

Lisa Mullinax, Sadie Somerville, Barbara Macklem, Maria Burslem, Hans Francke, Allan Kleban, Linda Toman, Pat Morrison, Kelsey Ransick-Curator, guest Marcia Scheflen

**John Cartier came to present a check for \$1,800** to the Arden Craft Shop Museum and Archives Committee (a New Castle county Grant) for the purchase of the new fireproof Filing cabinet (to extend our archival storage space)

**Archives workday** Thursday, February 9, 2:00-5:00 to rehouse photos  
Kelsey will have projects for all committee members who come to work on.

**Photo Workshop** with Liz was held on Feb 8, 2017 at 6:30 before our regular monthly Meeting. Sadie Somerville, Barbara Macklem, Maria Burslem, Hans Francke, Linda Toman, Pat Morrison, Kelsey Ransick, Marcia Scheflen attended

Liz showed the group step by step how to put photos into the database Airtable.

1<sup>st</sup> Photos need to be resleeved

ACSM 00001\_ 5 digit numbers to be assigned

25 photos per folder, about 1 ½ hours for Liz to complete.

Work on boxes in correct order: A 1<sup>st</sup> then B ...

Sign in Gmail Arden 1900

Scanner Epson, Be sure it is turned ON

A few people want to do a hands on training so they can learn it better and then they can teach others how to do it.

**Going away Party For Kelsey** on February 12 at 5:30 at Sadie's house.  
Bring a snack to share.

**Nominations for Archives** committee for **Village of Arden before March 27**

**Hans said that his new neighbor Melissa Parsonson** is interested in history is a member of the Grubb Family. (She moved into Nancy King's old house in Ardencroft on East Mall)

**Kelsey wrote a progress report** for what has been done in the archives and collections.

Need to work more on collections:

Archives arranged, Finding Aid on website, Photos collection, June Kleban Collection, McKinney collection, Institutional archives, Library (Books reference)

Unprocessed collections: Smock, Frank, Hugh Roberts

Oral History Collection

Kelsey presented us with a **book on nomenclature** for museums to help with cataloging. **Kelsey is leaving** her position as Curator of the ACSM and departing Arden on February 24

A position opening has been posted to fill her curator position and she and Barbara and Sadie will be at the Small Museum Conference and letting others know that we are looking for a new curator.

We have one applicant already.

Kelsey will continue to maintain our website and Robin has graciously volunteered to continue working on Exhibitions

Barbara will handle phone messages and emails.

**Archives Committee is cooking Dinner Gild Crab Feast** again this year on March 25<sup>th</sup>.

Prep will be on Friday March 24 at 6 pm

Dinner Advertise to get diners to come

14 tables 2 info tents per table (use postcards)

Hang Poster