

Town of Franklin, Massachusetts Historical Commission

Meeting Minutes -- December 20, 2011

Commissioners Present: Del Arnold, Alan Earls, Marlene Oliver, Mary Olsson, Debbie Pellegrini, (Chair), Bob Percy (Secretary), Alice Vendetti (Treasurer). *Absent:* none.

Associates Present: Colette Ferguson, Connie Lawson. *Absent:* Eamon McCarthy Earls, Kai Olsson, Mary O'Neill.

Visiting: Caitlin Coyne

Finances -- No bills were received or paid this month.

Last Meeting's Minutes – Approved as amended.

Commission Membership -- Nothing pending.

SUBCOMMITTEE REPORTS

Note: At this meeting we reviewed the current configuration of subcommittees, and discussed the need for changes to make them more effective. Next month's minutes and agenda will reflect these changes.

⊗ **Community Outreach – (Bob, Alan, and Mary O'Neill)**

Bob confirmed that the Museum has an email address. It is franklinhistoricalmuseum@gmail.com.

Bob sent thank you letters to the 5 people who generously donated items to the Museum.

Bob touched base with Susan Nicholl, Executive Director of the MetroWest Tourism & Visitors Bureau, and verified that the Museum is portrayed on her site.

⊗ **Document Preservation and Policies – (Alan, Connie, Del, and Eamon)**

Alan purchased a reference book about managing small museums. This will be very useful as we have questions.

⊗ **Events – (Debbie, Colette, Mary O'Neill, Eamon)**

We hosted the annual Holiday Stroll at the Museum on Dec. 1st. We saw a great number of visitors (perhaps 70 or 80), some of whom were able to meet Mrs. Claus who graciously stopped by.

The display of military uniforms has been a great success. We will take down the display on the first Tuesday after New Years.

All agreed to have another celebration of Ben Franklin's birthday in January, and to invite Vera Meyer back to display and play the glass armonica (Ben's invention).

⊗ **Grants – (Marlene, Alan)** -- No news.

⊗ **Hosting – (Debbie)**

Debbie mailed the Museum hosting schedule to all December hosts.

⊗ **Intern Coordinators – (Alan)**

Lindsey Steward has completed a draft of the Museum Display Visitors Guide, and emailed it to the Commission for comments. It contains info about specific exhibit areas and provides pictures of each. Thank you Lindsey!

Alan reports that Rich S. of Dean College made a brief presentation at the Museum about the archival work he has been doing in the Museum's basement.

Visiting tonight is Franklin native Caitlin Coyne who has extensive training in museum studies and would like to offer her assistance. She recommends that we craft a one-sentence mission statement, and work on a strategic (five year) plan for the museum. She plans to meet with some of us to help us focus on the former.

⊗ **Museum Displays – (Del, Alice, Colette)** -- See Events.

⊗ **Museum Operations - Del (inventory, requests), Alice (finances)**

We discussed and reconfirmed that we will order an upgrade to our current version of PastPerfect software.

⊗ **Publicity – Colette, Mary Olsson, Mary O'Neill** -- No news.

⊗ **Website – Bob, Mary Olsson, Alan, and Connie**

As part of the museum's military uniform display, Bob added Alan's two handouts (in PDF) to the museum website.

Friends of the Franklin Historical Museum (FFHM)

The FFHM currently has over \$3000. in its account.

Correspondence (see other sections)

Housing Rehab Requests – None

Demolition Requests -- None

Research Requests – None

New Business -- None.
