

**Old Mill Heritage Centre
Billings Museum Committee
Agenda**

October 5, 2020 7:00 p.m.

Park Centre,
39 Henry Drive

- 1) OPEN
- 2) APPROVAL OF AGENDA
- 3) DISCLOSURE OF PECUNIARY INTEREST
- 4) ADOPTION OF MINUTES
- 5) FINANCIAL REPORT
- 6) CURATOR'S REPORT
- 7) OLD BUSINESS:
 - Preservation/Organization of Artifacts/Storage
 - Library/Museum Young Canada Works at Building Careers in Heritage Grant Application Update
 - Empress of Ireland Exhibit Update
 - Old Mill 95th Celebration
- 8) NEW BUSINESS:
 - Phone Bill/Security System/Web Cam
 - 2020 Reflections
 - Grant Request...COVID 19 Emergency Support Fund for Cultural, Heritage and Sports Organization
 - 2021 Exhibits
 - Post Office Museum
 - Light Up the Old Mill Plaques
 - Museum Annual Report for Council 2020 (Draft)

- Council Developments
- Other

9) NEXT MEETING

10) ADJOURNMENT

Billings Museum Committee
Minutes

March 2, 2020 7:00 p.m.

Park Centre, 39 Henry Dr

PRESENT: Nora Bath-Haring, Dianne Fraser, Sabine Huege, Michael Hunt (Chair), Brad MacKay, Kathy McDonald (staff), Aus Hunt (Honorary member)

Regrets: Barb Edwards and Deb Flaxman

1. Open

The meeting was called to order at 7 P.m. by Michael Hunt.

2. Approval of Agenda

Motion by Nora Bath-Haring, seconded by Sabine Huege
That the Agenda for the March 2, 2020 meeting be accepted.
Carried

3. Disclosure of Pecuniary Interest

There was no disclosure of pecuniary interest

4. Adoption of the Minutes

Motion by Brad MacKay, seconded by Dianne Fraser
That the Minutes of the December 2, 2019 meeting be accepted as presented.
Carried

5. Treasurer's Report

It was reported that the only expense incurred since the Township started doing the bookkeeping was for cheques. There was discussion as to how the cheque payments would work. All invoices will be submitted to the Municipal Office for payment.

6. Old Business

Preservation/Organization of Artifacts/Storage. Someone needs to go through all of the artifacts that are in storage. Dianne presented some ideas for preserving books.

Library/Museum Grant Application Update Re: "How it all Began". A joint application for an intern for the Library and Museum has been submitted.

2020 Exhibits Update. Rick has arranged for the artifacts to be sent. They will not be the originally discussed items. The grant application has been submitted.

Old Mill 1925 – 2020 The Old Mill is 95 years old this year. Dianne suggested that everyone think of a date and ways to celebrate the 95th birthday of the Old Mill.

7. New Business

Summer Student. The township has received four applications for summer students. Kathy will review them and then forward them to Rick Nelson for discussion.

Old Mill Update. Michael updated the committee members on the progress of the office renovations. The Heritage Centre will be able to open for the May long weekend.

Summerfest. It was decided that Michael will invite Sharon Alkenbrack to the next meeting to discuss the Story Telling Festival and see how the museum can participate.

Council Developments. Other than the update on the office Michael had nothing to report.

8. Next Meeting

The next meeting will be held on April 6, 2020 at 7 p.m.

9. Adjournment

The meeting was adjourned at 7:237 p.m. on a motion by Nora Bath-Haring.

Museum Actuals to budget 2020 2021 DRAFT

Actuals Budget

Revenue	Actuals	Budget
Donations	1,584.44	17,000.00
Municipal Contribution	0.00	6,500.00
Fundraising	3,000.00	
Giftshop	0.00	3,000.00

TOTAL REVENUES	Actuals 2020	Budget 2020	2021 DRAFT
	1,584.44	29,500.00	

Expenses

Telephone	597.12	900.00	
Wages & Benefits		16000.00	
Advertising and Prom	28.25	970.00	
Web Services	333.35	1500.00	
Supplies		1500.00	
Health and Safety (Co	351.07		
Postage		80.00	
Utilities		1200.00	
Travel		1400.00	
Bank Charges	182.77	100.00	
Fundraising expense	167.14	1200.00	
Building Security	803.43	450.00	
Gift Shop Supplies		2200.00	
Storage and Display		2000.00	

TOTAL EXPENSES **2463.13** 29500.00

Opening Balance Jan 1,2020	17,713.10
Revenue	1,584.44
Expenses	-2,463.13
outstanding cheques	-250.00
Closing Balance Aug 31/20	16,584.41

\$15000 MAP Funding in saving
 \$5000 MAP Funding (COVID)

Your branch address:

P.O. BOX 649
68 MEREDITH STREET
GORE BAY, ONT P0P1H0

Business Banking



THE CORPORATION OF THE TOWNSHIP OF
BILLINGS
15 OLD MILL ROAD
PO BOX 34
KAGAWONG ON POP 1J0

Your Branch
GORE BAY
Transit number: 2342

**For questions about your
statement call**
(705) 282-2490

Direct Banking
1-877-262-5907
www.bmo.com

Business Banking statement

For the period ending August 31, 2020

Summary of account

Account	Opening balance (\$)	Total amounts debited (\$)	Total amounts + credited (\$)	=	Closing balance (\$) on Aug 31, 2020
Business Current Account # 2342 1997-031	17,611.39	777.31	0.00	=	16,834.08

Transaction details

Date	Description	Amounts debited from your account (\$)	Amounts credited to your account (\$)	Balance (\$)
Business Current Account # 2342 1997-031				
	Account Type: MUSEUM			
	Business name: THE CORPORATION OF THE TOWNSHIP OF BILLINGS			
Aug 01	Opening balance			17,611.39
Aug 05	Cheque, NO.9	10.51		17,600.88
Aug 24	Pre-Authorized Payment, BELL CANADA BPY/FAC	73.52		17,527.36
Aug 25	Cheque, NO.11	525.81		17,001.55
Aug 26	Cheque, NO.12	167.47		16,834.08
Aug 31	Closing totals	777.31	0.00	

Number of items processed 4
Number of cheques or related items enclosed in your statement..... 3

Handwritten notes:
100
o/s 250 ck # 10



TOWNSHIP OF BILLINGS-HERITAGE MUSEUM

DATE	CHEQUE #	PAYEE	AMOUNT	DEPOSIT	BALANCE	NOTES
Jan.03,2020		Opening Balance			\$ 17,713.10	
Jan.17,2020	dd	cheques	\$ 182.77		\$ 17,530.33	BMO cheque order
Mar.19,2020	1	Bell Canada	\$ 303.10		\$ 17,227.23	
April 8,2020	2	Northern Communication	\$ 186.26		\$ 17,040.97	True Steel security alarm Monitoring
April 16,2020	3	R.C. Design	\$ 62.15		\$ 16,978.82	1 Yr Host Webmail
April 16,2020	4	R.C. Design	\$ 271.20		\$ 16,707.62	Contract Webmail
May 8,2020		Deposit		\$ 804.44	\$ 17,512.06	
June 22,2020	dd	Bell Canada	\$ 146.98		\$ 17,365.08	2 months
July 8,2020	5	Deb. Flaxman (PPE)	\$ 186.11		\$ 17,178.97	Hand Sanitizer
July 8,2020	6	Rick Nelson (Plexiglass)	\$ 164.96		\$ 17,014.01	Plexi Glass for museum
July 8,2020	7	Island Promotions	\$ 28.25		\$ 16,985.76	Vinyl Lettering
July 22,2020	dd	Bell Canada	\$ 73.52		\$ 16,912.24	
July23,2020	8	True Steel Security	\$ 80.85		\$ 16,831.39	Alarm Monitoring
July 30,2020	9	True Steel Security	\$ 10.51		\$ 16,820.88	
July 31,2020		Deposit		\$ 780.00	\$ 17,600.88	
Aug.14,2020	10	The Living History Multimedia	\$ 250.00		\$ 17,350.88	
Aug.14,2020	11	True Steel Security	\$ 525.81		\$ 16,825.07	smoke detector install
Aug.18,2020	12	Diane Fraser	\$ 167.47		\$ 16,657.60	Anniversary Supplies
Aug.24,2020	dd	Bell Canada	\$ 73.52		\$ 16,584.08	
CK-Outstanding	#10				\$250.00	

Curators Report for October 2020

For the 2020 season only two museums opened up on Manitoulin Island due to Covid 19; Centennial Museum and the Old Mill Heritage Centre.

The museum was reshaped to adapt to provincial and municipal guidelines. Masks and social distancing were required. Contact tracing was recorded. The new procedures and the alternate entrance into the museum worked well.

As of September 26th, 2020 attendance was 1034. At the same time last year attendance was approximately 2500. Factor in the museum was open approximately 50 days less this year operating five days a week versus seven in 2019.

As of September 27, 2020 the store had brought in about \$950.00. With the exception of Jenna Carter's product, mostly everything else has been settled up with or deferred under consignment agreements. The big seller this year was the Hawberry Jelly.

As of September 27, 2020, total seasonal donations amounted to \$4225.00. July 1st to 30th... \$780.00, July 31st to Sept. 6th...\$2275.00, Sept. 7th to Sept. 27th...\$1070.00, Float..\$100.00

We had the usual amount of good press. A number of stories made it into the Expositor and the Recorder including the story about the 95th anniversary of the OLD MILL. As you know we received Provincial media coverage from TVO when Steve Paikin interviewed me for a panel discussion back in the spring. Mr. Paikin also wrote a story about the Dodge Tragedy (promoting the museum) that generated a lot of interest and rekindled life back into the proposed movie project. Steve has also offered to host a fundraiser for the museum at a later date.

(2)

Fundraising events were cancelled because of Covid-19 but “History Day in Kagawong” went virtual with online presentations that were available to view through our website. We celebrated the 95th anniversary of the OLD MILL inside the museum on August 20th. Balloons and cupcakes were in great supply.

With the cooperation of the municipality, emergency funding (available through **Heritage Canada**) was applied for and was approved. We will receive \$5000 to help offset our revenue deficit due to Covid-19.

As of now the proposed *Empress of Ireland* exhibit remains tabled for 2021. The \$15,000 funding (through **Heritage Canada**) has already been received but will not be used until a determination is made about whether Covid-19 conditions will allow us to proceed.

Longtime museum supporter Tim Gallagher donated a replica 1812 British military uniform and authentic sword (found in Providence Bay) to the museum to be displayed at a future date.

There were a few private donations (Dianne has details) and a future pledge of \$4000 from a museum supporter to help out with upcoming exhibits, in particular the *Empress of Ireland* display.

The locking mechanism for the Post Office Museum door became defective and had to be replaced.

The museum will close over the Thanksgiving Long Weekend.

Billings Museum Committee
Annual Report 2020 (DRAFT)

Mandate:

The mandate of the Billings Museum Committee for the Old Mill Heritage Centre is to collect, record, research and exhibit historical information, data and items for the preservation and enjoyment of the rich heritage by presenting a visual history of Billings Township and Manitoulin Island for present and future generations. The Billings Museum Committee is responsible for the running of the Old Mill Heritage Centre and the Post Office Museum.

Achievements:

Due to COVID-19, the Billings Museum Committee has implemented changes to the Old Mill Heritage Centre in accordance with the provincial and municipal health and safety guidelines and protocols.

Opening Preparations for Old Mill and Post Office Museum:

- Post Office Museum was closed for the 2020 season.
- The entrance to the Old Mill Heritage Centre was changed to the west doors. As a result, a new reception desk/work area has been set up with plexiglass installed. A contact visitors log book has been kept, signs put up to have visitors follow safety protocols – wearing of masks, hand sanitizing and physical distancing. The floor was marked for 2 m distances, hand sanitizers available at strategic spots and masks available for those who did not have one.
- The former desk area was curtained off and the former entrance became a fire exit only. New museum signs were ordered and placed outside to help visitors to the new entrance. A small bridge with a culvert and gravel helped the visitors' entrance.
- The museum was cleaned and sanitized before opening; then cleaned and sanitized on a regular basis.

Gift Shop

- Maintained the Gift Shop and the online store. Gift Shop moved to west side of building.

Exhibits:

- Highlighted the Old Mill Exhibit – the 95th Anniversary 1925 – 2020. Enlarged pictures and displayed The Story of the Old Mill Building.
- Refreshed and maintained existing exhibits.

Kiosk:

- Not operational but The Billings Connections Trail maps were available.

Season Opening:

- Wednesday, July 1, 2020
- Hours: Wednesday – Sunday 10 am – 4 pm

Events:

- All annual events were cancelled except History Day - Thursday, August 13 held during regular hours. This day celebrated The 95th Anniversary of the Old Mill with decorative balloons, media coverage and commercially prepared, individually wrapped cupcakes. Also there was a virtual historical tour of the museum and there were videos about the Old Mill history events over 10 years available on the website.

Upcoming Events in November:

- Cancelled

Island Museum Meetings:

- Held twice a year. Cancelled

Tours:

- Cancelled

Fundraising:

- Cancelled

Media Coverage:

- Expositor, Recorder, The Agenda – Rick Nelson, our curator, was interviewed by Steve Paikin re how our museum was coping during COVID-19.

Museum Attendance:

- The Museum recorded 1034 visitors from opening on July 1 to October 12 of this year.

Goals & Objectives for 2021:

1. The Empress of Ireland exhibit from the Canadian Museum of History in Ottawa is planned as an exhibit for next year.
2. Maintain and enhance existing exhibits, website and replenish Museum Store.
3. Continue with History Day and other special events depending on COVID-19.
4. Tours depending on COVID-19.
5. Fundraising efforts depending on COVID-19.

Meeting Attendance:

- Only two meetings (March, October) held at the Park Centre in person with quorums.
- Two Zoom discussions held regarding COVID-19 requirements and the opening of the Old Mill Heritage Centre.

Evaluation:

- The Museum Committee has been effective for the operation of the Old Mill Heritage Centre during these challenging times of COVID-19 and has successfully complied with the health and safety protocols.
- The Billings Museum Committee wishes to express their support and appreciation to Rick Nelson – Curator of the Old Mill Heritage Centre and Post Office Museum.

Respectfully submitted by the Billings Museum Committee:

Chair – Michael Hunt

2nd Chair – Dianne Fraser

Recorder – Kathy McDonald

Members – Barbara Edwards, Deborah Flaxman, Sabine Huege, Brad MacKay.