

## Windham Museum Trustees Workshop Minutes

June 12, 2022

Present: Jean Manthorne (Regular), Wendy Williams (Regular), Bob Coole (Alternate), Dawn Orlando-Kelley (Alternate)

Jean, Wendy, and Dawn worked on the protocols for numbering artifacts and categories for CatalogIt and entered several new artifacts into the database. They developed a numbering system for the various storage units in the Museum that can be used to identify the location of each of the artifacts. IN addition they updated the accession form to add fields for the artifact number, the email address of the donor, the artifact location and the date of entry into CatalogIt.

We had nine visitors including Diane Brooks-Sherry who donated the reproductions of the Windham Almanac and the map of Windham.