

MINUTES

Nipissing Township Museum Board of Management
November 5, 2025

A regular meeting of the Nipissing Township Museum Board of Management was held on Wednesday, November 5, 2025 starting at 6:01 p.m.

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

Present: Chair Jane Aultman, Mary Heasman, Councillor Stephen Kirkey, and Mayor Dave Yemm.

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

Regrets: Gladys Bateman, Debbie Rennette and Alma Rice

Disclosure of pecuniary interests – none

MOTION NUMBER 2025 - 41

Moved by: Dave Yemm

Seconded by: Steve Kirkey

That we approve the Minutes of the Nipissing Township Museum Board Meeting held October 1st, 2025, as presented. **Carried.**

Staff Updates:

- **Financial & Visitor Statistics**
 - No updates at this time.
- **Building and Maintenance**
 - Work was completed on the walkways at the Museum during closing procedures. Weeds have been pulled and the walkways have been edged.
 - The foundations repairs have been completed over the last 2 weeks. Block work was completed, insulation was added, along with insulation and drainage outside. Sand was used to backfill around the museum. A heater will be installed next week to maintain a minimum temperature as per the Engineers recommendations.
- **Event Planning**
 - No updates at this time.
- **Artifact Status Report**
 - The artifacts that have been accepted as donation have been received by the Museum and will be catalogued in the upcoming season.
 - The Museum did not receive pictures of the postcards from the North Bay Museum for consideration for donation.
- **Exhibit Update**
 - Planning has begun for Nipissing along the Waterway theme for Heritage Day, enlarging the poster that was created for the roads exhibit to include the waterways.
 - Discussion about having a map in each of the Museum buildings to allow for reference during tours.
 - Discussion on the Remembrance Day travelling exhibit for next year.

- **Strategic Plan Update**

- Completing building repairs and updating exhibits is in line with the goals of the strategic plan.

Discussion about the 2025 Budget and recommendations for the 2026 Budget.

2025 Museum Budget Update		Dated: November 5, 2025		
Revenue:				
	Budgeted	Actual	Difference	2026
Donations	\$ 1,500.00	\$ 969.54		\$ 1,200.00
Books	\$ 300.00	\$ -		\$ 200.00
Gifts/Shirts	\$ 1,950.00	\$ 1,058.00		\$ 1,500.00
Candy/Drinks	\$ 3,000.00	\$ 647.50		\$ 1,000.00
Special Events	\$ 2,400.00	\$ 2,208.20		\$ 2,400.00
	\$ 9,150.00	\$ 4,883.24	\$ (4,266.76)	\$ 6,300.00
Expenses:				
	Budgeted	Actual	Difference	
Salary/Benefits (all staff)	\$ 44,135.00	\$ 30,654.71		
To Reserve	\$ 4,000.00	\$ 4,000.00		\$ 4,000.00
Staff Development	\$ 500.00	\$ 35.56		\$ 500.00
Structural/Other	\$ 3,500.00	\$ 2,924.72		\$ 3,500.00
Hydro	\$ 1,000.00	\$ 824.38		\$ 1,000.00
Telephone	\$ 800.00	\$ 694.20		\$ 800.00
Janitorial/Maintenance	\$ 500.00	\$ 153.19		\$ 500.00
Insurance	\$ 2,500.00	\$ 2,299.32		\$ 2,500.00
Brochures/Advertising	\$ 500.00	\$ -		\$ 300.00
Office Supplies	\$ 500.00	\$ 951.88		\$ 1,000.00
Special Events	\$ 1,500.00	\$ 1,219.86		\$ 1,500.00
Candy/Drinks	\$ 1,000.00	\$ 491.13		\$ 500.00
Merchandise/Gifts/Shirts	\$ 3,500.00	\$ 2,638.39		\$ 2,000.00
Store Supplies - Display	\$ 250.00	\$ 88.70		\$ 250.00
Books	\$ 500.00	\$ 85.00		\$ 250.00
Programming	\$ 700.00	\$ 254.46		\$ 500.00
Yard Maintenance	\$ 1,000.00	\$ 3,073.45		\$ 2,000.00
	\$ 66,385.00	\$ 50,388.95	\$ (15,996.05)	\$ 21,100.00
Revenues		\$ 4,883.24		
Expenses		\$ 50,388.95		

MOTION NUMBER 2025-42

Moved by: Mary Heasman

Seconded by: Steve Kirkey

THAT the Nipissing Township Museum 2026 Budget request be approved and be forwarded to Council for inclusion in the 2026 Municipal Budget. **Carried.**

MOTION NUMBER 2025-43

Moved by: Mary Heasman

Seconded by: Steve Kirkey

THAT the Board meeting is hereby adjourned at 6:55 p.m. Next meeting will be held Wednesday March 4, 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.