

CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

Museum - CPR Station
February 25, 2026

Present: Barry Gibbs, David Knox, Kandice Meister, Jordyn Wallace, Mich Forster, Bitia Stone, Tom Carey, Margaret Lane, Cynthia Wannamaker and Valerie Ritzen

Meeting called to order at 5:32 by Barry Gibbs.

1. Agenda: David Knox moved to adopt agenda. **Carried.**
2. Introduction of new board member, Bitia Stone. Welcome to the board, Bitia.
3. Correspondence/minutes: Museum board received "Thank You" from the Soup Bowl for our sponsorship of the December 2, 2025, lunch. Motion made by Mich Forster to approve the minutes dated January 20, 2026, as presented. **Carried.**
4. Financial report: The financial report dated February 24, 2026, was reviewed. Kandice Meister made a motion to accept report as presented. **Carried.**
5. Executive Director's Report:
 - Booth set up at Winter Festival held February 21. Four new people joined the Friends of the Museum.
 - Jordyn was approached by the 3 local 4-H beef clubs from Claresholm, Stavely and Fort Macleod. They are partnering for a 50/50 draw totaling \$7,500.00 and are naming the Claresholm and District Museum as beneficiary. They have requested the funds go towards the new building.
 - Keelan has been doing incredible work on the Collections as well as the backlog of accessions. The Collections Committee will be meeting on March 3 to address the items that she has identified.
 - Approval has been obtained from council to have Canadian History Ehx do a historical video on Claresholm. The video will be shared on all media channels as well as the Town's website and the Museum's website and social media.
6. Fundraising Committee Report:
 - No significant change in fundraising total to date. Catherine from the Friends of the Museum is working on investment opportunities for a large portion of that total.
 - A draft of the rack card for the Legacy Program was presented. The rack card would be provided to the local law offices, local accountants, Town Office, Library, and local funeral homes. Motion made by Mich Forster to have a small supply of rack cards printed. **Carried.**
 - Roundtable meeting with the Museum Board and the board of the Friends of the Museum to be held March 7, 2026. This meeting will bring the Friends' board up to date on current plans and future needs for fundraising.

- After discussion around recognizing donors to date, an ad will be put in the Local Press to update current donation amount as well as thanking all donors. The ad will state that donors will be honoured via a recognition wall once the building is completed.

7. Events Planning Committee:

- Kandice reported that the committee met on January 30. She presented a breakdown of all the events planned for the fiscal 2026. The following events that the museum will take part in or host are as follows: Winterfest on February 21, Spring Festival on May 23, Father's Day on June 21, Canada Day on July 1, Fair Days on August 7, 8, 9, and 10, House tour on September 12, Person's Day on October 18, Cemetery tour on October 24, Remembrance Day on November 11, Old Fashioned Christmas on December 5, and Christmas Carol reading on December 17 and 19.

- As events come up, details will be finalized and volunteers will be requested.

8. New Building Committee:

- At last meeting, committee reviewed the current cost estimates that have been provided. With the large difference in the estimates, discussions regarding reductions in the features of the building took place.

- Meeting to be arranged with Superior Safety Codes.

- Now that Tara Vandervalk has accepted a new position and has left the Town of Claresholm, board will have to obtain a new individual to assist with completing funding grants. Hopefully, Tara's replacement will have the experience in this field.

9. Priority Goals & Strategies for 2024-2028

- Barry Gibbs reviewed the museum board's goals. After collating the votes from our last meeting, the board will focus on the top three priorities for 2026: building volunteer base and involvement from the Friends of the Museum, obtaining Grants and Funds for new building and renovating signs for the Museum.

10. Roundtable:

- All welcomed Bitia to the museum board.

- David Knox reminded everyone of the new website for the Town of Claresholm as well as a new app. Apparently, new website and app are user-friendly and much easier to navigate.

- November and December meeting dates have been amended and Christmas party date chosen.

11. Tom Carey moved for adjournment at 7:26pm. **Carried.**

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



Board Chair