



Town of Newmarket

Minutes

Elman W. Campbell Museum Board of Management

Date: Wednesday, June 26, 2024

Time: 7:00 PM

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

Members Present: Jackie Playter, Chair
Ron Atkins
Alexis Gada
Councillor Woodhouse
Krista Rauchenstein

Members Absent: Billie Locke
Nancy Fish
Dan MacPherson

Staff Present: S. Ernst, Supervisor Culture Programs
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 held in person at the Cane Room located in the Municipal Offices (395 Mulock Drive, Newmarket, Ontario) and members of the public can attend in person.

2. Additions & Corrections to the Agenda

Moved by: Ron Atkins

Seconded by: Councillor Woodhouse

1. That item 5.7 Overview of Strategic Planning Facilitation be added to the agenda.

Carried

3. Conflict of Interest Declarations

None.

4. Approval of Minutes

4.1 Elman W. Campbell Museum Board meeting minutes of May 29, 2024

Moved by: Councillor Woodhouse

Seconded by: Krista Rauchenstein

1. That the Elman W. Campbell Museum Board meeting minutes of May 29, 2024 be approved.

Carried

5. Items

5.1 Awning

The Curatorial Assistant provided a verbal update regarding the awning including awning examples, an update from Facility Services, and consultation with the Newmarket Heritage Advisory Committee.

Board Members discussed awning examples, painting the existing awnings, existing awning materials, ice accumulation and reduction, and looking at an example at the meeting in September.

5.2 Elevator Renovation

The Curatorial Assistant provided a verbal update regarding Elevator Renovations including the total estimated cost to install a telephone in the elevator.

Board Members queried Staff regarding the use of the elevator and need for a telephone.

Board Members discussed installing a telephone in the elevator.

Moved by: Alexis Gada

Seconded by: Councillor Woodhouse

1. That the Elman W. Campbell Museum Board authorize the installation of a telephone in the elevator at a cost of up to \$4,500.

Carried

5.3 Upcoming Events

The Cultural Programmer, History and Heritage and the Curatorial Assistant provided a verbal update on Upcoming Events including the closure and possible extension of the closure to the museum, Canada Day, removal of artifacts in the main gallery to accommodate construction in the Museum, and a recent power outage. The Supervisor Culture Programs provided an update on the roof construction and the impact on the Museum's operability during the Summer, roof works, a power outage, air conditioning, and timeline for roof works,

Board Members queried Staff on work locations for Staff, the summer closure, and the cause of the power outage.

Board Members discussed having updates on the matter circulated to the Board.

5.4 Elman W. Campbell Museum Monthly Report

Moved by: Ron Atkins

Seconded by: Councillor Woodhouse

1. That the report entitled Museum Monthly Report dated June 26, 2024 be received for information.

Carried

5.5 Museum Reserve Trust Reports May and April 2024

The Legislative Coordinator provided an update from Financial Services regarding the Museum Reserve Trust Reports May and April 2024 regarding renaming the trust / reserve account.

Moved by: Ron Atkins

Seconded by: Krista Rauchenstein

1. That the Museum Reserve Trust Reports May and April 2024 are received.

Carried

5.6 Friends of the Museum Report

None.

5.7 Overview of Strategic Planning Facilitation

The Supervisor, Culture Programs provided a verbal update regarding Overview of Strategic Planning Facilitation including a Strengths, Opportunities, Aspirations, and Results (SOAR) analysis, Board Members brainstorming topics, and future discussion on the matter in September.

Board Members discussed preparation and participation, dreaming big, a brainstorming session, the process, and a potential summer meeting.

Moved by: Ron Atkins

Seconded by: Alexis Gada

1. That the verbal report from Supervisor, Culture Programs regarding the Overview of Strategic Planning Facilitation be received.

Carried

6. New Business

6.1 Summer Meetings

Board Members discussed a potential summer meeting in August and cancelling July.

7. Adjournment

Moved by: Alexis Gada

Seconded by: Ron Atkins

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

Carried

Jackie Playter, Chair

Date