



**Windham Museum Trustees  
Meeting Wednesday, November 9, 2022  
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)

Mr. Coole was seated for Ms. Williams.

Mr. Coole motioned to accept the minutes of the October 26th meeting; second by Ms. Pynn, 5 - 0.

Mr. Coole relinquished his seat as regular for Ms. Williams after Ms. Williams arrived.

Ms. Snow provided an update on the high school volunteer program. With the assistance of her husband, the Trustees held a successful CatalogIt workshop on November 6th. Google Sheets will be used to organize data entry work by the volunteers. With a goal of eventually allowing volunteers to do data entry tasks at home, it is expected a couple of in-person workshops will be needed to get the volunteers familiarized with the process.

From the completed surveys of interested high school students, all eight were interested in data entry, and seven were interested in photography. Ms. Farmer has been working to find a couple more high school students who may be interested in photography.

Linda Janulis and Ms. Farmer compiled a scavenger hunt for the upcoming Cub Scout tour. After some discussion, it was agreed the scavenger hunt will be modified with pictures for the younger Daisy Scouts.

The new printer has been set up, but not yet connected to the PC. A larger table/stand may be needed for the printer.

The Town Common Tree Lighting will take place on December 3rd from 2:30PM to 5:00PM. Interested high school volunteers will be invited to assist with museum tours.

Mr. Saffie motioned to adjourn at 7:58PM; second by Ms. Farmer, 5 - 0.