carried over to 2025.
- Remembering Newmarket’s Forgotten Military Camp, on display at the Legislative Assembly of Ontario until the end of November.
- Hobbies and Pastimes is on view at the Newmarket Seniors’ Meeting Place.
- 100<sup>th</sup> Anniversary commemorative Display is on view at the Newmarket Public Library.
- ‘Proudly Onward She Marched’ is partially on view at the municipal office to coincide with Remembrance Day. To enhance community engagement, a virtual exhibit was prepared for social media, to help ensure that the significance of this day reached a wider audience.

#### Winter Programming (December)

- Wee Fun ages 1-4 and caregivers.
  - November 27, Gingerbread Day, 5 spaces available
  - December 4, Holiday Ornaments, 4 spaces available
  - December 11, Holiday Trees, 10 spaces available
  - December 18, Holiday Celebration, 7 spaces available
- Family Fun Scavenger Hunt, all ages
  - November 30, Gingerbread themed scavenger hunt for families. Both morning and afternoon sessions are full.
- Annual Event:
  - Meet Santa at the Museum. Both morning and afternoon sessions are full.
- Saturday Fun Day Workshops
  - December 14, Festive Music Ornaments. Both sessions are full.

- School Bookings:
  - December 12, Stuart Scott PS, 23 grade 2 students
  - December 13, JLR Bell PS, 14 grade 2 students

### **Updates**

- Roof update – as of Nov 19, the contractors have finished the roof work, there is minimal finishing touches occurring this week and the rooftops units are being re-installed which will provide heat to the Museum again. Once this has been completed and the Museum has been cleaned, staff will return to the Museum to set the displays back up. We are hoping to still re-open to the public on Tuesday, November 26.
- Facilities is installing a swipe entry for the Museum on November 25. This will be on the outside south side door as well as the interior door leading to the basement for added security.

### **New Donations:**

- The museum has been offered a scale for weighing many objects, hand tools, and some silver serving pieces. Final decisions will be determined by whether we already have similar artifacts, avoiding over-duplication and lack of storage space.

## **Business Plan and Strategic Plan Linkages**

### **Attachments**

“None.”

### **Approval**

Sarah Ernst, Supervisor, Culture Services, Recreation & Culture

### **Contact**

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