

COBOURG MUSEUM FOUNDATION
SUMMARY OF MINUTES OF THE 2019 ANNUAL GENERAL MEETING
Northumberland County Boardroom - 600 William Street
April 17, 2019 7:00pm

Present: Board Members: Joan Chalovich, Mary Dunphy, Elgin Ball
Regrets: Board Member Ken Willcocks
Treasurer: Stanley Isherwood
Other Foundation Members and Guests

CALL TO ORDER & ADOPTION OF AGENDA: Joan Chalovich called the meeting to order and appointed Sheila McCoy as Acting Secretary. The adoption of the Agenda with the addition of Item 5a Membership Fees was moved by Gary Caldwell/Henry Heideman. Carried

APPROVAL OF 2018 AGM MINUTES: Moved by Stanley Isherwood/Richard Looye that the Summarized Minutes of the 2018 AGM be approved. Carried.

REPORT OF CHAIR - JOAN CHALOVICH

Thanking all those involved in the success of the Foundation and the Sifton-Cook Heritage Centre, Joan referred those present to her extensive comments in the printed 2019 AGM Report.

TREASURER'S REPORT

Stanley Isherwood reviewed the Statement of Income and Expenditures for 2018 which shows an excess of income over expenditures of \$13,196.40. About one half of that is due to the receipt of a grant covering expenses from previous years and about half to generous donations from members and friends. He noted in particular donations from the Crossen Family and the Cobourg & District Historical Society. With no fundraising dinner in 2018, fundraising income was about half the usual \$4,000.

In response to a question from the floor Stanley explained that in addition to the \$5,640 in the Reserve Fund and \$1,400 reserved for the maintenance of the railway, there was approximately \$21,000 in the bank at year end.

Approval of the Financial Statement for 2018: Moved by Stanley Isherwood / Forrest Rowden. Carried.

Moved by Stanley Isherwood/Al Seymour that Don Nicholson be appointed to review the Museum Foundation's Financial Reports for the coming year. Carried

MEMBERSHIP FEES

Moved by Elgin Ball/Mary Dunphy that membership fees for 2020 be as follows:

Students: \$5 Individuals: \$25 Families: \$40 Sustaining: \$100 Life: \$500

Carried

OTHER REPORTS

Individual Reports included in the Annual Report booklet were then presented with comments:

Membership: Mary Dunphy reported that as of 31 March, 2019, just over half (87 members) had renewed for the 2019 season. This number may seem low, but there will be more renewals coming in when the season opens and before it ends in October.

Programming: Stanley Isherwood mentioned that the Children's Area was well used, with thanks to Anita Gibson, and that George Parker's presentations continue to be popular. He noted the need for a dedicated "engineer" who could take responsibility for the outdoor railway now that George is concentrating on other things.

ACCEPTANCE OF THE REPORTS AND RATIFICATION OF THE ACTIONS OF THE BOARD OF DIRECTORS FOR 2018: Moved: Anita Gibson/Henry Heideman Carried.

ELECTION OF BOARD

Stanley Isherwood introduced Al Seymour whose name is included as a nominee to serve on the Board. He then presented the following Nomination Report for 2019:

Board: Chair - Joan Chalovich; Members: - Elgin Ball, Mary Dunphy, Al Seymour, Ken Willcocks,
Treasurer - Stanley Isherwood

ACCEPTANCE OF THE REPORT OF THE NOMINATING COMMITTEE

There being no further nominations, moved: Stanley Isherwood/Anne Burnham Carried.

ADJOURNMENT

Moved: Anne Burnham Carried.

SPEAKERS

Members of the 2019 Exhibit Team gave short presentations regarding aspects of their research and exhibit preparation for the upcoming 2019 theme, “Artifactually Speaking”.

COBOURG MUSEUM FOUNDATION – 2019 ANNUAL REPORT PRESIDENT’S REPORT

I take this opportunity to thank the Board and Committee members for their contributions Making the 2019 Season at the Sifton-Cook Heritage Centre a successful one. In spite of the continuing congestion in the Ore Street area with the construction area next door we were able to attract 1900 visitors and hold a number of successful events at the site to continue our mandate to display interesting exhibits and share the stories of the past.

A number of the donations from Don Mikel’s collection were on display at the site, including a Clench black walnut table circa 1850 and an oak lectern desk from Trinity College School used during the period 1895 to 1910.

We thank D & R West for the fresh paint job on the Administration Building display room providing a new look to the reception area. Al Seymour has taken responsibility for maintenance and restoration at the site and continued to investigate the requirements for the addition of eaves on the heritage site and the installation of gutters to handle the disbursement of water off the roof. We are hopeful to be able to commence this work during the 2020 summer season, and hoping to receive a successful Canadian Cultural Space Heritage Grant to assist with the cost.

Abigail Miller, County Archivist, and Katie Kennedy her assistant, provided an update on the plans for the new County Building that will include space for county wide archives as well artifacts. We are grateful that the Town of Cobourg has continued its annual grant that assists us to have two summer students and pay for ongoing improvements for the site. Summer students Raquel Devison and Irelande Farrell, our excellent summer hosts, continued to add information to our website, sort historical documents and assist with special events. I encourage you to visit our Website at www.cobourgmuseum.ca and let us know if you have pertinent information that could be shared.

I want to thank all supporters, members and visitors for their donations of money and volunteer time, both being important in order to keep the doors open and to provide an environment that tourists and locals will want to visit each season. Special thanks go to Board members who carry the responsibility for operation and activities of the site.

The Exhibit Team has been busy preparing the 2020 exhibition that will be called “The Heinous, the Heroic and the High Flyers”. I invite you to visit to learn about the individuals who fall under these fascinating headings.

Respectfully submitted,
Joan Chalovich

PROGRAMMING REPORT

For our 2019 exhibits the Exhibit Team took a new approach. Instead of featuring historic people or events, we decided to select items from our collection of artifacts and see what stories they might tell. We called it “Artifactually Speaking”. From a couple of Cobourg-Rochester Ferry keys to a fine display of liquor jugs they provided a very different presentation, one which our visitors seemed to appreciate.

The Rotary Club’s Game of Cobourg led us to research a good number of Cobourg businesses from the 1980s, some of which are still operating though many are now just a memory. We are thankful for the many citizens who loaned additional artifacts or shared their memories.

One of the rooms in the Cottage became an exhibit of historic pieces of furniture alongside representations of the people with whom they were associated.

For a second year we retained the fine large model of Bethesda South United Church. In 2020, no other interest being expressed, the model was donated to Legacy Vintage Building Materials.

Additional programming in the form of speakers, musical entertainment, craft demonstrations and events were carried out through the season. Of particular note was the introduction for the first time of an artist-in-residence. Rod Bergeron from Baltimore was on site Wednesday mornings in July and August culminating with an evening exhibition. It is to be hoped that this initiative, or something similar, will become a regular feature of our annual programming.

All this takes a considerable amount of volunteer energy and hours. Our sincere thanks go to the members of the Exhibit Team and all the others who made the rest of the programming happen. For the Sifton-Cook Heritage Centre to be more than just a one-time “look-and-leave” experience more help is needed. Often a limited commitment is all that is required. Can you help?

Respectfully submitted,
Stanley Isherwood

MAINTENANCE REPORT

Roof repair

The Exhibit Hall roof was not entirely completed, when the renovations ended in 2012, leaving soffits, fascia and gutters remaining. Those additions are needed to tighten the enclosure of the museum (barracks) and protect the soft limestone walls by removing water away from them. In 2019 we discussed those needs and local heritage requirements with the town. We then received a Heritage Permit to complete the work. A number of contractors have been approached and several have provided quotes. The “go” decision was made in late winter, for spring 2020 work. The Town, through its 2019 and 2020 Community Grants, has contributed \$5,400. Some members and friends have already made designated donations. Your donation towards “Finishing the Roof” would be greatly appreciated as this will be a significant capital cost.

Odds and Sods

Minor repairs are ongoing as needed: repairing chairs, covering drafty windows, painting railings and window shutters, replacing expiring smoke detectors and on and on. Thanks to all the helpers for your contributions. Our property looks great during exhibit season, due in large part to volunteers who plant flowers, pull weeds, cut grass, pick up trash, keep the train running and more. A special call out to: Brian Neale, Henry Heideman, Anita & Don Gibson Brenda Carter, Don Pirie, Derek Blackadder...

Respectfully submitted,
Al Seymour

MEMBERSHIP REPORT

Members are a very important part of our organization as you help to ensure our continued operation of the Sifton-Cook Heritage Centre and hold all of us, including directors and volunteers, accountable for fulfilling the mandate and goals of the Cobourg Museum Foundation.

At the end of September 2019, the total number of members reached 138 including individuals families and life Members. As of March 31, 2020 we have 83 paid up members including 13 Life members.

Members were contacted in early December and also received a hard copy Newsletter.

An eNewsletter re the AGM and other activities was mailed on in early April. We will be keeping in touch with members and friends through eNewsletters, throughout the year.

Again, thank you for your continued support.

Respectfully submitted
Mary Dunphy

VOLUNTEERS REPORT

“Without its many volunteers there would be no Cobourg Museum Foundation or Sifton-Cook Heritage Centre. They are its Lifeblood!” (2017 Volunteers Report)

All our staff are volunteers, except for the two Summer Student who were employed during July and August of 2019. Our volunteers create the Indoor Exhibits each year, lead tours of the Sifton-Cook Heritage Centre, man the outdoor railway, provide administrative support, engage with stakeholders and much more. In 2019 there were 19 active volunteers providing over 3,000 volunteer hours to keep the Cobourg Museum foundation in operation throughout the year.

But there is much more to be done to keep the organization vibrant. Therefore, we are continually looking for new volunteers.

If you, or someone you know of, might be interested in volunteering, please contact Mary Dunphy at info@cobourgmuseum.ca

Respectfully submitted
Mary Dunphy

ORE CAR & 1867 COBOURG PLAN GROUP REPORT

The Ore Car at the Cobourg Marina is maintained as required by the team who built it.

George Parker and Ken Willcocks visited the Ottawa Museum of Science & Technology. Parts of an Ore Car are well displayed but not in the Railway location so it is hard to find. Staff are to be educated to assist visitors.

Mr Shawn Scally has produced a very detailed and interesting 1 hour movie on the history and production of our Ore Car. It is being proposed that we hold a viewing for local history buffs when the Corona Virus has left.

Our Ore Car and 1867 Cobourg Plan group continue to meet for breakfast most months.

Respectfully submitted,
Ken Willcocks

COBOURG MUSEUM FOUNDATION
Balance Sheet as at December 31, 2019

Assets

Bank and Investments		
Bank		
General Account	\$17,698.22	
Railway Maintenance Fund	1,400.00	\$19,098.22
Investments		
General Account	4,025.00	
Reserve Fund	\$5,640.00	9,665.00
Total Bank and Investments		<u>\$28,763.22</u>
 Long-term Assets (at cost)		
Buildings	\$32,500.00	
Land	10,001.00	
Total Long-term Assets		<u>42,501.00</u>
 Total Assets		<u><u>\$71,264.22</u></u>

Liabilities

Total Liabilities		<u>\$0.00</u>
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Equity

Invested in Capital Assets		\$42,501.00
 Retained Earnings		
Retained from Prior Years	\$28,393.85	
Accumulated in 2019	369.37	
Total Retained Earnings		<u>28,763.22</u>
 Total Equity		<u><u>\$71,264.22</u></u>

Funds held in trust at the BMO for the Sunde Statue Citizens' Committee \$19,110.26

COBOURG MUSEUM FOUNDATION
STATEMENT OF INCOME AND EXPENDITURES 2019

INCOME

Memberships	5,455.00
Donations - receiptable	5,323.43
Grants	
Town of Cobourg - offsetting taxes	4,130.60
Town of Cobourg - Other	4,500.00
Prov. Of Ontario	1,545.00
Gov't of Canada - Students	5,985.68
Donations & Sales - Visitors	3,220.87
Sales Tax Rebate	1,588.51
Fundraising (net)	1,607.11
Sponsorship	
TOTAL INCOME	33,356.20

EXPENDITURES

Operating Buildings	
Utilities	
Heat/Hydro/Water	1,996.52
Telephone/Internet	1,185.60
Maintenance/Grounds	2,437.89
Insurance	4,875.32
Taxes (Offset by Town Grant)	4,130.60
Security	345.84
Heritage Centre Activities	
Display Creation	6,740.43
Exhibit Frames	
Special Events	289.59
Advertising/Promotion	1,434.42
Volunteer Services	5.64
Membership Service	595.47
Publications	500.00
Office & Administration	810.05
Students	7,639.46
TOTAL EXPENDITURES	32,986.83
 EXCESS OF INCOME OVER EXPENDITURES	 369.37

Respectfully submitted,
Stanley Isherwood, Treasurer

NOMINATIONS FOR BOARD OF DIRECTORS

The following names are being put forward to serve as members of the Board of Directors of the Cobourg Museum Foundation for 2020:

Elgin Ball
Joan Chalovich
Mary Dunphy
Janice Mononen
Al Seymour
Ken Willcocks
Leona Woods

Treasurer: Stanley Isherwood