



## **Town of Newmarket**

### **Minutes**

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

Date: Thursday, January 16, 2020

Time: 7:30 PM

Location: Mulock Room  
Municipal Offices  
395 Mulock Drive  
Newmarket, ON L3Y 4X7

Members Present: Jackie Playter, Chair  
Ron Atkins  
Ross Caister  
Norman Friend  
Billie Locke  
Kathleen Jackson

Members Absent: Councillor Morrison  
Michelle Clayton-Wood

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

#### **1. Call to order**

The meeting was called to order at 7:30 PM. Jackie Playter in the Chair.

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

The following items were added to the agenda:

- Health and Safety
- Old Fire Hall

#### **3. Declarations of Pecuniary Interest**

None.

#### **4. Approval of Minutes**

##### **4.1 Elman W. Campbell Museum Board Meeting Minutes of November 21, 2019**

Moved by: Ron Atkins

Seconded by: Kathleen Jackson

1. That the Elman W. Campbell Museum Board Meeting Minutes of November 21, 2019 be approved.

**Carried**

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

##### **5.1 Museum Front Lawn Sign**

The Recreation Programmer provided an update on the status of the Museum front lawn sign replacement and advised that designs for the sign would be coming in the spring of 2020.

##### **5.2 Museum Multi-Purpose Room - Plaque**

Board Members discussed the status of a plaque for the Museum Multi-Purpose Room to rename the room in honour of Jim Nuttall. The Members discussed a source for the plaque, in connection with the Heritage plaques. The Recreation Programmer advised that internal staff may be able to design a plaque with the same design.

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

Board members discussed the potential need to designate the Museum as nut-free or nut-aware, and the ways in which this could be accomplished. Members discussed possible approaches including signage, communications with parents, training sessions for volunteers.

#### **6. Correspondence and Communications**

None.

#### **7. Financial Report**

Jackie Playter provided a financial report which included an overview of the Museum budget and reserve.

Moved by: Ross Caister

Seconded by: Billie Locke

1. That the financial report be received.

**Carried**

## **8. Museum Report**

The Recreation Programmer provided a 2019 year-in-review report which outlined the programs, events and exhibits throughout the year. She reported that the Museum had seen an increase in attendance in 2019 over 2018. She also provided Members with the events and programs guide for 2020.

Moved by: Ron Atkins

Seconded by: Billie Locke

1. That the Museum Report be received.

**Carried**

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

Billie Locke advised that the Friends of the Museum is still looking for Treasurer.

## **10. New Business**

(1) Health and Safety Policy - Ron Atkins inquired if a copy of the health and safety policy is present in the Museum. The Recreation Programmer advised that a copy of the policy is available at the Museum and that she is a health and safety inspector and performs monthly inspections.

(2) Old Fire Hall - Members discussed the recent Request for Proposal for the Old Fire Hall in the context of the possible use by the Museum for additional space.

(3) The Recreation Programmer advised that she is working towards a certificate in Museum Studies along with the Curatorial Assistant.

(4) The Recreation Programmer advised that the Museum is currently looking for Newmarket Indigenous artifacts.

**11. Next Meeting**

The next meeting of the Elman W. Campbell Museum Board is February 20, 2020.

**12. Adjournment**

The meeting adjourned at 8:24 PM.

---

Jackie Playter, Chair

---

Date