



## **Advisory Committee Meeting December 1, 2011**

Members Present: Dr. Jacob Goldberger; Dr. Karen Nathan; Gina Sabiston; Vicki Santini; Ann Wilke; Dr. Roger Scott, Curator; Dr. Jeff Elsberry, Academic Liaison for the College; Ron Bishop, Director of Galleries/Museums  
Members Absent: Richard Akin; Suzanne Edwards; Dr. Stephen Machiz; John Shepphard; Dr. Dean Traiger; Gary Trippe; Dr. Edith Pendleton, VP Strategic Initiatives  
Others in Attendance: Thelma Jones; Genevieve Matz, Recorder

### **1. Welcome and Introductions**

Dr. Goldberger called the meeting to order at 3:40 pm. Ron Bishop, Edison's Director of Galleries and Museum, was introduced as the newest member of the Advisory Committee.

Dr. Goldberger commended Dr. Scott for his continued dedication as Curator and maintenance of the Museum.

### **2. Approval of the Meeting Minutes 9 June 2011**

Dr. Goldberger moved, seconded by Dr. Scott, to approve the minutes, noting one typographical error to be corrected in under approval of the Mission Statement. The motion carried unanimously.

### **3. Donor Support for 2011**

Dr. Scott reported that 66 donors have contributed objects including photographs, books, instruments and nursing attire to the Museum during 2011.

### **4. Museum Website Update**

Dr. Goldberger asked if a master list of donors and their donations is available on the website. Dr. Elsberry explained that this feature will be available once the database inventory is converted electronically.

Several Committee members tested several web search engines and were able to verify results for links to the Museum of Medical History. Some links are outdated and reference the Museum's old location. The College webmaster will be contacted on how to correct this information.

Dr. Scott reported that five video archives, each approximately 5 minutes in length, have been posted to the website, offering the viewer background history and a glimpse of the Museum's offering. The photo gallery portion of the website will be the next area to be developed.

### **5. Short Term and Long Term Storage for Artifacts**

Dr. Elsberry reported that locations have been identified for long-term storage of the Museum's larger objects as well as short-term storage for objects that may be placed on display at external locations or changed in display cases in the Museum. Dr. Elsberry informed the Committee that Richard Aiken is actively seeking storage space within Lee Memorial for short-term use as well as long-term space in the new LeeSar Building.

## **6. Curator's Report**

### *Visitors*

Dr. Scott reported that 1500+ visitors have toured the Museum since the grand opening in late January. These numbers include groups of high school students, nurses, and participants on break from events held in the adjacent meeting room.

### *Hours of Operation*

Dr. Scott discussed his availability for tours outside of the Museum's dedicated hours of 10 am to 2 pm Monday through Friday as well as one evening per month and one Saturday per month.

### *Advertising*

Dr. Scott emphasized the need for additional advertisement for the Museum.

Mr. Bishop recommended linking the Museum's website with the Gallery websites in an effort to reach a broader audience. Mr. Bishop will speak with the Director of BB Mann regarding advertising the galleries and Museum in their designated lobby kiosks as well as in "In Happenings." Mr. Bishop also suggested the development of a Museum Facebook page. Ms. Sabiston volunteered to assist Dr. Scott with that endeavor.

Dr. Elsberry expressed gratitude to Dr. Nathan for her efforts in obtaining coverage of the Museum by the News-Press. Dr. Scott stated that the article was well received and contributed to a number of visitors to the Museum.

### *Volunteers*

Dr. Scott emphasized the need for additional volunteers. He commended Thelma Jones for her ongoing dedication and countless volunteer hours spent cataloguing donations over the years.

Mr. Bishop recommended including a "Get Involved" link on the Museum website for those interested in assisting in the Museum.

### *Museum Membership*

Dr. Scott discussed the merits of joining the National Museum Association and will review requirements and costs for membership.

### *Curator's Manual*

Dr. Scott presented the revised Curator's Manual for review. Dr. Goldberger moved, seconded by Ms. Wilke, to approve the Manual. The motion was passed unanimously.

### *Museum Brochure*

Dr. Scott presented the new Museum brochure for review. In order to curtail expense, the brochure will be prepared in-house and distributed to local Chamber offices and throughout the community.

### *Annual Donor Letter*

Dr. Scott recommended that an annual donor letter be mailed to all donors detailing the year's acquisitions and donors as well as updates on the Museum.

## **7. Future Advisory Meetings/Adjournment**

The Committee agreed to hold future meetings on Monday evenings, beginning at 5:30 or 6 pm. The next meeting is tentatively scheduled for 2-27-12.

Dr. Goldberger moved, seconded by Dr. Scott, to adjourn the meeting at 4:50 pm.