



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

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

Ms. Williams motioned to accept the minutes of the January 11th meeting; second by Mr. Saffie, 5 - 0.

Brian McCarthy attended the meeting to discuss improving communication between town administration and the Trustees. Mr. McCarthy shared his background and some of the issues he has encountered as town administrator.

Ms. Manthorne provided Mr. McCarthy with a brief history of the museum and its collections.

Ms. Manthorne expressed concern that she was not informed of the budget schedule. Mr. McCarthy explained the challenges he and the finance director faced with putting together the budget for 2023 and he promised the procedure would be improved for next budget season.

Ms. Manthorne asked Mr. McCarthy about access to the basement. The Trustees were locked out of the basement without notification and were informed they could not have keys. Mr. McCarthy stated that he was told the Trustees were notified. Mr. McCarthy committed to providing the Trustees with three keys for basement access.

There was discussion of storage needs for the museum and Ms. Manthorne asked Mr. McCarthy to include the Trustees in long term planning.

Mr. McCarthy committed to resolving issues with security system codes.

Ms. Snow expressed her concern that any improvements made to the Armstrong Memorial Building would not be detrimental to the history or integrity of the building.

Ms. Williams informed Mr. McCarthy that the budget materials have historically been sent to committees in August to be returned in September. Mr. McCarthy will work with the finance director to create a process that gives committees adequate time to put together a budget. Training will be offered on the new budget process as it is finalized.

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Mr. Saffie shared some of the issues he has encountered when working with the outsourced IT support. Mr. McCarthy will schedule a call with Mr. Saffie and Thomas Moore of Rockport Technologies. He will also invite Mr. Moore to the April 12th Museum Trustees meeting.

Ms. Snow updated the Trustees on the status of the student volunteer program. After following up with the volunteers, a couple of the volunteers were interested in completing volunteer work at the museum, while others may prefer working from home. Ms. Snow will try to schedule a volunteer workshop for March 15th.

A couple of the volunteers were interested in helping with open houses. There was discussion of doing a modified scavenger hunt to help familiarize the volunteers with artifacts. Linda Janulis suggested putting together a scavenger hunt where the volunteers could use their cellphones. Mr. Saffie suggested using QR codes for the scavenger hunt.

Ms. Manthorne mentioned that the volunteers liked trying to find the physical artifacts and suggested they might be interested in the entire process of finding an artifact, photographing it, and cataloging it.

An open house will be held on April 16th from 2PM to 4PM.

Ms. Janulis volunteered to reach out to other children's groups that may be interested in museum tours.

Ms. Janulis shared her idea of writing a booklet about Windham's history and the museum for juveniles.

Ms. Williams motioned to explore writing a juvenile booklet about the museum; second by Mr. Saffie, 5 - 0.

Ms. Williams motioned to explore the cost of printing the aforementioned booklet; second by Mr. Saffie, 5 - 0.

Mr. Saffie motioned to adjourn at 8:42PM; second by Ms. Pynn, 5 - 0.