

## **COVERT HISTORICAL MUSEUM ADVISORY COMMITTEE MINUTES**

Tuesday, May 21, 2024 Meeting

Meeting called to order by Supervisor Daywi Cook at 12:08

All members present.

Approval of agenda and minutes: Daywi made motion. Mia seconded.

**PUBLIC COMMENT:** None

### **OLD BUSINESS:**

#### **1. Guest speakers:**

1) Mr. Mingo is scheduled to speak for the museum event during Reunion Weekend, Friday, May 21 at 2 p.m. The Covert alumni will be posting this event in their flyer.

-Room set up and occupancy regulations in the museum were discussed per this event. The Fire Inspector is to confirm the occupancy regulation.

2) Daywi will follow up on having Mr. DeYoung, Register of Deeds, Van Buren County, and the Lorena Family for future guest speakers.

3) Patrice will reach out to the Pokagon Tribe for our Native American connection.

**2. Volunteers:** Mia and Marjorie will alert volunteers when there is an "all hands on deck" situation.

#### **3. Exhibit Renovations:**

1st) Identify all furniture that does not have a purpose for the museum, and put a sticky note on it.

2nd) Do some minor arranging of the furniture to allow for more ease of movement and flow in the museum.

3rd) Each volunteer and committee member is to submit to Christy up to 5 "new exhibit ideas" before the June meeting. Also: Get feedback from visitors and even have a comment box for any exhibit idea. The possibility of rotating exhibits was discussed as well.

**4. Fundraising:** Daywi has the donor letter ready. She suggested having a QR code on the letter for ease of donation. She will talk to the Treasurer about it. The intention is to make it as easy as possible for donors to give money to the museum.

**5. Media & Communication:**

- The Museum's FB page is up with the intention to encourage volunteer opportunities on the page.
- The new email is to be put in place soon.

**NEW BUSINESS**

**1. Miscellaneous items:**

- The "Open" flag was a success! Thank you to Jean Robinson!
- The flowers are hung up on the porch too! Thank you Covert Public Works!
- The power point on the history of the museum is now on the main computer.
- Daywi is getting 2 air purifiers for the upstairs.

**2. Volunteer roles and possible future exhibits:**

- Empower them to work on the areas of the museum their strengths are most suited for.
- Summer student volunteers: Patrice offered to go into each classroom to "enlist" their services.
- Mia is to set up a "sign up" sheet.
- The Octagon House was discussed as a possible future exhibit.

**3. Donation Policy:**

This will be our first action item for the June meeting.  
Each member is to review the Collections Donation Fact Sheet Daywi handed out and come to the next meeting with suggestions.

Meeting was adjourned at 1:25

Next meeting is Tuesday, June 18, Noon.

Respectfully submitted,  
Christy Zwenger  
Secretary

