



Town of Newmarket Agenda

Elman W. Campbell Museum Board of Management

Date: Wednesday, April 24, 2024
Time: 7:00 PM
Location: Elman W. Campbell Museum
134 Main Street South
Newmarket, ON

Pages

1. Notice

This meeting will be in person only at the Elman W. Campbell Museum
(134 Main Street South, Newmarket, ON)

2. Additions & Corrections to the Agenda

3. Conflict of Interest Declarations

4. Approval of Minutes

4.1 Elman W. Campbell Meeting Minutes of February 28, 2024

1

1. That the Elman W. Campbell Meeting Minutes of February 28, 2024 be approved.

5. Items

5.1 Elman W. Campbell Museum Monthly Report

5

1. That the reports entitled Elman W. Campbell Museum Monthly Report - March 2024 and April 2024, dated April 24, 2024 be received for information.

5.2 Financial Report

15

1. That the Financial Report be received.

5.3 Friends of the Museum Report

5.4 Tour of Elman W. Campbell Museum

Note: Janet Charpentier, Curatorial Assistant will speak to this

matter

6. **New Business**

7. **Adjournment**



Town of Newmarket

Minutes

Elman W. Campbell Museum Board of Management

Date: Wednesday, February 28, 2024
 Time: 7:00 PM
 Location: Streamed live from the Municipal Offices
 395 Mulock Drive
 Newmarket, ON L3Y 4X7

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

Members Absent: Alexis Gada
 Dan MacPherson

Staff Present: W. Broydell, Curatorial Assistant
 S. Granat, Legislative Coordinator

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

1. Notice

Jackie Playter advised that members of the public can attend the Board meeting in person in Council Chambers located at 395 Mulock Drive or view the livestream available at www.newmarket.ca/meetings.

2. Additions & Corrections to the Agenda

None.

3. Conflict of Interest Declarations

None.

4. Approval of Minutes

4.1 Elman W. Campbell Museum Board Meeting minutes of February 1, 2024

Moved by: Billie Locke

Seconded by: Ron Atkins

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

Carried

5. Consent Items

5.1 Meeting Location

The Legislative Coordinator provided a verbal update regarding meeting location, including the Council Chambers the the Municipal Offices, and in-person meetings at the Elman W. Campbell Museum.

Board members queried regarding technological capabilities of the Elman W. Campbell Museum Board and technological requirements necessary for hybrid meetings.

Members of the Board discussed meeting over the next three to four meetings at the Elman W. Campbell Museum.

Moved by: Nancy Fish

Seconded by: Billie Locke

1. That the next three to four meetings of the Museum Board be in-person only at the Elman W. Campbell Museum.

Carried

5.2 Elman W. Campbell Museum Monthly Report

1. That the report entitled Elman W. Campbell Museum Monthly Report dated February 28, 2024 be received for information.

5.3 Friends of the Museum Report

Billie Locke provided a verbal report regarding the Friends of the Museum Report regarding recruitment and giftshop.

6. New Business

6.1 Parking at the Museum

Ron Atkins queried regarding permission to park at the Christian Baptist Church for meetings at the Elman W. Campbell Museum.

6.2 Strategic Planning

Councillor Woodhouse queried staff regarding scheduling an upcoming strategic planning session for the Elman W. Campbell Museum Board, including obtaining a facilitator.

Members of the Board discussed bringing strategic planning ideas forward for a future meeting.

7. Adjournment

Moved by: Councillor Woodhouse

Seconded by: Ron Atkins

1. That the meeting be adjourned at 7:22 PM.

Carried

Jackie Playter, Chair

Date



Town of Newmarket
395 Mulock Drive P.O. Box 328,
Newmarket, Ontario, L3Y 4X7

Email: info@newmarket.ca | Website: newmarket.ca | Phone: 905-895-5193

Elman W. Campbell Museum Monthly Report – April 2024

Report Number: MUS-2024-02

Department(s): Recreation and Culture Services

Author(s): Whitney Broydell, Cultural Programmer

Meeting Date: April 24, 2024

Recommendations

1. That the report entitled Elman W. Campbell Museum Monthly Report – April 2024 dated April 24, 2024 be received for information.

Purpose

A report to advise the Museum Board of the monthly activities of the Elman W. Campbell Museum.

Background

The following includes a point form summary of the main activities of the Elman W. Campbell Museum.

- Welcomed walk-in visitors for tours.
- Wee Fun programming and preparation.
- Saturday Workshop programming and preparation.
- Museum's collections incident involving a cloth moth infestation. Staff took immediate action, spending four days to remedy the problem. Very little damage to the textiles.
- Easter Event:
 - Held a successful Easter Event program. Children enjoyed tabletop activities, a bunny scavenger hunt and a visit with the Easter Bunny. Both sessions were fully booked, although there were some no shows.
- Outreach Presentation to three groups of grade one students at Prince Charles P.S. Another set of bookings have been scheduled for May.
- A Fire Drill was held on April 11.

Discussion

Calendar of Upcoming Events:

Current Exhibitions:

- Lanterns, Teapots and Quilts; Off the Grid Living, on display until Dec. 2024
- Remembering Newmarket's Forgotten Military Camp, on display at the Legislative Assembly of Ontario.
- RCAF commemorative display marking 100th anniversary.
- Artwork of George Luesby, on display until the end of May

Spring Programming:

- Wee Fun Wednesdays, April 3, 10, 17, 24
- Saturday Fun Day Workshops, April 13, 20, 27
- May is Museum Month
- Summer Programming registration opens May 8

Announcements/Updates

April is Volunteer Appreciation Month.

Congratulations to the following volunteers:

Bronze Leaf, Daniel Locke

Bronze Leaf, Timothy A. Chadwick

Bronze Leaf, Thain Haggerty

Bronze Leaf, Tori Kargl

Gold Leaf, Erin McCaffrey

Gold Leaf, Lynda Bruton

Gold Leaf, Teresa Schuetz

Gold Leaf, Patricia Walker

Branch, Melina Burling

Branch, Cheryl Clifford

Branch, Richard MacLeod

Trunk, Michelle Clayton Wood

Root, Jackie Playter 2023

The following volunteers have earned Ontario Volunteer Long Term Service Awards:

Kathy Becker, 5 years

Cheryl Clifford, 5 years

Richard MacLeod, 5 years

Liz Pipia, 10 years

Museum Attendance for March, 2024

	2024	2023
No. School groups/outreach	0	0
Number of students	0	0
Registered participants	195	180
Walk-in visitors	166	143
<i>Total Attendance for March 2024</i>	361	323

Business Plan and Strategic Plan Linkages

Attachments

“None.”

Approval

Sarah Ernst, Supervisor Culture Programs

Contact

Whitney Broydell
Cultural Programmer, History and Heritage
Elman W. Campbell Museum



Town of Newmarket
395 Mulock Drive P.O. Box 328,
Newmarket, Ontario, L3Y 4X7

Email: info@newmarket.ca | Website: newmarket.ca | Phone: 905-895-5193

Elman W. Campbell Museum Monthly Report – March, 2024

Report Number: MUS-2024-03

Department(s): Recreation and Culture Services

Author(s): Whitney Broydell, Cultural Programmer

Meeting Date: April 24, 2024

Recommendations

1. That the report entitled Elman W. Campbell Museum Monthly Report – March 2024 dated April 24, 2024 be received for information.

Purpose

A report to advise the Museum Board of the monthly activities of the Elman W. Campbell Museum.

Background

The following includes a point form summary of the main activities of the Elman W. Campbell Museum.

- Welcomed seven local school visits to see the Black History Month exhibit.
- Welcomed walk-in visitors for tours.
- Wee Fun programming and preparation.
- Saturday Workshop programming and preparation.
- March Break:
 - Held a successful March Break program with most days and sessions being fully booked. With the nice weather there have been some no shows.
- Ontario Museum Association 2024 funding requirements:
 - Museum staff are working on updating the Museum Emergency Preparedness and Disaster Procedures.
- Research:
 - Grade One Curriculum – Residential school system, Indigenous history, and First Nations, Métis and Inuit communities.

Discussion

Calendar of Upcoming Events:

Current Exhibitions:

- "Ain't No Stoppin' Us Now": Telling our Story, Writing our History. On display until April.
- Lanterns, Teapots and Quilts; Off the Grid Living, on display until Dec.2024
- Community Exhibits Program at the Legislative Assembly of Ontario: Story theme: ***Remembering Newmarket's Forgotten Military Camp.***

Spring Programming:

- Easter Fun Event, March 30, 2024
- Wee Fun Wednesdays, April 3, 10, 17, 24
- Saturday Fun Day Workshops, April 13, 20, 27

Announcements/Updates

1. Canadian Museum Operating Grant; Standards Assessment for 2024:
 - Emergency Preparedness and Disaster Procedures for the Ontario Museum Association (OMA) 2024 funding.
 - Staff are updating emergency preparedness and disaster procedures.
 - Staff are registered for an OMA Webinar on Emergency and Disaster Planning on March 20.
 - A Fire Drill has been scheduled for April 11, 2024.
2. In 2023, the province mandated Indigenous curriculum for students from Grades 1 to 3, compared to the previous mandatory curriculum starting at Grade 4. With the new move, Indigenous curriculum is now mandatory in Grades 1 to 7, as well as 8 and 10.
 - As a museum, it is our responsibility to engage in acts of reconciliation and part of our best practices is to support decolonization.
 - Congratulations to two of our volunteers, Victoria Kargl and Michelle Clayton-Wood for completing the Indigenous Canada online course offered by the University of Alberta. Museum staff, Whitney Broydell, completed the course in 2021. Janet Charpentier is Metis.
 - Congratulations to Michelle Clayton-Wood for completing Arctic: Peoples and Cultures online course. This is a new course offered by the University of Alberta.
 - Prince Charles PS has booked three outreach visits for their Grade One classes in April. We have been requested to present on the Grade One Curriculum – Residential school system, Indigenous history and First Nations, Métis and Inuit communities.

Strategic Wish List for Museum Board consideration:

1. *Digitization Opportunities*

Canadian Museum Operating Grant Museums; Standards Assessment for the year 2025.

- The ministry is planning to review Museums' digital capacity and ability to provide digital services by providing a Digitization Plan.
- The Elman W. Campbell Museum maintains a photo database. The collection has not been fully photographed.
- Funding is needed to upgrade to PastPerfect Museum Software. This would allow the museum to build an online presence.
- Volunteer or paid help is needed to photograph the collection.

2. *Address Needs for More Collections Storage Space:*

- Identify appropriate temperature controlled offsite storage solutions for current collection overflow.
- Some of the larger items in the collection have become permanent fixtures on display.
- Allow the existing collection to continue to grow.
- Long term – the desirability of having a purpose-built storage on the north grounds of the museum.
- Volunteer or paid help is needed to assist with accessioning.

3. *Improve Promotion of Museum:*

- The museum has been an integral part of Newmarket for over 40 years and yet residents still do not know we exist. People walk by and think this building is a church.
- Increase awareness of the museum.
- There is a need for more museum-focused social media. The museum is featured occasionally on the Town's social media channels.
- Volunteer help is needed to assist with the Friends of the Museum social media accounts for more in-depth dialogue with the community.

4. *Replacement Display Cases* (up to \$3,000 each)

- Existing display cases are deteriorating with age, use and transportation. Some have visible scratches, require regular wheel replacements, difficulty with the locking mechanisms.

5. *Donate Tap Machine (TipTap)*

- Seeing an increase in people having less cash in their pockets to donate.
- Tip Tap requires a contract and transaction cost.
- It is a great way for people to donate
- Touchless transaction.

Museum Attendance for February, 2024

	2024	2023
No. School groups	7	0
Number of students	98	0
Registered participants	155	78
Walk-in visitors	71	146
<i>Total Attendance for February 2024</i>	324	224

Business Plan and Strategic Plan Linkages

Describe the Strategic Plan Linkages, such as the Community vision, Corporate mission and/or Core Values.

Mission

To collect, preserve, research, and interpret the heritage of Newmarket for the education and enjoyment of the public.

Vision

To make awareness and appreciation of local heritage an integral part of the community's life by offering excellent service and quality programs.

Mandate

The museum's mandate is to provide insight into the First Peoples of the area and the experiences of Newmarket's early settlers, brought to life through historical objects during the early 1800s up to 30 years before present.

Strategic Plan Linkages:

- Maintain a welcoming and inclusive space and environment for our community.
- Review, assess and update museum policies and practices in relation to United Nations Declaration on the Rights of Indigenous People (UNDRIP).
- Inclusive collection policies
- Connect, listen, and learn from diverse community representatives, including the Chippewas of Georgina Island First Nation.

Attachments

"None."

Approval

Sarah Ernst, Supervisor Culture Programs

Contact

Whitney Broydell

Cultural Programmer, History and Heritage

Elman W. Campbell Museum

MUSEUM RESERVE AND ELMAN CAMPBELL RESERVE ACCOUNTS
As At December 31, 2023

Reserve./Trust Description	Balance @ Jan. 1	Monthly Interest	YTD Interest	Contributions	Expenditures	Month-End Balance
Museum Reserve	306,046.81	909.91	16,768.47	-	-	322,815.28
Conservation Reserve	12,914.72	38.40	707.61	-	-	13,622.33
Exhibit Reserve	10,427.01	31.00	571.31	-	-	10,998.32
Elman Campbell Trust	-	-	-	-	-	-
RBC Investment - GIC	-	-	-	-	-	-
Total	329,388.54	979.31	18,047.39	-	-	347,435.93

Details of Contributions		Museum Reserve	Conservation Reserve	Exhibit Reserve	Elman Campbell Trust	Total Contributions
						-
						-
						-
						-
						-
						-
Total		-	-	-	-	-

Details of Expenditures		Museum Reserve	Conservation Reserve	Exhibit Reserve	Elman Campbell Trust	Total Expenditures
						-
						-
						-
Total		-	-	-	-	-