



**DOORS OPEN MARKHAM 2024
ORGANIZING COMMITTEE**

MINUTES

**Electronic Zoom Meeting
November 22, 2023**

Attendance

Present

Andrew Fuyarchuk
Bowie Leung
Jude Mahmoud
Agatha McPhee
Kenneth Ng
Domenica Tang
Councillor Reid McAlpine

Regrets

Yat Chi Ling
Ken Steinberg
Regional Councillor Alan Ho
George Duncan, Senior Heritage Planner
Chris Rickett, Director, Economic Growth,
Culture and Entrepreneurship
Peter Wokral, Senior Heritage Planner

Staff

Regan Hutcheson, Manager Heritage
Planning
Maxine Roy, Manager, Corporate
Communications
Renee Zhang, Manager, Corporate &
Community Events
Bev Shugg Barbeito, Committee Clerk

1. CALL TO ORDER

The Doors Open Markham 2024 Organizing Committee was called to order at 5:40 PM with Renee Zhang serving as Chair.

2. CHANGES OR ADDITIONS TO THE AGENDA

The agenda was accepted as distributed.

**3. ADOPTION OF THE MINUTES OF THE DOORS OPEN MARKHAM 2024
ORGANIZING COMMITTEE MEETING HELD ON NOVEMBER 22, 2023**

The minutes were accepted as distributed.

4. MATTERS ARISING FROM THE MINUTES

(a) Review of Terms of Reference

Renee Zhang reviewed the updated version of the Terms of Reference and reported that only a few edits had been made, primarily in the section outlining the structure of the committee. It was noted that, with the removal representatives from BIAs and other committees, the membership could be increased to reflect the number of positions removed. It was also suggested that the committee remain at ten members, with a pool of alternate members who could replace a member who leaves the committee. Ms. Zhang will consult with Laura Gold, Council and Committee Coordinator, about this.

(b) Theme

At the previous meeting, the Committee discussed possible themes for the 2024 event, including “Moving Forward, Looking Back”. The consensus was to focus on technology and connect it with industry in Markham, including the idea of weaving a theme of innovation today and yesterday into the choice of sites.

(c) Event Sites

Andrew Fuyarchuk proposed several Heritage sites and Renee Zhang proposed several sites where there could be innovative programming. Committee discussion focused on how the sites related to technology. Kenneth Ng agreed to reach out to contacts at Milliken Mills High School about the possibility of inviting robotics teams to participate.

It was agreed that staff would send the combined list of potential sites to the full committee membership, with the intention, at the next meeting, of shortlisting the sites to a maximum 8-10 sites. Please see Appendix A for the combined list of potential sites. It was noted that the Early Bird registration fee is due by January 31, 2024 or the regular registration fee and site description for at least three sites is due by March 31, 2024.

5. NEW BUSINESS

(a) Budget

There is a \$7,500 budget allocation from Celebrate Markham for the Doors Open Markham 2024 event. The Doors Open \$1,000 fee is paid from the event budget allocation leaving \$6,500 for other expenses such as communications and promotion. It was noted that, in the past, the budget has covered miscellaneous expenses such as t-shirts for volunteers, water for volunteers on the day of the event, refreshments at the orientation session, and printed descriptions of each site for take-away by attendees. Kenneth Ng will try to source a reasonable quote for t-shirts. Staff will identify costs for the communications plan and whether sponsorship is needed to cover any budget shortfall.

The Doors Open Markham Organizing Committee was in favour of Heritage Markham staff submitting the Doors Open \$1,000 fee, on behalf of the Committee, to Ontario Heritage Trust by January 31, 2024.

(b) Draft Communications Plan

Maxine Roy, Manger Corporate Communications, presented a high level draft communications plan that would include flyers, posters, electronic signs, media releases, social media messages, and, messaging on the City's phone lines and through Destination Markham.

6. OTHER BUSINESS

The Committee discussed and identified roles needed for the success of the event: the roles of "Program Lead" and "Volunteer Coordinator". The document "Roles and Responsibilities 2020" was presented; staff will update and populate this document for Committee guidance.

7. NEXT MEETING

The Committee's planning time has been shortened since the event date will be earlier than in previous years, therefore, the next meeting of the Doors Open Markham 2024 Organizing Committee is scheduled early in the New Year: Thursday, January 11, 2024 at 5:30 p.m., via Zoom.

8. ADJOURNMENT

The Doors Open Markham 2024 Organizing Committee adjourned at 7:10 PM.

APPENDIX A

TENTATIVE SITES INCLUDING HERITAGE SITES

Deadline for registration is January 31st

Registration closes March 31st

1. Heintzman House
2. Markham Village Train Station
3. Unionville Train Station Stiver Mill
4. (Stiver House – Main Street Unionville)
5. Old Curiosity Tea Shop (Main Street Markham)

www. cuppa.ca <https://www.instagram.com/markhamtearoom/?hl=en>

6. Old Markham High School

<https://www3.markham.ca/Markham/aspc/heritage/photo/details.aspx?FOLDERRSN=306460>

7. Thornhill Village Branch Library

<https://markhampubliclibrary.ca/locations/tv/>

8. Heritage Estates Markham
9. Fire Station (across from Markham Village Train Station on Main Street)
10. Markham Museum

Come to Markham Museum for Doors Open this year and visit our main exhibition galleries.

Sign up for an opportunity to visit the collections storage vaults, meet the curatorial team, and learn about our upcoming exhibitions.

11. York University – Y Space
12. IBM lab
13. Venture Lab
14. Semi-Conductor