

## COVERT HISTORICAL MUSEUM ADVISORY COMMITTEE MINUTES

Wednesday, July 17, 2024

Meeting called to order by at Chair Marjorie Clayton at 3:05

Members Present: Daywi Cook, Mia Bennett, Marjorie Clayton, Christy Zwenger

Members Absent: Patrice Jackson

Daywi made the motion to approve the agenda. Christy seconded.

Marge made the motion to approve the minutes with corrections, Mia seconded.

Approved corrections to the minutes:

1. Mr. Llerena is the museum's guest speaker for ~~August~~ <sup>September</sup>, not Mr. DeYoung.
2. Donor letters have been sent out.

### ONGOING BUSINESS

**The Safe:** Its size is important to house the items we want safe. Its cost was discussed as well. A budget range is needed to move forward with it.

Fireproofing a closet in the museum and possibly making the kitchen an archive room were considerations discussed.

Daywi suggested the 2 specific items could be kept in the vault at Township Hall until further steps are taken. Christy made the motion to use the Township vault. Daywi seconded.

**Donations:** Topics discussed per the Donation Policy included the Collections Committee and how long we keep such donated artifacts.

Jean Robinson brought it to our attention that the Covert Museum already has a Donation Fact Sheet which has yet to be approved by the Board.

Temporary custody of artifacts was also discussed. Daywi said that we ~~don~~ not take the items until they are approved for use by the Museum.

How do the items relate to Covert history was another discussion point.

Daywi will check on the authenticity of the already completed Covert Historical Museum Donation Sheet. In the mean time, Mi will proceed constructing a draft for one using the Antiochian Heritage Museum sheet as an example.

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**Guest Speaker:** Hector Llerena is our confirmed speaker at the museum the day of the Pancake Breakfast, September 7, 2024 @ 11:00 am.

It was decided the museum would open its doors from 10:30-noon.

Paul DeYoung will not be a speaker this season.

**Exhibit Renovations:** Mia suggested we need a plan for all to follow which would be project-focused.

**Fundraising:** Donation letters have been sent out.

**Media & Communication:**

**Website:** Due to a credit card mishap, the museum website is still not up and running.

**Email:** The new email to be used soon will be more secure. Volunteers will check the email on Tuesdays and Fridays during their volunteer time.

**Facebook:** Kathy Green and Jean Robinson are its current administrators. Laura at Township Hall will be added as well.

**NEW BUSINESS**

The Historical Museum Committee is strictly an advisory committee. The role of the volunteer needs to be clearly defined. Daywi is working on a draft for this.

Daywi suggested we designate a Museum Manager who Laura will communicate with. She is going to draft a process that establishes the roles for all volunteers and present to the committee at the next meeting.

Email any office supply requests to Mia and she will then forward them to Daywi.

Any emergencies? Call Laura during township hours. If she's not there, call George.

Keys: All designated people now have their key. LaDonna lives close and volunteered to come open the museum as needed on Fridays. Thank you, LaDonna.

Marjorie made the motion we adjourn the meeting. Daywi seconded.  
Meeting ended at 4:59.

Respectfully submitted,  
Christy Zwenger

Approved 9/20/2024