

Museum Committee- Atlas Subcommittee
Meeting Minutes 7/14/21
Location: Remote, via Zoom

Present: Maddi McGraw (Curator), Megan England, Jenna Fribley, Sarah Glass

Absent: None

Meeting called to order by Maddi at 5:31 pm.

Business from the Audience: None

Approval of Agenda and Minutes: The agenda was edited as follows: "Software Download" was added to New Business. Edited agenda and minutes from the June 8, 2021 meeting were approved.

Unfinished Business:

A. Atlas Survey: A list of questions was put together by the Subcommittee and emailed out to each member by Maddi. Sarah stated that she would like each member to choose their favorite ten questions and email them to her to be included in the Free for All News by July 20, 2021. It was agreed that the survey should be ready to go to the public in September. This item will be kept on the agenda under Unfinished Business for the next Atlas Subcommittee meeting.

B. Springfield Arts Commission Grant Funding Use: Sarah stated that the money, totaling \$799.80, could be used for a variety of things, including artist fees, software, design materials, and supplies. She was not sure when the funds were required to be spent by, but she would find out. This item will be kept on the agenda under Unfinished Business for the next Atlas Subcommittee meeting.

New Business:

A. Plan Next Steps: After general discussion, it was decided that the survey would be worked on during the next meeting, and each Subcommittee member would work on getting familiar with the ArcGis software.

B. Software Download: Sarah helped each member download the ArcGis software to their computers.

Meeting adjourned at 7:00 pm.