

Nipissing Township Museum

Board Meeting Minutes

August 21, 2019

6 p.m., Nipissing Township Museum

Present: Gladys Bateman, Liz Moore, Mary Heaseman, Brenda Lennon, Linda Andersen

Regrets: Norah Jackson

Staff Present: Cheryl Young, Gillian Gernas

Absent: Kerry Kloiber

1. Call to Order – The meeting was called to order by Liz Smith at 6:00 p.m.
2. Declaration of Pecuniary Interest – There were no declarations of pecuniary interest.
3. Acceptance of Agenda – The agenda was accepted as presented by Linda Andersen and seconded by Gladys Bateman.
4. Acceptance of Previous Minutes – The previous minutes were accepted as presented by Mary Heaseman and seconded by Brenda Lennon.
5. Manager's Report: See attached report.
6. Business Arising:
 - i. Heritage Day Wrap Up: The day went very well. We sold 48 hamburgers and made \$355.25 on the barbecue and \$1195.00 to date on the silent auction. The auction bidding will end at 7 p.m. on Friday, August 23rd. Candy sales were \$485.00 and donations were \$321.35. The music from the Powassan jammers was excellent. A suggestion for improvement for next year is to have a pre-event meeting to organize and set expectations for the duties of the volunteers/staff. It was agreed that this will happen before all events. A possible theme for next year is the 1950's with a classic car club, banana boats and a swing band.
 - ii. Renovations: The contractor will begin work mid-September. Cheryl shared the drawings of the plans for the renovations. We will let Cheryl know which trims are preferred for the gazebo and porch.
 - iii. Event Dates for 2020 Pamphlet: Cheryl will address and bring to the next meeting.
 - iv. Closing: Pop Shoppe pop will be sold at \$1.50 and the candy will be marked down 50% beginning immediately.
 - v. Increased Staffing: If staffing hours are increased next year, the following duties could be completed: continue the cataloguing of artifacts (754 items in the new catalogue including

Yr/lot/object # as well as a photograph with accession #'s with different views.). Develop Accession File and Condition Report to monitor deterioration. This could be funded through the Museum Assistance Program which will be brought forward by staff to Jean Paul so an application can be made. It is advantageous to complete the cataloguing work with the museum closed. The priorities are the Church and then the storage at the community centre.

7. New Business:

- i. Mileage: Any mileage incurred by staff should be approved by the Board before it is incurred.
- ii. A motion was put forward by Mary Heaseman and seconded by Gladys Bateman that all board members shall notify the chair or the secretary if they are unable to attend a meeting. If notification is not completed, the member shall be considered absent. If a member is absent without notification for 3 consecutive meetings the member shall be terminated as a board member. This will be approved by the Board before termination occurs. All in favour. Carried. The Chair will notify the member of the board's decision to terminate and will provide a letter of termination to the member within 2 weeks of the board's decision.
- iii. Card Table: A children's card table and 2 chairs are ready to be discarded and rather than send to the dump, Liz will take them. All in favour. Agreed.
- iv. Staff At Meetings: Cheryl will continue to attend our Board meetings.

8. Next Meeting: The next meeting of the Nipissing Township Museum Board will be held at 6 pm. on Wednesday, October 3, 2019 at the Nipissing Township Office.

9. Adjournment: The meeting was adjourned at 7:00 pm. by Liz Smith and seconded by Brenda Lennon.