

**HUTCHISON HOUSE MUSEUM**

**ANNUAL REPORT**

**2021**



Hutchison House Museum is a dynamic, interactive heritage site that offers visitors meaningful living history experiences. It operates with a strong customer-service focus that builds on its reputation as a unique cultural attraction in Peterborough.

**The Peterborough Historical Society  
270 Brock St, Peterborough, ON  
Museum Office: 705-743-9710  
Society Office: 705-740-2600**

***Table of Contents: Hutchison House Museum Annual Report 2021***

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Organization and Management	Page 2
Hours of Operation and Attendance	Page 3
Hutchison House Museum Financial Report	Page 4
Friends of Hutchison House Report	Page 4
Acquisition Committee Report	Page 4
Garden Committee Report	Page 4
Property Report	Page 5
Bookshop Report	Page 6
Visitor Feedback	Page 6
Exhibitions and Special Events	Page 7
Curator's Report on Museum Activities	Page 9
Digital Content Report	Page 13
Volunteer Report	Page 14
Training and Staff Development	Page 16

## **ORGANIZATION AND MANAGEMENT 2021**

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### **Peterborough Historical Society Board**

#### Executive:

President Dale Standen (January-April)  
Bob Taylor-Vaisey (April -present)  
Vice-President Bob Taylor-Vaisey (January-April)  
Treasurer Paul Lumsden (January- April)  
Lou MacLellan(April- present)  
Secretary Jodi Aoki (January-April)  
Dale Standen (April-present)  
Bulletin Chair Jodi Aoki  
PACAC Representative Deborah Key

#### Members at Large:

Dion Gemmiti (January-April) Michael Peterman Linda Chandler Peter Eatson  
James Cullingham

### **Trust Funds Trustees:**

Chairperson Peter Darling  
Treasurer Marilyn MacNaughton  
Members at Large:  
Dennis Carter-Edwards Dale Standen

### **Hutchison House Operations Committee:**

Chair Michael Peterman  
Finance Paul Lumsden (until April 2021)  
Property Paul Lumsden Don Willcock (Co chairs)  
Friends Michael Peterman  
Acquisitions Linda Chandler  
Members at large Bill Corbett  
Recording Secretary Erin Panepinto  
Past-President of PHS Dale Standen

### **Staff Members:**

Administrator/Curator Erin Panepinto  
Museum Assistant Alice McMurtry (as of July 2021)

### **Summer Staff:**

Scottish Tea Coordinator: Rachel Baker  
Museum Programming Assistant: Anna Kring

Curatorial Assistant: Rebekah Kielek  
 MMC Intern: Samantha Hutchison (May to September)  
 Co-op: Anne Heughan (Virtual- March to June)

***Hours of Operation and Attendance***

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<b>Month</b>	<b>Days</b>	<b>Hours</b>	<b>Volunteer</b>	<b>Visitor</b>	<b>Total People</b>
<b>January</b>	1	8	16	42	58
<b>February</b>	9	72	29	10	39
<b>March</b>	23	184	68	113	181
<b>April</b>	2	16	82	2	84
<b>May</b>	0	0	85	18	103
<b>June</b>	0	0	70	48	118
<b>July</b>	21	168	97	218	315
<b>August</b>	21	168	93	286	379
<b>September</b>	22	176	81	106	187
<b>October</b>	21	168	90	161	251
<b>November</b>	27	216	105	216	321
<b>December</b>	18	144	53	121	174
<b>Total</b>	<b>165</b>	<b>1,320</b>	<b>869</b>	<b>1,341</b>	<b>2,210</b>

Note: Visitor attendance in 2021 was up over 2020 despite the museum being closed for 22 weeks due to COVID-19 restrictions. This year began with the museum closed and province-wide Stay at Home orders in place. These restrictions continued until mid-February when the museum was allowed to open once again and then were reinstated until April 6. Fortunately, the museum was allowed to begin the Scottish Teas-without the tours- as scheduled on July 2 as part of the reopening phase that allowed outdoor dining. Regular tours were allowed to resume on July 15. Despite being closed to the public, there was a lot of outdoor activity around the museum in May and June as work was done by a large group of volunteers on the gardens, work was completed to replace the flagstone walkway surrounding the museum and the stairs leading up to the office were finally replaced. Once the museum was finally open in July, we started to see an increase in visitors to our Scottish Teas, the return of Peach Tea, new Fall Programming and good numbers at the remainder of our annual events. Despite being open, the museum still spent much of the year with various capacity limits and all program registration was pre-booked and had either various sittings or time slots for entry. As more and more vaccines were made available, volunteers were more comfortable in returning to the museum and there was an increase in both youth, student and adult volunteers.

## ***Hutchison House Financial Report***

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Hutchison House will have a surplus for the fiscal year ending December 31, 2021.

Notwithstanding the COVID-19 challenges that closed the museum for nearly 6 months, severely reduced visitations, fundraising and programs, the federal Museum Assistance Program Grant (received at the end of 2020), wage offsets from the Canadian Employment Wage Subsidy (CEWS), the Ontario Small Business Grants and other digital enhancement grants allowed for a productive year at the museum.

Complete details are available in the Unaudited Financial Statements, December 31, 2021, prepared by Tim Nicholls, CA.

## ***Friends Committee Report***

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This year the Friends of Hutchison House donated a generous \$5,155.00 to Hutchison House. A letter was sent out by me in June to 33 Friends replied contributing to an impressive total. The figure was strengthened by several gifts to Hutchison House from PHS members who added a figure to their membership dues and those wishing to support the museum due to COVID-19. This year additional names were added to the Friends list, and we will be looking at ways to expand that further in 2022.

Respectfully submitted, Michael Peterman, Chair.

## ***Acquisition Committee Report***

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Acquisition Committee: Linda Chandler; Chair, Loretta Terry, Bob Laing, Juli Hillier, Linda Lumsden, and Erin Panepinto; Curator

The committee was able to meet five times this year. With the help of Young Canada Works, we were able to employ Rebekah Kielek as Curatorial Assistant for the summer. Rebekah helped to organize and identify items that needed to be catalogued or deaccessioned.

We accepted 22 new items that were donated into the collection, including, a Yarn Swift, Dolls Tea Set, a Bonnet c 1840 that belonged to the daughter of Adam Scott a founder of Peterborough.

Respectfully submitted by,

Linda Chandler, Acquisition Chair

## ***Garden Committee Report***

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2021 was an exceptional year for gardening and plants thrived with the warmth and extended growing season.

We began the year by renewing a couple more garden beds and top dressing with four yards of compost.

Seeds were started indoors, and fruit trees, shrubs, perennials, and annuals were planted.

We did this with the money from the Hutchison House and donations of plants and money from the gardening volunteers.

A lot of pruning was done, and we carted away trailer loads of clippings.

We were pleased with all the colour in the gardens last year, but it was trial and error. We learned what worked and what can be improved upon.

Weekly maintenance proved to be imperative.

We are planning to improve our plantings this year concentrating on the history and period of the house.

Submitted by Glenda Salt and Diane Card

### ***Hutchison House Property Report***

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Due to the ongoing COVID-19 Pandemic only two major projects from the five-year Strategic Plan were completed during the year.

- The stairway to the second floor PHS office was removed and replaced with pressure-treated wood including removal and replacement of the painted skirting that surrounded both the enclosed entryway and the stairs/porch. Achieving the anticipated budget and completion date, the design and construction of the completed structure was approved by the Heritage and Building Department personnel at the City of Peterborough.
- The limestone walkway from the east parking lot and around the front of the House to the patio was removed and replaced by a widened concrete stone walkway that matched the Patio colour and sizing. The design and completion of the walkway was approved by the Heritage Department of the City of Peterborough.

In addition to the on-going weekly, monthly, and annual maintenance tasks completed by staff, volunteers and sub- contactors, the following small projects were completed during the year:

- An antique water pump was installed at the north end of the House by the ramp. The pump was found under the enclosed entryway during the construction of the stairway.
- The painting of the front porch and stairs.

- The benches were sanded and prepped to be sealed in the spring.

Submitted by: Paul Lumsden, Co-Chair      Don Willcock, Co-Chair

### ***Bookshop Annual Report***

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Total number of books sold: 56

Value of sales: \$ 650.40

Profit: \$ 396.65

End of year inventory: 925

Inventory value: \$ 4,231.63

#### Books Mailed

*Through the Years in Douro* one copy was mailed to Arizona and another was mailed to Calgary  
*OP #35 Warships on the waterway* was mailed to Vernon, BC

#### New to the Bookshop

*Fighting for Democracy* by Janette Higgins

### ***Visitor Feedback***

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The COVID-19 pandemic continued to have a major impact on the tourism industry throughout 2021. International borders remained closed, except for essential workers, until August and most tourism organizations were closed from January until July.

Because of continued cleaning protocols for COVID-19 the museum did not put out the guest book but relied on the contact tracing and registration forms to see where our visitors were coming from. Most visitors once again were from Peterborough and the surrounding area as the public was encouraged by various health units to vacation locally.

Beginning in the Fall the museum began requiring proof of vaccination for visitors coming into the museum as required by the Public Health Unit. Museum staff and volunteers were fortunate that there was no push back from the community for any of our COVID-19 protocols, including the proof of vaccinations.

There were some questionnaires that were put out for new events such as Games Night and our Hearth Cooking Workshops. The feedback for those was positive and visitors enjoyed themselves while they were here. In general, everyone was glad to return to the museum and were comfortable with all the safety protocols that we had in place.

## ***Exhibitions and Events***

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### **The History of the Peterborough Historical Society**

*March 2021- November 2021*

This exhibit was curated by Linda Chandler and Loretta Terry. This exhibit explores the history of the Peterborough Historical Society from Honorary first President Catharine Parr Traill to Hutchison House Museum. It explores many of the programs and activities that the PHS has offered over the years including awards, publications and bus tours. Artefacts included: brochures from past bus trips, a complete set of Occasional Papers, the official gavel and artefacts from the restoration of Hutchison House Museum.

### **Christmastide**

*November 2021 to February 2022*

This exhibit was curated by Linda Chandler and Loretta Terry with help from Juli Hillier, Erin Panepinto and Alice McMurtry. This exhibit explored the traditions of Christmastide or the 12 Days of Christmas. This period runs from Christmas Day (the day of Jesus' birth) until January 6 or Epiphany (when the wise men arrived in Bethlehem). The exhibit explores the traditions around Boxing Day, St. Stephen's Day, the Twelve Days of Christmas Song and Epiphany. Artefacts included a donation box for boxing day, representations of each of the twelve days of Christmas, wise men and a star. Because of rising Omicron numbers, we had to cancel some of our winter events and the exhibit was not able to be seen by many visitors. Because of this it was decided that the exhibit will be remounted in November of 2022.

## ***Virtual Exhibits***

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While no new virtual exhibits were created in 2021, due to COVID-19 and everyone's thirst for online material, the museum promoted our two existing virtual exhibits: Growing up in Peterborough: A Century of Stories (2006) and The Life and Times of Dr. Hutchison in the Backwoods of Upper Canada (2011).

## ***Special Events including Demonstrations***

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### **Hogmanay- Curbside Pick Up**

Date: January 25, 2021      Meals Sold: 60

Due to closures and restrictions because of COVID-19 Hogmanay as we would normally hold it was not feasible. For visitors to 'share' in our celebration of the Scottish New Year, museum staff and volunteers created a curbside pickup meal out of many of the delicious treats we would normally have at our in-person event. This meal included: a Scotch Egg, Neeps and Tatties



(potatoes and turnips), Potted salmon, cheese, oatcakes, cloutie dumpling, shortbread and for an extra \$5 a piece of Haggis. Unfortunately, because of the stay-at-home orders staff were unable to create these meals for pick up on December 31 and they became Robbie Burns Day meals instead.

In addition to the curbside meals, staff flooded our social media channels with Hogmanay pictures, trivia, history, and anecdotes from volunteers from past Hogmanay events. These posts were turned into a slideshow that is still available on the Museum YouTube page.

### **Haunted Halloween for Kids**

Date: Friday October 29 and Saturday October 30, 2021

Visitors: 90    Volunteers: 13

Due to COVID-19 our Haunted Halloween for kids' event was once again divided into 15min pre-registered time slots. Because visitors coming into the event were required to be vaccinated, with the cleaning protocols in place, staff felt comfortable enough to add in some of the onsite activities. In addition to touring the decorated 'haunted' house and getting some candy and a cookie to take home, kids could create a spooky craft in the Keeping Room, have their fortune told in the parlour, fish for candy on the top floor and participate in a scavenger hunt to find all the skeleton animals hidden around the museum. These activities were well received and will be incorporated into future Halloween events.

### **Victorian Christmas for Kids**

Date: Saturday December 18, 2021

Visitors: 26    Volunteers: 3

Much like Halloween, our Victorian Christmas event also required proof of vaccination for adults and pre-registered 15-minute time slots. High touch surfaces were cleaned between visitors who were treated to a special Christmas themed tour. While many of the time slots were filled, poor weather meant that there were some cancellations. Visitors were able to take a goody bag with gingerbread home with them as well as create a holiday craft in the Keeping Room. The upstairs sewing room was turned into a 19<sup>th</sup> century sitting room with a Christmas tree. Children could sit on a quilt on the floor and listen to short Christmas Stories. Tours were available on the main floor and as children went through the museum, they could search for a variety of reindeer hidden in the rooms. Once all the reindeer were found children received some Christmas stickers to take home. Despite the blustery, snowy weather visitors enjoyed themselves and the activities were well received.

## ***Curator's Report on Museum Activities***

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### **In-House Annual Special Events**

Hogmanay, Scottish New Year's celebration-curbside pick up (January)

3 Heritage Luncheons (October, November, December)

St. Patrick's Day Meal-curbside pick up (March)

Games Night (September, October, November)

Haunted Halloween (October)

Victorian Christmas for Kids (December)

### **Workshops**

Peterborough Community Medicine Gardeners- The Peterborough Community Medicine Gardeners developed, promoted, and ran a workshop in the Keeping Room at Hutchison House. This workshop was free and had a maximum of 10 people and filled up quickly.

Day Camp Kits- Under the new provincial regulations for COVID-19 safety, day camps were allowed to go ahead, however with the new restrictions it was not feasible for Hutchison House to resume in person Day Camps (including Summer Programs, March Break and PA Day Camps). Instead, Staff created three new Day Camp Kits: Marionettes, Crazy Quilt Squares and Kaleidoscopes. Kits came with all the materials and instructions needed to create these popular Hutchison House programs at home. Staff created instructional videos to accompany these projects that were posted on our YouTube Channel.

### Early Settler Day Camp Video Series

The Early Settler Camp video series featured a range of historic activities that children could try at home. Eight episodes were produced over the months of July and August. These episodes were pre-recorded. The content included demonstrations, material lists, and easy-to-follow instructions. Each episode was designed to incorporate some historical facts about the nineteenth century, although the primary goal was entertainment. Viewership increased when historical recipes were featured.

Viewership: Butter Making: 15; Early Settler Toy: 10; Plant Your Own Seed: 9; Bake Soda Bread: 28; Weaving: 13; Rug Braiding: 13; Make Pioneer Potato Chips: 22; Make a Log Cabin: 65

### Hearth Cooking Workshop

A series of three weekend workshops in November allowed a group of eight participants each week to dive into historical cooking. This workshop was designed as an experiential learning opportunity. Participants were responsible for following recipes and preparing food over the open hearth under the guidance of the Assistant Curator. The first week focused on basic

techniques, the second on 19th century culinary traditions, and in the third workshop participants were challenged to prepare a three-course meal.

Workshops occurred on November 6, 13, and 20th, 2021.

## **Educational Programs**

2021 was another difficult year for school programs. The year began with students working virtually, transitioned back into the classroom and then reverted to virtual in April and remained that way until the end of the school year. While the museum created virtual programs that could be delivered to children either at home or in the classroom, there were several classes that had to switch dates because they were either a rural school with students who had trouble accessing the internet or there were COVID-19 cases in the classroom that forced students to isolate. There were several classes that booked the 19th Century Daily Life and 19<sup>th</sup> Century Christmas programs. All programs came with free admission passes for the school children to use as well as pre and post activities that could be completed in class before and after the presentation. Over the course of the year there were 5 school programs completed with about 105 students who participated.

Hutchison House Museum also began the process, with volunteer help from a professional, translating the 19<sup>th</sup> Century Daily Life and 19<sup>th</sup> Century Christmas Programs into French for the pre-recorded virtual presentations. The museum hopes to offer these to the public late 2022/early 2023.

### New School Program: Museum Artifact Exploration

This program is geared toward Grade 3 social studies classes. It is a new program that challenges students to rethink how they interact with museums. This program will challenge children to understand the similarities and differences between past and present day through artefacts. With COVID-19 restrictions in place, students may use the power of observation with one artefact handler (the guide) to examine each artefact. By crafting interpretive stories about artefacts, students will come away with a renewed understanding of how museums work.

This education program has yet to be piloted.

## **In-house Activities**

### **Community Outreach**

**Co-op for Monseigneur Jamot Catholic School-** This year we had a virtual Co-op student, Anne Heughan. Anne checked in virtual every other day over zoom and completed her work on the Hutchison House Google Drive so that it was easy to check at the end of the day. Anne

worked on exhibit research, Social Media research, and a preliminary look at translating our virtual programs into French as she is fluent.

**Placement for Confederation College-** This year we had a student, Erin Murphy, complete her placement for the Library Sciences program. Erin created a digital database for the museum library collection. These encompassed hundreds of entries. She was able to come in with her mother, volunteer Linda Chandler, to work when other staff and volunteers weren't there and then having work to take home. Erin entered almost 600 titles during her project. This database, currently for museum personnel only, is easy to search and add new entries. Her placement was completed during the Stay-at-home orders as staff were careful only to be in one at a time.

**Internship for Sir Sandford Fleming College Museum Management and Curatorship Program-** This year we had intern Samantha Hutchison from the MMC program. Sam began her internship virtually and volunteered with the museum after her internship was completed. Sam worked on research for an upcoming exhibit on Immigration, our Untold Stories of Peterborough video series as well as other conservation, collection, and programming activities around the museum.

### **Conservation**

To help control the humidity levels in the building we made use of dehumidifiers on each floor when necessary, during times of high humidity. In cases of low humidity portable humidifiers were used when needed. Basins of water were also placed near the radiators to add moisture to the air where possible during the winter season when indoor humidity levels drop significantly.

Readings throughout the house of temperature and humidity were taken twice daily (except for the months the museum was in lock down.)

With the help of Linda Chandler, our summer students and several Museum Management volunteers, the museum was able to replace 80% of the UV filters on the windows. When removing the filters there was a very strong off gas so this work had to be done when the museum was closed or when we weren't expecting to use the main floors.

With funds received as part of a grant through the Tourism Bureau, Hutchison House was able to purchase two air purifiers. One will remain in the Harvey Connal room and the other in the Board Room.

### **Research**

Staff and volunteers conducted exhibit research into the long history of the Peterborough Historical Society; Christmastide- including the traditions surrounding the twelve days of Christmas, Boxing Day, St. Stephan's Day, Epiphany and Twelfth Night; and early and modern-day immigration to Peterborough.

The Assistant Curator researched for aspects of social media to encourage more interaction with visitors. This included researching historic recipes, showcasing items from the collection, researching social media holidays and associated facts, and creating content. Research was also completed for the heritage luncheons, which included gathering facts for menu cards.

## **Promotions**

Paid advertising included ads placed in a variety of local tourism publications, Cottage Country Connection and Kawartha Visitors Guide.

Peterborough This Week Creative Ad Program– This year Hutchison House participated in an advertising contest for children through Peterborough This Week. Students from various local public schools submitted their advertisements for the museum and museum staff and volunteers were asked to pick their favourite. The winning design was by a 9-year-old girl from St. Patrick's Catholic School and was featured in the newspaper on the 20<sup>th</sup> of October. There were a lot of great submissions and volunteers had a hard time picking just one.

Press releases were sent to local media publicizing all events, workshops, and fundraisers that we were able to hold throughout the year.

Hutchison House reports and upcoming events were included in all publications of the PHS Bulletin published 10 times per year.

Museum events were promoted across all our social media platforms including Facebook, Instagram, and Twitter.

## **Grants**

**CMOG** - Community Museum Operating Grant, Ministry of Tourism, Culture and Sport  
Hutchison House was able to retain the same amount of funding from the previous year receiving \$15,090.00

**CMOG Digital Grant**- In addition to the regular operating grant the Canadian Museum Association offered an additional \$3,000 grant that could be used for any digital upgrades or training because of COVID-19.

**YCW** - Young Canada Works in Heritage, Heritage Canada  
This federal program is administered through the Canadian Museums Association. In 2021, Hutchison House received funding for two summer students in the amount of \$7, 260.23 toward summer staff wages.

**CSJ**- Canada Summer Jobs

We were fortunate to acquire funding for one summer student through this program in 2021 receiving \$ 3,876 to help with student wages.

**City of Peterborough** – Municipal Capital Facilities funding  
Hutchison House received \$ 43,344.

**CEWS-** This federal wage subsidy program was created to help qualified organizations retain their staff throughout the pandemic. Hutchison House received \$19,636.66.

**OSB-** Ontario Small Business Grant. This grant was a COVID-19 relief grant available for businesses, including museums, with staff of less than 100 that had to close because of public health regulations. We received \$10,000 in February and \$10,000 in May for a total of \$20,000.

**TSG-** Tourism Resiliency Grant-This grant was overseen by the Peterborough Tourism Bureau and distributed by Community Futures. The museum received \$3,839.95

### ***Digital Content***

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Staff and volunteers continued to meet virtually through zoom over the course of 2021. Arrangements were made for most of the first 6 months of the year for staff to work from home due to Public Health regulations. During this time staff took advantage of the digital grants the museum received to purchase a new digital DSLR Camera and accessories, a new Smart Tv with WiFi capability, a backup battery for the computer, Microsoft 365 for the laptop and three office computers and video editing software. This equipment has been essential for the virtual programming produced by the museum and general productivity by staff.

The Facebook page is utilized and is continually updated as to what is happening at the museum. The Facebook page can be viewed at <http://www.facebook.com/pages/Hutchison-House-Museum/120961071272046> and is linked through the museum homepage. Visitors do not need to be a member of Facebook in order to view the page. As of the end of 2021 Hutchison House had 666 visitors who like our page and 801 who follow us on Facebook. Our page was viewed over 45,019 times during the year and had visitors engaged about 4,867 times. The Hutchison House Facebook page also features mystery objects, holiday trivia, local or relevant historical trivia (on this day in history... or did you know?) that continually bring followers back to our page. Dr. John Hutchison also has his own Facebook page that can be followed online. For the first time The Hutchison House Social Media accounts featured an I Spy game that ran for 10 weeks. Each week featured a modern object hidden in a different room. Each social media platform (Twitter, Facebook and Instagram) had a different object. People submitted their answers and there was a prize if you found all 10 from one of the platforms and another prize if you found all 30. The game was very successful, and visitors had fun trying to guess the objects in the rooms.

The Hutchison House Museum Twitter account currently has 145 followers and is linked to our Facebook page, so that any post on Twitter also appears on Facebook. Check us out at [@HutchisionHouse](https://twitter.com/HutchisionHouse).

Hutchison House Museum Instagram account currently has 338 followers almost doubling over 2020. Check us out at <https://www.instagram.com/hutchisonhousemuseum/> to follow @hutchisonhousemuseum.

The Hutchison House Museum YouTube channel delivered some of our virtual content during the pandemic including instructional videos for our Day Camp Kits and the PHS monthly talks, our Hogmanay and Hutchison House slide shows, Pioneer Day Camps and Untold Stories of Hutchison House Museum. Check out our YouTube channel here:

[https://www.youtube.com/channel/UCQvUNc56VBwk9xVqN\\_Lqnyg](https://www.youtube.com/channel/UCQvUNc56VBwk9xVqN_Lqnyg). We have 94 subscribers to our channel and combined our 34 videos have been viewed 7,700 times.

Our Museum Management Intern Samantha created a series of three videos called the ‘Untold Stories of Hutchison House Museum.’ These were created as part of the Heritage Days promotional event run by the National Trust of Canada. The videos include: A Tale of Two Friends: The story of Dr. Hutchison and Frances Stewart; Sandford Fleming and Jeannie Hall: a love story; Powerless or Poisonous: The case of James Moore from a Dr. Hutchison case study.

Hutchison House uses Google Analytics to track visitors to our website. Hutchison House currently has a 4.5 star google rating. In 2021 Hutchison House was found on Google 456, 816 times. Directions were requested 377 times. Visitors went to our website from Google 788 times. Hutchison House was contacted 74 times through Google.

The new joint Peterborough Historical Society and Hutchison House Museum website was launched in November of 2021. The new website can be found at [www.phs-hutchisonhouse.ca](http://www.phs-hutchisonhouse.ca). For the first time members can now complete their membership forms or donate through the website.

## ***Volunteer Report***

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Adult Volunteers: 25 (at various points throughout the year. Most volunteers were not able to help while the museum was closed.)

Junior Volunteers: 12

Volunteer Hours: approximately hours: 3,500

**Volunteer Fundraising:** Total funds raised by Volunteers: \$ 11,198.30

1. Christmas Market: \$2,957.34
2. Snowflake Tea and Dessert: \$539.07
3. Bingo: \$7,701.89

## **Volunteer Activities in 2021**

Linda Chandler, Loretta Terry, Carol Marsland, Bob Laing and Juli Hiller worked hard to plan, and execute two days of Snowflake Tea and Desserts in the afternoons that we held the Christmas Markets in November. The Keeping Room was decorated with white Christmas Lights and sparkly snowflakes. There were 3 sittings over two days. Desserts and a light tea were served out of the kitchen, and visitors enjoyed them by the fire in the Keeping Room.

Volunteers also assisted with the following:

Cooking and food preparation; assisting with, organizing and running events; prepping material for the Day Camp kits and Scottish Tea in a Bag; exhibit research, set up and take down; Property Maintenance such as building & grounds upkeep, gardens, house cleaning; Sitting on Operations Committee and other committees such as: Garden Committee, Costume Committee, Property Committee, Acquisitions, Friends of Hutchison House and Finance; Guiding; And so much more!

## **Volunteer Recognition:**

Due to the pandemic, we were unable to formally recognize any of our volunteers through the various volunteer awards programs. Also due to the pandemic there had been a delay in Linda Chandler receiving her Civic Award as a volunteer in the Community Betterment category from the City of Peterborough. Linda was nominated in early 2020 and finally received her award at the end of 2021. Linda was nominated for all her hard work on behalf of the PHS Board, Hutchison House Operations Committee, as Chair of the Acquisitions and volunteer events and programs. Linda has been involved with the museum for over 30 years and this award was well deserved.

## **Volunteer Appreciation:**

Once again, this year had restrictions that constantly changed that made many of our regular in-person volunteer events impossible. We were fortunate that in July restrictions were eased enough to allow for an outdoor gathering of volunteers. Linda Chandler made three different kinds of cakes and we celebrated all the birthdays that we missed over the previous year and a half.



## **Junior Volunteers:**

Applications for Junior Volunteers were sent out the end of April and we had 12 children who were comfortable returning to the museum again. Because of the COVID-19 protocols there was only one or two junior volunteers scheduled at a time. Juniors were informed ahead of time if they needed to come in later, were to leave earlier or didn't need to come in depending on when visitors were scheduled for tea. On busy days summer students stepped in to help serve guests. In between sittings the juniors would help with the cleaning and resetting of the tables as well as dishes in the kitchen. Occasionally if there were large gaps between visits the juniors would help with making jam and labelling/decorating the jars, making dry mixes or oat cakes, and helping to package day camp kits and other odds and ends that needed to be done around the museum. As a thank you, because we were unable to organize a party for the juniors this year, a donation was made on their behalf to the Nogojiwanong Friendship Centre (NFC) in Peterborough. The NFC is a not-for-profit organization that strives to enhance the quality of life for Indigenous People in the City of Peterborough and the surrounding area. They provide a place of acceptance and well-being for urban Indigenous people through a wide range of community-based programs and services. Money for this donation and their thankyou gifts came from the tips the juniors earned over the course of the summer.

## ***Staff Training and Development***

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Summer Staff: In-house training for position, interpretation techniques, data entry, supervising junior volunteers, care and handling of artifacts, kitchen orientation, customer service, on-site safety, orientation to new COVID-19 protocols.

Erin Panepinto: Supervising volunteers and summer staff, continued improvement with customer service and interpretation.

Webinars: Because of the pandemic there were a variety of free webinars that staff and volunteers took advantage of through Cuseum, the Ontario Museum Association, the National Trust and other Non-Profit organizations. Some of these webinars included:

- Ministry of Heritage, Sport and Tourism and Cultural Industries Webinar
- Kawarthas Northumberland Regional Support Webinar
- Every place has a story- Historic Places Day part 1 and 2
- Dreaming of a New Collections Management System Episode 5
- Bingo Training through the Kawartha Bingo Sponsors Association
- MAP Program Webinar
- Social Media” Build a Simple Social Media Strategy
- How to find and secure grants for Heritage Projects
- How to find and secure sponsors for your Heritage Projects
- Ontario Not for Profit Corporation Act Planning the transition for your museum

- Time saving social media tools and cross channel integration.

Museum staff also underwent training on how to update and make changes to the new PHS-HH website.

COVID-19: All volunteers and staff received training in the new COVID-19 regulations that were put in place so that the museum could safely interact with the public. These new rules and regulations are updated regularly as local, provincial, and federal government and health units made changes. Copies of the museum's updated COVID 19 procedures are available at the museum office entrance, the lower kitchen entrance, and the accessible entrance.