

Creston & District Historical & Museum Society

Meeting Minutes

Tuesday December 12 @ 6:30 PM Carr Building

We acknowledge that we meet on the unceded traditional territory of the Yaqqn Nukiy within the Ktunaxa Nation

Present: Ian, Tammy, Jason (President), Todd, Bunny by Zoom, Brenda (Secretary)

Guest: Alyson Small

Regrets: Jim

Call to Order: Jason called the meeting to order at 6:31.

Review and Acceptance of Meeting Agenda: Under New Business - a review of Tim Ryckman's employment agreement. Brenda motioned to accept the agenda, Ian seconded, Carried Unanimous.

Review and Acceptance of Meeting Minutes from November 14: Note; change from January to June in the paragraph in reference to finance. Ian motioned to accept the minutes, Todd seconded, Carried Unanimous.

Ongoing Business:

- **Financial Report: Todd/Tammy:** Financial reports received just today and they have done reconciliations up until the end of October but have not had a chance to take a good hard look at them but from the outset appears nothing major out of order. In regard to some of the summer students, their time sheets do not match their pay and many sheets were poorly documented. Rita recommend these all match up. Tammy has reviewed all the time sheets but there were some complications. These will be done differently next year to prevent problems. Question regarding the \$800 cheque to Tammy, this was a gift for the cost of her laptop in recognition of her 25 years of service and was motioned and accepted by the previous Board in July of 2023. Tammy's insurance is another taxable issue that Rita has asked to review as well as the fact that her taxable benefits have yet to be included on her pay cheque. Jason to follow up on this. Apparently the accountant needs time to process the pay stubs for the two

employees so the time sheets need to be submitted to them a couple of days in advance. Tammy will begin submitting the time sheets from the beginning of December in advance. Since there is no detailed breakdown of the accountants invoices the Board does not know exactly what work has been done for the Museum or what the average monthly cost is. Todd to contact Rita to discuss.

- **Murphy Farm Equipment/Lumber at Doug Smith's property:** The cedar siding was delivered by Piva Mechanical. Thank 'you's' to Todd and Brenda for being there when it was delivered. The siding needs to be covered in order to protect it. Brenda suggested that some type of gift should be given to Jeremy at Piva. **Bunny motioned to expend up to \$100 to purchase a gift basket from TIGS for Piva Mechanical. Todd seconded the motion. Carried Unanimous.** Jason added that he has spoken to Jeremy and we will have to pay for the moving of the Murphy farm equipment. However we need to determine where on the property it is going to be stored, even if it's only temporary. Jason will obtain the cost and make a motion for that in a future meeting. Regarding the window and doors that the previous Board purchased at a cost of \$3,248, they need to be picked up from Pyramid and we need to find somewhere to store them.

Manager's Report:

- **Membership Update & Notification to Members re expiry in 2024:** (Refer to Tammy's report for details). Tammy said there are now 262 names on the list not including two names that came in today. All duplicates and weird things have been taken care of. A total of 54 memberships came in at the Kokanee inn event. Ian motioned to allow the memberships to remain valid until December 31, 2024 regardless of when they made their membership as a gift to all those who stepped up to support the museum. Brenda seconded the motion. Carried Unanimous.
- **Tammy's review of Jarrett's role/report out:** (Refer to Tammy's report for details and task lists). The Board agreed that all staff report directly to Tammy and Brenda volunteered to draft a work description based on the information Tammy gathered from Jarrett.
- **Hepher firearms:** Tammy made a call to Kevin at the Galt Museum who said he was aware of the gunsmiths in Kelowna and will contact them to see if they can de-commission the firearms by the end of this year.
- **Collections management software:** Tammy has put together a document that gives pros and cons of all the latest management software. The one that is leading the pack is the Argus but it is an expensive platform but it's the best that is out there. Rather than making a decision immediately the Board would like to see a little more detail and how

it would work in terms of posting online exhibits etc. Tammy will arrange for a demonstration for the Board in the new year.

- **Young Canada Works:** Tammy is working on this in the new year for the hire of summer students. Brenda and Todd are interested in working with Tammy on this and becoming acquainted with the platform and process involved.
- **Creston's 100th Anniversary in 2024:** Tammy indicated that she is on the anniversary planning committee and that the Museum will be involved in the festivities for Creston's 100th birthday in 2024. Events will run throughout the year.

New Business:

- **Signing Authority for Tammy:** The Board agrees that Tammy needs her signing authority restored. **Ian motioned to grant Tammy signing authority, Bunny seconded. Carried Unanimous.** As well the VISA application needs to be completed. **Ian motioned to make an application for a VISA card in Tammy's name with a limit of \$3,000. Bunny seconded the motion. Carried Unanimous.** The Board also agreed that the two people who will be authorized to speak to Colabria will be Tammy and Todd.
- **Grant Calendar:** Tammy circulated the grant schedule she prepared and Brenda indicated she will enlarge this and mount it on the office wall so we can see when documents are due throughout the year.
- **Strategic Planning Session? and/or prioritization of short term items for temporary Board until next AGM:** Jason asked that each Board member send him a list (up to five items) of priorities they feel the Board needs to focus on or tackle in the new year and that the Board can realistically complete before the next AGM. Everyone to send their list to Jason prior to the next meeting.
- **Potential Hiring Process for Curator/Archivist:** Jason asked Alyson to tell the Board about her experience with the previous Board after Tammy was fired, and how the changes affected her and what contributed to her leaving the Museum. Alyson then left the meeting
- **Re-hire of Collections Management Individual:** Tammy has prepared a job description. She said that previously the board had intended in making her hiring permanent but her second maternity delayed that from occurring. So her work was project based until she returned last spring and jumped into the 40 years anniversary project. The work that Alyson was doing was focused on collections and public folklore and to dig into the big questions about the collections and objects along with interpretation and exhibit design. She had begun working on a new exhibit on women's health as well as giving some backup regarding the administrative side of things. The idea was also to consider some succession planning.

- **Hiring of A Second Employee/Curator:** Ian motioned to hire Alyson Small effective January 3, 2024, with an addendum that the Board strike a two person committee to work with Tammy to finalize the work description for her and prepare the agreement to present to Alyson. Bunny seconded the motion. Carried by Majority. Todd abstained.
- **Tim Ryckman & Reconnect Tech:** To date we have paid Tim approximately \$4,000. Tim breaks down his invoices but it is questionable as to whether we need the support. Tammy says content updating is not required. All agreed that we give Tim a month's notice effective January 1, and hire technical support on an as need basis. Brenda motioned to end the agreement with Reconnect Tech giving a month's notice effective January 1, 2024. Ian seconded the motion. Carried Unanimous. Todd will contact Tim.

Meeting Adjourned at: 8:31

Next Meeting January 9, 2024.