

# DRAFT - February 24, 2021

**Windham Museum Trustees  
Meeting Wednesday, February 23, 2022  
Armstrong Memorial Building, 7:00PM**

Present: Diane Farmer (Regular), Jean Manthorne (Regular), Derek Saffie (Regular)

Diane Farmer made a motion to accept the minutes of the November 10, 2021 meeting; second by Derek Saffie, 3 - 0.

Jean Manthorne received the camera, accessories, and tripod as discussed in a previous meeting. There will be a future workshop held to learn how to use the camera.

There was discussion of future open houses, which may be scheduled around days when trustees will be at the museum doing cataloging work.

There was a CatalogIt workshop to experiment with creating entries and learning to use the software. It was decided that the next regular meeting, March 9th, will be a dedicated workshop for CatalogIt.

Peter Gumaskas volunteered to create a floorplan for the Armstrong Memorial Building that will be used to create a location map.

Diane Farmer made a motion to adjourn at 8:44PM; second by Derek Saffie, 3 - 0.