

CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

Museum - CPR Station

December 17, 2025

Present: Jennifer Place, David Knox, Kandice Meister, Jordyn Wallace, Mich Forster, Barry Gibbs, Tom Carey, Valerie Ritzen and Cynthia Wannamaker

Meeting called to order at 4:02 by Barry Gibbs.

1. Agenda: David Knox moved to adopt agenda with changes. **Carried.**
2. Correspondence/minutes: No correspondence to report. Motion made by Tom Carey to approve the amended minutes dated November 19, 2025. **Carried.**
3. Financial report: The financial report dated December 15, 2025 was reviewed. Kandice Meister made a motion to accept report as presented. **Carried.**
4. Executive Director's Report:
 - Alberta Museums Association application has been completed and sent. Reply expected in April, 2026.
 - Applications have been completed for funding of summer student employment.
 - Museum Collection & Visitor Services Assistant has been hired and successful applicant, Keelan Cashmore, will be starting January 13, 2026.
 - Old Fashioned Christmas was a success with over 200 visitors, sales in the gift shop were \$1,000, and bake sale was sold out.
 - Special opening for Friday Shopping was successful with \$500.00 in sales from the gift shop.
5. New Building Committee Report: Estimates have been requested by Town of Claresholm in order to prioritize tender process as there are two basic approaches that can be used.
6. Fundraising Committee Report:
 - Committee is working on next steps in fundraising for the next phases of construction.
 - Approval was obtained from the Friends of the Museum Board to cover the costs of advertising for six months for the Legacy Museum Enhancement Program. Ad has been placed in the Claresholm Local Press.
7. Mich Forster made a motion to accept all reports as presented. **Carried.**
8. Roundtable:
 - Jennifer reported that she has already been approached by an investor to donate

to the Legacy Museum Enhancement Program.

- On January 10, 2026 from 10:00 am to 1:00 pm, Parliamentarian presentation to all community boards will be available at council chambers. Larry Randle is the Parliamentarian. **Postponed.**

- Barry requested detailed reports from all committees to be completed by January 14, 2026. Final report to the Town of Claresholm will be done at their meeting scheduled January 26, 2026.

9. Tom Carey moved for adjournment at 5:05. **Carried.**

Next meeting January 21, 2026 at 3:00 pm.

A handwritten signature in cursive script that reads "Barry Gibbs".

Barry Gibbs, Board Chair