

MINUTES

Nipissing Township Museum Board of Management
September 3, 2025

A regular meeting of the Nipissing Township Museum Board of Management was held on Wednesday, September 3, 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, Gladys Bateman, Mary Heasman, Councillor Stephen Kirkey, and Debbie Renette.

Staff: Kim Turnbull, Deputy Treasurer-Office Assistant, Secretary to the Museum Board

Regrets: Mayor Dave Yemm

Disclosure of pecuniary interests – none

MOTION NUMBER 2025 - 29

Moved by: Steve Kirkey

Seconded by: Gladys Bateman

That we approve the Minutes of the Nipissing Township Museum Board Meeting held August 6th, 2025, as presented. **Carried.**

Staff Updates:

- **Financial & Visitor Statistics**

August 2025, 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

<i>SUMMARY</i>	<i>EVENT COSTS</i>	<i>EVENT REVENUE</i>	<i>NET REVENUE</i>
<i>Tea & Talk</i>	\$ 98.76	\$ 334.50	\$ 235.74
<i>Butter Making</i>	\$ 53.90	\$ 65.00	\$ 11.10
<i>Multi-Event Costs</i>	\$ 125.98	\$ -	-\$ 125.98
<i>Basket Making</i>	\$ 236.19	\$ 270.00	\$ 33.81
<i>Heritage Day</i>	\$ 740.74	\$ 1,478.70	\$ 737.96
<i>TOTAL</i>	<i>\$ 1,255.57</i>	<i>\$ 2,148.20</i>	<i>\$ 892.63</i>

Stitch and sip costs are not separated as they are included in multi-event costs.

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
Total Special Events Visitor	206
Total Regular Visitors	182

- Review of the revenue and visitor totals for the season. Discussion about the special events that took place throughout the season and the success of the Heritage Day event. Gladys and Jane provided a summary of the donations that were received for the BBQ items during Heritage Day. On average \$8.00 was paid for each meal that was served. Those in attendance at Heritage Day were receptive to paying by donation for the BBQ items. The Township of Nipissing Fire Department did the barbequing for the event. Hot dogs were the biggest selling item.
- The music from the Rye Runners was provided throughout the event.

- **Building & Maintenance**

- Staff will continue to investigate grant opportunities and other options for the Museum foundation repairs.

- **Event Planning:**

- **Recreation Committee Trunk Sale** – the Museum has been invited to participate at the event to set up a table to sell merchandise from the Museum along with the remaining candy from this season.

MOTION NUMBER 2025-30

Moved by: Mary Heasman

Seconded by: Debbie Rennette

THAT the Nipissing Township Museum sell the remaining candy from the Museum at the 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. **Carried**

- **Remembrance Day Event** – discussion about the upcoming event scheduled for November 2, 2025 and shifting the event to a travelling interactive exhibit due to scheduling and planning restrictions. Council approved the grant application submission and a travelling exhibit would still meet the requirements. Discussion about the groups that could utilize the exhibit and how training could be provided to Board members who may travel with the exhibit. More information to be brought forward at the next Board meeting.

Motion Number 2025-31

Moved by: Steve Kirkey

Seconded by: Debbie Rennette

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. **Carried.**

Question about the Snakes and Ladders game for the Township of Nipissing Fire Department Christmas Run. The Fire Department will be ordering a sample game and if suitable will be ordering them for the families participating in the Christmas Run. The Museum Board will then have the opportunity to see the game and determine if the Board wants to add the game to the merchandise items for the 2026 season.

- **Artifact Status Report –**

- Discussion about the artifacts offered for donation to the Nipissing Township Museum.
- 1. A horse drawn grader that was used to grade the roads in the Township starting in 1929 that has been restored and is in good shape. The grader would need to be stored inside to protect it from the elements. Discussion that the Museum does not have the space to house the grader. Motion at the next Board meeting.
- 2. Sash from the Royal Black Institution/Royal Black Order with affiliations to the Freemasons and the Loyal Orange Order; it does not appear the sash originated in our area. Motion at the next board meeting.
- 3. 12 Photo Postcards of Early Powassan Buildings, deferred to October meeting once pictures are received to allow for discussion.

Discussion took place about the psychrometer.

MOTION NUMBER 2025-32

Moved by: Steve Kirkey

Seconded by: Mary Heasman

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

- **Exhibits:**

- Maple Syrup exhibit has been set up in the Hardware Store and will remain as a permanent exhibit.

- **Strategic Plan Update**

- Discussion about the workshops and events offered in 2025 and the type of workshops the Board would like to offer in the 2026 as planning begins for discussion at future board meetings. Staff and Board Members to collaborate on the events and workshops.
- Planning for the 2026 season for budgeting and staffing, variation on opening dates for the Museum to allow for special interest groups and planning of events/workshops and cataloguing to occur. Further details at an upcoming meeting.

MOTION NUMBER 2025-33

Moved by: Gladys Bateman

Seconded by: Mary Heasman

THAT the Board meeting is hereby adjourned at 6:55 p.m. Next meeting will be held Wednesday October 1st, 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.