

## Nipissing Township Museum Board Meeting

### \*\*\* AGENDA \*\*\*

**Wednesday, March 5, 2025**

**\*\*START TIME 6:00 p.m.\*\***

1. Disclosure of pecuniary interest.
2. Motion: Appoint a Chairperson for 2025.
3. Motion: Approve the Minutes of the Board Meeting held November 13, 2024.
4. Motion: Approve the opening and closing dates for the Museum for 2025.
5. Staff Updates:
  - a. Building & Maintenance
  - b. Event Planning
    - Motion - To set times for the 3 upcoming events for 2025.
    - Motion – To approve the Seasonal Brochure for 2025.
    - Motion – To approve the pricing and quantities for the Tea and Talk Event.
    - Motion - To approve the Event Poster for the Tea and Talk Event.
  - c. Artifact Status Report
  - d. Exhibits
  - e. Strategic Plan Update
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>



**MOTION**

**DATE:** March 5, 2025

**MOTION NUMBER:** 2025-01

**MOVED BY:**

**SECONDED BY:**

THAT we hereby appoint \_\_\_\_\_ Chairperson of the Nipissing Museum Board of Management of 2025.

**For Against**

|                    | For | Against |
|--------------------|-----|---------|
| <b>J. Aultman</b>  |     |         |
| <b>G. Bateman</b>  |     |         |
| <b>M. Heasman</b>  |     |         |
| <b>S. Kirkey</b>   |     |         |
| <b>D. Rennette</b> |     |         |
| <b>D. Yemm</b>     |     |         |
| <b>Vacant</b>      |     |         |

Carried

\_\_\_\_\_  
Chairperson:



**MOTION**

**DATE:** March 5, 2025

**MOTION NUMBER:** 2025-02

**MOVED BY:**

**SECONDED BY:**

THAT we approve the Minutes of the Nipissing Township Museum Board Meeting held November 13, 2024, as presented.

**For Against**

|                    | For | Against |
|--------------------|-----|---------|
| <b>J. Aultman</b>  |     |         |
| <b>G. Bateman</b>  |     |         |
| <b>M. Heasman</b>  |     |         |
| <b>S. Kirkey</b>   |     |         |
| <b>D. Rennette</b> |     |         |
| <b>D. Yemm</b>     |     |         |
| <b>Vacant</b>      |     |         |

|                    |
|--------------------|
| Carried            |
| Chairperson: _____ |

# MINUTES

Nipissing Township Museum Board of Management  
November 13, 2024

A regular meeting of the Nipissing Township Museum Board of Management was held on Wednesday, November 13, 2024 starting at 6:00 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, Jane Aultman, Gladys Bateman, Mary Heasman, and Debbie Renette

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

**Regrets:** Rob Serson

## MOTION NUMBER 2024-24

**Moved by: Dave Yemm**

**Seconded by: Gladys Bateman**

THAT we approve the Minutes of the Nipissing Township Museum Board Meeting held October 2, 2024 as presented. **Carried.**

## Staff Updates:

- **Financial and Visitor Statistics to Date** - financial and visitor information for the season is provided in the October 2, 2024 Minutes, no further information to report.
- **Building & Maintenance** –nothing to report at this time.
- **Event Planning:**
  - Powassan Library invited the Museum to take part in a Holiday exhibit in December.
  - The Museum will also provide an interactive exhibit to the Powassan Library featuring the games that were developed by the students over the summer.
  - **Tea in the Gazebo – July**
  - Featuring a maple syrup theme, local syrup producers are being contacted to participate.
  - Discussion about the having displays and exhibits set up featuring maple syrup production in the area.
  - An open invitation to producers in the area to participate in the event, with a request for a donation of a maple syrup product to be used during the event.
  - Food prep ahead of time featuring maple syrup products.
  - **Heritage Day – August**
  - Discussion on themes for this year’s event.
  - Theme – Building methods and wood working tools for the area.
  - Investigate high schools that may be able to assist with a building model.
  - **Remembrance Day event – November 2<sup>nd</sup>**
  - A drop in event with set time for speakers to present.
  - Exhibits set up around the Community Centre, specific to the history of the Township of Nipissing.
  - Explore options to have the students from South Shore Education Centre involved with

the event.

- Food items – sandwiches and a soup that would reflect wartime rations.
- **Artifact Status Report** – Cataloguing continued through the fall and will be done throughout the winter. All items are being entered into the Past Perfect software.
- **Exhibit and Strategic Planning** - Strategic Planning
  - Discussion and review of the draft strategic plan.

**MOTION NUMBER 2024-25**

**Moved by: Dave Yemm**

**Seconded by: Debbie Rennette**

THAT we approve the Nipissing Township Museum Strategic Plan and submit to Council for approval.

**Carried.**

Discussion of the proposed merchandise and candy for the Museum Gift Shop for 2025.

**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              |
| <b>TOTAL</b> | <b>\$4,675.42</b> | <b>\$7,972.50</b> | <b>\$3,779.06</b>     |

**MOTION NUMBER 2024-26**

**Moved by: Jane Aultman**

**Seconded by: Gladys Bateman**

THAT we approve the Nipissing Township Museum 2025 Budget request and forward to Council for inclusion in the 2025 Municipal Budget. **Carried.**

**MOTION NUMBER 2024-27**

**Moved by: Dave Yemm**

**Seconded by: Debbie Rennette**

That the Board meeting is hereby adjourned at 6:59 p.m. Next meeting will be held Wednesday, March 5<sup>th</sup>, 2025 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.



**MOTION**

**DATE:** March 5, 2025

**MOTION NUMBER:** 2025-03

**MOVED BY:**

**SECONDED BY:**

THAT we approve \_\_\_\_\_ as the opening date and \_\_\_\_\_ as the closing date for the Nipissing Township Museum for the 2025 season.

**For Against**

|                    |  |  |
|--------------------|--|--|
| <b>J. Aultman</b>  |  |  |
| <b>G. Bateman</b>  |  |  |
| <b>M. Heasman</b>  |  |  |
| <b>S. Kirkey</b>   |  |  |
| <b>D. Rennette</b> |  |  |
| <b>D. Yemm</b>     |  |  |
| <b>Vacant</b>      |  |  |

Carried

\_\_\_\_\_  
Chairperson:



**MOTION**

**DATE:** March 5, 2025

**MOTION NUMBER:** 2025-04

**MOVED BY:**

**SECONDED BY:**

THAT we approve the following 2025 event times

Tea and Talk, July 13, 2025 – 11 a.m. – 3 p.m.

Heritage Day, August 17, 2025 – 11 a.m. – 3 p.m.

Remembrance Day Event, November 2, 2025 – 10:30 a.m. – 2:30 p.m.

**For Against**

|                    |  |  |
|--------------------|--|--|
| <b>J. Aultman</b>  |  |  |
| <b>G. Bateman</b>  |  |  |
| <b>M. Heasman</b>  |  |  |
| <b>S. Kirkey</b>   |  |  |
| <b>D. Rennette</b> |  |  |
| <b>D. Yemm</b>     |  |  |
| <b>Vacant</b>      |  |  |

|              |
|--------------|
| Carried      |
| _____        |
| Chairperson: |



**MOTION**

**DATE:** March 5, 2025

**MOTION NUMBER:** 2025-05

**MOVED BY:**

**SECONDED BY:**

THAT we approve the seasonal brochure for the Nipissing Township Museum for 2025.

**For Against**

|                    | For | Against |
|--------------------|-----|---------|
| <b>J. Aultman</b>  |     |         |
| <b>G. Bateman</b>  |     |         |
| <b>M. Heasman</b>  |     |         |
| <b>S. Kirkey</b>   |     |         |
| <b>D. Rennette</b> |     |         |
| <b>D. Yemm</b>     |     |         |
| <b>Vacant</b>      |     |         |

Carried

\_\_\_\_\_  
Chairperson:



# Visit the Museum

## Special Tours Available!

To arrange a group tour at the museum in June before our official opening day, please contact the museum by email: [museum@nipissingtownship.com](mailto:museum@nipissingtownship.com)

## Learn about Local History Through Fun Games & Activities!

Educational Board & Card Games, Scavenger Hunts, Mystery Objects and so much more!

Learn Historic Skills & Techniques like Crazy Quilting!



The Nipissing Township Museum is located on the corner of Highway 654 and Beatty Street in the Village of Nipissing.

[www.NipissingTownship.com](http://www.NipissingTownship.com)

# Our Museum

Our museum was established in 1974.

*"Preserving the past is a gift for the future"*

There are two main interpretive buildings to see:

**The Log Church**, which was originally built in 1882 and houses the artifacts associated with domestic life and entertainment.

**The Hardware Store**, which houses the tools & equipment that allowed settlers to build their homes, clear their land, and cultivate their fields.

## How You Can Help Support Our Museum

Visit the museum!

Engage with us on Facebook

Attend Museum Events

Donate an item or Gift certificate to our Heritage Day Silent Auction Volunteer

*Thank You for Your Support!*

[museum@nipissingtownship.com](mailto:museum@nipissingtownship.com)  
705-724-2938

# Nipissing Township Museum



## Open Seasonally

June 29 - August 31 2025

Wednesday - Sunday  
10:00 am - 4:30 pm

Admission is by Donation

## Save the Dates!

Sunday July 13, 2025

Tea & Talk 11am - 3pm

Sunday August 17, 2025

Heritage Day 11am - 3pm

Sunday November 2, 2025

Remembrance Lunch

10:30am - 2:30pm



4363 Highway 654

## Tea & Talk

This year's theme is

### Maple Syrup.

Get the chance to speak to some of our local producers, & learn how you can start making Maple Syrup in your own backyard!

All while enjoying homemade savouries & sweets made with local ingredients!



To participate as a producer/demonstrator and/or vendor at our Tea & Talk event, please contact the museum by email:  
[museum@nipissingtownship.com](mailto:museum@nipissingtownship.com)

Sunday July 13  
 11am - 3pm at the  
 Nipissing Township  
 Museum 4363 Hwy 654

## Heritage Day

This year's theme is **Building the Homestead**: The tools & techniques used to construct the first buildings in our Township.



New Exhibits  
 Family Activities  
 BBQ  
 Demonstrations  
 Silent Auction  
 & More!

Sunday August 17  
 11am - 3pm at the  
 Nipissing Township  
 Museum 4363 Hwy 654

## Remembrance Lunch

Join us for Lunch & Snacks at the Township of Nipissing Community Centre to learn about how the First and Second World Wars affected our Township and the stories of the local people who fought in these global conflicts.



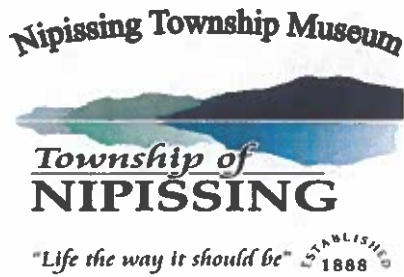
Lunch & Snacks Inspired by  
 Wartime Recipes

Exhibits & Activities

Listen to the Experiences of  
 Local Veterans

*Lest We Forget*

Sunday November 2  
 10:30am - 2:30pm at the  
 Township of Nipissing  
 Community Centre  
 2381 Hwy 654



**MOTION**

**DATE:** March 5, 2025

**MOTION NUMBER:** 2025-06

**MOVED BY:**

**SECONDED BY:**

THAT we approve the pricing and quantities for the Tea and Talk event on July 13, 2025.

**For Against**

|                    |  |  |
|--------------------|--|--|
| <b>J. Aultman</b>  |  |  |
| <b>G. Bateman</b>  |  |  |
| <b>M. Heasman</b>  |  |  |
| <b>S. Kirkey</b>   |  |  |
| <b>D. Rennette</b> |  |  |
| <b>D. Yemm</b>     |  |  |
| <b>Vacant</b>      |  |  |

Carried

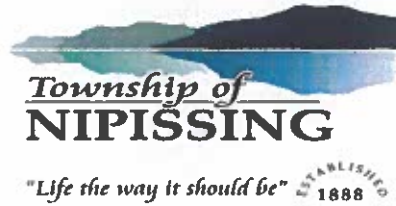
Chairperson:

| <b>Tea &amp; Talk 2025 Event Menu</b>                              |                                  |  |
|--|----------------------------------|--|
| <b>Quantities</b>  | <b># of Servings</b>             |  |
| Scones   | 32                               |  |
| Cake   | 30                               |  |
| Sandwiches   | 20                               |  |
| Tarts  | 20                               |  |
| <b>TOTAL SERVINGS</b>  | <b>102</b>                       |  |
| <b>Drink Ingredients</b>   |                                  |  |
|  | <b>Cost of Ingredients</b>       |  |
| Earl Grey tea PC box   | \$ 5.00                          |  |
| Medium Roast Ground Coffee noname brand                            | \$ 9.00                          |  |
| Coffee Cream 18%, 2 lg containers                                  | \$ 11.26                         |  |
| Ice to keep cream & milk cool outside                              | \$ 10.00                         |  |
| Lemonda  | \$ 9.87                          |  |
| <b>TOTAL</b>   | <b>\$ 45.13</b>                  |  |
| <b>Multiple Recipe Ingredients</b>                                 |                                  |  |
| Flour, 5 kg bag  | \$ 7.00                          |  |
| Eggs, dozen  | \$ 3.93                          |  |
| Maple syrup 1 L ( enough leftover to serve with beverages?)        | \$ 17.00                         |  |
| Parchment paper  | \$ 3.79                          |  |
| White Sugar  | \$ 3.47                          |  |
| Salt   | \$ 1.99                          |  |
| oil 1L   | \$ 5.00                          |  |
| Fresh Fruit (Pick your own?)                                       | \$ 40.00                         |  |
| paper plates *for take away  | \$ 7.50                          |  |
| plastic wrap * for take away                                       | \$ 2.50                          |  |
| <b>TOTAL</b>   | <b>\$ 92.18</b>                  |  |
| <b>Scones with Maple-sweetened Whipped Cream &amp; fresh fruit</b> |                                  |  |
|  | 8 Large Scones/batch X 4 batches |  |
| <b>Scones</b>  |                                  |  |
| Flour  |                                  |  |
| Eggs   | \$ 3.93                          |  |
| Milk (whole) (extra for serving tea/coffee)                        | \$ 7.25                          |  |
| Baking powder/soda   | \$ 1.99                          |  |
| Butter   | \$ 11.76                         |  |
| Maple Syrup  | \$ 17.00                         |  |
| <b>Whipped Cream</b>   |                                  |  |
| Whipping cream 35%   | \$ 32.84                         |  |
| Maple Syrup  |                                  |  |
| <b>Fresh Fruit* local?</b>   |                                  |  |
| <b>Total</b>   | <b>\$ 74.77</b>                  |  |
| <b>(VEGAN) Maple Streusel Cake</b>                                 |                                  |  |
|  | 3x 13x9" cake pans               |  |
| <b>Cake</b>  |                                  |  |
| Flour  |                                  |  |

|  |          |         |
|--|----------|---------|
| Maple Syrup/sugar  |          |         |
| White Sugar  |          |         |
| Baking Soda  |          |         |
| salt   |          |         |
| Non-Dairy Milk (Oat)   |          | 2.99    |
| Oil  |          |         |
| Distilled White Vinegar or apple cider vinegar (can bring some from home)      |          |         |
| TOTAL  |          | 2.99    |
|  |          |         |
| <b>Cucumber Bacon Sandwiches</b>   |          |         |
| <b>Bread</b>   | 4 loaves |         |
| Flour  |          |         |
| Water  |          |         |
| Yeast (Quick rise)   | \$       | 3.98    |
| Maple Syrup  |          |         |
| eggs? (can use 4 left over from scones)  |          |         |
| salt   |          |         |
| <b>Toppings</b>  |          |         |
| Bacon 3 pieces per sandwich  | \$       | 15.00   |
| Cucumber   |          | \$10.00 |
| <b>Herbed Cream Cheese</b>   |          |         |
| Cream Cheese (whip it to make it spreadable)                                   | \$       | 11.58   |
| Fresh Herbs  | \$       | 5.58    |
| Total  | \$       | 46.14   |
|  |          |         |
| <b>Caramelized Onion and Vegetable Tarts (VEGAN Option without the Cheese)</b> |          |         |
| Premade Puff Pastry (vegan)  | \$       | 34.95   |
| onions   | \$       | 5.99    |
| Golden beets   | \$       | 5.00    |
| carrots  | \$       | 3.99    |
| Fresh Herbs  | \$       | 2.79    |
| Oil  | \$       | 5.00    |
| Maple Syrup  |          |         |
| Cheddar Cheese   | \$       | 6.79    |
| Total  | \$       | 64.51   |
|  |          |         |
| <b>COST OF INGREDIENTS</b>   | \$       | 325.72  |
| <b>HST</b>   | \$       | 42.34   |
| <b>TOTAL COST</b>  | \$       | 368.06  |
| Total cost per serving (including beverages)                                   | \$       | 3.61    |
| 210% mark up   | \$       | 7.58    |
|  |          |         |
| Some of the ingredients/ materials can be used for other events                |          |         |
|  |          |         |

| PRICING SUGGESTIONS                                       |                |         |
|---|----------------|---------|
| Individual Items (includes beverage)                      | Sandwich       | \$ 7.00 |
|   | Savoury Tart   | \$ 7.00 |
|   | Scone          | \$ 7.00 |
|   | Streusel Cake  | \$ 7.00 |
| *if we use the teacups they are small serving sizes       | Extra Beverage | \$ 0.50 |
| <b>End of Event bulk purchase special: 2:45pm -4:30pm</b> |                |         |
| If you buy 4 or more food items to take away, get 50% off |                |         |

|  |    |        |
|--|----|--------|
| If we were to sell everything at full price        | \$ | 764.00 |
| If we were to sell 75% of everything at full price | \$ | 573.00 |



**MOTION**

**DATE:** March 5, 2025

**MOTION NUMBER:** 2025-07

**MOVED BY:**

**SECONDED BY:**

THAT we approve the event poster for the Tea and Talk event on July 13, 2025.

**For Against**

|                    | For | Against |
|--------------------|-----|---------|
| <b>J. Aultman</b>  |     |         |
| <b>G. Bateman</b>  |     |         |
| <b>M. Heasman</b>  |     |         |
| <b>S. Kirkey</b>   |     |         |
| <b>D. Rennette</b> |     |         |
| <b>D. Yemm</b>     |     |         |
| <b>Vacant</b>      |     |         |

|                    |
|--------------------|
| Carried            |
| Chairperson: _____ |



# Tea & Talk

at the

## Nipissing Township Museum



### MENU

#### Beverages

Tea  
Coffee  
Lemonade

#### Sweets \$7

(Includes Beverage)

Scone with Whipped  
Cream & Fruit

Maple Streusel Cake  
with Fruit

#### Savouries \$7

(Includes Beverage)

Cucumber, Bacon &  
Cream Cheese  
Sandwiches

Caramelized  
Vegetable Tart

\*Vegan Options Available\*



Join us in a Celebration of  
Community & Local Produce!



This year's theme is  
**Maple Syrup.**

Get the chance to speak to some of our local  
producers & learn how you can start making  
Maple Syrup in your own backyard!

All while enjoying homemade savouries &  
sweets made with local ingredients!

**Admission is Free**

To participate as a producer/demonstrator  
and/or vendor at our Tea & Talk event,  
please contact the museum by email:  
[museum@nipissingtownship.com](mailto:museum@nipissingtownship.com)

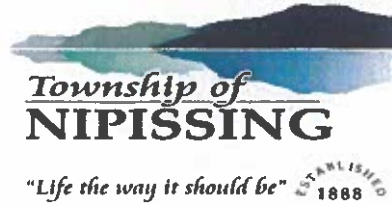


Sunday July 13

11am - 3pm

4363 Hwy 654 Nipissing, ON





**MOTION**

**DATE:** March 5, 2025

**MOTION NUMBER:** 2025-08

**MOVED BY:**

**SECONDED BY:**

THAT the Board meeting is hereby adjourned at \_\_\_\_\_. Next meeting will be held Wednesday April 2, 2025 at 6:00 p.m.

**For Against**

|                    | For | Against |
|--------------------|-----|---------|
| <b>J. Aultman</b>  |     |         |
| <b>G. Bateman</b>  |     |         |
| <b>M. Heasman</b>  |     |         |
| <b>S. Kirkey</b>   |     |         |
| <b>D. Rennette</b> |     |         |
| <b>D. Yemm</b>     |     |         |
| <b>Vacant</b>      |     |         |

Carried

\_\_\_\_\_  
Chairperson: