



## **Town of Newmarket**

### **Minutes**

#### **Elman W. Campbell Museum Board of Management**

Date: Thursday, April 18, 2019  
Time: 7:30 PM  
Location: Elman W. Campbell Museum  
134 Main Street South  
Newmarket, ON

Members Present: Councillor Morrison  
Ron Atkins  
Ross Caister  
Norman Friend  
Billie Locke  
Kathleen Jackson  
Jackie Playter

Members Absent: Michelle Clayton-Wood

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

- 1. Call to Order**
- 2. Regrets**
- 3. Roundtable of Introductions**
- 4. Appointment of Chair and Vice-Chair**

Moved by: Ross Caister

Seconded by: Billie Locke

1. That Jackie Playter be appointed as Chair of the Elman W. Campbell Museum Board of Management.

**Carried**

Moved by: Norman Friend

Seconded by: Ross Caister

1. That Billie Locke be appointed as Vice-Chair of the Elman W. Campbell Museum Board.

**Carried**

## **5. Orientation Session**

The Legislative Coordinator provided an orientation presentation concerning Town By-laws, meeting procedures and the Code of Conduct.

## **6. Approval of Minutes**

### **6.1 Elman W. Campbell Museum Board Meeting Minutes of September 21, 2018**

Moved by: Ron Atkins

Seconded by: Billie Locke

1. That the Elman W. Campbell Museum Board Meeting Minutes of September 21, 2018 be approved with corrections.

**Carried**

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

### **7.1 Non museum programs/security issues**

### **7.2 Fire Hall Proposal, Master Plan**

### **7.3 Front Lawn Sign**

A temporary A-frame sign has been requested.

### **7.4 C.P.T.E.D. (Crime prevention through environment design) – updates**

New convex mirrors have been installed as well as a crash bar on the side door.

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

## **8. Correspondence and Communications**

Moved by: Billie Locke

Seconded by: Kathleen Jackson

1. That the correspondence be received.

**Carried**

### **8.1 Quote from Space File regarding Shelving**

Whitney Broydell advised of the quote regarding storage shelving which would provide additional storage space for art work.

Moved by: Ross Caister

Seconded by: Ron Atkins

1. That the expenditure of \$1,925.20 for shelving be approved.

**Carried**

## **9. Financial Report**

Jackie Playter provided a financial report and an overview of the budget to date in 2019.

Moved by: Ron Atkins

Seconded by: Norman Friend

1. That the financial report be received.

**Carried**

## **10. Museum Report**

Whitney Broydell provided a curatorial report which included details of the future closing of the Museum in January 2020 to install new floors.

Moved by: Ron Atkins

Seconded by: Billie Locke

1. That the Museum Report be received.

**Carried**

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

Billie Locke provided an update on the recent and upcoming activities and events of the Friends of the Museum, including March Break activities, the D-Day exhibit, and Easter activities.

Moved by: Ross Caister

Seconded by: Ron Atkins

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

**Carried**

#### **12. New Business**

(1) Ron Atkins advised members to review the by-laws regarding the Elman W. Campbell Museum.

(2) Ron Atkins advised of the recent news that the Clocktower building will be listed for sale.

#### **13. Next Meeting**

The next meeting will be held May 16, 2019 at 7:30 p.m. at the Museum.

#### **14. Adjournment**

The meeting was adjourned at 8:22 PM.

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Jackie Playter, Chair

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Date