



# St. Catharines Museum Advisory Committee

---

FOR: 2013 / 4<sup>th</sup> Meeting

HELD: Tuesday, May 28, 2013

PRESENT: Lesley Seaborne, Chair; Michael Coakley; Justine Cotton; Elizabeth Freeman-Shaw; Gord McGinn; Edwin Wand; Vaughn Stewart; Brenda Zadoroznij

REGRETS: Matt Harris, Councillor;

CIRCULATED TO: Dan Carnegie, Director Corporate Support Services

IN ATTENDANCE: Kathleen Powell, Supervisor Museum Operations/Curator;  
Phil Cristi, Manager of Programs & Culture, RCS  
Karen Cockerham, Secretary

## MINUTES

### 1. **Call to Order**

The meeting was called to order at 6:03 pm by the Vice-Chair

### 2. **Welcome to New Members**

Overview of the Museum Advisory Committee was given

### 3. **Confirmation of Minutes**

**MOTION:** WAND/ZADOROZNIJ

THAT the Minutes of the meeting held April 23, 2013 be approved.

Carried.

### 4. **Reports**

#### a. **Manager's Report** – P. Cristi

The Manager updated the Committee on major projects within the City, and upcoming events, including Canada Day and Tall Ships

#### b. **Curator's Report** – K. Powell

Handouts: March-April Statistics, Travelling Museum Kit Statistics

Upcoming Exhibits & Events include: War of 1812 exhibit – Lounge, est. Sept 2013; Tall Ships event – June 28-July 1; Canada Day “Dominion Picnic” – July 1; Soap Box Derby event – summer, TBA; Dog’s Day of Summer – Aug. 10; Victoria Lawn Spirit Walks – Sept.; The Perfect Match: Sport vs Science exhibit – Special Exhibit Gallery & History Hall, September; Shipman’s Shindig – Oct. 19

## 5. **Ongoing Discussion Items**

### a. **Public Transit**

No report at this time.

### b. **Artifact Purchase**

This agenda item to be removed and discussed under Sub-Committee Reports: Public Relations/Fundraising Advisory Sub-Committee

## 6. **Special Funds Report**

The report will be brought forward on a quarterly or as-needed basis

## 7. **Strategic Planning**

Reviewed 2008-2012 Strategic Plan. RFP for 2013- plan is under development.

## 8. **Sub-Committee Reports**

### a. **Collections Advisory Sub-Committee**

J. Cotton and G. McGinn volunteered to join the Collections Sub-Committee.  
Sub-Committee meeting: not met

### b. **Programs Advisory Sub-Committee**

E. Freeman-Shaw volunteered to join the Programs Sub-Committee  
Sub-Committee meeting: not met

### c. **Public Relations/Fundraising Advisory Sub-Committee**

M. Coakley and E. Freeman-Shaw volunteered to join the PR/FR Sub-Committee  
Current initiatives include revisiting the Museum’s Membership Program, and seeking sponsorships for the Touring Runabout.

- Members are requested to consider potential sponsors and bring information forward to the Sub-Committee or MAC
- The Supervisor/Curator will be negotiating with the owner of the vehicle, based on appraisals received

## 9. **Steering Committee Reports**

### a. **Website Improvement Steering Committee**

- Quote from preferred source has been received.
- Suggested: photographs from the Standard Collection be available on the website for purchase or order
- There is an “e-museum” module available through The Museum System (TMS) that will allow all input (catalogued) items to be digitally displayed on-line. Module costs approx. \$17,000 and has not been approved in past budgets.

- The Advisory Committee endorsed adding this item to the 2014 budget and will support its inclusion with City Council and the Budget Committee

b. **Strategic Planning Steering Committee**

Reports will be discussed under the agenda item "Strategic Planning"

10. **Other Business**

a. **Mayor's Advisory Committee for Black History**

Results from RFP have been received and will go forward to the Committee for Black History

b. **Orientation for New Members**

K. Powell will meet with any interested members for a more in-depth orientation, including Committee information and tour of the Museum galleries.

11. **Next Meeting**

The next meeting has been scheduled for Tuesday, June 25, 6:00 pm, at the Museum.

12. **Adjournment**

The meeting was adjourned at 7:30 pm

Certified Correct (Secretary): \_\_\_\_\_

Confirmed by (Chair): \_\_\_\_\_