



## **Town of Newmarket**

### **Minutes**

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

Date: Thursday, February 20, 2020

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  
Billie Locke  
Kathleen Jackson

Members Absent: Norman Friend

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. Regrets**

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

None.

#### **4. Declarations of Pecuniary Interest**

None.

#### **5. Approval of Minutes**

**5.1 Elman W. Campbell Museum Board Meeting Minutes of January 16, 2020**

Moved by: Kathleen Jackson

Seconded by: Billie Locke

1. That the Elman W. Campbell Museum Board Meeting Minutes of January 16, 2020 be approved.

**Carried**

**6. Business arising from the Minutes**

Ross Caister inquired as to the status of the Museum Front Lawn Sign. The Recreation Programmer advised that there were no updates on the status of the sign.

**7. Correspondence and Communications**

The Recreation Programmer circulated the periodicals which had been received by the Museum. She advised that the museum had received the Community Museum Operating Grant.

Moved by: Billie Locke

Seconded by: Ross Caister

1. That the correspondence be received.

**Carried**

**8. Items**

**8.1 Visitor Policies**

The Recreation Programmer provided an overview of the Museum policies for visitors. Board members discussed the various aspects of the policies including required footwear, signage on paints and aerosols, and usage of cellphones. Members suggested minor amendments to the policies.

**9. Financial Report**

The Recreation Programmer advised that there was no financial report as the Museum had been closed in January.

## **10. Museum Report**

The Recreation Programmer provided the Museum Report and advised that revenue and attendance were up significantly in 2019. She provided updates on upcoming events including March Break, VE day and May being Museum Month. She advised of the attendance for November 2019 as well as the December holiday events.

Moved by: Ron Atkins

Seconded by: Ross Caister

1. That the Museum Report be received.

**Carried**

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

Billie Locke advised that the Friends of the Museum volunteers had been working on setting up new displays after the painting in the Museum had been completed. She provided an update on the money raised by the gift shop and Christmas sale in 2019.

The Recreation Programmer advised that in 2019, thirty volunteers worked for over 4000 hours. She also advised that two volunteers would be retiring.

Moved by: Ross Caister

Seconded by: Kathleen Jackson

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

**Carried**

## **12. New Business**

(1) Winterfest - Board members discussed other events that the Museum could have a presence at, after the successful Museum booth at the Winterfest event.

(2) Jackie Playter thanked Kathleen Jackson for her time on the Board, as February 20, 2020 would be her last meeting as a member.

## **13. Next Meeting**

The next meeting was rescheduled to March 26, 2020 due to March Break.

**14. Adjournment**

The meeting adjourned at 8:15 PM.

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Jackie Playter, Chair

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Date