

Nipissing Township Museum



Township of
NIPISSING

"Life the way it should be" ESTABLISHED 1888

Nipissing Township Museum Board Meeting

*** AGENDA ***

Wednesday, October 2, 2024

****START TIME 6:30 p.m.****

1. Disclosure of pecuniary interest.
2. Motion: Approve the Minutes of the Board Meeting held September 4, 2024.
3. Staff Updates:
 - a. Financial & Visitor Statistics to Date
 - b. Building & Maintenance
 - c. Event Planning
Motion: To schedule 2025 events.
 - d. Artifact Status Report
 - e. Exhibit & Strategic Planning
4. Motion: Change the Nipissing Township Board meeting date from November 6th, 2024 to November 13th, 2024.
5. Motion: To amend the start time of the Nipissing Township Museum Board Meetings.
6. Motion: To amend the meeting dates for the Nipissing Township Museum Board.
7. Motion: Adjourn.

Board meetings will be held in person at 2381 Highway 654, Township of Nipissing Community Centre and virtually utilizing the Zoom platform; and will be livestreamed to the Township of Nipissing YouTube channel.

<https://www.youtube.com/channel/UC2XSMZqRNHbwVppelfKcEXw>

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MINUTES

Nipissing Township Museum Board of Management
September 4, 2024

A regular meeting of the Nipissing Township Museum Board of Management was held on Wednesday, September 4, 2024 starting at 6:58 p.m.

The meeting was held in person at the Township of Nipissing Community Centre, 2381 Hwy 654.

Present: Councillor Steve Kirkey, Councillor Dave Yemm Gladys Bateman, and Mary Heasman.

Regrets: Debbie Rennette and Rob Serson

Staff: Gillian Bernas, Museum Manager; Kim Turnbull, Interim Deputy Clerk, Office Assistant-Intern and, Secretary to the Museum Board.

The meeting was officially called to order at 6:58 p.m. following the establishment of quorum.

MOTION NUMBER 2024-16

Moved by: Dave Yemm

Seconded by: Mary Heasman

THAT we approve the Minutes of the Nipissing Township Board Meeting held August 7, 2024 as presented. **Carried.**

Staff Updates:

- Financial and Visitor Statistics to Date:
Heritage Day: \$1429.25
August Revenue \$2393.55
Total Revenue to Date - \$3917.33

Visitors for the Season: 429

- **Building & Maintenance** – Investigating the Rural Enhancement Funding Stream with NOHRC, for the Museum Foundation and including the church windows if it fits within the scope.
- **Event Planning:** Discussion on the upcoming event, volunteers and vendors confirmed for Fall Community Celebration, September 14th.
- **Artifact Status Report** – Cataloguing will resume this coming weekend, with the closing of the Museum to the public and now that the events have been planned for the season. Gillian will be training one of the students on the cataloguing system.
- **Exhibit and Strategic Planning** – Planning for 2025 to scale back on the exhibits, introduce more interactive exhibits, develop another route map, add text and images to an exhibit already planned in the Church building.
 - Focus efforts on programs and events going forward, to re-engage the community in the events taking place at the Museum.
 - Test out new program ideas – small themed ticketed events.
 - Provides for fundraising opportunities and can be done throughout the year.
 - Strategic Planning discussion – bring forward ideas to the next meeting to develop a document to guide the Museum into the future and align with the Museum's Program Objectives and Intent.

- Discussion to extend Museum Board Meetings until November and resume meetings in March to allow for continued planning and to begin the meetings at 6:00 p.m. Motion to be brought forward at the next Museum Board meeting on October 2, 2024.

MOTION NUMBER 2024-17

Moved by: Dave Yemm

Seconded by: Gladys Bateman

That the Board meeting is hereby adjourned at 7:40 p.m. Next meeting will be held Wednesday, October 2th, 2024 at 6:30 p.m. **Carried.**

Chairperson:

Secretary:

Minutes prepared as per Section 228 (1)(a) of the Municipal Act, S.O. 2001, c. 25.

Clerk to record, without note or comment, all resolutions, decisions and other proceedings of the council.

Minutes to be approved by the Board at the next scheduled Board Meeting.

Nipissing Township Museum Strategic Plan

Vision: The Nipissing Township Museum will serve as an inviting and accessible center for learning. Through relevant and engaging exhibits, programs, resources, and community events, the museum will foster positive and meaningful interactions.

Mission: To celebrate, share, and educate while preserving the past and heritage of the Township of Nipissing and area with the community.

Strategic Initiative – Community Relevance & Engagement

- Create educational programs for schools.
- Develop engaging community programs and special events.
- Continue to develop a comprehensive collection that is representative of Nipissing and the surrounding area.
- Develop a 5-year exhibit plan.

Strategic Initiative – Communications & Marketing Outreach

- Use social media to showcase the Nipissing Township Museum and events.
- Update the Museum information on the Township of Nipissing website.
- Collaborate with local Museums in the area.
- Continue to create a greater presence in the community.

Strategic Initiative – Collections Management

- Complete inventory of the current collection.
- Consolidate records of collections in Past Perfect software.
- Accession of backlog of donations.
- Continue to accept donations that have provenance relating to the area.

Strategic Initiative – Capital, Building & Ground Infrastructure

- Continue to seek funding opportunities for foundation repairs to the Office Building.
- Maintenance and/or replacement of the historic church windows.
- Create improved storage space for files and collections.
- Refinish picnic tables and benches.
- Complete parking lot maintenance



Strategic Planning for Facilities and Programming

Museum Board:

In order to effectively plan and apply for funding for future projects, it is important to have a solid vision and strategic plan for the Township facilities and programming.

As we work towards the 2025 Budget and Capital Forecast, we need to ensure that all necessary costs are captured.

As members of the Board, you are helping us to guide the future of the Museum.

Please complete the following questions for discussion with the Board at a future meeting.

Museum – Church Building

1. What changes would you like to see at the Church building over the next ten years?
2. What programs would you like to see (if any) offered, please provide ideas on how this would be offered and by who?
3. Other comments.

Candy Shop – Office Building

1. What changes would you like to see at the Candy Shop/Office Building over the next ten years?
2. Other comments.

Harland's Hut/Storage Building and Grounds (including Gazebo)

1. What changes would you like to see at the buildings and grounds over the next ten years?
2. Other comments.

Any comments, suggestions or ideas regarding the status of building condition, upgrades, repairs etc. would be most welcome during this discussion. Having large projects planned out and included in the Strategic and Asset Management Planning will allow staff to identify grants and funding opportunities as they arise.

Thank you in advance for your input.