

**Members Present:**

Dee Henning, Chairman  
Libby Haynes, Vice Chair  
Barbara Murphy, Secretary  
Carol Sinclair, Gift Shop Manager  
Carolyn Coker  
Gordon Michaels  
Joyce Moran  
Steve Stow  
Holly Nehls

**Absent**

Lou LaMarche

**Others Present**

Julia Barham, Museum Coordinator

1. **Call to Order:** The meeting was called to order by Dee Henning at 1:00 pm.
2. **Town Strategic Plan:** The Strategic Planning Framework was presented by David Smoak, Town Administrator. Committee members were given a document outlining the vision, critical stress factors and priority initiatives. There was a discussion regarding the future plans for the Campbell Station regarding the restoration and its use.
3. **By-Laws and Charter** for Student Committee Members  
Student will be non-voting member of the committee. David Smoak explained that their year-term will need to run from July 1 to June 30<sup>th</sup>. Joyce Moran moved to accept the term as discussed and it was seconded by Gordon Michaels.
4. **Approval of Minutes:** Joyce Moran submitted a motion to approve the minutes the motion was seconded by Barbara Murphy.
5. **Financial Report:** (December) Museum Savings balance \$54,977.06, Museum Checking balance \$5,523.29, Gift Shop Savings balance \$6,467.07. A detailed account was given to each Committee Member.
6. **Historic Resources Coordinator Report:**
  - a. Bright Star Touring Theatre will be presenting the Heroes of the Underground Railroad, Sunday, Feb. 25<sup>th</sup>. Cost to Museum is \$795.00. Volunteers will be needed for the event and to distribute flyers.
  - b. Battle of Campbell Station Exhibit installation is complete. Everyone has agreed it was well done and a great success. The Museum will be presenting a Gift Card to Gerald Augustus for his participation at the opening event and items on loan.
  - c. Volunteers and Docents will be needed for the June Pleasant Forest Cemetery event.
7. **New Business:** None

## **8. Other Business**

- a. Weekend Museum Opening was discussed and set to begin in April 2018. We will be opening on the 3<sup>rd</sup> Sunday of the month beginning April 15<sup>th</sup> and on May 20<sup>th</sup>. Exact hours are to be determined and flyers sent out to the area.
- b. The need for additional Docents/Volunteers was discussed. Julia Barham will be putting out a media release. Each Volunteer will be trained in both the gift shop and museum.
- c. Steve Stow inquired about the Annual and quarterly report distribution. All reports are distributed electronically via Constant Contact (email). No copies are mailed but will be available in the Museum.
- d. Julia Barham confirmed the only official election of officers is in August. When officers are absent the position rolls down to the next officer. If the Chairman is absent the position will be filled by the Vice - Chair and so forth.

## **9. Committee Reports**

- a. Docent Schedule- are still being completed and will be mailed on time
- b. Empathy Cards were sent to Marie Leonard and Barbara Beeler
- c. Oral Histories  
Steve Stow, Mona Smith and Barbara Murphy have formed an Oral History Ad Hoc Committee.

We will be providing copies of the original interview to the Abel family

Continuing to search for a videographer that will work on combining video and still pictures into a finished piece, while working within our budget. Some of the suggestion were to use an Intern and check with David Russell and Dick Angel.

## **10. Meeting adjourned at 2:40 PM**

The next meeting Tuesday, February 27, 2018

Respectfully Submitted,

Barbara Murphy