

**Museum Advisory Committee (MAC)**  
**Meeting Minutes**

**Tuesday, July 23, 2024**

**6:30 pm**

**Hybrid Meeting (Council Chamber and Virtual)**  
**Strathroy-Caradoc Municipal Office**  
**52 Frank Street, Strathroy, Ontario**

Present: Councillor Donna Pammer, Chair  
Member Dave Brock  
Member Ashlie Hawkins  
Member Marty Peterson, Vice Chair  
Member Alla Shevchuk

Absent with Notice: Member Melanie Franke

Also Present: Michelle Wright, Museum Curator  
Jennifer Pereira, Deputy Clerk (Recorder)

**1. Roll Call**

**2. Approval of the Agenda**

**Moved By** Member Dave Brock

**Seconded By** Member Marty Peterson

**THAT:** the Collections Report - July 2024 be added to the agenda.

**Carried**

**Moved By** Member Marty Peterson

**Seconded By** Member Dave Brock

**THAT:** the July 23, 2024 - Museum Advisory Committee Agenda be approved as circulated and amended.

**Carried**

**3. Declaration of Pecuniary Interest**

None.

**4. Approval of Minutes**

**Moved By** Member Ashlie Hawkins

**Seconded By** Member Dave Brock

**THAT:** the minutes of April 16, 2024 be approved as written.

**Carried**

**4.1 Museum Advisory Committee Meeting Minutes of April 16, 2024**

**5. New Business**

**5.1 Research Policy**

Michelle Wright, Curator presents the Research Policy update and asks the board for feedback.

Councillor Pammer asks how often these policies are updated. Michelle Wright indicates that this one is approximately 10 years old, and that they are going through all policies to get them all up to date.

**Moved By** Member Ashlie Hawkins

**Seconded By** Member Dave Brock

**THAT:** the board receive the Research Policy for information.

**Carried**

**Moved By** Member Ashlie Hawkins

**Seconded By** Member Dave Brock

**THAT:** the board approve the Research Policy.

**Carried**

**6. Reports**

**6.1 Curatorial Report - July 2024**

Michelle Wright. Museum Curator presents the Curatorial Report. She indicates that Collections Database - PastPerfect has 907 records updated as of June 20, 2024. There are currently 3 volunteers that are working on Collections, Exhibition, and Programming related activities.

Projects include database management, rehousing artifacts, exhibit creation, markets, etc. Total hours accumulated up to June 30, 2024 is 426.

**Moved By** Member Ashlie Hawkins

**Seconded By** Member Dave Brock

**THAT:** the Curatorial Report - July 2024 be received for information.

**Carried**

## **6.2 Collections Report - July 2024**

Michelle Wright, Curator presents the Collections Report.

**Moved By** Member Marty Peterson

**Seconded By** Member Ashlie Hawkins

**THAT:** the Collections Report - July 2024 be received for information.

**Carried**

**Moved By** Member Marty Peterson

**Seconded By** Member Dave Brock

**THAT:** the Collections Report - July 2024 be approved.

**Carried**

## **7. Enquires or Comments by Members**

None.

## **8. Schedule of Meetings**

## **9. Adjournment**

**Moved By** Member Ashlie Hawkins

**Seconded By** Member Dave Brock

**THAT:** the July 23, 2024 - Museum Advisory Committee Meeting adjourn at 6:46 p.m.

**Carried**

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Chair

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Secretary/Recorder