

Creston & District Historical & Museum Society

Meeting Minutes

(November 14, 2023 Carr Building)

*This meeting is taking place on the unceded traditional territory of the Yaaqan Nukiy within the Ktunaxa Nation*

**Welcome everyone! And a very warm welcome back to Tammy Bradford!**

- **Call to Order/**Jason opened the meeting at 6:03 and welcomed Tammy back.
- **Adoption of the Agenda:** Todd motioned to accept the agenda, Ian seconded. Carried Unanimous.
- **Approval of Meeting Minutes from October 3 and Special Meeting Minutes from October 23, 2023.** On review of the minutes Brenda to correct the spelling of Bunny's name. Bunny motioned to accept the minutes, Todd seconded. Carried Unanimous.

**Continuing Business:**

- **Financial Report: Todd/Tammy:** We don't have the latest financial update but we do have the information up to January of this year. It is however useful to have a discussion on managing our finances in the future. Our accountant Rita Patstone wants hard copy print outs to see the numbers as they are coming in. There are no financial benefits to us doing the actual financial work ourselves. Keeping track of the financial situation likely does not have to be weekly but probably bi-monthly? We have to remember that the year end review and charities return and GST rebate are what Rita has done for us in the past. If she remains our regular accountant now we will have to find another to do year end and the cost is \$5000. Our accountant uses quick books - FYI. The Board agreed to continue the financial process with Rita at least until the end of the year and on a monthly basis. Todd will work with Tammy to create a list of what they want to do in the future.
- **Jarrett's salary** and hours at approximately 40 per month in the summer change significantly in the winter when the workload drop down to about 10 hours a week. Do we need to cut back his hours from 20 hours per week that was negotiated by Lou Knafla to that number? Tammy will have a discussion with Jarrett to determine what work he performs exactly during the winter hours and Tammy will report back to us in the next meeting.
- **Report out on Membership List Contacts: Jim, Bunny, Jason:** We do have the final list but not everyone has been contacted. There are about 75 names left. The Board agreed at this point to transfer the issue over to Tammy to complete.

- **Removal of Murphy Farm Equipment from the Meeks Property/Storage of said items:** Jason said that after speaking with Bernie that he is not in a huge hurry to have the collection moved so we have some time. It was suggested in order to store the farm items that we place them on pallets and cover them. We may be able to delay the move until spring or possibly tap into the new large membership to move the equipment and then figure out what to do with it. A truck, forklift pallets and covers will all be required for this job.
- **Booking of appointment at Credit Union for Signing Authority Changes:** Brenda to book an appointment for the signing authorities for Todd, Jason and Brenda.
- **Operational Audit as proposed by Lou Knafla:** The Board agrees that there is not a need for a full audit at this point in time particularly given the high cost.

#### **New Business:**

- **Disposition of Lumber on the property of Doug Smith:** Jason said that this is a very pressing issue and we need to have this cedar moved. It's two bundles of 1 by 6 and three lifts of wood. The museum has paid \$6,000 for these materials. Ian thought there was only one lift and Frank Wloka has a spot but not for three lifts. We must find space on the museum property and the cedar must be covered with tarps to protect it. If we are going to move the materials we only want to do it once. The suggestion is to ask Pyramid if they could use their crane to move this wood and request an estimate on cost. On another issue, Pyramid has contacted the museum indicating there are three windows and a door that we need to pick up. What would we do with these items? Possibly we could resell them, however they are made to order so that makes it difficult. *Action item is Brenda to talk to Steve at Pyramid for costing of moving the cedar.*
- **Future of Current Board:** Jason points out that there are only three or four months left before a new Board will be voted in at the next AGM. In the meantime we need to determine what things are priority that we need to be working on and what can we actually achieve in this short time frame. Everyone be prepared to discuss at the next meeting.

#### **Reports:**

- **Manager's Report:** Tammy indicates that the grants are taken care of. The completion of the CADAC piece is complicated and Tammy will find out if there is some training available as some of the Board members would like to share the load of these grant applications. Tammy has reviewed the Square deposits etc. and allocated them into the spreadsheet to Rita. She is reasonably certain the numbers are correct. The number is only out by \$178 which is cash but can be considered as a donation or admission to the Museum. The PST should have been filed for July, August & September but Tammy is unable to log into the BC site and she has been removed from the CRA site. Has Rita's office has been paying for it? Todd to check. The Board recommends the formation of a standing committee for Membership. Jim has volunteered to take on this task with Todd's assistance. Tammy will show Brenda how to update online the filing of new members to the Societies Act. Tammy said when she was terminated she cut up

the Museum credit card as it was in her name. The Credit Union should be able to simply re-issue this. Tammy was able to download the information on the card online.

- **Other:** Museum member Julie Ewashen has written to the Board her concerns and questions about membership and other matters. Jason will respond to her in writing. Tammy said that Jack Schwartz, owner of Kokanee Pub, will be giving out 75 memberships to the Museum at his pub celebration where Tammy will be giving a presentation on the history of the approximately 125 year old building on December 2 . Tammy also reported that she is back to the Seniors Homes etc. and out and about in the community. She is requesting that we purchase a new Adobe acrobat pro license at a cost of about \$85. **Jim motioned to purchase a new Adobe Pro license, Todd, seconded. Carried Unanimous.** Our Zoom account is up for renewal and it's about \$200 per year and little used. The alternative is Google Meet. The Board agreed not to renew Zoom. Rita has requested the minutes from July to September. Brenda advises there were no meetings in August or September but will forward the July minutes. Regarding the issue of the Hephher Fire Arms that are coming from Lethbridge. They must be de-comissioned by a gunsmith in Kelowna. The family wanted the guns to end up in Creston because of their family history. The Board will need to further discuss this project and associated costs in the new year.
- **Creation of a Grant Calendar:** Brenda would like to request that Tammy create a grant calendar as it is very important as it helps the Board know approximately when the grants need to be prepared and so that they can be involved in the process. Up to now the number of grants and when the applications are made is a mystery to the Board. Tammy can update applications from this past year and create this document.
- **Of note,** Alyson Small was visiting on Friday and is open to the idea of coming back part time. The Board needs to establish a second permanent position that was previously Alyson's and determine exactly what the job entails. The hiring of summers students and their work description is a much simpler task. All agreed that if a work description is created for Alyson's previous position we should also create one for Jarrett. All agreed the employees would report to the Manager.
- **Creston of a Nominating Committee:** Jason said a nominating committee should be formed about two months prior to the AGM, which would be sometime in January. The membership list should be completed by that time.
- **Jim motioned to adjourn the meeting at 6:02.**

**Next Meeting December 12, 2023**