

Nipissing Township Museum



Township of
NIPISSING

"Life the way it should be" ESTABLISHED 1888

Nipissing Township Museum Board Meeting

*** AGENDA ***

Wednesday, November 13, 2024

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

1. Disclosure of pecuniary interest.
2. Motion: Approve the Minutes of the Board Meeting held October 2, 2024.
3. Staff Updates:
 - a. Financial & Visitor Statistics to Date
 - b. Building & Maintenance
 - c. Event Planning
 - d. Artifact Status Report
 - e. Exhibit & Strategic Planning
4. Motion: To approve the Nipissing Township Museum Strategic Plan and submit to Council for approval.
5. Proposed Merchandise & Candy for the Museum Gift Shop, 2025.
Motion: To approve the Nipissing Township Museum 2025 Budget request and forward to Council for inclusion in the 2025 Municipal Budget.
6. 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
October 2, 2024

A regular meeting of the Nipissing Township Museum Board of Management was held on Wednesday, October 2, 2024 starting at 6:30 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, Mary Heasman, Debbie Rennette and Rob Serson

Staff: Gillian Bernas, Museum Manager; Kim Turnbull, Interim Deputy Clerk, Office Assistant-Intern and, Secretary to the Museum Board and Kris Croskery- Hodgins, Municipal Administrator, Clerk-Treasurer.

MOTION NUMBER 2024-18

Moved by: Dave Yemm

Seconded by: Mary Heasman

THAT we approve the Minutes of the Nipissing Township Museum Board Meeting held September 4th, 2024 as presented. **Carried.**

Staff Updates:

- **Financial and Visitor Statistics to Date:**

Fall Community Celebration: \$1172.30
 \$825.00 from the Pie in the Face Fundraiser
 \$104.00 donations
 \$245.30 – sales from the Gift Shop

Total Revenue for the Season - \$5409.53

Visitors for the Season: 538

This season there was a decrease in the visits to the candy store compared to previous years.

- **Building & Maintenance** – Porch, railings and stages need to be sanded and re-painted next season.
 - Church Sign post to be replaced.
 - Discussion for parking lot maintenance before next season – square up the parking lot, back blade the grass out and add some gravel to level it, as there are areas with puddles.
 - Confirm there is a delineation line on the stairs leading to the office building for visual assistance.
 - Weeding of the walkway.
- **Event Planning:** Thank you to all of the volunteers that participated in the Pie in the Face fundraiser at the Fall Community Celebration.
 - Take Aways from the Fall Community Celebration:
 - Silent auction showed to have better results than a live auction.
 - 4 craft vendors participated at the event, other events occurring on the same day in and around the area.
 - The event was spread out, next year look at partnering with the Recreation

Committee and having a booth at Heritage Park.

○ **2025 Proposed Events:**

- Heritage Day Sunday - August 17th – theme to be determined
 - Continue with the annual event
 - Invite crafters and vendors to this event, rather than a fall event.
 - Themes to be discussed at the November meeting.
- Murder Mystery event – September 27th
 - Based on historical information in the Township.
 - Provide an educational and fun evening with dinner.
 - Event could be hosted at the Museum.
- Remembrance Day Event - November 1st or 2nd
 - Hosted at the Township of Nipissing Community Centre.
 - Bring in an exhibit and speakers.
 - A dinner based on war time recipes, 2 price points (1 – just to come and enjoy the meal, 1 at a lesser cost if you helped to prepare the meal)
 - Suggested to reach out to the Powassan and Restoule Legions for resources and speakers.
 - Contact MP Anthony Rota's office for contacts for the event.
- Harvest Supper – a ticketed event
 - To take place outside at the Museum in the Fall.
 - A band for the event and a tent to hold the dinner.
 - A rain date would need to be scheduled or host it at the Community Centre in case of inclement weather.
- High Tea in the Gazebo – July 13th
 - A theme for the tea, with food centred around the theme. An event to replace Pie Fest.
 - Discussion to have maple syrup as the theme and have the local producers attend and speak about the history of production in Nipissing. Pancakes were suggested to have at the event.
 - An exhibit to support the theme at the event.

MOTION NUMBER 2024-19

Moved by: Dave Yemm

Seconded by: Rob Serson

THAT the Nipissing Township Museum 2025 Events will be:

High Tea held Sunday July 13th, 2025, Heritage Day held Sunday August 17th, 2025 and Remembrance Day Event held November 1st or 2nd 2025. **Carried.**

- **Artifact Status Report** – Cataloguing has resumed and items are being entered into the Past Perfect software. The cataloguing on the items that were accepted earlier this summer has begun and expected to be completed this month.
- **Exhibit and Strategic Planning** – Discussion about Merchandise options for 2025.
 - Candy sales have declined, sold out of many gift type items.
 - Only 3 books left by Andrew Hines.
 - Looking to re-create the games and posters done this season for sale.
 - Request to bring back merchandise options at the next meeting.

- Strategic Planning
 - Discussion about what the Museum Board would like to see for the Museum moving forward for each of the buildings.
 - Discussion about increasing the square footage of the Office/candy store to allow for a programming space to host small events.
 - Hardware Store & Harland's Hut – lack of insulation impacts the artifacts, investigate elevating the artifacts off the floor and onto platforms.
 - Further discussion at the November meeting on the Draft Strategic Plan with the 2025 budget discussion.

MOTION NUMBER 2024-20

Moved by: Debbie Rennette

Seconded by: Dave Yemm

THAT the Nipissing Township Museum Board change the date of the November 6th, 2024 regularly scheduled meeting to November 13th, 2024, cancelling the November 6th meeting. **Carried.**

MOTION NUMBER 2024-21

Moved by: Rob Serson

Seconded by: Dave Yemm

THAT the Nipissing Township Museum Board amend the start time of the meetings from 6:30 p.m. to 6:00 p.m. **Carried.**

MOTION NUMBER 2024-22

Moved by: Dave Yemm

Seconded by: Mary Heasman

THAT the Nipissing Township Museum Board amend the annual meeting schedule to March to November yearly to allow for event and program planning. **Carried.**

MOTION NUMBER 2024-23

Moved by: Gladys Bateman

Seconded by: Mary Heasman

That the Board meeting is hereby adjourned at 7:40 p.m. Next meeting will be held Wednesday, November 13th, 2024 at 6:00 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

Proposed Merchandise & Candy for Museum Gift Shop 2025

Fridge Magnets



*Draft Design

Quantity	Cost per Order (excluding shipping)	Proposed Retail Price	Revenue if all items Sell at Full Price
100	\$104.00	\$2.50	\$250.00

3" x 3" Magnets

Pioneer ABC Kid's Storybook

This was created by previous staff at the museum and can be reprinted and bound at the Office/Museum. The current intention is to have the books ready for printing in time for including at the exhibit in the Powassan Library Gallery Space for May-June 2025.

Quantity	Cost per Item, approximate	Proposed Retail Price
5 at a time, can print on demand	5-7\$	10

Colouring Books

Could be Printed at Township office using Legal Size Paper and Cardstock. Print 5 at a time, on demand.

Quantity	Cost per book (excluding tax/shipping)	Proposed Retail Price	Revenue if all items Sell at Full Price
5	\$1.60	\$3.00	\$15.00

Colouring Pencils



To be sold with the colouring books. \$5.00 for the set

Quantity	Cost per Order (excluding shipping)	Proposed Retail Price	Revenue if all items Sell at Full Price
100	\$84.00	\$2.00	\$200

Card Game

Staff will be updating and perfecting the card game developed over the summer of 2024. The current intention is to have the game ready for printing in time for including at the exhibit in the Powassan Library Gallery Space for May-June 2025, AND as part of the gifts handed out to families by the Fire Department's Christmas Run in December 2025 and they would share the cost of the order (whatever proportion they use).

Quantity	Cost per Order (including shipping, tax)	Proposed Retail Price	Revenue if all items Sell at Full Price
100 with printed box	\$1,794.96	\$35.00	\$3,500.00
48 with printed box	\$1,169.97	\$40.00	\$1,705.04
16 with shrinkwrap	\$454.30	\$40.00	\$185.70

Youth T-Shirt



Colour Classic Red with Black Logo (reasoning dark red is one of the Nipissing Museum brand colours)

Quantity	Cost per Order (excluding shipping)	Proposed Retail Price	Revenue if all items Sell at Full Price
36	\$257.40	\$15.00	\$282.60

Colour Classic Red with Black Logo

Adult T-Shirt



Colour Oatmeal Heather with Black Logo (reasoning: during T-shirt Weather people don't want to attract bugs by wearing dark colours).

Quantity	Cost per Order (excluding shipping)	Proposed Retail Price	Revenue if all items Sell at Full Price
36	\$486.64	\$25.00	\$900.00

Adult Hoodie



Colour Black with dark grey trim and Grey Logo - lighter grey than the trim colour (reasoning: Black is classic and would appeal to the widest audience and the Grey Logo won't be as stark as white, and we already have black t-shirts with a white logo)

Quantity	Cost per Order (excluding shipping)	Proposed Retail Price	Revenue if all items Sell at Full Price
48	\$1075.00	\$50.00	\$2400.00

Mug – 14 floz



Colour Matte Brick with Black Logo (dark red is one of the museum brand colours, and the mugs we had previously had a white background).

Quantity	Cost per Order (excluding shipping)	Proposed Retail Price	Revenue if all items Sell at Full Price
72	\$579.80	\$15	\$1080.00

Merchandise (Clothing & Gifts) Totals

Items	Total Cost per order	proposed Retail Price	Revenue if all items sell at full price
Fridge Magnets	\$ 104.00	\$ 2.50	\$ 250.00

Colouring Pencils	\$ 84.00	\$ 2.00	\$ 200.00
Card Game 100 COPIES IN CUSTOM BOX *** If this could be printed in time for the 2025 Christmas Run, The Fire Department would like 50-60 copies to give out to families as part of this event, leaving 40-50 copies for the museum to sell or use.	\$ 1,794.96 (17.95/game)	\$ 35.00	\$ 3,500.00
Kid's T-Shirt	\$ 257.40	\$ 15.00	\$ 540.00
Adult T-Shirt	\$ 486.64	\$ 25.00	\$ 900.00
Adult hoodie	\$ 1,075.00	\$ 50.00	\$ 2,400.00
Mug	\$ 579.80	\$ 15.00	\$ 1,080.00
VistaPrint Order Taxes & Shipping		\$46.96	
4Imprint Taxes & Shipping		\$435.02	
TOTAL		\$4,863.78	\$4,488.20

Books & Maps

Item	Quantity	Cost per Order (excluding shipping)	Proposed Retail Price	Revenue if all items Sell at Full Price
Stories from the Road Poster **Print on Demand for Those who ask)	1	\$37.29 (33+tax)	\$40	\$40
Colouring Books, Printed at Twp Office/on demand	5	\$1.60	\$3.00	\$15
Trail Map, Discovery Route	25	\$100	\$8.50	\$212.50
Founded on Stone Volume 1 by Andrew Hind	5	\$85.00	\$25	\$125.00
Pioneer ABCs Kids Book	5	\$25.00	\$7.00	\$35.00
TOTALS		\$327.29		\$562.50

Candy

Item	Quantity	Cost per Order	Proposed Retail Price	Approximate Revenue if all items Sell at Full Price
Candy, from Candynow.ca (gummies, gum, licorice, taffy, etc)		\$595.51	Various Price Points	\$1,100.00
Fudge, Old English Fudge (including approx. shipping)	50	\$229.50	\$6.50	\$325.00

TOTALS		\$825.01		\$1,400.00
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Gift Bag supplies for the Gift Shop from Uline (paper bags with handles, 250/carton)

Cub 8"x4.75"x10.25"	\$90.00
Vogue 16"x6"x12"	\$128.00
TOTAL	\$218.00

TOTAL COSTS FOR PROPOSED 2025 MERCHANDISE, BOOKS & CANDY

	Total Costs	Potential Revenue	Potential Net Revenue
Books & Maps	\$427.29	\$702.50	\$275.21
Merchandise	\$3,523.12	\$6,010.00	\$2,968.86
Candy	\$825	\$1,400.00	\$574.99
TOTAL	\$4,675.42	\$7,972.50	\$3,779.06

Historical Gift Shop Merchandise Expenses and Revenue

This breakdown is just for merchandise – *excluding Candy/Beverages and Books*

Year	Actual Expense	Actual Revenue	NET REVENUE
2017	\$8,755.00,** includes everything, \$1622.41 identified for mugs, hats, tote bags, umbrellas	\$11059.11 *includes all revenue (candy, beverages, etc as well) assume \$1000 for merch	
2018	\$469.78	\$6140.44 *includes all revenue (candy, frozen yogurt, etc as well) Assume \$1000 for merch	
2019	0	\$354.80	
2020	\$817.97	\$56.73	
2021	0	\$920.23	
2022	\$947.69	\$834.76	
2023	0	\$850.95	
2024	0	\$662.80	
TOTAL SINCE 2017	\$3857.85	\$5680.27	\$1822.42