



**Windham Museum Trustees
Meeting Wednesday, March 8, 2023
Armstrong Memorial Building, 7:00PM**

Present: Diane Farmer (Regular), Linda Janulis (Alternate), Carol Pynn (Regular), Derek Saffie (Regular), Dana Snow (Alternate), Wendy Williams (Regular)

Ms. Janulis was seated for Ms. Manthorne.

Ms. Williams motioned to accept the minutes of the February 8th meeting; second by Ms. Farmer, 5 - 0.

No update on museum access codes and basement keys.

Ms. Snow shared an update on the high school volunteer program. The volunteer workshop on March 15th was canceled, and two workshops scheduled for March 22nd and April 19th; it is expected all students will be able to attend both sessions. Most students expressed interest in continuing to work from the museum rather than from home. There are a couple of volunteers interested in assisting with the April 16th open house.

Mr. Saffie shared an IT update. The museum email has been set up in Outlook and a SharePoint account has been set up.

Ms. Janulis shared a draft of a flyer she created to spread the word about museum group tours. She will work with the SAU and schools to get the flyer distributed in schools. In addition to the flyer, she plans on having a draft of a brochure ready for the next meeting.

Ms. Janulis suggested the museum purchase feather pens/pencils as souvenirs for young children on tours. The Trustees were agreeable to the purchase.

There was discussion of the April 16th open house to be held from 2PM to 4PM.

There was a brief discussion of museum tours for the third grade. The tentative date is May 3rd.

Ms. Farmer shared the schedule for the fourth grade "colonial days" to be held on March 17th at Golden Brook School. The museum will have a room to set up artifacts and flax break demonstrations. Ms. Farmer and Ms. Pynn will represent the museum, and Mr. Coole plans to also be present for half the day. There was discussion of which artifacts to bring, while being mindful of the twenty minute sessions.

Ms. Williams motioned to adjourn at 8:05PM; second by Mr. Saffie, 5 - 0.