



## **AGENDA**

# **Castle Kilbride Advisory Committee**

Thursday May 20, 2021 at 5:30 p.m.  
Virtual Meeting

*Note: This meeting is open to the public and is available through an online platform. Please subscribe to the [Township of Wilmot YouTube Channel](#) to watch the live stream or view after the meeting. Delegations must register with the [Director/Curator](#) one hour prior to the meeting. The only matters being discussed at this meeting will be those on the Agenda.*

- 1. Welcome**
- 2. Land Acknowledgement**
- 3. Disclosure of Pecuniary Interest under the Municipal Conflict of Interest Act**
- 4. Review of Minutes from April 15, 2021**
- 5. Business**
  - 2021 Exhibits & Events Update
  - Committee Initiatives Update
  - Collection Rolled Storage Update
- 6. New Business**
  - Introduction of new Full Time Museum Assistant
- 7. Recent Acquisitions**
- 8. Correspondence**
- 9. Roundtable /Information Sharing**
- 10. Adjournment**

**NEXT MEETING:**

Thursday June 17, 2021 at 5:30 p.m. virtually



# Minutes

## Castle Kilbride Advisory Committee

### Meeting of Thursday April 15, 2021

### 5:30 p.m. virtually

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**Present:** Chair Leonard (Len) Kuehner, Vice-Chair Colleen Herner, Marlene Miller, Jim Veitch, Artem Voytsekhovskiy, Councillor Angie Hallman, Teresa Brown

**Staff:** Curator/Director Tracy Loch, Assistant Curator Sherri Gropp

**Regrets:** Scott Williams, Evelyn (Ev) Gascho, Peter Roe, Councillor Jeff Gerber, Grant Whittington

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1. **Welcome:** Len opened the meeting at 5:32 p.m.
2. **Land Acknowledgement:** Read by Angie.
3. **Disclosure of pecuniary interest under the Municipal Conflict of Interest Act:** None
4. **Review of Minutes from March 18, 2021**  
That the Minutes be accepted as presented.  
MOVED by Angie SECONDED by Colleen  
CARRIED.
5. **Business:**  
**2021 Exhibits and Events:** Sherri reported that the museum was set to re-open for the season on April 3<sup>rd</sup> however the province-wide shutdown was announced on April 1<sup>st</sup>, which directly impacted the museum and the museum closed before it was open. Patrons who had booked for the Easter weekend were refunded. The Castle will be ready to safely re-open when the lockdown is lifted.  
**Events:** Sherri reported the first events are evening tours which are scheduled for late June and will be postponed if required. Sherri also reported that staff are currently accepting summer student applications. Two students will be hired pending grant approval.  
  
**Committee Initiatives:** Len discussed the importance of assisting the Castle in various capacities, especially during another year of challenges. Len thanked the committee members and reported he has received several responses to date **Action:** *Sherri to send out list of initiatives and she will connect with those that projects can begin immediately.*
6. **New Business:**  
**Rolled Storage Project-** Tracy reported that a full review of the bids for this capital project is currently taking place. Staff are weighing options and reviewing the

specifications. By next meeting, the bid will be awarded, and planning can commence. Teresa inquired if the committee could assist. Sherri discussed the process and asked for committee support in the fall. Len inquired if policies such as the Deaccessioning Policy would be a part of this process. Tracy agreed that it is important to have the policy in place before the installation as it outlines what we collect and why.

7. **Recent Acquisitions:**

Len introduced this new standing item that will feature artifacts the museum has acquired over the past month. Sherri highlighted the newest items such as a Victorian Biscuit warmer and a photograph of Baden School in the 1930s. Angie spoke to the new items that she recently donated to the museum. This included a New Hamburg Creamery crate and a large Livingston's Linseed Oil Tin.

8. **Correspondence:** None

9. **Round table:**

Colleen presented a lovely tribute to longtime Castle supporter and volunteer Mary-Eileen McClear who passed away on April 10<sup>th</sup>. The committee would like to acknowledge the hard work and dedication of Mary-Eileen. Mary-Eileen was instrumental in the fundraising for the Castle in 1994, participated in events such as Halloween, Murder Mystery, member of Castle Kilbride Advisory Committee and was Chair of Heritage Wilmot, she helped to write content for the Castle Kilbride book in 2016, and was a steadfast weekly collection volunteer. She will be missed tremendously. *Action: Tracy reported that flowers have been sent on behalf of Castle Kilbride and Heritage Wilmot.*

10. **Adjournment at 5:58 p.m.**

MOVED by Colleen.

That we do now adjourn and meet again at the call of the Chair.