

CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

Museum - CPR Station

January 20, 2026

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

Meeting called to order at 3:03 p.m. by Barry Gibbs

1. Agenda: Motion made by David Knox to adopt Agenda with additions. **Carried.**
2. Correspondence/minutes: No correspondence to report. Motion made by Kandice Meister to approve minutes dated December 17, 2025 with update on presentation date to February 5, 2026 at 6:00 pm by Larry Randle. **Carried.**
3. Financial Report: The financial report dated January 16, 2026 was reviewed. Motion made by Tom Carey to accept report as presented. **Carried.**
4. Executive Director's Operations Report:
 - Keelan Cashmore was introduced to the Board. She has been hired as Collections & Visitor Services Assistant.
 - Jordyn is looking at being open to the public one day a week through the off season. This may result in additional grant funding availabilities. Motion made by Mich Forster to support the museum being open one day per week during the off season. **Carried.**
 - Additional assistance may be needed during the Winter Festival.
 - Pincher Creek Trade Show has invited Museum. After reviewing costs, travel time, staff and volunteer time, and historical benefits of attendance, decision has been made to not attend the show this year.
5. Fundraising Committee Report:
 - To date, \$138,000 has been collected for the new building.
 - Mich presented a copy of the letter that the Friends of the Claresholm & District Museum Society will be included with the tax receipts that are sent to the donors.
 - Date to be set in February for the Fundraising Roundtable Committee.
 - Catherine is looking into short-term investment opportunities for the funds collected for the new building.
 - Brochure to be developed for the Legacy Program to provide to appropriate partners in the Community (funeral homes, lodges, accountants, etc).
6. Chair Report:
 - Barry Gibbs and Jordyn Wallace have been working on the presentation to the Town of Claresholm council meeting on January 26, 2026 at 7:00 pm. Presentation will include an update from all committees on their successes and activities that occurred during the past year.
 - Planning for 2026 is underway. The Claresholm Local Press is celebrating their 100th

Anniversary. Ideas were discussed to promote the special anniversary.

- 2026 Priorities were discussed. Additional ideas were added to the lists that were started in November. Barry will consolidate the priority list for our next meeting.

7. Roundtable:

- Kandice Meister requested a change in the time of our monthly meetings as two of the Board Members work during the day. After discussing alternatives with scheduling, a new date and time was decided on. Starting in February, monthly meetings will be held on the fourth Wednesday of the month and meetings will be held from 5:30 to 7:30 pm. Motion was made by Barry Gibbs to amend date and time. **Carried.**

- Jennifer Place provided update on first contribution to the Legacy Program. Details are still being worked on. She will provide update when it is completed.

8. Motion made by David Knox for adjournment at 5:10. **Carried.**

Next meeting February 25, 2026 at 5:30 pm.

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

Barry Gibbs
Board Chair