

THE FRIENDS OF THE MARKHAM MUSEUM BOARD

Meeting No. 10

Mount Joy School, Markham Museum

Wednesday, February 9th, 2011 – 5 p.m.

In Attendance:	Absent:
John Buie, Meeting Chair	
Bob Baird	
Cathy Molloy	
Glenn Schick	
Randy Barber	
Debbie Wong	
Edmund Li	
Councilor Carolina Moretti	
Martha Mingay	
Staff: Robin Gauzas (Recording Secretary)	

1. CALL TO ORDER & OPENING REMARKS

The meeting of the Friends of Markham Museum Board was called to order at 5:05 p.m. with John Buie presiding as chair.

The Committee Members introduce themselves to new members Debbie Wong and Edmund Li and welcomed them to the Board.

John Buie gave a brief PowerPoint Presentation for new members to orient them on how the Friends of Markham Committee operates.

Please refer to PowerPoint presentation for additional information.

2. BOARD EDUCATION – Foundation Business Plan

Cathy Molloy gave a PowerPoint Presentation re: Growing with Markham.

Please refer to PowerPoint presentation for additional information.

Key points Cathy discussed in her presentation were that this year there has been \$83,425 in camp revenue, and the camp is almost at full capacity.

Snowshoe program has become very popular especially with the adults. Currently there are not enough snowshoes; there are approximately 30 snowshoes for kids and another 15-20 for adults. The costs of snowshoes are \$100-140 per pair.

Cathy suggested that the committee should consider including the pottery lab as a source for fundraising.

3. REGRETS

No regrets were received.

4. ADOPTION OF MINUTES OF MEETING

That the Minutes from January 12th, 2011 be adopted.

Moved by Randy Barber seconded by Glenn Schick

CARRIED

Add to Item 1. Opening Remarks; Mike Schreyer was thanked for his presentation.

Add to Item 7. Business Arising; Include that Donation Policy was approved January 12th, 2011 and add the approved date to actual Donation Policy

5. ADDITIONS / CHANGES TO THE AGENDA

Add to Item 1. Opening remarks; Ms. Jean Scaysbrook was recognized at Council Agenda Meeting as the widow as Ted Scaysbrook, and Joe Sargent was recognized as the first recipient of the award in 1993.

Add to Item 12. Other Business; Expenditure Process

6. DECLARATIONS

There were no declarations for this meeting.

7. BUSINESS ARISING FROM THE MINUTES

John Buie would like to recognize Ardy Reid for her exemplary job organizing the Scaysbrook Award.

8. DIRECTOR'S REPORT- Cathy Molloy

Cathy Molloy discussed in detail:

- Administration
- Events, Rentals and Volunteers
 - **Events:** February 21st, 2011- Winterfest, Family Day
 - **Volunteers:** Over 20 registered for Winterfest, training night will commence Thursday February 17th for one hour
 - **Rental:** Training session was held for part time staff and 13 attended.
- Curatorial
 - Exhibit projects
 - Grants
 - Personnel
 - Other projects
 - Professional Development
 - Donations
 - Research requests
- Programming Department Update

Please refer to handout for additional information.

Randy Barber made a motion to receive the Directors Report

Seconded by Glenn Schick.

CARRIED.

9. SECRETARY'S REPORT

Martha Mingay would like to officially thank Gunter Langhorst, Ardy Reid and Genny Landis for all their hard work.

Martha Mingay made motion to send official thank you letters to Gunter Langhorst, Ardy Reid and Genny Landis who have recently retired from the Directors role.

Seconded by Councilor Carolina Moretti

CARRIED.

10. TREASURER'S REPORT

No further report at this time.

11. COMMITTEE REPORTS

- a. **Executive Committee** – John Buie advised that the Executive Committee discussed:
 - Scaysbrook Award update
 - A process was developed concerning the identification and presentation of the Scaysbrook Award in the future
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 - Friend's letter head
 - Agenda for Friends of Markham Committee
 - Dealt with Jenna's garden and presentation made by Mike Schreyer at last committee meeting
 - Contacts for potential sponsors

The next Executive Committee Meeting will be held on February 24th at 4 p.m. at 81 Main Street North

John Buie reviewed which members sit on the following committees:

Executive	Museum Collection	Development	Volunteer
strategic plan, business plan, recruitment, operational recommendations	acquisitions, deaccessions	fundraising strategy, campaigns, donations	volunteer program development
John Buie (chair)	Bob Baird (chair)	Martha Mingay (chair)	Glenn Schick (chair)
Bob Baird	Randy Barber	Carolina Moretti	John Buie
Glenn Schick	Carolina Moretti	Randy Barber	Edmund Li
Martha Mingay	Edmund Li	Debbie Wong	Debbie Wong
Debbie Wong			

John Buie advised that the Chair is ex-officio on all committees and non board members are welcome to serve on committees at the discretion of the Chair of each committee.

Executive Election for 2011

Move the adoption of the following executive slate for the Friends of the Markham Museum Foundation Board:

President (*and Chair*): John Buie
Vice President (*and Vice Chair*) Bob Baird
Vice President Glenn Schick
Secretary Martha Mingay
Treasurer Debbie Wong

Bob Baird made a motion for recommendation for 2011 executive committee that following people be elected for 2011; John Buie, Bob Baird, Glenn Schick, Martha Mingay, and Debbie Wong

Seconded by Edmond Li

CARRIED.

- b. **Museum Collection Committee** – Randy Barber noted that we need to ensure that Chair is made officio for this committee.

There was no committee meeting this month.

Bob Baird advised that is very important to maintain a connection with the extra members which would include Lorne Smith and Jim Wicks.

Martha Mingay recommended that we should put together a welcome package for all new members of Friends of Markham Committee, the binder should include; MOU, Donation Policy, by law number 1, collections policy and ethics policy and any other pertinent information. Martha asked that Committee Clerk take care of this task.

- c. **Development Committee** – Martha Mingay discussed in detail:

- Letterhead
- Donation Policy
- Jenna's Garden
- Recognition policy
- Gala Committee- samples of the Gala Posters were given to all committee members. Martha Advised that the Board members are not expected to attend the Gala, but if they choose to go they should let her know as soon as possible.

If members have contacts for potential sponsors to please make Martha aware so she can make a master list for distribution

Suggested to create a letter especially for volunteers so that they do not feel excluded

One corporation has been approached for the lead sponsorship for the Gala; they have agreed to come in at \$10,000 with a few stipulations. Martha will meet with representative to discuss further.

The feature entertainment will be Daniel Panetta who is an up and coming artist; suggested to have Bank of Montreal as the entertainment sponsor and include there logo on Daniel Panetta poster.

Goal is to have first sponsor by Friday

Please refer to hand out for additional information.

- d. **Volunteers Committee-** no new business

12. OTHER BUSINESS

- a. **Friends of AGM Report-** John Buie advised that AGM Report has been accepted by town council.

Councilor Carolina Moretti suggested giving a brief update describing the role of The Friends of Markham Museum Committee and brings to the General Committee Meeting so those members are well informed of what The Friends of Markham Museum entails.

- b. **Website for Friends-** John Buie advised that it was discussed at the Gala Committee to have a website to help promote the goals of The Friends of Markham Museum Committee. Question was raised; how we would accomplish that? Carolina suggested getting a volunteer student to assist in the creation of the website. Martha Mingay advised that the student should help manage website not create it.

Edmund Li suggested that committee should do most of the prep work do avoid any mishaps or any unforeseen costs.

Carolina Moretti suggested having a temporary icon on the Town of Markham website that would direct you to Friends of Markham information.

Suggestion was made to create web design sub-committee; email John if interested in joining

- c. **Expenditure Process-** Cathy advised that a Cheque requisition would need to be drawn up and have at least two members of the committee to have signing authority.
- d. **Markham Theatre-** Randy Barber advised that the Broadway show Cats will be playing on February 24th to 27th at 1900 and there will be a matinee at 1400.

13. NEXT MEETING

The next scheduled meeting of the Friends of the Markham Museum Board will be held on Wednesday, March 2nd, 2011 at 5 pm at Mount Joy School.

14. ADJOURNMENT

Moved by Bob Baird

Seconded by Martha Mingay

THAT the February 9th, 2011 meeting of the Friends of the Markham Museum Board be adjourned, the time being 7:05 p.m. **CARRIED**