



Town of Newmarket

Minutes

Elman W. Campbell Museum Board of Management

Date: Thursday, May 16, 2019
Time: 7:30 PM
Location: Elman W. Campbell Museum
134 Main Street South
Newmarket, ON

Members Present: Jackie Playter, Chair
Councillor Morrison
Ron Atkins
Ross Caister
Michelle Clayton-Wood
Norman Friend
Kathleen Jackson

Members Absent: Billie Locke

Staff Present: M, Mayes, Director, Financial Services / Treasurer
W. Broydell, Curatorial Assistant
A. Walkom, Legislative Coordinator

1. Call to order

The meeting was called to order at 7:00 PM.

2. Regrets

3. Additions & Corrections to the Agenda

Item 8.1: Museum Trust Fund was moved to the beginning of the agenda.

4. Declarations of Pecuniary Interest

There were no declarations of pecuniary interest.

5. Approval of Minutes

5.1 Elman W. Campbell Museum Board Meeting Minutes of April 18, 2019

Moved by: Kathleen Jackson

Seconded by: Ron Atkins

1. That the Elman W. Campbell Museum Board Meeting Minutes of April 18, 2019 be approved

Carried

6. Business arising from the Minutes

6.1 Non museum programs/security issues

None.

6.2 Fire Hall Proposal, Master Plan

None.

6.3 Front Lawn Sign

Jackie Playter advised that the front lawn sign should be installed by 2020.

6.4 Dishwasher, Installation/plumbing updates

The Curatorial Assistant advised that a request had been made to Facilities for the installation of the dishwasher.

7. Correspondence and Communications

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

Moved by: Norman Friend

Seconded by: Ron Atkins

1. That the correspondence be received.

Carried

8. Items

8.1 Museum Trust Fund

The Town Treasurer provided the draft financial statements for the Museum. He advised that the Museum fund would be transferred to a reserve account which would yield better interest rates. He provided an overview of the fund, including the original donation which established the fund.

Moved by: Ross Caister

Seconded by: Ron Atkins

1. That the presentation by Mike Mayes regarding the Museum Fund be received.

Carried

8.2 SpaceFile – Letter from the Board in order to release the funds

The Curatorial Assistant advised that a letter approving the release of the funds would need to be signed by the Chair.

9. Financial Report

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

Moved by: Kathleen Jackson

Seconded by: Ross Caister

1. That the financial report be received.

Carried

10. Museum Report

The Curatorial Assistant provided a report which included recent recognition of Museum volunteers and details of upcoming events such as Indigenous Peoples Day.

Moved by: Michelle Clayton-Wood

Seconded by: Norman Friend

1. That the Museum Report be received.

Carried

11. Friends of the Museum Report

There was no report on this item.

12. New Business

(1) Ron Atkins advised members of his concerns regarding the by-laws and agreements which founded the Elman W. Campbell Museum. He also raised concerns regarding Health and Safety requirements for the Museum and Ontario legislative requirements for Museums.

13. Next Meeting

14. Adjournment

The meeting adjourned at 8:18 PM.

Jackie Playter, Chair

Date