

Cobourg Museum Foundation

List Of CMF Policies Passed by the Board at its meeting held November 15, 2021

1. Annual General Meetings
2. Board of Directors
3. Guidelines for Prospective Board Members
4. Meetings of the Board
5. Board Manual
6. Conflict of Interest
7. Code of Conduct
8. Membership
9. Donor Recognition
10. Collections Management
11. Exhibition Development
12. Fundraising

The above numbering is simply for this list and as yet no attempt has been made to assign an official policy numbering system.

Stanley Isherwood,
Chair, Policy Review Team
January 10, 2022

Cobourg Museum Foundation

Annual General Meetings Policy

1. The operating year of the Cobourg Museum Foundation shall be the calendar year and the Annual General Meeting shall be held between January 31 and May 1 each year. The date of the AGM shall be advertised to the public at least two weeks in advance.

2. The agenda of the Annual General Meeting shall include:

- i. Approval of the Agenda
- ii. Appointment of the Secretary of the Meeting
- iii. Approval of the Minutes of Last AGM
- iv. Report of the President
- v. Presentation of the Financial Statements
- vi. Motion for Approval of the Financial Statements
- vii. Appointment of Auditor/Financial Reviewer
- viii. Reports from Standing and other Committees
- ix. Motion for Acceptance of Reports
- x. Motion for Approval of the Actions of the Directors
- xi. Elections to the Board of Directors
- xii. Adjournment

3. Only those with membership in the Foundation effective 30 days before the date of the Annual General Meeting are entitled to vote.

4. Elections to the Board of Directors shall be by secret ballot if so requested by any member.

Signed by the Chair of the meeting: _____

Mary Dunphy

Cobourg Museum Foundation

Board of Directors Policy (page 1)

General

The members of the Board of Directors shall be elected at the AGM from the members of the Foundation. The Board should consist of from 5 to 10 elected members and the Past President.

At the first Board Meeting following the AGM the Board shall elect the following officers: President, Vice President, Treasurer, Secretary, and as much as possible be assigned the following Director's positions: Directors of Collections, Communications, Fundraising, Maintenance, Membership, Museum Operation, Volunteers.

The Board shall hold at least nine regular monthly meetings and Chairs of Standing Committees will attend meetings when needed or will submit their Reports to the Director responsible for that committee.

The Board shall set annual goals for the Foundation with input from Committee Chairs, Volunteers, Members, and other interested members of the public.

The strategic plan, and future direction of the Foundation shall be revisited every five years or as needed.

The Directors of the Foundation shall be responsible for the duties set forth in this Policy. All Directors are of equal standing. All Directors shall work to ensure a smooth transition when a new person is appointed to their role.

Board Members' Terms of Office:

Board members are elected by the general membership at the AGM. Board members are elected for a two year term and can be re-elected. If a vacancy occurs for any reason among the elected Board, the vacancy may be filled by an eligible person solicited by the Board to serve until the next AGM.

Directors' General Responsibilities

1. Attend regular monthly Board meetings and other Board meeting as scheduled. Attendance at at least 6 regularly scheduled meetings between consecutive AGMs is expected.
2. Take part in the planning for and operation of the Sifton-Cook Heritage Centre and other undertakings of the CMF
3. Maintain personal membership in the CMF
4. Be subject to the Bylaws and Policies of the CMF

Cobourg Museum Foundation

Board of Directors Policy (page 2)

Duties of Officers of the Board of Directors

The **President** shall:

1. Set the agenda with input from the other directors, and chair the monthly meetings
2. Chair the AGM and report to the Foundation concerning the management and operations of the Foundation.
3. Be the public voice of the Foundation
4. Complete with input, and/or delegate the completion of, special project reports, grant requests, and file necessary documents with the Canada Revenue Agency.
5. Perform other duties as required

The **Vice President** shall:

1. Fulfil the duties and responsibilities of the President in the President's absence
2. Fulfil other duties as required.

The **Treasurer** shall:

1. Keep the books of accounts and accounting records of the Foundation according to the accounting principles and tax laws governing charitable organizations.
2. Submit a financial report at each monthly meeting which summarizes the previous month's income and revenue and the financial state of the Foundation.
3. Submit the annual audited or reviewed financial report to the Foundation.
4. Prepare, with input from the Board, a budget for the coming year.

The **Secretary** shall:

1. Be responsible for the preparation, maintenance and distribution of Board Manuals.
2. Keep minutes of the Board meetings and circulate these to the Board members.
3. Conduct the official correspondence of the Board as directed by the President.
4. Be custodian of the minute books, documents, and registers of the current and previous year. All past years' records will be stored at the Sifton Cook Heritage Centre..

The **Past President** shall:

1. Advise the President and Board

Cobourg Museum Foundation

Board of Directors Policy (page 3)

Signing Officers:

The President and Treasurer shall jointly sign all documents on behalf of the Foundation. A third signing officer can be the Vice President or a designated Board member who steps in when the President or Treasurer is unavailable.

Directors' Specific Responsibilities

Director of Collections

1. Perform duties in accordance with the Collections Management Policy

Director of Communication:

1. Develop and maintain a network of contacts that can publicize and promote the Sifton-Cook Heritage Centre
2. Ensure that the Museum Foundation has a presence on social media (web, Facebook, etc.)
3. With the assistance of the Board and committee members develop a marketing plan to promote the Museum's exhibits and special events.

Director of Fundraising:

1. Coordinate a major yearly fundraising venture
2. Organize the generation of funds on an as-needed basis

Director of Maintenance:

1. Oversee external property, building maintenance; including seasonal work, ongoing repairs and capital work.
2. Ensure facilities are clean and functional for yearly opening.
3. Liaise with the Director of Volunteers for ongoing volunteer help assignments and hands-on projects.
4. Oversee security and security systems for the site.

Director of Membership:

1. Coordinate the recruitment of new CMF members, including strategies and events.
2. Maintain a membership roll
3. In consultation with the Director of Communication, ensure that members are kept informed of CMF activities.
4. Consider additional ways of keeping members' interest and involvement
5. Be responsible for the issue of donation tax receipts.

Cobourg Museum Foundation

Board of Directors Policy (page 4)

Director of Museum Operation:

1. Oversee the running of the Museum in regard to exhibits, programming and hours of operation
2. Liaise with the Director of Volunteers for staffing open hours and other preparatory and display maintenance work.

Director of Volunteers:

1. Coordinate the recruitment of new CMF volunteers
2. Ensure that volunteers know their contributions are appreciated
2. Liaise with the Director of Operations and the Director of Maintenance to ensure volunteers are available as needed during open hours and for maintenance projects

Other Directors:

1. Unassigned, but participate as required.

Committees

1. Committees may be struck as needed
2. Standing Committees may include but not be limited to: Collections Committee, Exhibit Committee, Fundraising Committee, Programme Committee, Volunteer Committee
3. Each Standing Committee shall:
 - a. include and be overseen by the Board member responsible for that area of operation
 - b. select a chair who will:
 - i. call and chair all meetings as needed
 - ii. take or delegate the taking of minutes of the meetings
 - iii. prepare an annual report of the Committee's activities for presentation at the Annual General Meeting

Signed by the Chair of the meeting: _____
Mary Dunphy

**Policy #
Cobourg Museum Foundation**

Guidelines for Prospective Board Members Policy

1. Applicants should demonstrate a strong interest in sharing the responsibility of “telling the stories of Cobourg area” and be willing to work cooperatively with other local cultural and heritage boards. Applicants should be prepared to assist in raising the profile for the Cobourg Museum Foundation.
2. Board members must be prepared to comply with Conflict of Interest and Code of Ethics policies of the Cobourg Museum Foundation.
3. Prospective Board members must take out membership in the CMF at least thirty days prior to the Annual Meeting in order to stand for election to the Board. The member’s Board Application or Expression of Interest must be accepted on motion by the Board of Directors in order for the member to stand for election to the Board at the next Annual Meeting.
4. A prospective Board member’s Application or Expression of Interest should include a brief Background/Personal History containing information such as occupation, skills, interests, previous service in service clubs and/or civic activities.
5. Avenues of Service include Exhibits, Fundraising, Marketing & Outreach, Membership, Maintenance & Restoration, Hosting, and Governance. Applicants should indicate a preference for an area of board work, committee or ad-hoc committee work.
6. Vacancies on the Board which occur between Annual General Meetings may be filled by motion of the Board of Directors, and the new member will serve until the next AGM.

Signed by the Chair of the meeting: _____
Mary Dunphy

Cobourg Museum Foundation

Meetings of the Board Policy

1. Types of Meetings

- a) Regular meetings - There shall be at least nine regular meetings in a year on a regular day unless changed by resolution of the Board.
- b) Special Meetings - These may be called by the Chairperson or by three Members of the Board with a minimum of twenty-four hours notice. The notice shall specify the purpose of the meeting.

2. Agenda of Meetings

- a) The agenda of regular meetings shall be prepared by the Secretary of the Board in consultation with the Chairperson.
- b) The order of agenda items to be followed is:
 - i. Adoption of the agenda
 - ii. Approval of minutes of the previous meeting
 - iii. Business arising from the minutes (if not included on the agenda)
 - iv. Correspondence/ communications
 - v. Reports of committees and/or officers
 - vi. Unfinished business
 - vii. New business
 - viii. Adjournment

3. Quorum and Voting

- a) The quorum for Meetings of the Board shall be 50%
- b) Operating decisions shall be made by a majority vote of those present excluding the Chair. In the case of a tie vote the Chair shall cast the deciding vote.
- c) Changes in Policies shall require a 2/3 majority and be subject to ratification by a simple majority of members present at the next Annual General Meeting

4. Invitation to Meetings

Non-Board members may attend all or a portion of a Board meeting at the invitation of the Chair.

Signed by the Chair of the meeting: _____
Mary Dunphy

Cobourg Museum Foundation

Board Manual Policy

1. Preparation of Material

A Board Manual will be provided by the Secretary for each member of the Board of Directors who will keep it up to date. The Manual is the property of the Cobourg Museum Foundation and will be turned in to the Secretary of the Board when the member ceases to be a member of the Board.

2. Contents of the Manual

The Manual will contain such material as is essential for the member of the Board to fulfil his or her role, including:

- a) authorizing documents,
- b) mission statement,
- c) all active policy statements,
- d) minutes of recent meetings of the Board, and
- e) long range plans of the Foundation.

3. Policy Development

Although the Board is responsible for the approval of new policies and procedures, various committees may provide suggestions for amendments to existing policies and the development of long range plans. Committees are expected to periodically review policies which pertain to their function.

Signed by the Chair of the meeting: _____
Mary Dunphy

Cobourg Museum Foundation

Conflict of Interest Policy

- 1) In general, a conflict of interest exists for Board Members when they are in a position to use their membership on the Board to benefit themselves, associates, friends or families.
- 2) Board Members shall avoid situations that may result in a conflict or perceived conflict between their personal interests and the interest of the Foundation, and situations where their actions as Board Members are influenced or perceived to be influenced by their personal interests.
- 3) When the possibility of a conflict of interest exists it is the responsibility of the Board Member concerned to fully disclose the nature of the interest. In addition, any other Board Member may raise the matter.
- 4) Declaration of a conflict of interest should be made to the Board when the matter is first raised before the Board or when the Board Member concerned first becomes aware that the matter has been raised.
- 5) Unless the Board determines otherwise, the Board Member concerned shall leave the meeting during any discussion on the matter of interest. If that Board Member's absence results in there no longer being a quorum as set out in the Board of Directors Policy, that Member may be recalled and the meeting continue without dealing with the item of conflict.

Signed by the Chair of the meeting: _____
Mary Dunphy

Cobourg Museum Foundation

Code of Conduct Policy (page 1)

Objective

Cobourg Museum Board's objective in establishing a Code of Conduct is to promote ethical behaviour, honesty and professionalism. All those who participate in carrying out their duties and functions on behalf of the Cobourg Museum Foundation are expected to abide by this code so as to preserve public trust and to ensure that visitors to the site enjoy the best experience possible.

Policy

Board members, employees and volunteers will be guided by the following:

Board members, employees and volunteers:

- will act in a professional and ethical manner and be courteous to one another and to visitors at all times. This includes but is not limited to personal presentation and communications.
- will conduct themselves in a manner that supports the organization's goals.

Board members, employees and volunteers:

- will not accept tips or other rewards for their service to the organization except as specifically approved by the Board.
- will not receive items from anyone offering loans/gifts, personally or on behalf of the organization, except as outlined in the Acquisition Policy.
- will not borrow from the organization without the consent of the Board.
- will not be on site or represent the Foundation when in an unfit condition, including showing the effects of alcohol and drugs.
- will not, while in any way representing the organization, engage in unfair talk or hurtful rumors, disorderly or inappropriate behaviour such as yelling, swearing, insulting or make threatening comments or gestures to anyone under any circumstance.

Cobourg Museum Foundation

Code of Conduct Policy (page 2)

The Cobourg Museum Foundation, including its Board members, employees and volunteers, acknowledges the laws of the Province of Ontario and Canada regarding prohibited acts of harassment and discrimination. The Cobourg Museum Foundation enforces the Human Rights Code and acknowledges that there can be legal consequences.

Anyone wishing to make a formal complaint relating to an incident occurring on property owned by the Cobourg Museum Foundation, or being used by it for a public event, shall submit a written complaint to all members of the Board (either in person or by mail delivered to the Cobourg Museum Foundation at 55 King St. W. Cobourg, ON K9A 2M2) within 7 days of the incident, upon receipt of which the following process shall be followed for reconciling the complaint:

1. The Chair of the Board shall contact the parties involved, acknowledging receipt of the complaint, and set a date within 2 weeks (if possible) for a meeting with the Board.
2. The object of the meeting will be reconciliation. If this is not possible other avenues of resolution will be investigated. There will be no monetary resolution.
3. Discussions relating to the complaint will be kept confidential by all parties.

Signed by the Chair of the meeting: _____
Mary Dunphy

Cobourg Museum Foundation

Membership Policy

1. Membership in the Cobourg Museum Foundation is open to anyone over the age of 16 on the payment of the annual or other membership fee.
2. The membership year runs from January 1 - December 31. Annual fees paid after October 31 are in effect until the end of the following year.
3. Membership levels and fees shall be set at an Annual General Meeting and remain in effect until changed at a subsequent AGM.
4. Membership rights include the right to vote at an AGM. The voting right is limited to one vote per person. In the case of a group membership such as a Family Membership, only two members of the group over the age of 16 may vote.
5. Membership is non-transferrable.
6. Life Membership applies to one person.

Signed by the Chair of the meeting: _____

Mary Dunphy

Cobourg Museum Foundation

Donor Recognition Policy (page 1)

1. The Cobourg Museum Foundation Board appreciates all donations and recognizes that they have an intrinsic value above and beyond any monetary value. However, we wish to recognize various levels of giving, in particular as an expression of appreciation but also as a guideline and encouragement for giving by prospective donors.

Accordingly, in order to acknowledge larger financial donations, the CMF has established the following Donor Recognition Categories:

Builders (Platinum):	Donations \$10,000 and up
Loyalists (Gold):	Donations \$5,000 to \$9,999
Patriots (Silver):	Donations \$1,000 to \$4,999
Pioneers (Bronze):	Donations \$500 to \$999

Membership in the Loyalist, Patriot and Pioneer categories is retained for 5 years including the year in which the donation was made. Builders membership does not have an end date.

2. Donation levels are calculated on an annual basis and for this purpose donations do not accumulate from year to year. Donors of \$500 or more in any one year will be granted a Life Membership.
3. Where possible, all donations of \$20 and over will be acknowledged with a thank you letter or card which will accompany the tax receipt.
4. Public acknowledgement may include recognition by name in Newsletters, on our Website and a Donor Acknowledgement Board. In all cases the donor has the right to request anonymity.
5. Donors in the above levels will have the option to place their contributions in the Operating, Reserve or any other fund developed by the Board from time to time.
6. The Board may negotiate with donors at the Loyalist and Builder levels regarding additional recognition of their donation.

Cobourg Museum Foundation

Donor Recognition Policy (page 2)

7. The Fundraising Committee will create, and from time to time revise, a schedule listing possible means of recognition relating to all levels of giving. These could include gifts, but their value must not exceed 10% of the value of the donation.

Signed by the Chair of the meeting: _____

Mary Dunphy

Cobourg Museum Foundation

Collections Management Policy (page 1)

1. The Collections Management Policy is prepared as a guide for the acquisition, documentation, maintenance and disposition of artifacts.
2. It is recognized that the limestone building located at 141 Orr Street, commonly known as “the barracks”, is an artifact in its own right and is of primary importance to the CMF. The workman’s cottage moved to the site from the Illahee estate is also an artifact of historical significance.
3. The Collections Committee will decide on the acceptability of any artifact before making a recommendation to the Board. An artifact may be accepted on a temporary basis until the Board has made a decision.
4. Any artifact may be acquired either by donation, trade or purchase.
5. Any donated artifact will become the property of the CMF and treated as an unconditional gift. The donor of an artifact will be required to sign a Donation/Gift Agreement form (copy attached) to this effect. Donations may be used or disposed of at the Board’s discretion.
6. The artifact must be in reasonable condition to ensure that the CMF may fulfill its goals of preservation and display with as little alteration as possible.
7. Documentation of artifacts belonging to the CMF will be maintained in as complete a manner as possible and will include:
 - a. the immediate source of the artifact including name and contact information
 - b. the date of its receipt
 - c. the circumstances surrounding its discovery and acquisition
 - d. its original owner or manufacturer
 - e. its chronological history
 - f. its onsite storage location
 - g. its eventual disposal

Cobourg Museum Foundation

Collections Management Policy (page 2)

8. Documentation of artifacts on loan to the CMF will include, in addition to the above:
 - a. arrangements for the return of the artifact
 - b. responsibility for its good maintenance and insurance
 - c. proof of return of the artifact when that has taken place
9. The CMF may collect artifacts that have incomplete documentation as long as they help to provide a clearer understanding of our heritage.
10. The artifact must be useful in the CMF's display, research, or interpretive activities before it is considered for addition to the collection. However, the display of any donated artifact is not guaranteed.
11. The Collections Committee must be consulted before any artifact is purchased.
12. The safety of artifacts on display, in transit and in storage must be ensured through adequate measures including security, environmental control and insurance.
13. Any artifact may be borrowed or loaned by the CMF on a long-term basis. The CMF must review the disposition of any borrowed or loaned artifacts on an annual basis and the arrangement may be renewed if the renewal is considered appropriate.
14. Artifacts may be borrowed or loaned by CMF for temporary exhibitions with specified lengths of time and according to the conditions established by the CMF and detail completed on the Loan Form (copy attached) used for such purposes. Loans to or from the collection must be documented, both outgoing and incoming. Off-site locations must offer reasonable security and environmental conditions and proof of insurance may be requested.

Cobourg Museum Foundation

Collections Management Policy (page 3)

15. The disposal of any artifact will be accomplished by one of the following methods. With the approval of the Board, the artifact may be:
 - a. offered to another museum, educational or cultural institution;
 - b. traded for (an)other artifact(s)
 - c. sold at public sale at fair market value with adequate public notice and subject to a reserve bid if appropriate. A member of the Board may buy through the public sale at the bidding price or reserved bid, whichever is higher. Artifacts will not be sold unless there has been adequate and prior notice to the general public
 - d. donated to an appropriate new owner
 - e. destroyed in an appropriate manner if no other alternative is available

16. In the maintenance of its collection the CMF will:
 - a. demonstrate a commitment to conservation standards in the labeling, care and handling of artifacts
 - b. meet federal, provincial and municipal regulations that have an impact on collections management, documentation and disposition (e.g. firearms, hazardous materials)

17. The CMF will endeavour to meet reasonable standards in collecting, with reference to those laid out by the federal, provincial and municipal authorities.

Signed by the Chair of the meeting: _____

Mary Dunphy

Cobourg Museum Foundation

Exhibition Development Policy

1. The Cobourg Museum Foundation is committed to the presentation of historically accurate, educational, and interesting exhibitions and displays, whether on a permanent or temporary basis, in accordance with the Museum's Statement of Purpose.
2. In the development of themes and exhibits the following criteria shall be used in determining their priority and suitability to the overall goals of the Museum:
 - a) the theme is closely related to the building and its history
 - b) the theme extends back to the earliest area history
 - c) the theme is related to local history
 - d) the theme gives a sense of life in Northumberland County as it was in earlier times and as it continues today
3. The Exhibit Committee will attempt to ensure the historical accuracy of all exhibits.
4. Exhibits may include artifacts in the Museum's own collection as well as items on loan to the Museum from another institution or from a private individual
5. The Museum does not guarantee to display all of the artifacts from its collection.
 - a) Only those artifacts that effectively illustrate a chosen theme will be displayed.
 - b) All artifacts chosen for display must be in stable condition, catalogued, and installed in a safe manner considering the artifact's size and composition.
 - c) No artifact will be permitted to deteriorate while on display.
 - d) The use of reproductions of delicate or rare artifacts will be considered when preparing any exhibition or display.
6. In preparing any display area, consideration will be given to the wide range of interests of the visiting public.
7. The Exhibition Development Committee will ensure the updating or refurbishing of any exhibition or display as required.
8. In developing, upgrading or dismantling exhibits the Exhibit Committee will work in consultation with the Collections Committee and must be familiar with the Collections Management Policy.

Signed by the Chair of the meeting: _____

Mary Dunphy

Cobourg Museum Foundation

Fundraising Policy (page 1)

- 1) The purpose of this Policy is to assist in the development of an Annual Fundraising Plan.

- 2) Each year the Board shall create a list of short, and long-term funding projects, and identify priority projects for the ensuing year. These projects shall be reported to the Annual General Meeting and Members may be invited to indicate support for, and to participate in, specific projects.

- 3) In developing the list the following will be considered:
 1. Funding requirements both short and long-term
 2. The projects degree of support for the CMF Mission Statement
 3. Resources required, such as volunteers
 4. Overlap with projects and services provided by other organizations
 5. Possible cooperation with other organizations

- 4) Sources of funding for the operation and sustainability of the Sifton-Cook Heritage Centre may include:
 1. Membership Renewals. Renewal forms shall include opportunities for additional donations and accompanying material may suggest members consider raising the level of their membership.
 2. Annual Events such as dinners, bake and yard sales, silent auctions, membership renewals, and involvement in community events such as the Waterfront Festival
 3. Special Events such as fees for touring groups and school classes, meeting venues for clubs or professional groups, photo-op sessions, staged performance including lectures, craft demonstrations, music, story-telling, online events
 4. A Gift Shop and a Book Store, including both physical and virtual versions

- 5) Other museum and heritage sites should be monitored for successful funding opportunities

Cobourg Museum Foundation

Fundraising Policy (page 2)

6) Solicitations and Grant Applications should be part of the CMF fundraising plans as both a means of funding specific projects and as an ongoing means of raising funds.

The following actions should be considered:

1. Advise members or potential donors of possible projects to be funded.
2. Develop a pamphlet that can be circulated to businesses, especially to financial advisors, lawyers and income tax consultants, to raise awareness of the needs of CMF.
3. Reach out to businesses for sponsorships with choices of projects and means of public recognition.
4. Promote in memoriam donations and identify items that could be named to honour a loved one.
5. Submit annual grant applications to government funding agencies, foundations, local charities, banks and corporations.
6. Inform members of the need for and importance of a Reserve Fund for long term capital projects.

7) Recognition: Categories recognizing levels of support by individuals, businesses, institutions and governments should be created.

Signed by the Chair of the meeting: _____