

Museum Advisory Committee (MAC)
Meeting Minutes

Tuesday, June 24, 2025
6:30 pm
Council Chamber
Strathroy-Caradoc Municipal Office
52 Frank Street
Strathroy, ON

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

Absent with Notice: Mayor Colin Grantham

Also Present: Rob Lilbourne, Director of Community Services
Crystal Loyst, Museum Collections and Research Co-Ordinator
Michelle Wright, Museum Curator
Jennifer Pereira, Deputy Clerk (Recorder)

1. Roll Call

Chair Donna Pammer confirms that all members are present with Member Marty Petersen attending virtually.

2. Approval of the Agenda

Moved By Member Dave Brock
Seconded By Member Melanie Franke

THAT: the June 24, 2025 Museum Advisory Committee Agenda be approved as circulated.

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 February 25, 2025 be approved as written.

Carried

4.1 Museum Advisory Committee Meeting Minutes of February 25, 2025

5. Reports

5.1 Curatorial Report

5.1.1 Curator's Report: February 2024 – May 2025 - CS-2025-26

Michelle Wright, Museum Curator presented the Curatorial Report.

Moved By Member Marty Peterson

Seconded By Member Melanie Franke

THAT: MAC receive report CS-2025-26 Curator's Report: February 2025 – May 2025 for information.

Carried

5.2 Collections Report

5.2.1 Collections Sub-Committee Meeting – May 27, 2025 - CS-2025-28

Deena Lowrie presented the Collection Sub-Committee Meeting report.

Moved By Member Melanie Franke

Seconded By Member Dave Brock

THAT: MAC receive report CS-2025-28 Collections Sub-Committee Meeting – May 27, 2025 for information and approval.

Carried

6. New Business

6.1 Digital Strategic Plan 2025-2030 - CS-2025-29

Crystal Loyst, Museum Collections & Research Coordinator, was present to speak to the Digital Strategic Plan.

Committee Members reviewed the Digital Strategic Plan and suggested changes to staff.

Moved By Member Ashlie Hawkins

Seconded By Member Marty Peterson

THAT: MAC receive report CS-2025-29 Digital Strategic Plan 2025-2030 for review, and further,

THAT: MAC make recommendations for any changes to the Plan, and further,

THAT: MAC approve the Plan pending changes.

Carried

6.2 Policy Review – Gift Shop and Human Resource - CS-2025-30

Michelle Wright, Museum Curator was present to speak on the Policy Reviews of the Gift Shop Policy and Human Resources Policy.

Moved By Member Melanie Franke

Seconded By Member Ashlie Hawkins

THAT: MAC receive report CS-2025-30 Policy Review – Gift Shop and Human Resource for review, and further,

THAT: MAC make any recommendations for updating the Gift Shop Policy and the Human Resource Policy, and further,

THAT: MAC approve Gift Shop Policy and the Human Resource Policy.

Carried

7. Announcement and Inquires by Members

8. Open Discussion

9. Schedule of Meetings

- Tuesday, September 23, 2025 @ 6:30 p.m.

10. Adjournment

Moved By Member Dave Brock
Seconded By Member Ashlie Hawkins

THAT: the June 24, 2025 - Museum Advisory Committee Meeting adjourn at 7:01 p.m.

Carried

Chair

Secretary/Recorder