



**Museum Advisory  
Committee Meeting**

**Minutes**

**19 November 2015**

## Preface

When the CEO approves these Minutes for distribution they are in essence "Unconfirmed" until the following Museum Advisory Committee Meeting, where the Minutes will be confirmed subject to any amendments made by the members of the Committee.

The "Confirmed" Minutes are then signed off by the Presiding Person.

Attachments that formed part of the Agenda, in addition to those tabled at the Meeting are incorporated into an addendum to these Minutes.

## Unconfirmed Minutes

These minutes were approved for distribution on 14 December 2015.



Stan Scott  
**CHIEF EXECUTIVE OFFICER**

## Confirmed Minutes

These minutes were confirmed at a meeting held on ..... Feb 18<sup>th</sup> 2016

Signed: ..... S. Craddock

*Note: The Presiding Member at the meeting at which the minutes were confirmed is the person who signs above.*

# Shire of Toodyay

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## MUSEUM ADVISORY COMMITTEE MEETING 19 NOVEMBER 2015

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**ADDENDUM** *with separate index follows Item 12.*

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# Shire of Toodyay

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## MINUTES

### 1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

CEO, Mr Stan Scott, declared the meeting open at 4.05 pm.

The CEO advised that some further appointments to the Museum Advisory Committee were scheduled to be made at the November 2015 Ordinary Meeting of Council.

The Committee decided, informally, to appoint Cr Craddock as Chairperson of this meeting and select a long-term Chairperson at the next meeting.

Cr Craddock assumed the Chair.

### 2. RECORDS OF ATTENDANCE / APOLOGIES

#### 2.1 RECORD OF ATTENDANCE

##### Members

Cr S Craddock	Nominated Chairperson
Ms A Bell	Manager Community Development
Ms M Eberle	Museum Curator / Heritage Officer
Mr D Pike	Community Member
Mrs B Frayne	Community Member
Mr S Scott	Chief Executive Officer

##### Visitors

Nil.

#### 2.2 APOLOGIES

Ms S Hesse	Community Member
Cr Chitty	Council Member
Mrs J Edgecombe	Community Member

### 3. DISCLOSURE OF INTERESTS

The Chairperson advised that no disclosures of interest in the form of a written notice had been received prior to the commencement of the meeting.

**4. PUBLIC QUESTIONS**

**4.1 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

At the Museum Advisory Committee Meeting held on 20 August 2015 there were no questions taken on notice.

**4.2 PUBLIC QUESTION TIME**

There were no public questions.

**5. CONFIRMATION OF MINUTES**

**5.1 Museum Advisory Committee Meeting held on 20 August 2015**

**OFFICER'S RECOMMENDATION/MOTION**

**MOVED** S Scott

That the Unconfirmed Minutes of the Museum Advisory Committee Meeting held on 20 August 2015 be confirmed.

**MOTION CARRIED**

**5.2 Matters arising from previous minutes**

**5.2.1 Wooden firescreen**

No further action has been taken.

**5.3 Review of MAC Status Report**

Nil.

**6. PUBLIC SUBMISSIONS (relating to the purpose of the meeting)**

Nil.

**7. BUSINESS LEFT OVER FROM PREVIOUS MEETING (if adjourned)**

Nil.

## 8. REPORTS OF OFFICERS

### 8.1 Current Activities – Discussion Paper

#### **PURPOSE**

The purpose of this discussion paper is to provide information on current activities involving the Shire museums and its collections

#### **SUMMARY OF THE FACTS**

##### **Background:**

This update follows on from a verbal report presented at the Museum Advisory Committee meeting in August 2015

##### **Current Status:**

##### Collections

1. The ongoing transcription of excerpts from the Lloyd family diary is continuing through the efforts of Nina Paterson;
2. Volunteer Rebecca Schagen attended a Museums Australia care of Textiles Workshop at York on 19 September 2015. Early next year Rebecca has proposed to undertake a current condition review of the textiles in the Newcastle Gaol Museum collection; and
3. A new volunteer, Rebecca Doughty has offered to examine and describe the archaeological material currently being stored in the museum workshop. This material - from a number of digs over the past decade (library, Wendouree Tearooms, Convict Depot etc.) - is not currently recorded as a part of the museum collection. Whether it should be has yet to be determined, as much of the material is fragmentary. With Rebecca's help we will have a better idea of what we have which will aid future planning. (Rebecca is a teacher, currently working at Northam, who is also furthering her studies in the archaeology and heritage field. At the present time she is only available on alternative Sundays, commencing 1 November 2015.)

Formally proposed for inclusion in the museum collection:

1. The Pam Masters group of images, mainly from the 1980's, comprising 45 proof print sheets and 3 photographs.

Details about these items are on separate report titled:  
Unaccessioned material – November 2015.

##### On site

1. In October 2015 the external lower rear wall of the Newcastle Gaol was repointed. (Repointing is the preparation and filling of decayed mortar joints in masonry) Also some cracks and worn sections of the internal

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walls, particularly along the front of the building were re-rendered. In addition some minimally damaged sections of the cell walls (caused by the removal of intrusions such as pegs and supports for a display case and shelving) were also rendered. The render on the internal walls will be allowed to dry fully before being painted, which is currently being proposed to happen in December 2015;

2. In August window frames of the Police Stables were repainted; and
3. Also, a new "State Register of Heritage Places" plaque supplied by the Heritage Council of WA was affixed to Connor's Mill earlier this year.

#### Promotion

1. Regular updates on Gaol news continue to be posted on Facebook;
2. Toodyay Herald - historic photographs from the museum collection continue to be published in each edition along with items in the Shire's pages. Two articles & photos in October edition about the Gaol's 150<sup>th</sup> anniversary celebrations;
3. ABC online article "Toodyay's historic Newcastle Gaol to celebrate its birthday" <http://www.abc.net.au/local/stories/2015/09/10/4309996.htm>;
4. Radio West interview & ABC Radio interviews promoting the 150<sup>th</sup> celebrations;
5. Third Category 1 Main Roads approved "museum" directional tourist sign has been installed on Julimar Road. Large historic (H) site sign (for placement near Stirling Terrace / large vehicle bypass intersection) and directional museum sign (for placement at Fiennes / Clinton Street intersection) still awaiting installation as of date of this report;
6. A souvenir 32 page brochure commemorating the 150<sup>th</sup> anniversary of the Newcastle Gaol was produced and given away on the day of the commemoration. We gratefully acknowledge Beth Frayne for her research and work towards the formatting of this book as well as allowing us to use her photographs. Also many thanks to the Toodyay Historical Society for allowing us to publish their photos. The booklet summarizes significant events in the building's 150 year history along with historic images and names of volunteers over the years. Fifty leftover copies are now being sold in the Visitors' Centre for \$1.90 each. Sales interest will probably determine if further copies are printed; and
7. Street signage at Newcastle Gaol and Police Stables replaced – colour and font now matches existing boundary signage design template.

#### Displays

1. The small temporary display at the Toodyay Library aligned with the Remembering Them exhibition at the Newcastle Gaol Museum was dismantled in mid-October 2015;
2. A display commemorating the 150<sup>th</sup> Newcastle Gaol anniversary celebrations has been set up in the cell where community member Milton Baxter (as early inmate Thomas Shaw) slept overnight. This is an opportunity to view more closely the clothing Roz Davidson made to replicate what Shaw might have worn. Also on display is the Wagga



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Quilt and the Khaki Campbell Ducks Roz produced for the event, advertising and some historical information about the real Thomas Shaw;

3. Two artworks from the museum collection of Yandee Homestead have been placed on display in the Toodyay Dental Surgery;
4. Trade cell display has been changed to focus on blacksmithing. Wall cabinet has been removed and a free-standing display case from the Law and Order cell has been moved into this space; and
5. Labels have been produced about many of the farming artefacts on display in the Shearing Shed, Machinery Shed and Police Stables.

Public programs

1. 150<sup>th</sup> Gaol anniversary celebration (of the handing over of the completed gaol to the Colonial Police in 1865) was held Saturday 12 September 2015. While the weather was not ideal, an estimation of numbers attending placed it at between 250 and 300. The event opened with a rifle volley by the 1860 Perth Volunteer Rifle Regiment, followed by a mock trial of house-breaker "Thomas Shaw" (played by community member Milton Baxter) who was then escorted back to a Newcastle Gaol cell. He remained there for the rest of the day and night before he was "released" mid-morning on Sunday. Many community groups and individuals were involved on the day in demonstrations and performances. There were enough sheltered spots for people to take refuge during the showers to enable the event to continue and not be a complete wash-out. In the afternoon there were more sunny periods and the cake-cutting was held in the Year of Youth Park next to the Police Stables with the assistance of Shane Love (MLA Member for Moore) who came back in the afternoon after joining us in the morning. His presence was due to the AvonLink 20<sup>th</sup> anniversary commemoration and we are grateful those attending this event were also able to participate in ours. A sundowner by members of the Toodyay Historical Society was held in the evening in the Gaol and THS members acted as "gaolers" throughout the night to ensure Milton's well-being. Morning tea in the gaol was offered on Sunday to celebrate Milton's release.

**Options** (*i.e. next steps, Officer Comments*):

Any help or feedback on the above appreciated by the Museum Curator.

**CONCLUSION (and/or Recommendations)**

This report is on current activities – no further actions are recommended.

## 8.2 Unaccessioned Material – November 2015

Date of Report:	29 October 2015
Proponent:	Nil
File Ref:	COC4
Author:	Margie Eberle – Museum Curator / Heritage Officer
Responsible Officer:	Stan Scott – Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	Simple Majority

### INTRODUCTION

The Museum Advisory Committee is asked to consider 45 black and white proof print sheets (comprising 519 images) and three individual black and white photographs currently held in storage at the Newcastle Gaol Museum.

The images were taken or commissioned by Pam Masters during the 1970s and 1980s, in her role as Toodyay Tourist Centre manager.



Fig.1: Two of the proof print sheets scanned together.

## BACKGROUND

This group of proof prints and photographs have been stored in the archive room in the museum workshop. As part of a collection review of unaccessioned material, a closer examination was undertaken to assess their significance.

Pam Masters was contacted and she agreed to visit Toodyay to name the people photographed. Many of the proofs include identifying information such as the date and occasion. Beth Frayne has also assisted with further descriptions, dates and identification of subjects.

Three images including accompanying information, enlarged from the above scan are presented as follows:



**Fig 2:** In Beech shade house L-R Marian Pitcher, Peg Beech, unknown Dec 1984.



**Fig 3:** In Beech shade house L-R James (Spot) Watson, David Pitcher, and Doreen Watson Dec 1984.



**Fig 4:** Party in private home, people seated 1980s.

## STATUTORY ENVIRONMENT

This proposal does not contain any notable statutory implications.

## **POLICY IMPLICATIONS**

Shire of Toodyay Policy O.4 Museum Collection and Conservation Management Mission Statement articulate that:

*The Museum seeks to collect, document, conserve and interpret the history of Toodyay as well as educate and provide enjoyment in the history of the region.*

The policy states that:

*Acceptance into the collection will be subject to:*

- 6.1. *One of the following themes:*
  - 6.1.1. *Those objects that relate to the cultural history of the Shire of Toodyay prior to European settlement.*
  - 6.1.2. *Those objects that document or relate to European settlement of the Toodyay region with an emphasis on the periods of development from 1830 to 1900.*
  - 6.1.3. *Those objects that relate directly to law and order, law enforcement, convictism in the region, the Police Force in the region and those relating directly to imprisonment, life and conditions in the Newcastle Gaol or the region to become the Shire of Toodyay.*
  - 6.1.4. *Objects/ documents/ materials relating directly to Connor's Mill in its usage as a mill and a power station; to any of the families that lived there; and work, working conditions or life in the mill.*
  - 6.1.5. *Objects that fall outside the region but are relevant to one of the above criteria may be considered for acquisition into the primary collection. Alternatively they may be documented, photographed and returned to the donor, or used in a secondary collection (e.g. for educational purposes).*
  - 6.1.6. *Those objects that relate to the natural history of the Shire of Toodyay.*
- 6.2. *Whether objects are considered, upon assessment, to be significant to the Shire of Toodyay, where significant refers to the historic, aesthetic, scientific and social values of an object.*

Also that:

- 2.1 *Objects will be acquired by donation, purchase or bequest.*
- 2.2 *No object will be acquired that is constrained by any limitations.*
- 2.3 *The intending donor must have legal title to the object, and be willing to pass legal title to the Museum.*
- 2.4 *Acquisition should not duplicate materials already in the collection unless for the exceptional purposes of education, comparison or condition.*
- 2.5 *Objects shall be collected only if in manageable condition and it is deemed possible for the Museum to safely document, conserve, preserve, store, display or interpret the objects without duress to its resources. This includes provenance of the object as well as physical condition.*

The recommendation that follows is consistent with this policy.

**FINANCIAL IMPLICATIONS**

This proposal does not contain any notable financial implications.

**STRATEGIC IMPLICATIONS**

This proposal does not contain any notable strategic implications.

**ENVIRONMENTAL IMPLICATIONS**

This proposal does not contain any notable environmental implications.

**SOCIAL IMPLICATIONS**

This proposal does not contain any notable social implications.

**OFFICER'S COMMENT**

The value of this group of proof prints considered for accession lies in its research value as a set of photographs relating to the Toodyay community during the 1970s and 1980s.

The Newcastle Gaol Museum collection holds some images from this period, but they are generally of poor quality with little associated information attached.

Many of the people in these images have now been identified along with the events that they recorded. Although each image is small, many are quite clear and could possibly be reproduced for use in publications and displays after they have been scanned.

They are in stable condition and could be readily accommodated within the current storage arrangements of the museum's photographic collection. As such it is recommended that the item be accessioned and scanned.

These items could broadly be seen to conform to Theme 6.1.1 (relate to European settlement in the Toodyay region) in the Collections Policy, with the qualification that none date from between 1830-1900.

**OFFICER'S RECOMMENDATION/MOTION**

**MOVED A Bell**

The Museum Advisory Committee recommends to the Chief Executive Officer of the Shire of Toodyay that it accession the Pam Masters group of black and white images comprising 45 proof prints and 3 photographs as part of the museum collection.

**MOTION CARRIED**

**9. REPORTS OF COMMITTEE MEMBERS**

**9.1 Cultural Vibrancy of Toodyay**

Manager Community Development provided an overview of a seminar she attended regarding Arts and Culture. The Director General from the Department of Arts and Culture mentioned during the seminar that

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four places in WA (Subiaco, Fremantle, Margaret River and Toodyay) were culturally vibrant and attracted creative people. The Director General went on to say that these places grew through a variety of events and activities.

**10. NEW BUSINESS OF AN URGENT NATURE**

Nil.

**11. NEXT MEETING**

The next meeting is scheduled for 18 February 2016, commencing at 4.00 pm.

**12. CLOSURE OF MEETING**

The Chairperson declared the meeting closed at 5.17 pm.



## **ADDENDUM**

Attachments to Minutes of the

## **MUSEUM ADVISORY COMMITTEE MEETING**

**19 November 2015**





**ADDENDUM**  
ATTACHMENTS TO MINUTES OF THE MUSEUM ADVISORY COMMITTEE MEETING  
HELD IN COUNCIL CHAMBERS ON 19 NOVEMBER 2015

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### **CONFIRMATION OF MINUTES**

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# STATUS REPORT Museum Advisory Committee

Including Recommendations made to Council, Action List and Completed items

<b>Recommendations made to Council</b>					
<b>Meeting Date</b>	<b>Item</b>	<b>Title/Description of Item</b>	<b>Resp. Officer</b>	<b>Proposed / Notes / Actions to be taken</b>	<b>Deadline</b>
19/11/15 MAC Meeting	8.2	Unaccessioned Material November 2015.	MC	The Museum Advisory Committee recommends to the Chief Executive Officer of the Shire of Toodyay that it accession the Pam Masters group of black and white images comprising 45 proof prints and 3 photographs as part of the museum collection.	Note: CEO has delegated authority given to him by Council to complete this.

<b>ACTION LIST</b>					
<b>Meeting Date</b>	<b>Item</b>	<b>Title/Description of Item</b>	<b>Resp. Officer</b>	<b>Status / Action / Notes or Comment</b>	
19/11/15 MAC Meeting	N/A	N/A	MC	No actions during meeting.	



# STATUS REPORT Museum Advisory Committee

Including Recommendations made to Council, Action List and Completed items

COMPLETED RECOMMENDATIONS THAT HAVE GONE TO COUNCIL (and ACTIONS Completed)					
Meeting Date	Item	Title/Description of Item	Resp. Officer	Status / Action / Notes	RESOLUTION NO.
21/02/2013	7.1.1	Heritage Master Plan	MCD	That the Committee endorse the strategic recommendations identified in the Shire of Toodyay Heritage Master Plan: MD1. Complete the developments of Newcastle Gaol and develop the Newcastle Police Stables area as suggested in the Newcastle Convict Depot Interpretation Plan when this document is written. MD2. Review the fee structure of the Toodyay museums to maximise interest in visitation. MD3. Ensure that the museums are open seven days a week. MD4. Seek funding and develop better methods of heritage experience delivery during peak periods or in association with tours. HT3. Improve directional signage to the Newcastle Gaol Museum (under the guidance of Main Roads regulations) and along Julimar Road.	318/11/12 (before advertising)  9.5.6 21/05/2013 163/05/13 (referred to Council Forum).  *Status is awaiting for Laura Grey to provide report.
21/02/2013	7.1.1	Heritage Master Plan	Museum Curator/CEO	That the Museum Curator is to be congratulated on the comprehensiveness and vision of the Heritage Master Plan.	Completed.
21/11/13	9.1	Unaccessioned material – James Sinclair Family Bible	Museum Curator/CEO	Will go to the March Council Meeting	Completed.
21/11/13	9.2	Unaccessioned material – Screw Top Glass Bottle late 19th century / early 20th century	Museum Curator/CEO	Will go to the March Council Meeting	Completed.
13 February 2014	8.1	Unaccessioned material – Framed watercolour of Yandee Homestead by Percy Hunt, 1947	Museum Curator/CEO	That the Museum Advisory Committee recommends to Council that it accession the framed watercolour of Yandee homestead by Percy Hunt, 1947 as part of the museum collection.	Completed.



# STATUS REPORT Museum Advisory Committee

Including Recommendations made to Council, Action List and Completed items

<b>COMPLETED RECOMMENDATIONS THAT HAVE GONE TO COUNCIL (and ACTIONS Completed)</b>					
<b>Meeting Date</b>	<b>Item</b>	<b>Title/Description of Item</b>	<b>Resp. Officer</b>	<b>Status / Action / Notes</b>	<b>RESOLUTION NO.</b>
13 February 2014	8.2	Unaccessioned material – Panoramic photograph of Yandee homestead by W.R. Wallace, circa late 1940s	Museum Curator/CEO	That the Museum Advisory Committee recommends to Council that it accession the panoramic photograph of Yandee homestead by W.R. Wallace as part of the museum collection.	Completed.
13 February 2014	8.3	Relevance of the Museum Advisory Committee	Museum Curator/CEO	That the Museum Advisory Committee conducts workshops on the 16 April 2014, 23 July 2014 and 22 October 2014 at 4.00pm.	Completed.
8 May 2014	8.1	Purpose of the Museum Advisory Committee	Museum Curator/CEO	The Museum Advisory Committee recommends to Council the following: 1. The terms of reference to remain as they are at present and to include point C “To provide opportunity for matters of interest or concern regarding the museum to be discussed”. 2. That delegation authority is granted to the Chief Executive Officer in respect to accession and deaccession matters.	Completed.
14 August 2014	8.1	Unaccessioned material – Ladder, wooden, 19th century	Museum Curator/CEO	That it accession the nineteenth century wooden ladder as part of the museum collection.	Completed.
14 August 2014	8.2	Unaccessioned material – painted wooden panel, Royal Coat of Arms	Museum Curator/CEO	That it accession the wooden panel with the Royal Coat of Arms painted on it as part of the museum collection.	Completed.



# STATUS REPORT Museum Advisory Committee

Including Recommendations made to Council, Action List and Completed items

COMPLETED RECOMMENDATIONS THAT HAVE GONE TO COUNCIL (and ACTIONS Completed)					
Meeting Date	Item	Title/Description of Item	Resp. Officer	Status / Action / Notes	RESOLUTION NO.
14 August 2014	8.3	Unaccessioned material – collection of photographs and documents pertaining to the Sinclair family donated as a group by Marilyn Walker in late 2013	Museum Curator/CEO	That the Sinclair Family photographs be accessed into the museum collection.	Completed.
14 August 2014	8.4	Unaccessioned material – table, jarrah 1870s	Museum Curator/CEO	That it accession the 1870s jarrah table as part of the museum collection.	Completed.
21/11/13	9.1	Unaccessioned material – James Sinclair Family Bible	Museum Curator/CEO	Will go to the March Council Meeting	Completed.
21/11/13	9.2	Unaccessioned material – Screw Top Glass Bottle late 19th century / early 20th century	Museum Curator/CEO	Will go to the March Council Meeting	Completed.
13 November 2014	9.1	Wicklow Shearing Shed	MCD/MPD	Audrey to speak to Graeme – Manager Planning & Building that quotes be sought to build a new shed to house objects deteriorating in order to put to Council for 2014/2015 budget consideration.	Completed.
20 August 2015 MAC Meeting	Minutes	There are no recommendations requiring a Council Decision	Museum Curator	Nil.	N/A



# STATUS REPORT Museum Advisory Committee

Including Recommendations made to Council, Action List and Completed items

COMPLETED RECOMMENDATIONS THAT HAVE GONE TO COUNCIL (and ACTIONS Completed)					
Meeting Date	Item	Title/Description of Item	Resp. Officer	Status / Action / Notes	RESOLUTION NO.
20 August 2015 MAC Meeting	8.2	Unaccessioned material – August 2015	Museum Curator/CEO	<p>That the following objects be accessioned into the museum collection:-</p> <p>Road map, Toodyay c1950s;            Road map, West Toodyay August 1969;            Peace Loan 1919 brass plaque mounted on wood;            Painting oil on board Newcastle Gaol 1976 cm H:60.5, W:70.4;            Painting oil on board Steam train 1984 cm H:49.5, W: 85;            Hymn book Sacred Songs &amp; Solos early 20th century, Toodyay Methodist Church inscription 1927;            Wallet and contents c1919 owned by Trooper Hughie Robinson from Toodyay;            Photograph, Newcastle Gaol ruins c1960/61 cm H: 15.2, W: 20; and            Photograph Newcastle Football team 1905.</p>	
20 August 2015 MAC Meeting	8.2	Unaccessioned material – August 2015	Museum Curator/CEO	That the overall vision (strategic direction) of the museum be reviewed by the Museum Advisory Committee; and	
20 August 2015 MAC Meeting	8.2	Unaccessioned material – August 2015	Museum Curator/CEO	The Collections Policy be reviewed by the Museum Advisory Committee.	







