

MINUTES

Nipissing Township Museum Board of Management
August 6, 2025

A regular meeting of the Nipissing Township Museum Board of Management was held on Wednesday, August 6, 2025 starting at 6:00 p.m.

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

Present: Chair Jane Aultman, Mayor Dave Yemm, Gladys Bateman, Councillor Stephen Kirkey, and Debbie Rennette.

Staff: Gillian Bernas, Museum Manager; Kim Turnbull, Deputy Treasurer-Office Assistant, Secretary to the Museum Board

Absent: Mary Heasman

Disclosure of pecuniary interests – none

MOTION NUMBER 2025 - 22

Moved by: Dave Yemm

Seconded by: Steve Kirkey

That we approve the Minutes of the Nipissing Township Museum Board Meeting held July 2nd, 2025, as presented. **Carried.**

Staff Updates:

- Financial & Visitor Statistics**

July 2025, Revenue

JULY TOTALS	Candy	Gifts/merch	Donations	Special events	Totals
	\$ 240.00	\$ 273.50	\$ 276.30	\$ 399.50	\$ 1,183.55

Event Revenue Breakdown

Tea & Talk	Butter Making
\$ 334.50	\$ 65.00

*Some of the event revenue from the Tea & Talk Event came later from staff purchasing food items from the freezer

Event Costs and Net Revenue

SUMMARY	EVENT COSTS	EVENT REVENUE	NET REVENUE
Tea & Talk	\$ 98.76	\$ 334.50	\$ 235.74
Butter Making	\$ 53.90	\$ 65.00	\$ 11.10
Multi-Event Costs	\$ 115.00	\$ 0	-\$ 115.00

July 2025 Visitor Statistics

JULY TOTALS 2025	Museum	Gift Shop	Both	Event	Total
	41	26	20	81	168

Event Visitor Breakdown

Tea & Talk	28
Butter Making	13
Stitch & Sip	6
Commanda Summerfest	34

1. *Some of the Visitors for the Stitch and Sip were repeat visitors (2 Wednesdays in a row)
2. **Commanda Summerfest: Visitors that looked at the Museum's display at Commanda Summerfest.

- **Building & Maintenance**

- The Ontario Trillium Foundation Grant application for funding to repair the Museum Office foundation has been declined. Staff will continue to investigate other grant opportunities for the Museum foundation repairs.
- The lighting in the hardware store has been replaced and is now more effective and reliable.

- **Event Planning:**

- **Tea & Talk** – Many positive comments from the community attending the event regarding the presenters and the food options provided. Leaving the gazebo open for sitting was well received for those in attendance. Leftover food items were frozen and utilized at the butter making event the following week and some will be used at future events, cutting down on waste. Food items were sourced locally and donated for the event.
- **Stitch and Sip in the Gazebo** – the event is offered each Wednesday afternoon of the season from 1-3 p.m. for drop in attendance at no charge. Work on the crazy quilt is available or people are welcome to bring their own projects and socialize. An established group has attended the first couple of weeks to work on the crazy quilt. The event has been advertised on the Museum outdoor sign and on Facebook.
- **Butter Making Event** – 13 in attendance – ages 5-60's family and friends to make up the group. Bread from the Tea & Talk was used during this event. Participants went through the museum following the butter making and artifacts in the hardware store provided context and relevance. This event would be one to consider scheduling next year.
- **Commanda SummerFest** – the event was a great learning and outreach experience for the staff. Approximately 34 visitors stopped by the booth at the event. The interactive artifact worked well and staff have noted that for future events. This may be an event the Museum attends each year, it may be best for one staff and a board member to work the booth.
- **Basket Making** – at the time of the meeting, 24 participants have registered. Preparing for the event required more staff time than initially anticipated to prepare the materials. Next year to look at a variation of a basket if the event is offered again. A survey will be provided to participants following the event to gather interest for future events.

- **Heritage Day** – The Rye Runners are booked for 3 hours of live music. Silent auction items have been donated from local community partners. The Township of Nipissing Fire Department will BBQ during the event. Discussion on the pricing for the hamburgers, hot dogs and sausages with a drink to be offered during Heritage Day.

MOTION NUMBER 2025-23

Moved by: Debbie Rennette

Seconded by: Steve Kirkey

THAT the Nipissing Township Museum during the Heritage Day event 2025 event offer: hamburgers with a drink, sausages with a drink and hot dogs with a drink by donation.

Carried.

- **Artifact Status Report** – Cataloguing into PastPerfect has been paused at this time during exhibit planning.
 - Artifacts have been moved and some have been included from the Community Centre storage.
 - Discussion about the artifacts offered for donation to the Nipissing Township Museum.

MOTION NUMBER 2025-24

Moved by: Gladys Bateman

Seconded by: Dave Yemm

THAT the outboard motor be declined and duck decoy artifacts be accepted from Phil Rimmer for donation to the Nipissing Township Museum and be added to the Collections Catalogue.

Carried.

MOTION NUMBER 2025-25

Moved by: Dave Yemm

Seconded by: Gladys Bateman

THAT the three trivet artifacts from Bernadete Kerr be accepted for donation to the Nipissing Township Museum and be added to the Collections Catalogue. **Carried.**

MOTION NUMBER 2025-26

Moved by: Debbie Rennette

Seconded by: Dave Yemm

THAT the mechanical screwdriver from Mike Brewers be accepted for donation to the Nipissing Township Museum and be added to the Collections Catalogue. **Carried.**

Discussion took place about the hygrometer. More information requested for the next Museum board meeting.

MOTION NUMBER 2025-27

Moved by: Dave Yemm

Seconded by: Debbie Rennette

THAT the wringer washer from Dorothy Pryce be accepted for donation to the Nipissing Township Museum and be added to the Collections Catalogue. **Carried.**

Discussion about the overall space at the Museum for artifacts. The consolidation of paperwork, best practices, recording keeping and deaccession of artifacts.

- **Exhibits:**

- Maple Syrup exhibit has been set up in the Hardware Store.
- Building the Homestead, the theme of Heritage Day, is being installed in the Hardware Store and will become a permanent exhibit.
- Remembrance Day - creating a choose your own adventure, based on choices that those in WW I and WW II faced and at the end participants will read a story about a local resident. Create and design a poster. Investigating into outreach opportunities.

- **Strategic Plan Update**

- New merchandise has been received and displayed for sale. The sales are not anticipated to be as high this year as the space in the church is not as easy to access the merchandise or candy.
- The new activity workshops have raised awareness of the Museum adding value of community to residents and visitors in the area. Continue to investigate more 'crafty' workshops to bring people to the Museum.

MOTION NUMBER 2025-28

Moved by: Dave Yemm

Seconded by: Steve Kirkey

THAT the Board meeting is hereby adjourned at 7:17 p.m. Next meeting will be held Wednesday September 3, 2025 at 6:00 p.m.

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.