

Present: Tom Carey, Mich Forster, Barry Gibbs, Marg Lane, Kandice Meister, Earl Taylor, Jordyn Wallace, Cynthia Wannamaker; by facetime, - Val Ritzen

Absent: Betty Hoare. Bill Kells

Pre-meeting tour of changes in the exhibit hall: hospital/ dental display now located in the original director's kiosk by the entrance to the hall, Bill's office moved to the old dental display area, and the Old Hospital Exhibit area is a reading/ research room. Mezzanine storage area, ongoing reorganization

1. Call to order by Barry Gibbs at 2:53 PM. **Motion made for the adoption of agenda as presented by Tom Carey. CARRIED**

2. Correspondence: A letter from the Museums Association deferring our recognized museum renewal due to our 2024 flood catastrophe. There will be some new policies to update; templates available from the Museums Association.

3. Museum Financial: December 2024: Not the final report, but should reflect all expenses and income. Our income is 6% over projected. Not all 2024 Young Canada Works revenue is included in the 2024 totals. Significant increase in gate donations (145% of budget) and gift shop sales (253% of budget). The revenue from the gift shop covered the cost of bringing in the goods – a well-chosen inventory! Sales exceeded by double what was projected. Net expenses are underbudget due to unused staff wages. For a flood year, the finances are in good shape. **Val Ritzen moved the financial report be accepted. CARRIED.**

4. Chair / Executive Director Report: Barry discussed the Committees and Meetings Webinar. One point that came up: Boards should be evaluated periodically. Since we have a lot on our plate, Barry will add a reminder about this to his 2026 calendar. This would involve adapting a survey from Community Development, administering it and evaluating results. Another point, we could reduce time spent on reading reports at meetings in favor of more time on action items/ strategic plan. Barry suggested a running action sheet included in the minutes. Jordyn and Barry put together Bill's report. January 9 items: The station roof will be replaced with asphalt instead of wood shakes due to exorbitant cost of wood. There are no grants to cover costs of wood shakes, but we could replace asphalt at a later date, or consider a metal roof for longer life. There was a discussion of extending Mike Skinner's employment beyond his end date of January 17, as Bill is likely to be hospitalized for some months, Money for wages would come from Bill's unused portion. A 3rd summer student can be hired and then there will be staff coverage for 7 days per week for the museum open months. Jordyn needs to finish the application by Friday. **Tom Carey moved that within budget, the museum will explore the option of additional human resources to help address 3 issues: the temporary absence of the executive director, the need to clean out Mackin Hall, and 7 day a week coverage for the summer opening of the museum. CARRIED.**

Jordyn will take this to the town office.

5. Collections Management Policy:

On page 3, under "Acquisitions" item 3, "Executive Director" changed to "Executive Director or designate". Same change to be made on page 7, item 3 (a).

As the museum doesn't carry insurance on the artifacts (only the building), the following changes were made: page 8, Conditions "Governing the Receipts of Objects on Loan", item 2 modified to read

“lender accepts that the museum does not have insurance coverage”. On page 9/10 (same section), the second last bullet regarding insurance will be removed.

Barry pointed out that the Executive Director or designate will use this policy to accession and deaccession. Board approval should only be sought in contentious situations. In all other cases the board only needs to be notified of what has been done.

Cynthia Wannamaker moved to approve the Collections Management Policy as amended. CARRIED.

6. Events: Old Fashioned Christmas was one of the best yet, exceeding turnout and gift sales. Upcoming: Winterfest in mid February. Due to renovations at the community center, this will be held outside the area, with indoor access only on the second floor of the arena. **Tom Carey moved that due to extenuating circumstances, the Museum not take part in Winterfest 2025. CARRIED.**

7. Fall Harvest Event: We have a lot on our plate, but this could be an important fundraising event. It would need to be something that is low organization. Ideas included. Tom has ideas for agricultural equipment on the grounds. Other ideas: Open the museum that day to promote the new agricultural display, move the museum sponsored fair days games to this event, the Friends could sell seeds/ flowers. Beef on a Bun? This could be the final event/ update of the year of a new building fundraising drive, with a promotional exhibit, donation boxes, 50-50 raffles, etc.


Mich Forster moved that the Museum engage the Friends of the Museum, tie the event into the new building fundraising, and choose an agricultural equipment theme as part of the Fall Harvest Event. CARRIED.

Discussion ensued about the fundraising for the new building launch – best started at the beginning of the season with the end year wrap up at the Fall Harvest Event, perhaps with an agricultural theme throughout. Money would go through the Friends. It would be good to recruit some graphic designers as volunteers for brochures, promotional panels, etc.

8. New Building Committee: Barry sees two divisions in the plan: (1) The building – cost quotes, safety codes and final plans. Barry and Kandice will talk to Abe about the next steps. and (2) fundraising, developing the plan. Barry/ Bill estimated the cost of the building as \$500 to \$600 thousand. Mich pointed out that the fundraising committee will focus on fundraising for the new building and put other fundraising initiatives on the back burner. A priority is recruiting volunteers with financial/ fundraising skills

9. Round Table: Cynthia suggested cheap home hardware benches for hall lobby, and Bill would like to see chairs near the video area, much needed if we postpone fundraising for outdoor benches.

Motion for adjournment by Tom Carey at 5:07. CARRIED



Board Chair

Acting Secretary: Cynthia Wannamaker