

CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING
Town Office Meeting Room
June 19, 2024

Present: Barry Gibbs, Betty Hoare, Mich Forster, Marg Lane, Tom Carey, Cynthia Wannamaker, Bill Kells, and Kandice Meister

Absent: Earl Taylor

1. Call to order by Barry Gibbs at 2:32 PM. Motion made by Tom Carey for the adoption of amended agenda. **CARRIED**
2. No correspondence. Motion made by Kandice Meister for approval of the amended minutes dated May 15, 2024. **CARRIED**
3. Chair Report
 - The monthly chair report included notes regarding memorial benches for the museum. The need is for two benches in front of the Exhibit Hall as well as two replacement benches in the front of the Station.
 - Handicapped Accessibility Project Proposed – Discussion on whether an expanded project on accessibility for all the museum buildings would be worthwhile. Additional benches and tables would enhance the museum grounds and could feature memorial plaques. This could be a Community Foundation funded project, with next grants submitted in October 2024. A discussion on the accessibility to the Station revealed that there was a need to look at improving the signage and possible the mechanics for the second door on the North end of the Station that is wheelchair friendly. It was also brought to the board's attention that the handicapped parking spots at both parking lots at the station are not very functional. These spots are a little too narrow to allow easy access for those needing the extra room. Motion was made by Tom Carey for the Executive Director, Bill Kells to address these issues with the Town Office. **CARRIED**
4. Museum Financial Report dated June 18, 2024, was reviewed. Mich Forster made a motion of acceptance of the financial report. **CARRIED**
5. Executive Directors Report
 - It has started out to be a busy 2024 season. Jordyn has been training the new summer students and making up work schedules to cover the seven days a week operation. Sales in the gift shop have been high and time is required to order and restock items. Jordyn scanned photos of exhibits and has produced two great promotional flyers. One flyer was attached to a letter to bus tour companies making them aware of the facilities offered at the museum. The second flyer will be sent to other youth and senior group tours. Both summer students are becoming familiar with the history and information to answer questions from visitors. They have also led school tours thru the museum.
 - Attendance this year compared to last year is significantly higher, partly due to the Stones and Bones event as well as being open 7 days a week. With higher attendance we are seeing increased gate donations as well as gift shop sales.
 - Jordyn did an interview on Connecting Claresholm live, a Friday noon time Facebook radio type show. She did very well. The museum was invited to promote the upcoming car show on Fathers Day.
 - The Car Show was a success, despite the weather conditions. By moving the Lions Club breakfast indoors at the Social Centre and promoting it on Facebook, meant they sold even more breakfasts this year. The Social Centre's roast beef on a bun was also sold out. A

formal letter thanking the Social Centre for there co-operation in making it a more enjoyable event to attend will be sent out. The cooler weather brought more people into the buildings and increased gate donations.

– The Friends of the Museum are planning a Claresholm Heritage Home Tour on August 24 from 1:00 to 4:00 PM with the possibility of a windup tea at the museum.

– The new position at the museum is still in the working stages. Jordyn is currently doing some of the tasks which the successful candidate in this new position would be undertaking.

6. Events Planning

–The committee will be meeting next week to work out more details regarding the 2024 float with the theme of Country Carnival. The possibility of a new event “Celebrating Harvest” to be investigated further.

7. Fund Raising Committee

–A member of The Friends of the Museum has joined the fund-raising committee. A possible Donation/Legacy Program is being explored. The legal aspects such as wording needs to be researched. A one-page brochure will be designed and brought back to the committee. It was decided to put this program on the back burner while other initiatives are pursued.

–Installed cost estimates for the Bench Program and picnic tables will need to be obtained. A local vendor will be asked for the cost of providing plaques. Decisions on future locations for benches and tables need to be determined.

–The final topic discussed was the possibility of having access to a casino.

8. Board Decision Making Policy – A policy developed in June of 2018 for making board decisions without having face to face meetings was reviewed. Changes will be made to reflect the use of zoom meetings that were not popular in 2018. Changes will be brought back to the next meeting.

9. August board meeting will be moved to August 28 starting at 2:00 PM with a social event to follow.

Motion for adjournment by Tom Carey at 4:34. **CARRIED**

Next meeting July 17, 2024, at 3:00 PM.



Barry Gibbs
Board Chair