

## CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

Claresholm Town Office

July 15, 2025

Present: Tom Carey, Mich Forster, Barry Gibbs, Betty Hoare, David Knox, Marg Lane, Kandice Meister, Val Ritzen, and Jordyn Wallace.

Guest: Jennifer Place

Meeting called to order at 2:58 P.M. Barry Gibbs.

1. Agenda: Moved to adopt agenda by Kandice Meister. **Carried.**
2. Introduction of Jennifer Place - Board members introduced themselves to the guest, Jennifer Place, Director of Corporate Services. Jennifer gave a short introduction of herself. This will be the first time she will be working within a museum environment and is looking forward to working with the board.
3. Correspondence/ minutes: No correspondence to report. Motion made by Tom Carey to approve the minutes dated June 18, 2025. **Carried.**
4. Chair Report – A meeting between Barry Gibbs and Bonnie Downey of the Friends of the Museum, revealed that they were having problems opening up a new bank account for the New Building. A motion from the Board of the Friends is required in order to proceed. They are working on it.
  - A detailed report of the money made from the two events so far in 2025 will be given to the Fundraising Committee.
  - Bonnie Downey is planning to review the Friends bylaws and propose changes at the AGM.
  - Met with Abe Tinney to relay the Board's agreement to the current plan moving forward with staffing at the Museum. Which is building Jordyn's skills and abilities in the interim role.
  - An opportunity for fundraising in an estate sale in the hamlet of Orton was discussed. Some board members will arrange a trip to get more details before a decision will be made. The event would be heavy on volunteer's time.
5. Financial Report – Report dated July 16, 2025, was reviewed and questions answered by Jordyn. Val Ritzen made a motion of acceptance of the report. **CARRIED.**
6. Operations Report – The Canada Day celebrations was a success with lots of conversations in highlighting the Museum.
  - Visitors between May 15 and July 10 were reported: Station 1,368 and the Exhibit Hall 1,274. Tours: Bus Tours 7 and 1 more booked; Special Interest groups 2 and 2 more booked; School Tours – 3 classes. Giftshop Sales to date approximately \$5,100. This number includes donations, consignment, and town items.
  - Heritage Preservation Partnership Program Application for the new roof on the Station was approved for \$16,800 on a quote of \$60,000. After an inspection by Fraser Shaw, Heritage Conservation Advisor, his recommendation is to add

insulation to the project.

– A request from Rae Trimble's daughter Janet regarding her mother's association with the museum was received. A meeting between some Executive Board Members to be arranged for August.

– Connection with Caitlin Gajdostik, Grant Co-Ordinator for the Community Foundation Lethbridge and Southwest Alberta was made in regard to future grant requests.

7. Events Planning – Parade float plans are in full swing with some members making the frame and then the committee and other volunteers will decorate in the Old West Saloon Theme.

– Tea on the Lawn will be held on August 9, between 2 and 4 PM. We will be going back to tea and squares and would like to set up tents that could be decorated.

– The library has decided to no longer host a pink tea and were wondering if the museum would like to take over the event. This fits well with the museum mandate and Jordyn will find out more details and report back.

– Harvest Festival date set for September 13, 2025, between noon and 7 PM. The social centre will be booked as weather is unpredictable. Some suggestions are tractor show; chilli and cornbread; bake sale and another silent auction.

8. Fund-raising Committee – Proceeds from the Spring Festival and Fathers Day Car Show were \$4,853.81 raised and costs of \$1,934.45 for a profit of just of \$2,900.

The need to setup good procedures for the accounting of donations/proceeds from various donors and groups is very important to establish early in the project.

– Community Outreach – A two-page brochure has been finalized and will be used for getting information out into the community. A possible joint meeting between the Board and Friends, where the main topic would be identifying individuals and groups in the community and area to contact.

– Legacy Program – Barry Gibbs and Mich Forster to work on and develop an outline later in the fall.

9. Motion made by Kandice Meister to receive all reports. **CARRIED.**

David Knox moved for adjournment 5:01 P.M. **CARRIED.**

Next meeting August 20, 2025, at 3:00 P.M.



Barry Gibbs

Board Chair