



Town of Newmarket

Minutes

Elman W. Campbell Museum Board of Management

Date: Wednesday, March 25, 2026

Time: 7:00 PM

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

Members Present: Jackie Playter, Chair
Ron Atkins
Billie Locke
Councillor Woodhouse
Elaine Adam

Members Absent: Alexis Gada
Nancy Fish
Krista Rauchenstein

Staff Present: S. Ernst, Supervisor Culture Programs
N. Joinville, Cultural Programmer - History and Heritage
S. Granat, Legislative Coordinator

Meeting was called to order at 7:00 PM.

Jackie Playter in the Chair

1. Notice

Jackie Playter advised that members of the public could attend the Elman W. Campbell Museum Board meeting in person only 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 of Management meeting minutes of February 25, 2026

Moved by: Councillor Woodhouse

Seconded by: Billie Locke

1. That the Elman W. Campbell Museum Board of Management meeting minutes of February 25, 2026 be approved.

Carried

5. Items

5.1 Elman W. Campbell Museum Monthly Report

Board Members queried staff regarding book club attendance including turnout and ages.

Moved by: Elaine Adam

Seconded by: Ron Atkins

1. That the report entitled Museum Monthly Report dated February 2026, be received for the Museum Board's information.

Carried

5.2 Museum Reserve and Elman Campbell Reserve Accounts

Moved by: Ron Atkins

Seconded by: Billie Locke

1. That the Museum Reserve and Elman Campbell Reserve Accounts be received.

Carried

5.3 High Tea Progress

Elaine Adam provided an update regarding High Tea Progress including the date, time, location, set-up date and time, catering delivery, volunteer timing and assignments, clean-up, seating arrangements, tea pot numbers and selection, Museum display, information table, accepting payment, food and beverages, flatware and cutlery arrangements, pianist, decor, donations, expenses, and financial processing.

Board Members queried staff regarding Harmonized Sales Tax, financial processing and reimbursement, waiving the rental charge, and tech support.

Board Members discussed the ticket surcharge.

Moved by: Councillor Woodhouse

Seconded by: Ron Atkins

1. That the High Tea Progress update be received.

Carried

6. Outstanding Matters

The Legislative Coordinator provided an update regarding Accessible Parking Space, including current status.

Jackie Playter provided an update regarding meeting the Chair of the Accessibility Advisory Committee.

7. New Business

7.1 Building Maintenance

Ron Atkins queried staff regarding Building Maintenance including brick repointing. Maintenance at the Building - repointing the brick work,

7.2 Children's Programming

Elaine Adam provided an update regarding Children's Programming including positive feedback from a recent event.

7.3 Donation Display

Elaine Adam provided an update regarding the display of donations including recent feedback.

7.4 Front Door

Councillor Woodhouse queried staff regarding the front door including the timeline for opening, signage, and visibility from Main Street South.

8. Adjournment

Moved by: Elaine Adam

Seconded by: Billie Locke

1. That the meeting be adjourned at 7:21 PM.

Carried

Jackie Playter, Chair

Date