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 a 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