

**FRIENDS OF THE MARKHAM MUSEUM BOARD MEETING**  
**Meeting No. 104**  
**Electronic Meeting**  
**May 11, 2022, 5:00 p.m.**

<b>In Attendance:</b>	<b>Regrets:</b>
Wendy Kadlovski, Chair	Councillor Andrew Keyes
Bill Crothers	Christina Lee
Anna Masci	
Dianne Azzarello, Volunteer Committee Chair	
Martha Mingay	
Sue Smitko, Book Committee Chair	
Lorne Smith, Treasurer	
Councillor Karen Rea	
Christopher Hurezeanu	
<i>Staff:</i>	<i>Guests:</i>
Cathy Molloy, Museum Director	
Matthew Wright (Recording Secretary)	

**1. CALL TO ORDER AND OPENING REMARKS**

Under the authority of the COVID-19 Economic Recovery Act, 2020 (Bill 197) and the City of Markham's Council Procedural By-law 2017-5, and in consideration of the advice of public health authorities, this meeting was conducted electronically with members of the Friends of the Markham Museum Board and staff participating remotely.

The Friends of the Markham Museum Board meeting was called to order at 5:12 PM with Wendy Kadlovski presiding as Chair.

**2. DECLARATIONS**

Nil.

**3. ADDITIONS/CHANGES TO THE AGENDA**

Moved By: M. Mingay  
 Seconded By: C. Hurezeanu

**THAT** the agenda for the May 11, 2022 meeting be approved as distributed.

**Carried. (3.1)**

**4. REGRETS**

Cllr. Andrew Keyes sent his regrets.

**5. ADOPTION OF MINUTES OF MEETING HELD MARCH 9, 2022**

Moved By: B. Crothers  
 Seconded By: Cllr. Karen Rea

**THAT** the minutes of the Friends of the Markham Museum meeting on March 9, 2022 be approved as amended.

**Carried. (5.1)**

**6. ADOPTION OF MINUTES OF MEETING HELD APRIL 13, 2022**

Moved By: L. Smith  
Seconded By: Cllr. Karen Rea

**THAT** the minutes of the Friends of the Markham Museum meeting on April 13, 2022 be approved as amended.

**Carried. (6.1)**

**7. BUSINESS ARISING FROM THE MINUTES**

Nil.

**8. DIRECTOR'S REPORT**

C. Molloy submitted a report – Attachment A

**9. CHAIR'S REPORT**

The Chair gave a brief report. With the Museum opening back up, some of the Friends' projects can also begin planning.

Moved By: L. Smith  
Seconded By: A. Masci

**THAT** the Board receives the unaudited Financial Statements for 2021.

**Carried. (9.1)**

**10. TREASURER'S REPORT**

Current bank balance is \$65,434.70. No activity other than \$54.30 in interest.

**11. MONEX – PAYMENT PROCESSING SOLUTIONS**

The Friends need the ability to accept payments for books, events, etc. Also, the ability to take payments online. The Chair met with Monex, a payment provider which could solve some of these issues. Will bring this to City staff for approval first.

**12. CENTRAL COUNTIES TOURISM GRANT**

The Chair is working on a grant application for a grant administered by Central Counties Tourism for Museum Summer Entertainment Activation. Would allow us to put on ten weeks of entertainment at the Museum from June to September.

Moved By: B. Crothers  
Seconded By: S. Smitko

**THAT** the Board authorizes the Chair to apply to the Central Counties Tourism grant based on the understanding that no disbursements are to be made until the grant application has been approved.

**Carried. (12.1)**

**13. NOTE CARD STATUS**

The Chair showed the winning cards. The Chair challenged the Board to sell cards, to raise funds for the Foundation. A. Masci said that she has started marketing and there is some

interest. The Chair showed the flyer and order form, but processing is difficult. Hoping to get approval from City staff regarding the Monex payment processor.

**14. DEVELOPMENT COMMITTEE REPORT**

Some discussion with Markham Little Theatre regarding the partnered dinner theatre event in September.

**15. VOLUNTEER COMMITTEE REPORT**

Garden committee – D. Azzarello will visit the Museum to see the state of the gardens.

**16. HISTORY BOOK SALES COMMITTEE REPORT**

S. Smitko - Nothing to report. Website slowly being addressed.

**17. MARKHAM HISTORICAL SOCIETY REPORT**

S. Smitko - Sent out a survey to membership. Many are still concerned about COVID. Some are interested in hybrid (online/in-person) meetings, but not many.

**18. OTHER BUSINESS**

Nil.

**19. NEXT MEETING**

The Chair informed the Board that the next meeting would be held on June 8 at 5 PM via Zoom.

**20. ADJOURNMENT**

Moved by: M. Mingay

**THAT** the May 11, 2022 meeting of the Friends of the Markham Museum Board be adjourned.

**Carried. (16.1)**

Meeting adjourned 6:34 PM.

**ATTACHMENTS**

Attachment A – Director's Report

**Friends of Markham Museum**

May 11, 2022

**Museum Open!**

The Museum opened on May 4<sup>th</sup>, gallery and in person tours of the site buildings have resumed. Attendance is currently lower than pre-pandemic numbers, but we expect that it will increase over the next few weeks. Staffing levels are low and scheduling is tight, but we continue to onboard front line staff. Currently promoted program and camp staff are helping with admissions

and tours, but this will not be possible as camp ramps up. All are returning staff with a lot of experience and positive energy.

I am currently working on a Federal grant, facilitated by Central Counties that could provide significant funding for Applefest, Scaryfest, Canada Day and Milliken Children's Festival. Due to issues with insurance coverage, I was not able to accommodate Bees for Life honey be hives at the Museum. This will be a priority for 2023, to determine a way to bring the hives to the Museum.

### **Programming and Camp**

Andrea Carpenter returned on April 11 and immediately started working on camp. Camp is selling well, with some sessions sold out. If additional qualified staff are hired, she will expand camp offerings accordingly. Camp Director is Lillian, who has several years experience at the Museum.

Caitlin restarted the volunteer program and the interview process will start soon. Caitlin is also supervising front desk procedures and has developed new training modules and a new resource database.

The Museum receives requests for other types of programming daily, group visits, birthday parties, outreach, etc. At the current time, we are pushing launch of this sort of programming until September. However, if camp is able to launch comfortably, we can focus on building a new program team.

### **Rentals and Events**

Michelle returned to the Museum at the end of April and has contacted all potential and pre booked clients. The office was reopened late for large events in 2022 as permits and catering needs to be booked months in advance. However, smaller private events are booking.

Most of the potential large events are corporate or are event run by an events company.

The Museums first paid event in over two years took place last week, a product launch by GM Canada.

Cynthia will return to the Museum on May 24, Mike, a previous rental attendant is also returning.

Both Applefest, September 24, and Scaryfest, October 28 – 30, are approved for 2022. Corporate Communications obtained \$15,000 in sponsorship in combined support.

### **Exhibits and Curatorial**

Janet returned to the Museum on May 9<sup>th</sup>. She is busy catching up on pandemic donations and inspecting galleries and on-site exhibit spaces. She will restart the research business in the next few weeks and has already started to work on exhibit planning. Mark has moved on to concentrate on his design work, Julie, who has worked at the Museum in several roles, is the new Assistant Curator.

### **Maintenance**

Dan continues to battle squirrels and birds; spring is a particularly active time and both of these can cause a lot of damage.

He is also preparing the Mini Putt for install and has been key in preparing the site for re-opening.