

CHATHAM-KENT MUSEUM ADVISORY COMMITTEE MEETING

Thursday, February 22, 2018

7:00PM

Studio One, Chatham Cultural Centre

Present:

Mindy Bowls	James Purdy
Eileen Crouch	Bill Scott
Jerry Hind	Councilor Doug Sulman
Dr. Glenn Mizener	Frank Vink

Regrets: Christine Stover

Staff: Stephanie Saunders
Lydia Burggraaf

Guests: Clair Culliford

- 1. Call to Order:** The meeting was called to order at 7:12PM
- 2. Election of New Chair:** Stephanie opened nominations for the position of chair. Jerry Hind nominated Mindy Bowls, seconded by Eileen Crouch. Stephanie called for other nominations. Clr. Doug Sulman called for nominations to be closed. **MOTION #1:** Moved by James Purdy, seconded by Clr Sulman, *that Mindy Bowls be elected chair of the Chatham-Kent Museum Advisory Committee for 2018.* **MOTION CARRIED.**
- 3. Review of the Minutes of the November 23, 2017 Chatham-Kent Museum Advisory Committee Meeting:** **MOTION #2:** Moved Eileen Crouch, seconded by Jerry Hind *that the minutes of the November 23, 2017 Chatham-Kent Museum Advisory Committee meeting be accepted.* **MOTION CARRIED.**
- 4. Business Arising from the Minutes of the November 23, 2017 Chatham-Kent Museum Advisory Committee meeting:**
 - a. Museum Storage:**

Our focus has been staffing and programming. Once these areas are settled, we can turn back to storage.

Mindy Bowls noted on a recent tour of archival storage, she observed programming material stored there. She expressed concern for the sensitive archival and photographic collections being stored in the same environment as such materials as the types of plastics that the programming materials are made of can be hazardous to these collections.

5. **Staff Report:** Staff reviewed the report and addressed questions from the committee.

Stephanie reminded the committee of the change in museum open hours which started January 1, 2018. Committee members discussed the new hours and marketing strategies. **MOTION #3:** Moved by James Purdy, seconded by Jerry Hind, *that staff explore the feasibility of a museum entrance sign.* **MOTION CARRIED.**

6. **New Business:**

- a. Staffing Update:

The part-time Museum Attendant position was posted and interviews have been conducted. The full-time contract Coordinator position was posted and interviews are pending.

- b. Strategic Planning Process:

The current strategic plan is due to expire this year and is required by the ministry to continue meeting standard. Mindy asked for input from committee members on the process to review and update the existing plan. Members agreed staff should review and annotate existing plan, circulate plan and annotations to committee members, members review and prepare notes for discussion at next CKMAC meeting.

6. **Date & Time of Next Meeting:** May 24, 2018, 7PM, Studio One

7. **Adjournment:** The meeting was adjourned at 7:52PM.