

Minutes of June 13, 2017
Palmerston Railway Heritage Museum
Railway Museum 1:00 pm

Present: Mayor/Chair George Bridge, Councillor Judy Dirksen, Bob McEachern, Wayne Martin, Hailey Johnston, Chad Martin and Andrew Gowan. Members of staff present were Manager of Economic Development Belinda Wick-Graham and Facilities Manager Al Carr. Regrets were received from Delanie Toner.

Special Guests in attendance were Stasia Stempski and Nicola Moffat from Stempski Kelly & Associates (SKA).

Wick-Graham welcomed Stempski and Moffat to the meeting and introduced them to the Committee. Wick-Graham highlighted that Moffat is an intern at SKA and will be assisting in the landscape plan for the entrance to the Museum and the immediate area around the Museum. The Committee walked the site and provided Stempski and Moffat with information to assist them in the creation of a plan. A draft plan will be provided at the next meeting for review and comments.

Mayor Bridge officially opened the meeting at 1:30 pm

Those in attendance reviewed the previous meeting minutes.

MOTION

Moved by: Wayne Martin and Seconded by: Councillor Judy Dirksen

THAT the Palmerston Railway Heritage Museum Committee approves the minutes of the May 10, 2017 meeting.

CARRIED

Al Carr reported that Dan McMullen had been working on an inventory of the items in the baggage room/work shed. Once this is completed Dan McMullen will plan to take the bench to Komoka and have an idea of what we have duplicates of and what we may need from the Komoka Railway Museum. Wick-Graham will connect with the Komoka team to find out if they need the bench by a certain day.

Once the inventory is completed the Committee will need to decide how accessible the baggage room/work shed will be to the public as upgrades may need to be done to the building. An exhibit plan will also need to be created for the baggage room/work shed (signage, labels and displays).

Wick-Graham reported that Kathryn Franck officially started working on June 5th. Her hours for the month of June will be Wednesday – Saturday 7:30 am – 5:00 pm and Sunday 1:00 pm – 5:00 pm. Wick-Graham demonstrated the Google Doc that would house the list of priority activities, daily activity log and attendance log. The Committee discussed the projects and agreed that the inventory of the books should be completed by the end of the summer but that it was a project that could be done in downtimes. Everyone agreed the

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priority should be the development of tours and reaching out to groups to partake in them. It was also discussed that a tiered education program should also be created. Chad Martin offered his wife Sarah Martin to assist Franck in the development of an education program. Chad Martin also offered to assist Franck in the creation of an interpreter's script so that she could confidently provide tours as well as to provide our volunteers with the proper information. Martin suggested that Franck keep a list of "Frequently Asked Questions" so that we can have that on file for the volunteers as well.

Carr reported that a grade 11 high school student, Kyle will begin working at the Museum as the "outdoor student" once school lets out at the end of June. McMullen will provide Kyle with direction on the outdoor displays. Kyle will also be responsible for painting, clean-up around the Museum and Heritage Park, and running the handcars and train. Franck will also be trained on handcars and train so she can operate them when Kyle is not there,

Wayne Martin requested that the handcars and train be available on July 8th from 5:00 pm – 7:00 pm to provide those attending the Canadian Fast Pitch Championships to ride them while attending their pool and pizza party. It was suggested that train tickets are created for events that people can redeem a ticket for a train ride.

Wick-Graham reported that on June 10, 2017 the Volunteer Showcase event and dedication of the Library to Drs. Carol and Viola Homuth took place. A great crowd turned out. 20 volunteer packages were created but many people visiting were from out of town so not a lot of packages were handed out. The packages are ready and will remain at the Museum for Franck to hand out to potential volunteers.

Wick-Graham reported that the Live History Day was quickly approaching on July 12, 2017. Wick-Graham will connect Franck and Delanie Toner to go over the details and begin promotions. It was also suggested that Franck be asked to create a Handcar Rally/Scavenger Hunt that people could participate in over the summer month.

McEachern noted that a battery operated light is needed in the Handcar Shed as it is really dark when you first enter. Carr will look into this.

The Committee reviewed the Action Plan. In terms of marketing materials the Committee discussed a brochure and the creation of a video. It was suggested that we speak to Wightman about working with us on the creation of a video. McEachern suggested filming Mr. Tout on the telegraph machine.

Next meeting: July 4, 2017 or July 11, 2017 at 1:00 pm at the Railway Museum.