



## **Railway Heritage Museum Committee**

**Wednesday July 3, 2024**

**10:00 am**

**Palmerston Railway Heritage Museum**

**Committee Members Present: Councillor Paul Zimmerman, Bob McEachern, Diane Gilbertson and Emily Peters**

**Staff Present: Belinda Wick-Graham, Greg Mallett, Kaia Lee, Madison Dicks, Sadie-Lyn Bieman and Sofia Herrera Varela**

**Regrets: Mayor Dave Turton, George Bridge, Chad Martin, Lindsay Woelfle, and Susan Welsh, and Duane Voll**

**Guest: Chris Harrow, Palmerston Homecoming, Co-Chair**

- 1. Call to Order at 10:02 by Belinda Wick-Graham**
- 2. Minutes of Previous Meeting**
  - a. Minutes from May 13, 2024, Railway Heritage Museum Committee Meeting

### **MOTION**

**Moved by: Bob McEachern and Seconded by: Councillor Paul Zimmerman**

**THAT the minutes of the May 13, 2024, Railway Heritage Museum Meeting be approved.**

**CARRIED**

- 3. Roundtable Discussion**
  - a. Mid -Season Report - Summer Students

Lee, Dicks, Bieman and Herrera Varela provided a great overview of the numerous projects that they have been working on at the Museum this summer including:

- Improving Archival Storage Systems
- Improving Temperature and Humidity Monitoring/Management

- Creation of a Play Area/Child-Friendly Space/Activities in the Main Museum including a Children’s Activity Guide.
- Improvements to Souvenir Sales and Display Areas
- Strategic Social Media Posting
- Updates to the Accessioning Process
- Creation of New Displays

They also highlighted projects still underway which include:

- New Displays
- Improvements to the Library and Research Space
- Improvements to Accessioning Process
- Accessioning
- Visitor Tracking
- Creation of a Historic Self -Guided Walking Tour
- Continued development of Research Archives
- Events
- Brochure Exchange

They noted concerns related to the Cook Car and vandalism that has been taking place. The full report and presentation are attached as Schedule “A” and Schedule “B”.

The Committee thanked the students for their outstanding work this summer. Gilbertson noted that the students are extremely organized and positive and have done an excellent job dealing with visitors to the Museum.

b. Mayor's Charity Golf Tournament - Sponsor Update

Wick-Graham noted that to date 13 of the 15 required sponsors have been obtained for the Mayor’s Charity Golf Tournament.

c. Raleway Fest Recap

Wick-Graham noted that the financials have not been completed yet for the Raleway Fest so a more fulsome report will be provided in August. Sponsorship, gate and token sales were very similar to last year; however expenses should be down considerably this year so a decent profit is expected. The extreme hot weather had an impact on attendance.

Unfortunately, the train battery died early in the morning, and we were unable to offer train rides and the extreme heat made it unsafe for the students to operate handcar rides. The band was great, and the new inflatables were well received.

The Committee discussed the possibility of moving the Raleway Fest to the pavilion in 2025. This would allow the Farmers’ Market to remain at their home base to decrease confusion. It would also provide coverage for the beverage vendors and visitors to the Raleway Fest, reducing the number of tents. It also provides on-site washrooms, which saves money

renting porta-potties and decreases the usage of washrooms at the Museum. Many visitors brought drinks into the Museum which caused some concerns for the artifacts. The All-Aboard Palmerston Events Committee would have this discussion as well and a decision will be made for the event shortly.

d. Summer 2024 Events Calendar

Bieman will be working with the County of Wellington Museum and Archives staff to coordinate the Donation Day.

Students are pulling together information that will be featured the week leading up to Food Day Canada highlighting the role that the Railway played/plays in food/agriculture. The Minto Farmers' Market is offering a Food Box to celebrate Food Day as well.

The students are finishing up a Self-Guided Walking Tour Guide that people can use to explore the community.

The Museum was contacted about possibly partnering with the Walker House Museum in Kincardine and hosting a Speak Easy. If this doesn't pan out, we will explore a cocktail and charcuterie night on our own.

Bieman is working with the Feel Alive Wellness Station to host a "Smoothies and Songs" event on July 20<sup>th</sup> from 11 am – 1 pm which will feature local singer Ebony Moroz.

The students are looking into the creation of supervised birthday party packages but before those can be implemented the squirrel in the Cook Car will need to be removed.

e. Museum Maintenance Request Updates

Duane Voll was unable to be at the meeting and provided a report in writing on the maintenance requests at the Museum.

- The train is running, but the damaged wood from towing is not repaired yet.
- Cook Car door is repaired but needs painted.
- More rain barrels will be ordered
- A new door for solar shed was priced out, it was \$2100. The door might take 3-4 weeks for delivery plus however long it would take us to install. There is also the option of getting a contractor to supply and install a door, but I haven't priced that out.
- We have removed the green kids ride train but that is something we will need an electrician or a ride expert to look at.
- The middle door that was sticking had been sanded. Between that and the door frame swelling in the summer heat, it is opening and closing much better

Staff will continue to enter service requests into Citywide.

f. Caboose Restoration

Wick-Graham reported that in 2023 \$6,319 was collected in donations. In 2024 to-date \$7,225 has been collected in donations totaling \$13,544. Wick-Graham reviewed the Caboose Work Plan with the Committee. Greg Mallett manages Recreation Capital Projects and will work with Bob to ensure the project is completed on time (all elements must be completed by March 31, 2025).

g. 2025 Homecoming Update

Chris Harrow, Co-Chair of the 2025 Homecoming provided an update of the event that is scheduled to take place over the long weekend in August 2025. A final list of events will be available in September 2024 with tickets starting to be sold in December 2024.

Highlights include:

- A tent in the Lions Heritage Park for the weekend.
- Sunday Handcar Races
- JYD Ball Tournament (Friday and Saturday)
- Dinner and Dance (Saturday, Sunday, Monday)
- Kids Events
- Reunions
- Heritage Talk and Tour with Bob McEachern at the Norgan Theatre
- Breakfasts (Saturday, Sunday, Monday) at the Arena
- Parade (Saturday 11 am)
- Farmers' Market (Food Day Canada)

A call for volunteers will go out in the Fall. The décor will be red, black and white. Merchandise sales will also kick off in September with pre-order only.

The New Year's Eve Dinner and Dance will kick off the 2025 Homecoming. Tickets will be \$100 each.

A Welcome Event Tent will be set up the Friday night in the park, so it was suggested that perhaps the Museum stay open until 8 -9 pm that night.

The Committee thanked Chris for coming and looks forward to being a part of the festivities.

**5. Adjournment at 11:00 am**

Next Meeting: August 22<sup>nd</sup> at 10:00 am