



Town of Newmarket

Minutes

Elman W. Campbell Museum Board of Management

Date: Wednesday, May 29, 2024
Time: 7:00 PM
Location: Elman W. Campbell Museum
134 Main Street South
Newmarket, ON

Members Present: Jackie Playter, Chair
Ron Atkins
Billie Locke
Alexis Gada
Nancy Fish
Councillor Woodhouse
Krista Rauchenstein

Members Absent: Dan MacPherson

Staff Present: W. Broydell, Cultural Programmer, History and Heritage
S. Granat, Legislative Coordinator
J. Charpentier, Curatorial Assistant

The meeting was called to order at 7:00 PM.
Jackie Playter in the Chair.

1. Notice

Jackie Playter advised that this meeting was being held in person only and members could attend at the Elman W. Campbell Museum located at 134 Main Street South, Newmarket.

2. Additions & Corrections to the Agenda

None.

3. Conflict of Interest Declarations

None.

4. Approval of Minutes

4.1 Elman W. Campbell Museum Board Minutes of April 24, 2024

An alternate motion was presented and is noted below in bold:

Moved by: Nancy Fish

Seconded by: Billie Locke

1. That the Elman W. Campbell Museum Board meeting minutes of April 24, 2024 be approved **as amended**.

Carried

5. Items

5.1 Financial Report

Jackie Playter provided a verbal update regarding the Financial Report including balances.

Members queried Staff regarding the Reserve Trust.

Moved by: Councillor Woodhouse

Seconded by: Alexis Gada

1. That the Financial Report be received.

Carried

5.2 Museum Report

The Cultural Programmer, History and Heritage provided a verbal update on the Museum Report, including an announcement that Elman W. Campbell volunteer Victoria Kargl was hired on by Georgina Pioneer Museum for the summer.

Members of the Board discussed the success of the LEGO competition including community response to the event, and communications to promote the competition.

Moved by: Billie Locke

Seconded by: Ron Atkins

1. That the report entitled Museum Monthly Report dated May 29, 2024 be received for information.

Carried

5.3 Friends of the Museum Report

Billie Locke provided a verbal update regarding the Friends of the Museum Report including the lack of volunteers and need for a Treasurer.

5.4 Museum Works

The Curatorial Assistant provided a verbal report regarding Museum Works including installing an awning on the side door, and the topic of retrofitting the elevator to be a passenger elevator by installation of a phone and camera.

Members of the Board queried regarding dimensions of the awning funding, cost and installation, roof repairs, and asking Staff to report back regarding the elevator.

Moved by: Billie Locke

Seconded by: Nancy Fish

1. That Staff be directed to investigate the feasibility of awning for the Museum side door paid through the Elman W. Campbell Trust.

Carried

5.5 The Gift Shop

Billie Locke provided a verbal report regarding the Elsie Czernick Gift Shop including background, space currently used, discussion at a recent Friends of the Museum Board meeting, volunteer capacity, time

commitment, moving the Gift Shop from the current space to the cabinet located at the side door, potential event sales and other partnerships.

Members of the Board discussed the funds raised and requirements for volunteers, under utilization of the space, the Whitchurch Stouffville museum, items that sell well, postcards and maps, the feasibility of alternative places to sell souvenirs outside the museum, having space to provide opportunities to sell items in the future, and potential trial display cases in local businesses spaces.

Members queried Staff regarding exhibit opportunities in the Gift Shop's current space.

Moved by: Councillor Woodhouse

Seconded by: Alexis Gada

1. That space currently used for the Elsie Czernick Gift Shop be repurposed with the sale of gifts being still available in the side door cabinet or other places as agreed upon by Staff and Friends of the Museum.

Carried

5.6 June 2024 Meeting Location

Jackie Playter discussed the June meeting including room size, and call for agenda items.

6. New Business

6.1 Annual Exhibit Expenses

The Curatorial Assistant provided a verbal update regarding Annual Exhibit Expenses including an annual budget.

Members of the Board discussed per annum authorization.

Moved by: Alexis Gada

Seconded by: Nancy Fish

1. That the Board authorize up to \$3,000 to the Museum for the purchase of exhibit materials from the Exhibit Reserve during the year 2024.

Carried

6.2 Portraits

The Cultural Programmer, History and Heritage provided an update that portraits of Greta and Vera Playter will be received by the Elman W. Campbell Museum.

6.3 June Closure

The Cultural Programmer, History and Heritage provided an update regarding the June closure including Canada Day.

Members of the Board queried Staff regarding Canada Day operations, and internal operations during the Closure.

6.4 Strategic Plan Facilitation

Councillor Woodhouse queried Staff regarding an update for Strategic Plan facilitation.

7. Adjournment

Moved by: Billie Locke

Seconded by: Ron Atkins

1. That the meeting be adjourned at 7:39 PM.

Carried

Jackie Playter, Chair

Date