

**Cultural and Historic Affairs Committee
Meeting Minutes
Wednesday, April 20, 2022**

The Bethany Beach Cultural and Historic Affairs Committee held a meeting at 10:00 a.m. on Wednesday, April 20, 2022, in the Bethany Beach Town Meeting Room, 214 Garfield Parkway, Bethany Beach, DE 19930.

Members present: Carol Olmstead, who presided; Mary Lou McNERney, Lee Bunting, Jan Kinsella, Carole Calef, Theo Loppatto, Mary Lou Urquhart, and Julie Malewski, Events Director/Media Coordinator.

Absent: Claire Simmers

I. **Minutes from October 12, 2021**, meeting were approved.

II. **Announcements** – need to clean out the upstairs closet and transfer what should be kept to the designated office space at the Dinker-Irvin Museum. Mr. Bunting offered his pickup to transport. Carol suggested she, Ms. Malewski, and Mr. Bunting meet to decipher what to keep after the grand opening is over.

III. Discussion Regarding Dinker-Irvin Museum

- Opening – Ms. Malewski reviewed the task list of what has been completed. 32 confirmed attendees. This is a by- invitation event to council, heads of other Towns Historic committees; dignitaries including Madeline Dunn and Mr. Dinker’s granddaughter. The plan is to have people bring their invitation as their entry to limit capacity (10 in at a time). Have docents on hand for flow and answer questions. A tent will be set up in the back with refreshments (wine, iced tea, cheese/crackers, cookie trays) and music (guitar and piano) for people waiting their turn. Mayor Hardiman will give a short speech and council will cut the ribbon. Public opening the next day. (Press release will go out.) The exterior sign to be installed today. The Allie May model is in place. Elaine Fay is finished her work. Trolley will start bringing people over at 1:30, so committee to meet at museum at 1:30. Estimating 2 hours for the duration of the event. Docents to wear docent badges.

- Days and Hours
 - May through October: Open Tuesdays, Thursdays, & Saturdays 9 am to noon.
 - November through April – Open Saturdays only noon to 3
 - Mr. Bunting suggested “open by appointment” in addition to regular hours. If docents were willing to volunteer. The idea will be shelved until the fall.
 - Rack card – put “check website for details”; change hours on website.

- Docent Schedule

- Ms. Malewski handed the docent packets out to committee members who were willing to be docents.
- Name spellings need to be made:
 - Carole Calef last name
 - Theo Loppatto
 - Mary Lou Urquhart email confirmed
- Ms. Olmstead will schedule another meeting since not all docents attended.
- 2 docents must attend for the museum to be open. Docents need to find a substitute from the docent list if they can't make their shift. Ms. Olmstead agreed to be the contact person as a last resort to find a replacement.
- Docent suggestions: Elaine suggested having as few rules as possible (don't have too many Nos).
 - Open Flag – already purchased and will be available for the Opening.
 - Masks – will be optional. Post sign at Welcome table.
 - Photos – don't address it unless it becomes an issue. “No flash photography” to protect the displays
 - Temperature – Winter: 63 degrees is the base can be moved to 68. Summer: 75 degrees is the base can be moved to 70.
 - Closed for snow. Put chain across steps when closed and include open hours.
 - Have a sign saying Shoes & Shirts required and No food or drinks allowed.
- Dinker Security:
 - find out who replaced John Apple as contact.
 - Increase alarm time from 30 seconds to 1 minute
 - Send docent schedule to the police as a heads up
 - How will the money exchange be handled for merch items?

IV. Future Projects

- Additional Bethany Beach Historic Homes – Ms. Olmstead has gotten 2 calls from people interested in being added to the tour
- Periers Day, July 27, 2022 – WWIIunes wants to return as entertainment.

VI. Set Date for next meeting – Meetings will be moved to the second Wednesday of the month at 10 am.

VII. Adjourn – The Meeting was adjourned at 11:25.