



## MINUTES MEETING December 8, 2015

Committee called to order by S. Burks, Co-Chairman, on December 8, 2015 at 7:05 p.m.

**Members present:** Sarah Burks, Co-Chair, Aimee Taberner, Co-Chair, Geraldine Tremblay, Chris Costello, Jacqueline Bates, Heather Leavell, Tracy Skahan, Ellen Aamodt, Dan Johnson

**Others present:** Annemarie Delaunay-Danizio, James McGough, Trustee Emeritus, Chuck Luca, Terry Shaoul, Meghan McDavid

**Directors' Update-** G. Tremblay reported as follows:

- (i) The award letter for the Arlington Cultural Counsel grant should be received in January 2016;
- (ii) The Annual Appeal letter has been sent out;
- (iii) The Precinct Mailing will be done in February 2016;
- (iv) Prospective dates for the August 2016 event:
  - a. August 7<sup>th</sup>; or
  - b. August 14<sup>th</sup>.

P. McGaffigan reserved both dates and H. Leavell sent a request to reserve the Whittemore Park for those dates as well.

**Fundraising** – The Treasurer's Report was circulated by H. Leavell on behalf of the treasurer in advance of the meeting. In reviewing the reports, we discussed having a mid-year budget check-in at our next meeting.

**Exhibits** – We discussed:

- (i) Storage issues;
- (ii) The false walls and the use of the windows if false walls were removed;
- (iii) The issues with the galleries in general. We discussed prioritizing which galleries to work on and split the updates into phases; and

- (iv) The desk area and purchasing a smaller desk. H. Leavell will measure the desk area.

G. Tremblay made a motion to recommend to the Corporation for A. Taberner to purchase a desk which was found online for \$75. E. Aamodt seconded. Unanimously approved.

**Education Committee** – The committee had a meeting in November to discuss:

- (i) The Arlington Cultural grant;
- (ii) The self-guide for the museum;
- (iii) New signage;
- (iv) The sculpture workshop, archery and other events as well as dates for the events; and
- (v) The Art Venture event which would happen in the first or second weekend in March of 2016,

C. Costello brainstormed ideas for his talk. S. Burks is going to provide C. Costello with the information on how to reserve the room for his event.

**Operations** – We had to table the iPad demonstration for the next meeting. D. Johnson discussed the decline in visitors and how to get the numbers back up. G. Tremblay made several suggestions such as advertising for more group tours and contacting assisted living communities, counsels on aging, senior centers, etc. We also discussed outdoor events while the museum is under construction.

H. Leavell reported that the storage room and attic were cleaned. We discussed a cleaning schedule going forward as well as labeling the items still in the storage rooms and attic so we can determine what to do with those items going forward. E. Aamodt will suggest dates for reviewing the remaining items.

**Strategic Plan** – A. Taberner handed out copies of the strategic plan for review at the next meeting. She will also email copies out as well.

**Minutes of November 10, 2015** – A. Taberner made a motion to approve the minutes of November 10, 2015 as corrected. G. Tremblay seconded. Unanimously approved.

**Volunteer Report** – J. McGough distributed and summarized the volunteer report. A. Taberner made a motion to accept the volunteer report. E. Aamodt seconded. Unanimously approved.

**Events Calendar** – We discussed the docent event for the upcoming weekend and the display cases at Town Hall.

A. Taberner discussed dates for the band to play which would be either June 11<sup>th</sup> /18<sup>th</sup> or July 23<sup>rd</sup>/30<sup>th</sup>. A. Taberner is going to reserve the room in case of rain. We discussed the type of event and that it would be something along the lines of a picnic in the park.

A copy of the Legendary Locals of Arlington book was passed around. We discussed having a book signing event. G. Tremblay is going to reach out to Barbara to see if we can get copies of the book to sell.

We also discussed the Boston by Foot event and volunteers for the event.

ACTION ITEMS - See running list of AI's

Meeting was called to end at 9:06 p.m. by S. Burks  
Tracy Skahan, Recording/Corresponding Co-Secretary

POC	Event	Dates
Aimee	Gallery Talk - Batzell	October 20, 2015 (done)
Aimee	Town Hall display	Nov./Dec., 2015 (done)
Ellen	Docent Appreciation	December 13, 2015 (done)
James	Gallery Talk, Dallin/Civil War	January, 2016
Chris Costello	Gallery Talk	end Jan or February, 2016
Heather	2015/16 Education Days	TBD
Aimee	Blues/String Band	April/May, 2016
Jackie	Sculpture Workshop	April 2016
Ellen	Boston By Foot visit	July 16, 2016
Directors	Fundraiser	August,2016