



## Town of Newmarket

### Minutes

### Elman W. Campbell Museum Board of Management

Date: Thursday, November 21, 2019

Time: 7:30 PM

Location: Elman W. Campbell Museum  
134 Main Street South  
Newmarket, ON

Members Present: Billie Locke, Vice-Chair  
Councillor Morrison  
Ron Atkins  
Ross Caister  
Michelle Clayton-Wood  
Norman Friend  
Kathleen Jackson

Members Absent: Jackie Playter, Chair

Staff Present: D. Smith, Recreation Programmer  
A. Walkom, Legislative Coordinator

#### 1. Call to order

The meeting was called to order at 7:30 PM. Billie Locke in the Chair.

#### 2. Regrets

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

The following items were added to the agenda:

- Status of Museum front lawn sign
- Project in memory of Jim Nuttall
- Nut Free Food at the Museum

- Recognition of long-serving Museum volunteers

**4. Declarations of Pecuniary Interest**

None.

**5. Approval of Minutes**

**5.1 Elman W. Campbell Museum Board Meeting Minutes of October 17, 2019**

Moved by: Councillor Morrison

Seconded by: Michelle Clayton-Wood

1. That the Elman W. Campbell Museum Board Meeting Minutes of October 17, 2019 be approved.

**Carried**

**6. Business arising from the Minutes**

Billie Locke requested a follow-up from a previous meeting regarding liability insurance and how it affects volunteers at the Museum.

**7. Correspondence and Communications**

The Recreation Programmer circulated the periodicals which had been received by the Museum.

Moved by: Ross Caister

Seconded by: Kathleen Jackson

1. That the correspondence be received.

**Carried**

**8. Financial Report**

Billie Locke provided a brief financial report.

The Recreation Programmer advised that the funds from the grant to the Museum have not yet been received.

Moved by: Norman Friend  
Seconded by: Kathleen Jackson

1. That the financial report be received.

**Carried**

## **9. Museum Report**

The Recreation Programmer provided a report on recent Museum events and programs including the Halloween event, retirement residence outreach program and Wee Fun Wednesdays. She also provided an overview of recent Museum maintenance issues, including a glass cabinet which was broken in one of the displays.

The Recreation Programmer provided an overview of the upcoming Holiday events at the Museum. She also advised of the closure of the Museum for painting and replacement of floor tiles which will begin December 22, 2019 and will reopen February 4, 2020.

Moved by: Norman Friend  
Seconded by: Ross Caister

1. That the Museum Report be received.

**Carried**

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

Billie Locke provided an update on the recent work of the Friends of the Museum to prepare the new exhibits. She advised that the gift shop sale had raised over \$400 to date.

Moved by: Ross Caister  
Seconded by: Ron Atkins

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

**Carried**

## **11. New Business**

### **11.1 Museum Front Lawn Sign**

Board Members requested an update on the status of the front lawn sign to be installed at the Museum. The Recreation Programmer advised that the project would be included in the next year's budget.

### **11.2 Museum Multipurpose Room - Plaque**

Board Members discussed the plan to rename the Museum's multi-purpose room in honour of Jim Nuttall and install a plaque in his memory. Members discussed the source for the production of this plaque. Billie Locke advised that the Heritage Committee is currently searching for a source for plaques and could provide this information once a new source is found.

### **11.3 Nut Free Food at the Museum**

Board Members discussed the issue of nut allergies and the potential need to make the Museum a nut-free or nut-aware facility to reduce the risk of allergic reactions. Members discussed the actions including education and signage which would be need to be taken to make Museum patrons, staff and volunteers aware of the policy, as well as ensuring the Museum was aligned with similar Town policies.

Moved by: Michelle Clayton-Wood

Seconded by: Kathleen Jackson

1. That the Elman W. Campbell Museum Board make staff and volunteers aware of the issue of nut allergies.

**Carried**

### **11.4 Recognition of Museum Volunteers**

Moved by: Michelle Clayton-Wood

Seconded by: Ross Caister

1. That the Elman W. Campbell Museum Board recognize Phyllis Brady and Lynn Robitaille for their years of volunteer service and outstanding contributions to the Museum.

**Carried**

**12. Next Meeting**

The next meeting of the Elman W. Campbell Museum Board is January 16, 2020.

**13. Adjournment**

The meeting adjourned at 8:44 PM.

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Billie Locke, Vice-Chair

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Date