

**COVERT TOWNSHIP
HISTORICAL MUSEUM ADVISORY COMMITTEE
MINUTES – MARCH 18, 2024 REGULAR MEETING**

The meeting was called to order at 1:00 p.m. by Daywi Cook.

Role Call

Present: Daywi Cook
Marjorie Smith *Clayton*
Mia Bennett

Absent: Patrice Jackson
Christy Zwenger

Approve Agenda

Mia Bennett motioned to approve the agenda as presented, Marjorie Smith seconded the motion and the motion passed.

Public Comment

None

**Approve
November 13, 2023
Draft Minutes**

Corrections to the November 13, 2023 draft minutes were identified. Daywi Cook motioned to approve the November 13, 2023 minutes with corrections, Mia Bennett seconded the motion and the motion passed.

Review Budget

The current year museum budget was reviewed. The committee discussed assessing if there will be a need for new museum display cases and other items needed to showcase historical items at the museum. If so, we can consider amending the budget at a later date to include identified purchases once a needs assessment can be completed.

OLD BUSINESS

**Building Repairs
and Maintenance**

Daywi Cook has reached out to George Piggee to get a status update on prior repair requests.

Mia Bennett mentioned that she and LaDonna Golden met with George Piggee at the museum on Friday, March 15, 2024 to confirm placement of the new safe to be purchased and to measure the space to ensure it will fit. Next steps are to purchase the safe and have it installed.

Small cracks in the concrete entrance to the museum had also been filled in for safety purposes.

Equipment Needs

None discussed

NEW BUSINESS

Plan for Programming

The committee discussed inviting speakers to share their experiences living in Covert. The museum has held speaker engagements in the past and the committee feels it will be good to have them this year. We will need to identify potential speakers and contact them to determine their interest and availability.

Covert School fieldtrips to the museum was also discussed. Having kid-friendly displays would be nice.

The committee also discussed the need to map out a floor plan of current displays and develop a floor plan of any changes we may want to make to the existing floor plan. Mia Bennett suggested using the binder with the written tour guide instructions to create the current floor plan as the binder speaks to each display on each floor as visitors tour the museum.

Fundraising Efforts

The committee reviewed the Covert Community Foundation and South Haven Community Foundation materials provided in the board packet. These organizations can be considered for funding opportunities.

The committee reviewed a draft donation letter that will be sent to solicit monetary donations to help fund the museum. The letters will be mailed to prior year donors based on the donor list that has been maintained by the museum.

Volunteer Recruitment and Media & Communication

Covert Township is developing a new Township website. The Museum will be incorporated into the new Township website.

Maintenance of the Museum FaceBook page will need to transition to Covert Township to ensure centralization of all Township media and communication. However, Museum volunteers and others can contribute content to be included on the FaceBook page and/or website.

The committee also discussed ideas such as creating and distributing flyers, expanding social media presence and other advertising opportunities to assist in recruiting volunteers and communicating with the public in general.

The meeting adjourned at 2:03 p.m.

Submitted by Mia Bennett