

## **Nipissing Township Museum Board Meeting**

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

**Wednesday, August 6, 2025**

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

1. Disclosure of pecuniary interest.
2. Motion: Approve the Minutes of the Board Meeting held August 6, 2025.
3. Staff Updates:
  - a. Financial & Visitor Statistics
  - b. Building & Maintenance
  - c. Event Planning

Motion: To sell the candy at a reduced price at the Trunk Sale on September 13, 2025.

Motion: To donate any remaining candy to the Township of Nipissing Fire Department for the Halloween event.

Motion: To modify the Remembrance Day event to a travelling exhibit.

- d. Artifact Status Report

Discussion: To accept the 4 horse-drawn grader as a donation to the Nipissing Township Museum that graded the roads in the Township starting in 1929.

Discussion: To accept a sash from the Royal Black Institution as a donation to the Nipissing Township Museum that belonged to a pioneer in Port Loring.

Discussion: To accept the 12 picture postcards of Powassan as donation from the North Bay Museum to the Nipissing Township Museum.

Motion: To accept the sling psychrometer artifact as a donation to the Nipissing Township Museum and be added to the Collections Catalogue.

- e. Exhibits
- f. Strategic Plan Update

4. 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>

# 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 2<sup>nd</sup>, 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 Renette**

**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 Renette**

**Seconded by: Dave Yemm**

THAT the mechanical screwdriver from Mike Brewsters 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 Renette**

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.

# September 2025 Museum Board Meeting Report

## Financial & Visitor Statistics

### Revenue

#### August Revenue

August Totals	Candy	Merchandise	Donations	Special events	Totals
	\$ 406.75	\$ 629.50	\$ 693.24	\$ 1,788.70	\$ 3,518.19

#### Revenue To Date 2025

\*Trunk Sale on September 13 will be our last day for revenue

2025 Revenue to Date	Candy	Merchandise	Donations	Special events	Totals
	\$ 646.75	\$ 903.00	\$ 969.54	\$ 2,188.20	\$ 4,707.49

#### Breakdown of Special Events Revenue and Costs

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	\$ 125.98	\$ -	-\$ 125.98
Basket Making	\$ 236.19	\$ 270.00	\$ 33.81
Heritage Day	\$ 740.74	\$ 1,478.70	\$ 737.96
<b>TOTAL</b>	<b>\$ 1,255.57</b>	<b>\$ 2,148.20</b>	<b>\$ 892.63</b>

\* Stitch and sip costs are not separated since they are all included in multi-event costs

#### Multi-Year Comparison of Seasonal Revenue

Year	1 Candy	Merchandise	Donations	Special Events	Totals
2025	\$ 646.75	\$ 903.00	\$ 969.54	\$ 2,188.20	\$ 4,707.49
2024	\$ 1,381.55	\$ 665.05	\$ 1,109.03	\$ 1,934.00	\$ 5,089.63
2023	\$ 3,388.67	\$ 964.95	\$ 1,255.35	\$ 1,456.15	\$ 7,065.12
2022	\$ 3,174.42	\$ 979.24	\$ 3,655.20	\$ 2,524.47	\$10,333.33
2021	\$ 3,838.09	\$ 1,157.47	\$ 980.75	\$ 1,286.80	\$ 7,263.11
2019	\$ 5,382.76	\$ 586.95	\$ 2,047.95	\$ -	\$ 8,017.66
2018	\$ 3,568.50	\$ -	\$ 377.75	\$ 842.00	\$ 4,788.25
2017	\$ -	\$ -	\$ -	\$ -	\$ -
2016	\$ -	\$ -	\$ -	\$ -	\$ -
2015	\$ 307.00	\$ 1,197.25	\$ 1,292.99	\$ -	\$ 2,797.24
2014	\$ 109.95	\$ 404.45	\$ 1,737.39	\$ -	\$ 2,251.79
2013	\$ 141.00	\$ 895.43	\$ 1,365.38	\$ -	\$ 2,401.81

## Visitor Statistics

### August Visitors

	Museum	Gift Shop	Both	Event	Total
August Totals	46	14	35	125	201

### Total Visitors 2025

	Museum	Gift Shop	Both	Event	Total
2025 Season TOTALS	87	40	55	206	369

### *Break down of Visitor numbers for Special Events Versus Regular Visitors*

Tea & Talk	28
Butter Making	13
Commanda Summerfest (Outreach)	34
Basket Making	27
Heritage Day	98
Stich & Sip	6
<b>Total Special Events Visitor</b>	<b>206</b>
<b>Total Regular Visitors</b>	<b>182</b>

### Multi-Year Comparison

	2025	2024	2023	2022	2021	2019	2018	2017	2016	2015	2014	2013
<b>Yearly TOTAL of Visitors</b>	<b>388</b>	<b>538</b>	<b>500</b>	<b>847</b>	<b>605</b>	<b>839</b>		<b>422</b>		<b>1533</b>	<b>1003</b>	<b>1441</b>
visitors JUST for Candy Store	40	58	235	482	395	380						
visitors just for museum	87	108	69	84	19							
visitors to both museum and candy store	55	372	196	228	198	412						
Special EVENTS	206											

\*Special Events visitors were not separated into their own category previous to 2025

### Heritage Day

BBQ Meals: Hot Dogs were much more popular this year than previous years, and more hotdogs and hot dog buns were added mid-event.

<b>Meals TOTAL</b>	<b>98</b>
Hot Dogs	45
Hamburgers	23
Sausages	30



## MOTION

**DATE:** September 3, 2025

**MOTION NUMBER:** 2025-30

**MOVED BY:**

**SECONDED BY:**

THAT the Nipissing Township Museum sell the remaining candy from the Museum at a reduced price at the Recreation Committee Trunk Sale on September 13, 2025.

AND THAT any remaining candy be donated to the Township of Nipissing Fire Department for their Halloween Event.

**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:** September 3, 2025

**MOTION NUMBER:** 2025-31

**MOVED BY:**

**SECONDED BY:**

THAT the Nipissing Township Museum modify the Remembrance Day event scheduled for November 2, 2025 at the Township of Nipissing Community Centre to a travelling exhibit.

**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>		

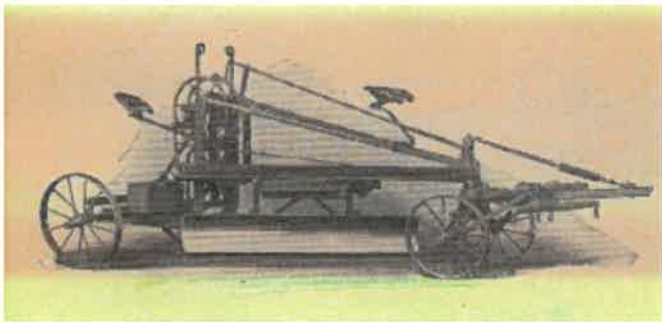
Carried

Chairperson:

# September 3, 2025 Nipissing Museum Board Meeting

## Artifacts offered to Museum

- 1) Ronald Branch has offered the museum a horse drawn road grader which was used to grade the roads in our township starting in 1929. Charlie who operated the Polaris Tractor Dealership in Powassan had it before the current owner. It is in good shape and has been restored. It required a team of 4 horses and two men to operate. It was purchased and shipped to the township by rail in 1929. At the time there were many people starting to purchase lots and build cottages, so it kept the grader owner's farm afloat as he found work using the grader to service these new roads. The donor was unable to take photographs for us but it would look something like this advertisement:



It would require somewhere indoors to live. If the museum board decides to accept this it could only be contingent on raising funds and building a drive shed that could protect it from the elements. It does have a clear historical significance to our township and area and illustrates the impact of changing economy during the 1920s and 1930s. Because of the museum's lack of facilities to store this object I **recommend not accepting** it in the hope that another museum is able to accept it.

- 2) From Glenda Evers: Sash related to the Royal Black Institution (also called the Royal Black Order) which has affiliations with the Freemasons and the Loyal Orange Order from either her grandfather, Richard Yeo, who was a pioneer settler in Port Loring or from Richard's father, who was originally from Ireland. The Royal Black Order is a progression of the Orange Order in that members of the Royal Black Institution are those that have achieved the Royal Arch Purple Degree within the Orange Order first. There was a Loyal Orange Order Group in Loring starting circa 1915. They would hold picnics near the site of Sweet's Log Cabin Camp and Donnelly's Mill on Wilson Lake. The group would also march through Port Loring on their way from Spring Creek to Loring. Richard Yeo and his wife settled in Port Loring in 1894. There was also an Orange Order in Arnstein. Nipissing also had a Loyal Orange Lodge – I believe the Orange Hall used to be situated where the museum office is currently – and we do have a drum from the Loyal Orange Lodge already on display in the church. We could find space for it near the other religious artifacts in our collections, it seems unlikely that this sash originated in our area although the man to whom it belonged may have joined one of the local Orange Orders and may still have worn the sash, I would suggest to the donor that they try to offer it to another museum, possibly one in Ireland? **Recommend do not accept.**



3) The North Bay Museum has offered us about 12 photo-postcards of early Powassan buildings. They are 4x6" I asked if they could send pictures, so we know if we already have duplicates, but I haven't received any.

4) From Mike Brewes: hygrometer (sling psychrometer)



From what I gather, a device such as a sling psychrometer was and still is used more often by meteorologists, and professional engineers in various industries such as agricultural engineering, not necessarily the size and type of agricultural facilities that are found in our area. Although they have been available since the 1700s. We did get a comment on Facebook from Jamie Toepner: "In the early 1980's I worked at Beaver Lumber in North Bay. It had been Cartwright's Lumber before that. One of the workers who was there before it became Beaver told us about how old Mr Cartwright would come down with one of those to see if the employees were complaining about the heat for no reason. The AC when I worked there would only feel cool if you stood right under it."



## MOTION

**DATE:** September 3, 2025

**MOTION NUMBER:** 2025-32

**MOVED BY:**

**SECONDED BY:**

THAT the psychrometer from Mike Brewers be accepted for donation to the Nipissing Township Museum and be added to the Collections Catalogue.

**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

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Chairperson:



## MOTION

**DATE:** September 3, 2025

**MOTION NUMBER:** 2025-33

**MOVED BY:**

**SECONDED BY:**

THAT the Board meeting is hereby adjourned at \_\_\_\_\_. Next meeting will be held Wednesday October 1, 2025 at 6:00 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: