

Manager's Report

9 April 2024

Update From Last Meeting:

- Sage 50 purchased; working with Lenka to set up chart of accounts and migrate year-to-date records from previous spreadsheets.
- Account set up with CatalogIt; we are in the queue for migrating existing data. Until the migration is complete, we are continuing to catalogue using Access database.
- Jarrett has installed upgraded emergency exit lights and batteries where required according to recent fire safety inspection.

Operations Highlights:

The Town's upcoming Centennial is giving us many opportunities to partner with the community and engage audiences outside of the Museum. We have seven partnerships in progress, and have just received a request to give a centennial/agriculture themed presentation for the Fall Fair in September. We are also providing photos and filming locations for a video by Chris Luke Sr.

Internally, Alyson is working on a special exhibit that will open in time for Blossom Fest, and highlighting the upcoming Centennial in her On This Day social media posts. She and I will be working with summer staff to give seasonal programs a Centennial twist. **More details attached.**

All these activities require a lot of research, so it is giving us an opportunity to engage more volunteers as well.

Further Discussion:

- **Board orientation and training:**
Draft orientation package contents attached.
- **Murphy equipment open house**
Suggest Saturday, May 25 as date for member open house to review options; preliminary presentation attached.
- **Forest Fire Response Plan**
Draft response plan attached. Permission to spend some money on FireSmart actions and emergency supplies?

Important Dates:

- Annual General Meeting: 13 April
- Spring Clean-Up day: 27 April
- Bird Festival: 10-11 May
- Town Centennial: 14 May
- Summer Staff Start: 14-15 May
- Summer Hours: 19 May
- Blossom Festival: 24-27 May
- Kids Day: 22 June
- Tammy's Summer Holidays: 21 July – 3 August
- Tammy's Fall Holidays: 28 Sep – 5 Oct

Collections:

Working with Lenka to sort out financial reporting of collections as assets (CPA guide attached)

Programming:

Very positive response from teachers; expecting a busy school program season.

Exhibits:

Alyson: Special exhibit focusing on Creston in 1924, to open by Blossom Fest; will support 1924-focused summer programming

Community:

Ice Sports exhibit is earning us a LOT of appreciation in the community.

Volunteerism:

Two new volunteers, both seeking opportunities to address mental health and skills development.

Staffing:

Summer student funding approvals coming in; jobs posted extensively – deadline 19 April

The Creston Museum uses the past to inspire connections with the community today, address its challenges, and make it a better place to live, learn, and explore