



**Windham Museum Trustees
Meeting Wednesday, April 12, 2023
Armstrong Memorial Building, 7:00PM**

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

Ms. Williams motioned to accept the minutes of the March 8th meeting; second by Ms. Farmer, 4 - 0 (Ms. Manthorne abstained as she was not present at the meeting).

Ms. Snow provided an update on the student volunteer program. Two volunteers expressed interest in volunteering at the April 16th open house. All volunteers are expected to attend the April 19th volunteer workshop.

There was discussion of the next steps for the volunteer program once data entry is completed. The catalog entries from Google Sheets will be uploaded to CatalogIt following the April 19th workshop. Once the data entry is finished and entries in CatalogIt, the focus will be on locating and photographing the artifacts. Ms. Snow will verify if monthly volunteer workshops will continue over the summer.

Ms. Manthorne received keys for the basement.

Ms. Farmer shared a summary of the fourth grade Colonial Days. There were nine classes that rotated through the museum's exhibit, and she felt that the students enjoyed the flax demonstration and artifacts.

Mr. Saffie will reach out to IT support about getting access to the museum's voicemail system. He will also invite Tom Moore to the regularly scheduled May meeting.

Ms. Janulis shared the flyer she created to promote museum tours to local groups. She will wait to post it until the Trustees have voicemail access.

Ms. Manthorne suggested having the scavenger hunt available for children attending the April 16th open house.

There was discussion of holding regularly scheduled open houses. Ms. Williams suggested scheduling an open house every three months. The next open house will coincide with the annual "Mystery Tour."

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Ms. Farmer shared the plans for the third grade tours on May 3rd. There will be ten groups rotating through the museum for approximately fifteen minutes per session. The sessions will run from 9AM to approximately 12:30PM.

Ms. Williams suggested a flax demonstration during the third grade tours, but time may not allow for that and it would need to be weather dependent. It may be necessary to select a few items to highlight with the time allotted for the tours.

Ms. Janulis is working on a children's brochure with basic facts about the history of Windham, along with puzzles.

Mr. Saffie motioned to adjourn at 8:14PM; second by Ms. Williams, 5 - 0.