

**Creston & District Historical & Museum Society**

**Meeting Minutes**

**Tuesday April 9, 2024 Creston Valley Funeral Home**

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

**Present: Todd, Tammy, Jason (Pres.), Brenda (Rec. Sec.), Jim**

**Regrets: Ian, Bunny**

**Chair Jason called the meeting to order at 9:36 am.**

**Review and Acceptance of Meeting Agenda:** Brenda added *reimbursement of Lou Knafla* under New Business and Jason added *update on the Murphy equipment* under New Business. Brenda motioned to accept the agenda, Todd seconded, Carried Unanimous.

**Review and Acceptance of Meeting Minutes from March 12:** Todd motioned to accept the minutes, Jim seconded, Carried Unanimous.

**Old Business:**

- **Financial Report:** Todd and Tammy indicate there is nothing unusual or outstanding to report other than the building reserve fund was at about \$4 so Tammy deposited the \$250 monthly quilting rental into that account. It was agreed that a reserve fund, while not required by any funders, is a good idea for sustainability and it's just common sense if something untoward were to occur that there was money set aside. Jim motioned to put \$5,000 from the chequing account into the reserve fund, (this amount will also be sufficient to avoid monthly bank fees.) Todd seconded the motion. Carried Unanimous. Todd said we received a final invoice from Rita Patstone accounting in the amount of \$7,800 for the year end compilation agreement. Brenda motioned to accept the financial report, Todd seconded Carried Unanimous.
- **Nominating Committee - Final Report:** Todd said we received four applications of interest. Following the committee's review of them it was determined that three should go forward for a slate for nomination to the Board. This also means that there will only be seven names for the slate as four current members will stand, and so an election will not be required. The membership needs to be aware that we will not take nominations

from the floor. This has been communicated in a previous message to the membership but Tammy will send a final message prior to the 13th. Brenda motioned to take the seven names to the AGM for election, Todd seconded Carried Unanimous.

- **AGM April 13 - Agenda/Issues?:** Jason has prepared the agenda and the President's report. One of the items that need to be dealt with is hiring Lenka Pelikan to do the year end review. It was also agreed that Lenka should replace Rita Patstone for all other accounting issues. Todd motioned to hire Lenka Pelikan as the Museum's accountant, Jim seconded Carried Unanimous. Another concern is whether 10% of the membership will attend the AGM. If 10% is not met the bylaws indicate another meeting is to be held one week later at the same time and place regardless of number of member attendees.

#### **New Business:**

- **BC Museum Association Museum Week May:** This is a wonderful invitation to be able to show case our Museum but it is very short notice and Tammy's activities that week preclude her from attending and Alyson also has family obligations. Agreed Tammy to send an email of thanks and pass the offer to the Cranbrook Museum.
- **Use of Carr Building for Future Board Meetings:** It was agreed to wait until a new Board is formed to determine when and where future meetings should be held, although the sentiment is to be on site at the Museum.
- **Murphy Equipment Update:** This continues to be a frustrating situation for Bernie Meeks as we have not made much progress in removing the items from his property. Jason has been in contact with Jeremy but his company has been very busy lately. Tammy would like the parts on site by May 25 in order to have an open house with the membership/public to determine what to do with these artifacts. Tammy will connect with Jeremy again to see if he can have the artifacts moved by that date.

**Manager's Report:** As there are a number of other community activities occurring on May 25, the date selected for an open house could be pushed ahead. Tammy suggests either June 1 or June 8 as alternate dates for this activity. All agreed to wait until the new Board is formed to make this decision. Tammy has also prepared a Board orientation package. It is very comprehensive including the code of ethics and governance responsibilities. However we need to create a Strategic Plan. The new Board will take action on this. Alyson is looking at forest fire season and started putting together a response plan to mitigate and minimize the risk if we are ever on evacuation alert. Tammy says we need a ladder tall enough to reach the highest roof. Could we look into a roof sprinkler which stays on the roof permanently? All agreed this made sense and a good idea. A proposal by Tammy will be prepared for the new Board with costing. Finally Tammy says that several years ago the CPAs determined that Museums had to assign a value to their collections to declare to CPA Canada. However no other organization is requiring

this information and the task is virtually impossible and cost prohibitive. Tammy will discuss this with Lenka.

Jason suggested that the BC Museums Association offers Governance Based Training and that we should bring this forward to the new Board. If an individual takes the training it's \$50 but if the entire Board signs on the cost is significantly decreased. It also makes sense following the training to then set aside time to prepare a strategic plan with a third party facilitator.

Brenda motioned to adjourn the meeting at 10:45.

**Next Meeting May 14 - place TBD**