

Nipissing Township Museum

**Board Meeting Minutes**

**September 7, 2022**

7 p.m., Nipissing Township Community Centre

**Present:** Brenda Lennon, Mary Heaseman, Gladys Bateman, Gillian Bernais, Chris Johnston, Steve Kirkey, Liz Moore, Kris Croskery-Hodgins

1. **Call to Order** – The meeting was called to order at 7:00 p.m. by Liz Moore.
2. **Declaration of Pecuniary Interest** – There were no declarations of pecuniary interest.
3. **Acceptance of Agenda** – The agenda was accepted as presented by Steve Kirkey and seconded by Chris Johnston.
4. **Acceptance of Previous Minutes** – The minutes of the previous meeting were accepted by Gladys Bateman and seconded by Mary Heaseman.
5. **Standing Agenda Items:**
  - i. Finance – The 2022 Budget Worksheet was distributed. The museum sales are down. Ideas for marketing, types of sales, etc. will be discussed at the next meeting.
  - ii. Managers Report – Total Revenue for August: \$2207.54; Visitors 230; Total Visitors to date 708. Union Jack Flag Providence – No providence was found, but the Knox Church flag will be kept if it is confirmed that it is from the Orange Lodge.  
Collections - No more information was found on the retirement quilt. The Jane Russell donation has shipped with additional donations included. Board members can view at the museum ready for discussion at the next meeting. It was decided to not accept a book donation due to water damage and mold.  
Cataloguing Update – Not a great amount of cataloguing has been completed this year. The inventory of the storeroom is incomplete, but to date 50% of the items are not catalogued.  
Moldy items were found in the storage room and the church (1). Air circulation will be continued during the winter as a prevention strategy.
6. **Business Arising:**
  - i. Heritage Day Wrap Up – Revenue from the day was \$1200.00 with most from the silent auction. The barbeque broke even. This will be held on a Sunday next year and it was noted that the later time worked well. The band moved onto the lawn as there were problems with an echo in the gazebo.
  - ii. Summer Activity Update  
Rec Committee Movie Night – The cotton candy was given out by donation, and this brought in \$145. with a total revenue for the evening at \$210. A 7 p.m. start would work best.  
Fall Festival – There are 9 craft vendors confirmed. The museum will sell the heritage garden vegetables by donation. The Blacksmith, Bob Bartlett, and the J. Houston Band are confirmed.  
Museum tours by Board members, carnival games and the trunk sale through the rec committee

will be ongoing. A smoke detector and fire extinguisher donated by the fire department will be raffled.

- iii. Township Webpage/Facebook Status – The Facebook page has been updated with all the pertinent information. The Township Museum webpage is up with photos and a link to the Facebook page.
- iv. July 2023 Event – Piefest vs Strawberry Festival – Deferred to the October meeting.
- v. Banners – Not required. Past banner was printed as an indoor banner and has not kept well.
- vi. Heritage Garden – There is not enough staff time to give attention to the vegetable garden, so it was recommended to discontinue. Weeding is ongoing to the perennial bed around the gazebo.

**7. New Business:**

- i. Closing Date – The museum will be closed for the season to the public on Saturday, September 10<sup>th</sup>. There will be a 50% candy discount in place beginning tomorrow. Gillian's last day will be October 7th.
- ii. Procedural By-law – Added to the agenda by the Chair. There will be no electronic participation of Board members at meetings unless allowed by the Chair. There was discussion regarding 2.10 which states approved minutes will be posted which is not our practice.

**8. Next Meeting** – The next meeting of the Nipissing Township Museum Board will take place on Wednesday, October 5, 2022, at the Nipissing Community Centre at 7 p.m.

**9. Adjournment** – Liz Moore put forward to adjourn the meeting at 8:30 p.m. and this was accepted by Steve Kirkey and seconded by Chris Johnston.