MINUTES

Nipissing Township Museum Board of Management
November 25, 2026

A special meeting of the Nipissing Township Museum Board of Management was held on Wednesday, November 25, 2026 starting at 10:00 a.m.
The meeting was held in person at the Township of Nipissing Community Centre, 2381 Hwy 654.

Present: Chair Jane Aultman, Councillor Jake Barton, Gladys Bateman, Councillor Shawn Mahoney, and Debbie Rennette,
Staff: Gillian Bernas, Museum Manager and Kim Turnbull, Deputy Treasurer-Office Assistant, Secretary to the Museum Board
Regrets: Steve Kirkey and Alma Rice

Chair Jane Aultman welcomed Jake Barton and Shawn Mahoney to the Nipissing Township Museum Board and introductions were made of all members of the Nipissing Township Museum Board.

Disclosure of pecuniary interests – none

MOTION NUMBER 2026-32
Moved by: Debbie Rennette **Seconded by: Shawn Mahoney**
That we approve the Minutes of the Nipissing Township Museum Board Meeting held October 7, 2026 as presented. **Carried.**

Staff Updates:

- **Financial Statistics**
  - The Museum Manager provided a breakdown of costs versus revenue for the 2026 event and workshops. The overall revenue from the special events was $437.86. The museum had many of the supplies donated for the events in 2026 including; ice, meat and buns and items for the silent auction.

  - Discussion about the 2026 Budget, review of the 2025 Budget and recommendations for the 2027 Budget.
    - Obtain quotes/estimates for the Church windows for planning and budgeting for replacement.
    - Replacement of the outboard motor stands to a new structure for the 2027 season, working with staff for the best option.
    - Replacement of the Museum Open Sign with an 'A' frame sign. Investigate local options with coroplast inserts for the frame to highlight events.
    - Increasing the variety of candy options for 2027 based on feedback from visitors in 2026.
    - Museum merchandise stock currently has adequate quantities.
    - Brochure and Advertising account to be reallocated to a Collections Preservation account.

2026 Museum Budget Update		**Dated: November 17, 2025**					
Revenue:	**2025**	**2025**		**2026**	**2026**		**2027**
	Budgeted	**Actual**	**Difference**	**Budgeted**	**Actual**	**Difference**	
Donations	$ 1,500.00	$ 969.54		$ 1,200.00	$ 1,615.35		$ 1,000.00
Church Donation				$ -	$ 5,000.00		$ -
Books	$ 300.00	$ -		$ 200.00	$ -		$ 200.00
Gifts/Shirts	$ 1,950.00	$ 1,058.00		$ 1,500.00	$ 874.50		$ 1,000.00
Candy/Drinks	$ 3,000.00	$ 647.50		$ 1,000.00	$ 434.25		$ 800.00
Special Events	$ 2,400.00	$ 2,208.20		$ 2,400.00	$ 965.00		$ 900.00
	$ 9,150.00	$ 4,883.24	$ (4,266.76)	$ 6,300.00	$ 8,889.10	$ 2,589.10	$ 3,900.00
Expenses:							
	2025	**2025**		**2026**	**2026**		
	Budgeted	**Actual**	**Difference**	**Budgeted**	**Actual**	**Difference**	
Salary/Benefits (all staf	$ 44,135.00	$ 30,654.71		$ 31,600.00	$ 24,868.26		
To Reserve	$ 4,000.00	$ 4,000.00		$ 3,500.00	$ 3,500.00		$ 3,500.00
Reserve for Church Windows				$ -	$ 5,000.00		$ -
Staff Development	$ 500.00	$ 35.56			$ -		$ 500.00
Structural/Other	$ 3,500.00	$ 2,924.72		$ 3,500.00	$ 490.74		$ 3,500.00
Hydro	$ 1,000.00	$ 824.38		$ 1,400.00	$ 1,475.69		$ 1,600.00
Telephone	$ 800.00	$ 694.20		$ 835.00	$ 678.65		$ 835.00
Janitorial/Maintenance	$ 500.00	$ 153.19		$ 500.00	$ 31.70		$ 500.00
Insurance	$ 2,500.00	$ 2,299.32		$ 2,500.00	$ 2,354.40		$ 2,600.00
Brochures/Advertising	$ 500.00	$ -		$ 300.00	$ -		$ 1,000.00
Office Supplies	$ 500.00	$ 951.88		$ 1,000.00	$ 520.16		$ 1,000.00
Special Events	$ 1,500.00	$ 1,219.86		$ 1,500.00	$ 984.64		$ 1,500.00
Candy/Drinks	$ 1,000.00	$ 491.13		$ 500.00	$ 308.26		$ 750.00
Merchandise/Gifts/Shi	$ 3,500.00	$ 2,638.39		$ 2,000.00	$ -		$ 500.00
Store Supplies - Display	$ 250.00	$ 88.70		$ 250.00	$ -		$ 500.00
Books	$ 500.00	$ 85.00		$ 250.00	$ 34.00		$ 250.00
Programming	$ 700.00	$ 254.46		$ 500.00	$ -		$ 500.00
Yard Maintenance	$ 1,000.00	$ 3,073.45		$ 2,000.00	$ 805.65		$ 2,000.00
	$ 66,385.00	$ 50,388.95	$(15,996.05)	$ 52,135.00	$ 41,052.15	$ (11,082.85)	$ 21,035.00
Revenues		**$ 4,883.24**			**$ 8,889.10**		
Expenses		**$ 50,388.95**			**$ 41,052.15**		

At video time 44:31 the Chair excused herself from the meeting, the Secretary asked for a Member to assume the Chair, asked Board Member Shawn Mahoney to assume the Chair.
Chairperson Jane Aultman returned at 45:05 and assumed the Chair.

MOTION NUMBER 2026-33
Moved by: Gladys Bateman **Seconded by: Debbie Rennette**
THAT the Nipissing Township Museum 2027 Budget request be approved and be forwarded to Council for inclusion in the 2027 Municipal Budget. **Carried.**

- **Building and Maintenance**
    - The cedar rail fence has been removed and the low barrier concrete blocks installed.

Discussion about opening and closing dates for the 2027 season.

- Provided background information on grant timeline for start and end dates for students.
- Last day of school for elementary school students, June 30th, 2026.
- Student positions, open to high school and post-secondary students.
- Discussion about weekend openings in June.
- Opening May 22 and 23 for an event. The Museum Manager provided history on a previous year when the museum opened over the May long weekend for the season.
- Information shared on what is required to open the museum after the winter season to have it ready for visitors.

MOTION NUMBER 2026-34
Moved by: Shawn Mahoney **Seconded by: Jake Barton**
THAT we propose and approve June 23, 2027 as the opening date and September 5, 2027 as the closing date for the Nipissing Township Museum for the 2027 season. **Carried.**

MOTION NUMBER 2026-35
Moved by: Jake Barton **Seconded by: Shawn Mahoney**
THAT we propose an opening event on May 22 and 23 for the 2027 season and close until the opening date of June 23, 2027. **Defeated.**

Discussion about the upcoming workshop for 2027 and the options for the workshops.

MOTION NUMBER 2026-36
Moved by: Gladys Bateman **Seconded by: Jake Barton**
THAT we approve the following 2027 workshop schedule:
Thursday, July 8th, 2027 for Ice Cream Making from 2:30 p.m. – 3;00 p.m. and Saturday, July 24th, 2027 for Air Dry Clay from 2:00 p.m. – 4:00 p.m. **Carried.**

MOTION NUMBER 2026-37
Moved by: Shawn Mahoney **Seconded by: Debbie Rennette**
THAT the Heritage Day 2027 event shall take place on Sunday, August 15, 2027. **Carried.**

MOTION NUMBER 2026-38
Moved by: Debbie Rennette **Seconded by: Shawn Mahoney**
THAT the Board approves the donation of cards from the museum gift shop to the Township of Nipissing 2026 Fire Department Senior Outreach Program. **Carried.**

- **Artifact Status Report**
    - Currently there are 1040 records entered into the PastPerfect database.
    - At this time 1987 is being added and 2019 to the database.

- **Exhibits**
  - No update at this time.

- **Strategic Plan**
  - No update at this time.

Board Discussion: New Business and Future Events:

- The Remembrance Day Event planned for the 2025 season; explore options to include in 2027.
- Remembrance Day event was utilized as a stand-alone modified exhibit during the 2026 season.
- Members shared Lost Solider Projects from other communities as possible future project considerations.
- Discussion about the time for future Museum Board meetings.

MOTION NUMBER 2026-39
Moved by: Gladys Bateman **Seconded by: Shawn Mahoney**
THAT the Board meeting is hereby adjourned at 12:03 p.m. Next meeting will be held Wednesday, February 3, 2027. **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.