



Preserving our past.
Enriching our future.

GLENGARRY PIONEER MUSEUM (2013)

VIRTUAL AGM PACKAGE

MAY, 2021

THE GLENGARRY PIONEER MUSEUM (2013)

VIRTUAL ANNUAL GENERAL MEETING

PACKAGE DETAILS

1. Welcome and opening remarks
2. Minutes from the 2020 virtual AGM
3. Financial report as of December 31, 2020
4. Budget for 2021
5. Proposed slate of directors and executive for 2021-2022
6. Proposed auditors for 2021
7. Proposed signing officers for 2021
8. Annual report from Chair and Curator
9. Closing comments from the Chair

WELCOME AND OPENING REMARKS

Welcome to our second virtual Annual General Meeting of the Glengarry Pioneer Museum (GPM)

Whilst we cannot meet in person again this year to enjoy a potluck and comradery in person due to the ongoing Covid 19 pandemic, we are fortunate that we may meet remotely to fulfill our obligations of our By-laws.

These duties include: election of officers, approve financial reports, appoint signing officers and appoint auditors. The province of Ontario has authorized, due to ongoing health concerns, that not for profit enterprises can conduct their AGM in virtual format.

The enclosed package contains all necessary items required to meet our legal obligations.

Please review the documents enclosed, and if you have any questions or objections, please submit them within 2 weeks of receiving the AGM package. You can submit them to info@glengarrypioneermuseum.ca and we will make every effort to reply to your concerns as quickly as possible.

Unless you state any objections to a specific item within those two weeks, the Executive will assume your concurrence with all items found within.

Thank you.

**The Glengarry Pioneer Museum (2013)
2020 Annual General Meeting (Virtual)
Conducted 18 November 2020 to 5 December 2020**

The Annual General Meeting (AGM) of the Glengarry Pioneer Museum (2013) (GPM) was conducted as a virtual meeting with essential information provided on-line to the membership. The package of essential items was provided to the membership for their review. If members had questions about the content they were asked to direct those questions to info@glengarrypioneermuseum.ca if members were not in agreement with an item proposed they had until 5 December 2020 to register that objection. In the event there were no questions raised and no objections recorded. These Minutes simply record the items that were passed, by concurrence.

1. Welcome and Opening Remarks

The 2020 AGM (Virtual) package was put together by the Vice-Chair, Garry Smith, to meet the museum's obligatory requirements as a not-for-profit entity. Members were provided with information regarding their actions required to complete the process.

2. Minutes of GPM AGM held 9 April 2019

Minutes passed by consensus.

3. Financial Report as at 31 December 2019

Report accepted by consensus.

4. Budget for 2020

Budget accepted by consensus.

5. Approval of By-law amendments

Moved by Michael Cowley-Owen and seconded by Garry Smith that the amendments to By-law 2.4 Membership Year and to By-law 3.5 Special Votes be approved. Carried.

6. Proposed Slate of Directors for 2020

Erica-Rose Burgess, Sean Burgess, Michael Cowley-Owen, Rhianon Cowley-Owen, Vivian Franklin, Robert Garner, Mary-Tim Hare, Jim Mullin, James Prevost, Christina Quesnel, Linda Rutgers, Christin Senn, Garry Smith, Pat Taylor, Marlie Tilker, Matt Williams, Brenda Noble (North Glengarry) were accepted as Directors of the GPM for 2020.

7. Proposed Executive for 2020

Chair Matt Williams, Vice-Chair Garry Smith, Treasurer Marlie Tilker, Secretary Rhianon Cowley-Owen, Member at Large Michael Cowley-Owen, and Past Chair James Prevost, were accepted as the GPM Executive for 2020.

8. Proposed Auditors for 2020

Moved by Matt Williams and seconded by Marlie Tilker that MNPbe appointed as auditors for 2020. Carried.

9. Proposed Signing Officers for 2020

Moved by Garry Smith and seconded by Rhianon Cowley-Owen that the following be approved as signing officers for GPM (2013) for 2020 – Matt Williams, Marlie Tilker, Bob Garner and James Prevost. Carried.

10. Annual Report by the Chair

Matt Williams provided a detailed report on the museum's activities in 2019, he particularly thanked the volunteers who organize and chair each of the event committees, the volunteers who participate in the Events Planning Committee and the Acquisitions Committee and the myriad of volunteers who do maintenance look after our gardens and generally keep the GPM operating.

11. Closing Comments from the Chair of the Board

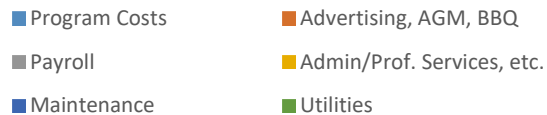
Matt Williams thanked all members for participating in the Virtual AGM. He noted that 2020 has been a year of innovation but that the GPM is alive and well thanks to many dedicated volunteers

The Glengarry Pioneer Museum (2013) 2020 Actual

Surplus at the Beginning	\$ 120,716
Revenue for 2020	\$ 74,396
Expenses for 2020	\$ 66,756
Surplus at the End of Year	\$ 128,356

Investments	\$ 88,045
Cash	\$ 51,122
Inventory/Accounts Receivable	\$ 5,085
Accounts Payable	-\$ 2,200
Deferred Revenue	-\$ 13,696
Surplus at End of Year	\$ 128,356

2020 EXPENSES

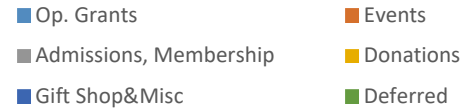


Expense Summary

Program Costs	\$ 1,301
Advertising, AGM, BBQ	\$ 3,649
Payroll	\$ 33,886
Admin/Prof. Services, etc.	\$ 9,074
Maintenance	\$ 13,642
Utilities	\$ 5,204

TOTAL \$ 66,756

2020 REVENUES



Revenue Summary

Operating Grants	\$ 37,695
Events	\$ 4,347
Admissions, Membership	\$ 2,250
Donations	\$ 13,360
Gift Shop	\$ 217
Miscellaneous (incl. rent)	\$ 11,527
Deferred +Reserves	-\$ 2,640

Total \$ 66,756

The Glengarry Pioneer Museum (2013)
2021 Budget

Requirements			%	Revenues			%
Program Costs	\$	3,200	4%	Operating Grants	\$	37,500	49%
Advertising, AGM, BBQ	\$	3,000	4%	Events	\$	9,000	12%
Payroll (net)	\$	39,000	52%	Admissions	\$	1,000	1%
Administration	\$	7,500	10%	Donations	\$	10,000	13%
Maintenance& Buildings	\$	15,000	20%	Membership	\$	1,500	2%
Utilities	\$	6,400	9%	Miscellaneous	\$	4,300	6%
HST Unrecovered	\$	1,000	1%	Specific Donations	\$	2,500	3%
				Deferred Revenue	\$	10,000	13%
Total	\$	75,100	100%	Total	\$	75,800	100%

Highlights:

PROPOSED SLATE OF DIRECTORS 2021

The following have agreed to serve as Directors of the GPM for 2021

**Sean Burgess, Rhainon Cowley-Owen, Vivian Franklin, Robert Garner
Louise Leblance-Mazur, Jim Mullin, Pat Taylor, Caitlyn Wright, Christin
Senn, Christina Quesnel, Norman MacCrimmon.**

The following have agreed to serve on the Executive Committee for 2021-22

Matt Williams : Chair

Vacant :Vice Chair

Debbie MacFarlane: Treasurer

Barbara Burton Newman: Secretary

Linda Rutgers: Member at large

Michael Cowley-Owen: Member at large

James Prevost: Past Chair

NORTH GLENGARRY REPRESENTATIVE

Brenda Noble

PROPOSED AUDITORS: 2021

**Matt Williams moved the appointment of MNP as auditors for 2021, seconded
by Debbie MacFarlane.**

PROPOSED SIGNING AUTHORITY :2021

The following have agreed to be the signing authority for the upcoming year.

**Debbie MacFarlane, James Prevost, Matt Williams, Bob Garner. Any two of the
above may be authorized as having signing authority.**



2020 Annual Report

Hello all and welcome to our 2021 Annual General Meeting for the Glengarry Pioneer Museum. Unfortunately, we will be missing out on the famous museum AGM potluck again this year due to the pandemic. Hopefully this will be our last virtual AGM for some time. As our season approaches we are optimistic that this year will see events and people return to the museum because it is the people of this museum and community that motivate us in what we do.

As much as 2020 was disrupted by the pandemic, the museum was by no means closed. Our Curator, Jennifer Black delayed returning to work in March due to Covid 19. She returned to work at the end of May and had 3 seasonal summer students start in the second week of June, but the museum was not allowed to open until July. Staff spread out in the Orange Lodge to physically distance, wore masks when distancing was not possible, opened windows for air circulation, and performed extra cleaning. Weekly volunteers who helped with things such as cataloguing artifacts were cancelled.

Since the museum lost all of May and June, as well as all major events, attendance obviously plummeted from our yearly average. Based on our attendance statistics, the number of operating days were cut almost in half compared to 2019. Attendance (a mix of paid visitors and unpaid volunteers) dropped a whopping 85% from 2019.

It was not all bad news fortunately. As luck would have it, a movie production company sought to rent the museum grounds for the production of a Christmas movie for part of the summer. The rental income combined with emergency Covid 19 funding for museums carried the museum through the year.

Activities & Projects

April – The usual April AGM was postponed to later in the year and ended up being virtual on Nov. 22, 2020.

June – All events were cancelled for June (The Smith-In, The Driving Tour, The MacLeod Picnic). In late June, phase 2 of reopening the province began and Museums could open. Jennifer and the seasonal staff prepared exhibits and cleaned buildings.

July – The museum opened July 8 with various health precautions in place. The Textile weekend, Music Under the Stars and The Art Show were all cancelled. The lack of revenue from events led to the planning of an online auction. Amy Hare (seasonal staff member) and Board member, James Prevost, planned an online auction fundraiser for the last week of July which raised \$2600. The end of July was when an Ottawa Film production company rented the entire museum grounds for two weeks. Running from the last week of July into first week of August, various buildings at the museum were used as a sets for the filming of a Christmas movie. The rental garnered \$10,000 for the museum with an additional \$650 for rental of costumes.

August – The Glengarry Artists' Collective managed to launch a small art show in the schoolhouse in August which was open for two weeks. Lindsey Howes and Stewart Robertson organized an altered, shortened version of the Driving Tour which was quite popular with people who had been cooped up for much of the spring and early summer.

September - The Museum's two major events – the Fall Festival and the 1812 Re-enactment Weekend were cancelled. Museum board member Pat Taylor organized a Hammer-In for members of The Ontario Artist Blacksmith Association. 12 Blacksmiths came for the September long weekend. It was not advertised to the public, but the museum remained open for those who happened to visit. Similarly, the Glengarry Light Infantry Fencibles used the museum grounds to have a training weekend on the 3rd weekend in September. 10 reenactors camped out, practiced drills, had speakers on topics such as scurvy and cooked over open fires. It too was not advertised to avoid crowds and organizing measures such as timed entry or pre-purchasing tickets. All appropriate health guidelines were followed for these events.

November – The onsite Christmas event was cancelled on the museum grounds. Linda Rutgers, James Prevost and Jennifer, organized a Christmas online craft auction at the end of November/beginning of December which featured donated items from the local 'craft' community. The goal was to raise funds for the museum and promote the various businesses these creative people run and even direct people to their websites in an effort to help the local crafting community who was suffering due to the pandemic.

Weekly - The Glengarry Twistle Guild and Wild & Woolly Rug Hookers were both eager to start meeting in the pavilion for their weekly fibre gatherings. Groups were restricted to 10 people during phase II, so the rug hookers met in the pavilion on Thursdays and spinners on Fridays. The president of each guild would notify the Curator ahead of time with the names and contact info of those coming to ensure low numbers and allow for contact tracing.

Temporary Exhibits

The planned cheese industry exhibit that was intended for the Orange Lodge was cancelled. No exhibits were displayed in the Orange Lodge to allow for students to have work spaces downstairs and avoid the public from lingering inside. A small selection of gift shop items was put into two glass cases to avoid the public touching items.

The temporary exhibit in Roxborough Hall featured clothing and other accessories from the museum collection.

Long-time museum volunteer and past Board member, Peggi Calder passed away in the spring. Since normal funerals and wakes were not allowed, her family setup a small memorial display at the front of Roxborough Hall where people could look at photos and share stories or comment in a book. A black walnut tree was planted in her honor in the Fall. Her late husband, Bill Calder's tree did not survive in Greenfield so a new Blue Spruce was planted near Peggi's at the museum.

Outreach

Regular museum outreach initiatives (Fairs, the Highland Games, Stonehouse Vineyard) were not possible due to the pandemic.

The Timelines newsletter was not released in the spring. Thank you to Christin Senn, Jennifer and James Joyce who were able to put one together in the fall which was released before Christmas.

Education/Interpretation

A new camera and microphone on a tripod were purchased in June. Staff started taking video footage and practicing editing small clips for museum website and social media content. Staff went to Bob Garner and Laurie Maus' farm to record them talking about Rare Breeds and show some of their animals. Seasonal staff member Gwenn Barrett did an instructional video on how to make Bannack. Two members of the Twistle Guild were recorded taking raw wool to finished product on the porch at the museum. Gwenn put together a short promo video/intro to the museum which is on the home page of the website. Jennifer and Gwenn went to Clay MacWhirter's house to interview him and watch him demonstrate using antique corn harvesting equipment. In September, a video was done to showcase the Blacksmiths and promote the Smith-In next year (hopefully). Video footage was also taken of the Glengarry Light Infantry Fencibles. The footage has not been released yet, but is extra material for a video at a later date.

The pandemic prevented visits from any school groups this year. As a result Interpreter, Gwenn Barrett put together a "Learn from Home" section on the museum website. It covers the topics of: 'Logging in Glengarry', 'Life as a Pioneer Child', 'School Days', 'In the Kitchen', and 'Heritage Breeds'. Each section has a video or slide show with voice-over to help children read, along with a few printable activities.

A few smaller group tours were scheduled through the shortened season, including one from the Ottawa Scottish Society in September. They even brought their own bagpipes!

Grants & Donations

The Municipality of North Glengarry continued its strong support of the Museum with its annual operating Grant of \$14,500.

The Community Museum Operating Grant (CMOG) from the province of Ontario was fast-tracked due to the pandemic in order to get funding out faster. No policy updates or extra requirements were needed for the 2020 CMOG application.

The museum was not successful in receiving a grant from Farm Credit Canada intended to cover a new HVAC system in Greenfield; however, our application was approved for a Museums Assistance Program Covid 19 Emergency Relief for Museums grant. \$10,000 was awarded early in September.

SDG Tourism awarded the museum a \$1,500 sponsorship to cover programming. This grant is intended to be an annual contribution.

Student employment grants were received from the Young Canada Works, and Summer Experience Program. Unfortunately, the Canada Summer Jobs program application did not come through. This was a first in a long time. 3 students were hired: Gwenn Barrett, Amy Hare, and Lara MacPherson.

The museum could not function without the support of various funding agencies. Special thanks to the Township of North Glengarry, the Province of Ontario, and the Federal Government.

Collections Management & Conservation

The collection continues to grow through careful acceptance of donations of artifacts, using our collections policy and ethics guidelines to steer the way. Cataloguing and improving of the existing records in the collection is ongoing (hopefully with the help of volunteers in the near future).

The 1870s Albany Cutter that was a donation from the MacNeil family went to an antique restorer in Lancaster to be more thoroughly cleaned and preserved. The restorer is donating his time.

The COVID 19 lockdown has created a slight increase in the number of artifacts being offered to the museum.

Maintenance

A new HVAC system was installed in Greenfield by Baker Heating in Cornwall. The old system was no longer functioning properly and leaving the building at risk of freezing.

Board member and blacksmith Pat Taylor initiated the replacement of boards on the upper part of the Blacksmith Shop by arranging for appropriate wood from the Upper Canada Village sawmill. Pat, along with three other blacksmiths, replaced the boards at the beginning of October. The Ontario Artist Blacksmith Association also made a \$200 donation to the museum in hopes that we would continue to maintain the Blacksmith shop as best we could.

Minor repairs and maintenance were completed in a couple of work sessions that were organized in order to allow people to safely distance from each other.

Recognition

Thank you to all those who contributed to the 'Timelines' publication and to Christin Senn who is taking over as Editor (as of September). Thank you to Brien Mullin for his expertise in continuing to provide top notch computer and network support. Thank you as well to James Joyce for not only keeping the community abreast of happenings at the museum through his weekly column in the Glengarry News, but also for once again providing quality advertising and graphics for various museum communications.

Thank you to the Acquisitions Committee: Jennifer Black, Norman MacCrimmon, Joslyn MacGillivray, Linda Fraser, Thelma MacCaskill, and John Downing for the hard work of deciding what to keep and what to reject with regards to new items.

The museum would be a much less interesting place without the work of our Event Planning Committee: Jennifer Black, Jim Mullin, Linda Rutgers, Margaret MacMillan and Sean Burgess. People love the yearly return of tried and true events, but it is always important to try new things, and this group strives to deliver.

Thanks to Caitlyn Wright for taking on the development of a social media plan for the Museum to amplify our social media presence and allow us to reach more people (and further afield) with our communications.

Maintenance of the museum grounds and buildings is a constant need. Thanks to Matt Williams and Jennifer for identifying needs and organizing work bees to get problems attended to. And thank you to our volunteers who rarely pass up a chance to lend their expertise to fixing and mending various things. Special mention go to Lyle Howes and Jack Fraser who took it upon themselves to build a beautiful cedar rail fence in front of the parking lot on the museum grounds.

We are thankful for Michael Cowley-Owen and Norman MacCrimmon who have agreed to lead the newly reinstated maintenance committee to help develop a prioritized maintenance list that can be used to organize work for our volunteers or hired contractors.

Heather Bentley stepped down from the board after many years as membership coordinator and I would like to thank her for so many years of chasing people to renew their memberships. Christina Quesnel has taken over Membership as of September, 2020 and with the help of James Prevost and Jennifer we are hopeful to have a new membership database up and running soon.

Thank you to long-time board member and former museum chair Linda Fraser who has decided to step back from the board. Her tireless work, community connections and knowledge of local events, history and people will be missed.

If you haven't noticed, the Gardens at the Museum have undergone something of a renaissance. Thank you to our expert team of gardeners: Vivian Franklin, Linda Fraser, Alison Hall, Tammy McGregor, Flora Poulton.

Finally, I would like to thank the members of the Executive and Board of Directors for their careful guidance and direction. I would like to recognize members of the **Executive**: Garry Smith (Vice Chair), Marlie Tilker (Treasurer), Rhianon Cowley-Owen (interim Secretary), Michael Cowley-Owen (Member at Large), James Prevost (Past Chair) and the Directors: Erica Rose Burgess, Sean Burgess, Rhianon Cowley-Owen, Vivian Franklin, Bob Garner, Mary-Tim Hare (half the year), Jim Mullin, Pat Taylor, Christin Senn, Christina Quesnel, Linda Rutgers, Norman MacCrimmon, Brenda Noble (North Glengarry)

Although 2020 was a challenging year, we managed to keep the doors to the Museum open and provide some service to the community that works so hard to support us. We are hopeful for a more normal 2021 season where we can use the museum as a place to meet again as neighbours and celebrate the deep history of this area.

Thank you,

Matt Williams
Chair, Board of Directors
Glengarry Pioneer Museum

2021 VIRTUAL AGM CLOSING REMARKS FROM THE CHAIR OF THE BOARD

Thank you for attending our 2021 virtual Annual General Meeting. This is our second virtual AGM in a row and we are needless to say looking forward to a return to in person gathering to allow the museum to celebrate our organization and share in the excitement of the start of another season. We are also hopeful that circumstances in the upcoming season allow us to welcome visitors back to some of our events.

The past year has seen some new additions to the board which is excellent as it allows for new ideas and energy which is key to ensure the long-term viability of our little museum. I would like to take this opportunity to thank departing board members Mary-Tim Hare and Marlie Tilker. Marlie has been a long time board member whose years of service on the board saw her take on roles of Chair and Treasurer. Her energy and professional guidance have been an asset to keeping the museum finances and organization on track.

The Glengarry Pioneer Museum is an exceptional organization. It is exceptional because it is a museum that is run by the members of the community. Although we do get support from various levels of government, most of the leg work that keeps our museum operating is done by dedicated volunteers. It is a shining example of what it means to live in this area.

Thank you and I hope to see you all in the new year.

Matt Williams, Chair of the Board