

## CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

Museum - CPR Station

November 19, 2025

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

Meeting called to order at 3:05 p.m. by Barry Gibbs

1. Agenda: Motion made by Tom Carey to adopt Agenda as presented. **Carried.**
2. Correspondence/minutes: No correspondence to report. Motion made by Mich Forster to approve minutes dated October 22, 2025. **Carried.**
3. Chair Report:
  - Barry Gibbs has reapplied for another 4-year term on the Museum Board. Town Council approved the application.
  - Community Foundation of Lethbridge & Southwestern Alberta presented the cheque for \$50,000.00 on Monday to the Fundraising Committee. Rob Vogt from the Local Press was in attendance and picture/article will be in the paper next week.
  - Stavely Elks presented a cheque for \$5,000.00 on November 18, 2025 for the new building.
  - New Building Committee meeting was held November 19, 2025 to discuss next steps in obtaining final costs of construction of new building. Estimates will also be obtained to finish interior of building. All of these costs will be needed to complete grant application by June of 2026.
  - Legacy Program is now ready to proceed. Jenn reviewed program with Abe Tinney and the Town Auditors. No concerns were raised therefore we can now proceed with advertising the Program.
  - Museum Board members will be sponsoring and volunteering at the Soup Bowl on Tuesday, December 2, 2025.
4. Financial Report: The Financial Report dated November 19, 2025 was reviewed. Motion made by Kandice Meister to accept report. **Carried.**
5. Executive Director's Operations Report:
  - Approval has been obtained to hire a Part-time Collections & Visitor Services Assistant. The position will be year round. Application deadline is November 20, 2025. Successful applicant will start in January, 2026.
  - Jordyn is completing application for Recognized Status by the Alberta Museums Association.
  - Applications will be sent to Young Canada Works and Canada Summer Jobs to obtain funding for summer students.
  - Old-Fashioned Christmas will take place on Saturday, December 6, 2025 from 2 pm to 6 pm. The tree lighting will take place at 5:45. Donation by Virginia Wishart to cover costs of activities for the afternoon.

6. Fundraising Committee:
  - The official count to date is \$72,882.00. This does not include the \$50,000.00 received from the Community Foundation of Lethbridge and Southwestern Alberta and the \$5,000.00 from the Stavely Elks. Total raised to date = \$127,882.00.
  - Legacy Program has been approved by the Town and the Auditors. Advertising of program can now be set in motion. Advertising costs was obtained from the Local Press.
  - Motion was made by Mich Forster to send a letter to the Friends of the Claresholm and District Museum requesting funding for the promotional costs for the next year. **Carried.**
  - Advertising the Legacy Program will be done on the Claresholm and District Museum site.
7. Elections for Chair and Secretary:
  - Tom Carey nominated Barry Gibbs for Chair. David Knox seconded the motion. Mich Forster motioned for closing nominations. Barry accepted nomination for Museum Board Chair. **Carried.**
  - Mich Forster nominated Val Ritzen for Secretary. Cynthia Wannamaker seconded the motion. Tom Carey motioned for closing nominations. Val accepted nomination for Museum Board Secretary. **Carried.**
8. 2026 Priorities: due to time constraints, discussion of 2026 Priorities will be the focus of next meeting.
9. Roundtable: David Knox has offered to read "Charles Dickens" one evening prior to Christmas at the Museum. Attendance will be by donation.
10. Motion by Tom Carey to approve all reports as presented. **Carried.**
11. David Knox moved for adjournment at 5:00 pm. **Carried.**

Next meeting December 17, 2025 at 4:00 pm.

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Barry Gibbs  
Board Chair