



**Windham Museum Trustees
Meeting Wednesday, July 13, 2022
Armstrong Memorial Building, 7:00PM**

Present: Bob Coole (Alternate), Diane Farmer (Regular), Jean Manthorne (Regular), Carol Pynn (Regular), Derek Saffie (Regular), Wendy Williams (Regular)

Ms. Williams motioned to accept the minutes of the June 8th meeting; second by Mr. Saffie, 5 - 0.

Ms. Williams motioned to accept the minutes of the June 12th meeting; second by Ms. Farmer, 3 - 0, Ms. Pynn and Mr. Saffie abstained as they were absent at the meeting.

Ms. Williams motioned to nominate Mr. Saffie to serve as Secretary; second by Ms. Manthorne, 5 - 0.

Ms. Williams motioned to nominate Ms. Manthorne to serve as Chair; second by Ms. Farmer, 5 - 0.

Ms. Manthorne motioned to nominate Ms. Williams to serve as Vice-Chair, but Ms. Williams declined.

Ms. Williams motioned to nominate Ms. Farmer to serve as Vice-Chair; seconded by Ms. Pynn, 5 - 0.

There was a discussion of the next CatalogIt workshop / open house. Ms. Manthorne informed the Trustees that she had received communications from four high school students interested in volunteering at the museum. It was agreed that there will be a workshop and open house on August 3rd (7:00PM to 8:30PM) at which prospective volunteers could attend and learn more about the opportunity.

Ms. Manthorne invited the Conservation Commission to the August 10th meeting of the Trustees and is waiting for confirmation from Dave Curto.

Mr. Saffie gave an update on the purchase of a new PC for the museum. The new PC cost approximately \$860 from the budget. There was discussion of also purchasing a new printer, preferably with the capability of printing high quality photographs and scanning / copying larger format materials. After discussion it was agreed that a budget of \$1,500 will be allocated for the purchase of a new printer.

Ms. Williams received information from Jessica Benson regarding planning for a tour for the 2022 - 2023 school year. Megan Corcoran will be the curriculum director and point of contact for scheduling the tour for the third grade class.

The Windham Historical Society will hold their mystery tour on July 30th at 1:30PM; participants will meet at the museum.

DRAFT - July 14, 2022

Ms. Manthorne informed the Trustees that the basement of the Armstrong Memorial Building has been deemed a workplace hazard and the Trustees no longer have independent access to the basement. Access can be coordinated as needed.

Ms. Williams reminded the Trustees of the upcoming deadline to submit the 2023 budget.

Ms. Williams motioned to adjourn at 8:07PM; second by Mr. Saffie, 5 - 0.