

## Archives Minutes 10-14-2020

Via **Zoom conference** and attendance at the Museum due to Covid-19 Stay at home and social distancing

### **Attendance:**

Arden: Lisa Mullinax; chair, *Sadie Somerville*; secretary, *Barbara Macklem, Maria Burslem*, Elaine Hickey, Ardentown: Allan Kleban, Melissa Parsonson, *Beverly Hawkins* Ardencroft: Mary Brent Whipple, *Pat Morrison*, Vicki Scott; Volunteer, *Abby Harting*; curator \* *Italic met in person all others on Zoom*

**October exhibition:** The new exhibition "***Equality in the Ardens- Craftsmanship, Art, Education, Housing and Government.***" will honor women of the Ardens, the 100<sup>th</sup> anniversary of women's suffrage, and the 70<sup>th</sup> anniversary of the founding of Ardencroft in 1950.

Keith and Liz Minsinger came to help with the installation in the Bernie Schwab Community room will open on Sunday, October 18.

For **our opening event, from 1-4:00**, People will enter through the front door and exit through the back where refreshments will be set up on a table outside.

**1-2:00** Melissa –Front door let people in, Sadie inside monitor the people coming in and going out the back, Pat out back with the refreshments

**2-3:00** Beverly- Front Door, Elaine- inside, Maria -out back

**3-4:00** Vicki- Front Door, Barbara- Inside, Lisa -out back

**Front door person** stand or sit outside Front door and let up to 15 people (60% capacity) inside at a time tell them to exit out the back for refreshments, use hand sanitizer inside

**Inside person** will welcome and monitor people coming in and going out the back and inform the front door person when to let more people in. Take down names as they come through so we know who came and how many. Explain the two exhibits and new one in the back room

**Outside back person** will thank people for coming and offer refreshments. Tell people they need to enter from the front not come in the back door.

Vicki get water and cookies at ACME with her nephews discount

Help to bag cookies in plastic bags with stickers on **Saturday at 12:30 Maria and Elaine**

**Annual Giving Campaign** On Oct 2 the mailing was stuffed, labeled, stamped and mailed by able volunteers, thank you. The response has been really good with 17 donations already.

### **Close the Museum Wednesday before Thanksgiving**

**Open for the November 29, Art Trail** (Instead of the Holiday shop) will get more information by next meeting

**Oral History project:** Sadie and Lisa met with Professor Tom Guiler, Winterthur Museum Material Culture Graduate Program, to help us start up the **Oral history project** as a remote interview process via Zoom.

**Sadie sent out an email 10 14-20 to the committee with the basic process** for doing remote **Zoom** oral history interviews which will provide both a recording and transcription. Anyone can do an interview using the basic format and questions. Choose someone you would like to do and we can start as soon as we have a few particulars sorted out.

Lisa is looking into the **license that is needed for Zoom** (\$150 year) to record and provide transcription. She will see if **educational and not for profit** is available and what the cost will be.

Some institutions are getting verbal **permission to record** and ask for release for the museum to use on the zoom interview to cover. If we can get the person we are going to interview to sign the release form before the Zoom meeting that would be perfect.

**Question of Storage of the zoom files.** Lisa says we do not need to record video just voice (take less space to store)

Beverly is happy to get started and she and Maria can interview each other to start.

Mary Brent asked if the list of **questions can be sent** to the person we are going to interview ahead of time so they can be prepared.

**Sadie can provide anyone who want to start to interview**, the tips for doing interviews, a script on starting the interview, the list of questions. When we know the **Zoom account info** and how to record and transcribe the Zoom meeting will be made available.

After the interview is done we will need to **read the transcription** for any errors and spelling (Names Places etc.)

We can create a searchable **finding aid** using key words (Metadata) such as Arden Fair, Ardencroft, artist etc.

#### **Curator report:**

Abby thanks former curators for getting the incredible photographic collection digitized! It makes the process of organizing an exhibition so good.

**Acquisitions:** 2020 Arden Fair T Shirt- accepted

Information on Charle Petit and deed for leasehold- accepted

2015 Arden Fair photo of Lisa Wilson Riblett selling Balloons by Joe DeTufo, signed by artist- Accepted

#### **Good and Welfare:**

Robin MacDonald had her baby! His name is Harry, after her Grandfather.

Sadie had a **recent visitor** to the Museum who bought a **Miriam Hetzel ceramic plate** decorated by Ruth E Berger and wanted to research more about the artists. After leaving the museum they went to Allan Burslem's studio and got a piece from him, to compliment the Hetzel piece. Sadie has been in touch by email sharing lots of information