

Report to the Emily Knapp Museum Board on the meeting between ELK Board Representatives (Jackie Morris, Dan Burns, Pat O'Brien, Sarah Cedeño and Pam Ketchum) and SUNY Brockport Professors, Dr. Neal Keating and Dr. Christine Zinni.

Monday, April 27<sup>th</sup>, 2 pm in Brockport Village Hall Conference Room

Museum Discussion Starters prepared by Pat O'Brien (attached)

The meeting was called to discuss practice and procedures for both Fall 2015 ANT 462 Internship and the general protocol going forward.

Dr. Keating and Dr. Zinni report that as of now, there are 10 students registered for ANT 462, but that the cap enrollment will likely be 15, and those students are expected to fulfill 75-80 hours of work time in the Emily Knapp Museum. Students will be accompanied by Dr. Christine Zinni on Thursday afternoons from 3:30-4:45, and she would like volunteer assistance on those days as well as hours to be worked out between volunteers and presented to Dr. Zinni for distribution.

Students will receive a project list from the Emily Knapp Museum Board and will select specific projects to fulfill Museum needs in the areas including (but not limited to) the following:

- Cataloging
- Conservation Research
- Conservation Process
- Off-site Exhibits
- Marketing
- Events Planning
- Blog Reports

The Museum Representatives reported that we will have a substantial increase in volunteer staff for the Fall 2015 semester and will be able to provide greater access for students.

Pat O'Brien expressed concern about the need for student work to be used for the Museum without threat of litigation. Specifically, a contract will need to be created and signed before students can complete work for the Museum, which will allow the Museum to use the student work with proper crediting. Dr. Keating mentioned that some type of acknowledgement of this could be built into the syllabus, along with Museum hours and potential projects.

Dr. Keating and Dr. Zinni requested that the volunteers present during internship hours undergo docent training.

The Museum Board Representatives explain that Museum artifacts and documents are not permitted to leave the building, and scanning capabilities will be provided for documents.

