Medway Historical Society
Meeting 10-6-26
Minutes

Museum Business:

Scheduling when the museum will be open - We will be open on Wednesdays and Sundays. We will be open the first and third Wednesdays and the second and fourth Sundays. We will be closed 10/18 for the cemetery walk. We can decide whether we want to keep that schedule moving forward. This month we will be open the 7th, 21st, 11th, and 25th. We will be open 11-2 Wednesdays and 1-3 on Sundays.

Opening & Closing Procedures – Sheila developed a document. She will leave some at the house so that people have them for reference. We will need to train everyone on how to sell books, calculate the tax, etc. We could include tax in the price of the books so as not to have to calculate it. We do not need to do anything for Venmo sales. Sheila will get a report. Kathy purchased a notebook to record sales. She will leave it here for us to use when the museum is open. We probably do not need to provide receipts. We will add the tax and round it up to the nearest dollar.

Milton Fisher joint program with the Village Church will be in the spring.

The Bell – the work that needs to be done with the well and the well housing was discussed at the CPC meeting. It might not be a good spot for the bell since the new driveway configuration leaves little space for it. We need to think about where it should be.

We have reached 3001 followers on Facebook.

The Selectboard was very complimentary about the museum at the meeting last night. They encouraged people to come to the museum.

Website – Kathy has been working on the online bookstore. She did an inventory of what we have at the old museum. Kathy is putting things that we have in PDF as "digital offerings" on the website. People can download and search them. She is putting the 6 books that we have the most copies of in the shopping cart on the website. She brought all the inventory to Ide. We will keep 1 of each for our collection. We need to think about whether we will reorder books or just sell them until they are gone. We can think about more merch options in the future. We have to figure out shipping and handling charges and someone has to be responsible for checking the shopping cart and handling the shipping.

Events
Cemetery Walk: The times are 4-7. Annmarie updated the group on what needs to be done. The walk will go to certain graves. The path will be lit. Annmarie bought flashlights. MHS has 2 tents we could use. One could be for the start and one for the end. We have 10

volunteers so far. We probably need at least 12 people. The write-ups are done. Volunteers should be there at 3:15. There are 18 people registered for the walk but over 100 who are interested. There is no admission fee but we will take donations. We will make a brochure that is mainly a map of the graves that people will visit.

House Tour: We have 5 homes and the museum. Cher has updated the sheet for the home visits. Sheila will update the letter that goes to the homeowners. The lawn signs advertising the tour will go up the first week of November. We might need to replace those if the condition is poor. We need to get permission to hang up our banners as well. We need a visual to post on the website. We will need to research the houses. Ticket pick-up will be at the Episcopal Church. Homeowners and volunteers will be able to tour at 11:30. We could have music at Ide. The tickets were $40 and $35 for members last time. We will stick with that for this year. We will order circa signs if requested. Last time we printed 200 brochures. Sheila will work on getting volunteers.

Next meeting October 20 at 6:30 at Ide.