



The Corporation of the Township of Billings

Museum Committee Agenda

Monday October 2, 2023 7:00 pm

Old Mill Heritage Centre, Kagawong

Members

Councillor Michael Hunt, Chair

Barb Edwards

Deb Flaxman

Dianne Fraser

Diane Larocque

Brad MacKay

Wes Newburn

Staff

Rick Nelson, Museum Curator

Tina Beckerton, Recording Secretary

1. Call to Order

Chair Michael Hunt to call the meeting to order

2. Approval of Agenda

Motion to approve the agenda

Motion

Moved By Seconded By

THAT the Billings Museum Committee hereby approves the October 2, 2023 agenda as presented.

3. Disclosure of Pecuniary Interest

4. Adoption of Minutes

Motion

Moved By Seconded By

THAT the Billings Museum Committee hereby approves the September 11 minutes as presented.

5. Financial Report

The Township is in the process of updating the financial reporting for Boards and Committees the new report will be available at a future meeting. Verbal report will be provided.

6. Curators Report

6.1. CU-2023-41-05- October 2023 Curator Report

Motion

Moved By Seconded By

THAT the Township of Billings Museum Committee hereby receives for information Curators Report – October 2023

7. Old Business

7.1. Museum Committee Working Chart discussion- October 2, 2023

Motion

Moved By: Seconded By

THAT the Township of Billings Museum Committee hereby approves the direction as given regarding the museum committee working chart.

8. New Business

8.1. Thanking the Market

8.2. Dissecting the GG Candidates

8.3. Museum Committee Meeting time - *Due to staffing capacity for secretary duties, it is being proposed that the time of the Museum Board Meeting be moved to 5:00 pm to accommodate.*

9. Council Report

9.1. Councillor Hunt to provide an update on recent Council Developments.

10. Meeting Schedule

Monday November 6, 2023 (Budget Discussion)

Monday December 4, 2023

11. Adjournment

11.1. Motion to Adjourn

Motion

Moved by Seconded by

THAT the Billings Museum Committee hereby adjourns at

Document Accessibility

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The Corporation of the Township of Billings
Museum Committee Minutes
Monday August 14, 2023 7:00 PM
Old Mill Heritage Centre, Kagawong

Members Present

Councillor Michael Hunt, Chair
Barb Edwards
Deb Flaxman – Regrets
Dianne Fraser
Diane Larocque
Brad MacKay
Wes Newburn

Staff

Rick Nelson, Museum Curator
Tina Beckerton, Recording Secretary

1. Call to Order

Chair Michael Hunt called the meeting to order 7:00PM

2. Approval of Agenda

Motion to approve the agenda

Motion

Moved By Wes Newburn Seconded By Diane Larocque

THAT the Billings Museum Committee hereby approves the August 14, 2023 agenda as presented.

Carried

3. Disclosure of Pecuniary Interest

No disclosures noted.

4. Adoption of Minutes

There was a discussion on previous motions regarding the purchase of tokens of appreciations for the speakers at the events. They were inadvertently missed and will be included as notes for future references. (Section 11)

Motion

Moved By Barb Edwards Seconded By Diane Larocque

THAT the Billings Museum Committee hereby approves the July 10, 2023 minutes as presented.

Carried



5. Financial Report

Staff reported that there was an error in the reporting of the bank balance at the last meeting. The correct balance is \$64,847.15. The Committee requested more detailed banking information for upcoming meetings.

Motion

Moved By Brad MacKay Seconded By Barb Edwards

THAT the Billings Museum Committee hereby received the verbal financial report.

Carried

6. Curators Report

6.1. **CU-2023-08-03-** July 2023 Curator Report

Motion

Moved By Dianne Fraser Seconded By Wes Newburn

THAT the Township of Billings Museum Committee hereby receives for information Curators Report – August 2023

Carried

7. Old Business

7.1. Museum Committee Working Chart discussion- August 14, 2023

Motion

Moved By: Seconded By

THAT the Township of Billings Museum Committee hereby approves the direction as given regarding the museum committee working chart.

Carried

8. New Business

- Future Exhibit
- Township Budget
- Debit Machine
- Park Centre: Stage & Steps, status of lower level
- Entrance Way: Inside & Out
- History Day
- Banner & Signs: Tubes
- Historical Sign still on the ground
- Plaque for sailors lost at sea

Motion

Moved by Barb Edwards Seconded by Diane Larocque

THAT the Billings Museum Committee hereby approves the actions regarding new business AND FURTHER that the actions be included in the working chart for further reference.

Carried



9. Council Report

9.1. Councillor Hunt provided an update on recent Council Developments.

10. Meeting Schedule

Monday September 11, 2023 7:00 pm Museum

Monday October 2, 2023 7:00 pm Museum

Monday November 6, 2023 7:00 pm Museum

11. Notes from July 10 2023 Billings Museum Meeting

Tokens of Appreciation

- 8 members 7/4 box & 1/8 box of chocolates
- Picture for Mark
- Steve Large Hoodie
- Art Mills CHQ +
- Mantha XL Quarter Zip
- Jib box of chocolates 16 pieces

Sub Committee

- Deb, Diane, Dianne to p/u cheese and gifts
- Diane and Deb to be responsible for refreshments (already at PC)

12. Adjournment

12.1. Motion to Adjourn

Motion

Moved by Barb Edwards Seconded by Wes Newburn

THAT the Billings Museum Committee hereby adjourns at 7:57PM

Chair Michael Hunt

Recording Secretary Tina Beckerton

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CURATORS REPORT

Date: October 2, 2023

Report Number: CU-2023-10-05

File: October 2023 Report

Recommendation:

THAT the Township of Billings Museum Committee hereby receives for information Report CU-2023-10-05

Discussion:

Attendance as of September 27th, 2023 is...2120

Donations as of September 27th, 2023 are...\$10,982

The museum is on its final stretch of the season. We will be closing after the Thanksgiving long weekend. The camera exhibit will continue next season.

Despite the lower attendance, the world found the museum this summer. We had visitors from Israel, the Netherlands, Germany, France, Ukraine, New Zealand, UK, Switzerland, El Salvador, Belgium, Italy, Australia and the United States.

I did not do a tally of the store for this report, but I can say that the big favourite is the Jelly. Thanks to Deb's donation of the jelly to the museum, its all-clear profit. Thanks to Deb & Diane Larocque for selling the jelly (on behalf of the museum) over at the marina this summer.

The Kagawong market made an "end of the season" donation of \$530 to the museum. Big thanks to Ethel and the vendors. Thanks also to the Township for waiving the rental fee to allow the vendors to redirect their fees to the donation.

Next two events the Museum will participate in is Remembrance Day and Christmas in Kagawong.

As mentioned in the previous meeting, we made the short list for the GG award. I'll do breakdown of the other candidates later.

Respectfully Submitted By:

Rick Nelson, Museum Curator

October 2, 2023

	Description	Comments	Status IP = In Progress OG = On going CO= Complete OH= On hold DE = Deferred
1.	Trillium Grant	Application for Trillium Grant for renovations to the Park Centre	IP – Council approved the application, waiting for decision.
2.	Artifacts	Installation of covered structures to preserve the artifacts – look for grant opportunities.	I/P – the Committee (Brad) will look for contractors that can supply a quote to be ready if/when a grant opportunity comes available.
3.	Water pooling at entrance to washroom	Water is pooling at the entrance due to grading issue. Committee would like to see a temporary fix sooner than 2024.	IP –Money is set aside in the 2023 budget to fix the problem. Report going forward to Council on October 3, 2023 regarding the entrance.
4.	Debit Machine - Museum	With the change to more on-line and card payments suggest a debit machine for the Museum – Staff to look into	I/P – There is costs involved with machine transactions, the Township has a commercial account that we could order a machine for the 2024 season as a test. Staff confirmed a “square” does not fit within the financial security parameters for the municipality. Suggest an e-transfer option for 2024. Staff is currently reviewing electronic payment options for the Municipality as a whole. Information will be shared when available.
5.	Future Exhibit -2024	Decommission Harbour Island Exhibit Exhibit to honour Lester B. Pearson / Aus Hunt Exhibit Order of Canada (HUNT) to be displayed	IP – Museum Committee and Curator to arrange.
6.	Park Centre Stage and Steps	Stairs to be replaced for stage Purchase premade from reputable company for liability reasons Ramp option Dispose of “half legs”	IP –Brad to reach out to JDI for options and pricing.
7.	Entrance Way: Inside & Out	Replacement of doors / accessibility entrance? Directional signage, arrows, foot prints, colour coding, Sandwich board	IP – Within the accessibility grant for the accessible entrance. Grant requires the project to be completed by end of 2024. IP Committee to provide suggestions on what they would like done, and type of signage. Can be included in the upcoming budget.
8.	Banner & Signs: Tubes	New vertical + horizontal banners 1 each.	I/P - Brad to get pricing from Julie at Beacon Images

October 2, 2023

			Alternatively, Vistaprint may be another option. To be included in the 2024 Museum budget
9	Plaque for sailors lost at sea	<p>Plaque commemorating Sailors lost at Sea General in memorial plaque to pay tribute lives lost on Huron, Georgian Bay, the North Channel. Plaque similar in nature to a historical plaque, bronze, etc.</p> <p>Unveiling at Blessing of the Boat 3rd Sunday in July (21JUL24).</p>	<p>I/P – Museum Curator to look into further. Collaboration with the church, municipal & museum. Staff to investigate a supplier.</p> <p>I/P – Dianne to provide the verbiage for the plaque.</p>
10	Museum Phone	Request for upgraded phone for the museum	I/P – Staff will order a new phone for the 2024 season.
11	Christmas in Kagawong	<p>Menu – Chili, Gravy Burgers, Salad</p> <p>Ethel – POW to speak</p> <p>Lower-Level Park Centre</p>	<p>I/P – Committee</p> <p>I/P – Curator to book</p> <p>I/P – TBD - It is not yet known if the lower level will be available</p>