

Nipissing Township Museum

Board Meeting Minutes

July 31, 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 Gladys Bateman and seconded by Mary Heaseman.
4. Acceptance of Previous Minutes – The previous minutes were accepted as presented by Mary and seconded by Gladys.
5. Manager's Report: See attached report.
6. Business Arising:
 - i. Pie Day Wrap Up: Email was sent to all members on the financial break down for the day. \$1,372.00 was made in total. Signage needs to be improved so that people know where to start. Discussion ensued to improve for next year.
 - ii. Heritage Day Planning: Blacksmith, Weaver, Rug-hooker & Butter-churning confirmed. M&M will be used for precooked hamburgers. The Powassan Jammers (2) will provide music. The day will run from 11 a.m. – 3 p.m. United Church service will be held in the church that day. Limited to 25 people due to the fire code. Leave parking lot vacant for visitors. Donations are needed for the silent auction. Museum will donate a candy basket.
 - iii. Schedule of Rates for Museum Rental: It was decided that the rate for museum rental will be \$725/day. This will be 1 rate. Standard form for damages and insurance will be completed through the administration office.
 - iv. Military Uniforms: Staff have reviewed the uniforms. Gift forms for uniforms have not all been found. They will check the Hardware and donate the uniforms without gift forms to the appropriate associations.
7. New Business:
 - i. Beam: Neighbours to the north of the museum have offered us the beam on their property to lift up the thrasher as it is sinking into the ground. All agreed this will be implemented.
 - ii. Renovations: Using the Main Street grant monies, Mike Young will install 4 new windows in the front of the museum. He will start mid-September. The porch and posts will be replaced and gingerbread trim added. As well, a gazebo will be added at the end of the porch and the side

entrance steps and stoop will be replaced. No path to the cenotaph or patio stone replacement is included in this renovation due to costs.

- iii. OMA membership fee: The Township pays this so the notice will be forwarded to Kris.
- iv. Cataloguing: The staff have made headway in cataloguing items within the renovated church. Three different collections will be developed: Props for the store, Items of historical significance and Props for showing how to use or make an item. There are up to 700 items in the Church presently. The centre section of the church is catalogued. Gillian will develop a quick guide on the system used and how to apply before her contract ends.
- v. Laptop: The staff need an extra laptop to work efficiently and Linda will discuss with the administrative office.

8. Next Meeting: Will be held at the museum at 6 pm. On Wednesday, August 21, 2019 at the Museum.

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