

EDUCATION ADVISORY BOARD
Minutes of the Meeting
January, 26, 2022

In attendance: Chair Chun Majahan, Jena McClure, Gina Chandler, Dr. Maribel Del Rio-Roberts, Ellen Kay, Howie Sorkin, Monica Schlosser (virtual)

Absent: Kirk Englehardt, Helen Cohen

Guests: Antonio Velasco (Veevart), Michael Cobelo (Staff Liaison), Commissioner Howard Meltzer, City Manager Joseph Napoli.

Meeting was called to order by Chun at 6:06pm.

Public input on the agenda: No one on the phone currently.

Minutes from 11/3/21 need to be approved. Motion to approve was made by Chun Majahan with corrections and seconded by Maribel Del Rio-Roberts.

Ellen mentioned that a Cooper City resident is starting a children's library and whether we can support this effort by donating children's books.

Gina brought up that we should make the efforts of the EAB more visible on our EAB Facebook page. Chun consulted with Michael as to whether information posted on the EAB page can also be posted on the Cooper City Facebook page as well. Chun and Gina both have administrator access to the EAB Facebook page. A social media manager for our EAB would be helpful so our site has more traffic. The possibility of having volunteers help out would also be a possibility. Monica noted that she can reach out to the Key Club to possibility recruit a volunteer.

The representative for CatalogIt was not able to attend today's meeting.

AirTable and Collector System were additional opportunities suggested by Howie for the database system.

Subcommittees:

For any members of subcommittees, there will be a GoogleDrive to upload communications/conversations exchanged between meetings.

VeevArt presentation:

Antonio Velasco provided history of the company, an overview of the services that the software can provide, and technical aspects. He indicated that they can assist with putting items in the catalog and website for virtual database. They will help with data integration. Individuals searching the site will be able to filter their search by place, date, type of item, etc. He suggested that a Collection Management System (CMS) may be a

good fit for our needs to display personal stories, artifacts, etc. He also suggested WordPress and an option.

Presentation Discussion:

Howie asked for clarification on the system recommended in which Chun indicated it was CMS and asked what CMS is. Gina explained that a CMS is a website where people can search for information based on certain criteria (e.x. search for what Greg Ross did during his term as Mayor) and VeevArt seems to provide larger scale projects that have physical locations where you sell tickets, giftshops, etc. There are a few other cities locally that utilize CMS. Discussion on creating the data base first and having a virtual platform prior to finding a physical space. Chun added that Veevart has the capability to do is communicating with members, selling tickets, etc. but cannot assist with cataloging artifacts onto a database. We may need to have someone managing this site regularly like a data manager. Gina noted that CatalogIt can serve all of these functions that are needed since they are database collectors. CatalogIt is \$44.99 per month per Chun's research. Veevart may be a viable option down the line once we want to grow and are able to secure a physical location to house the items. The total cost per year may be between \$1500-\$2000 per year to house the information through CatalogIt. It may also be a good idea to load our videos to YouTube and then embed the links into the catalog.

Michael added that Govoffice houses our city website at the present time and that permissions and timestamps can be included if the museum is house on the City website for ease of access. He also noted that we can provide access to unlimited number of users and total capacity. There are several benefits of hosting on the Cooper City website. We need to have all member buy-in in regards to participate in training and supervising the students. Jena added that using the city website may not be the best option if we lose the quick data management entry and maintenance that other companies provide after Chun voiced concerns regarding feasibility regarding the ability of members to oversee this process. Howie and Commissioner Meltzer noted that we first may need to focus on gathering the items and pieces and identifying the items and then having the high school students just type in the information. Chun summarized that we first need to meet with the residents familiar with the items, then find a way to identify and code the items.

Commissioner Meltzer suggested that we could start with coding and entering into the software immediately to move the process along rather than coding all items prior to entering into the software.

Collector Systems-is also a collection management system which offers archives and history sections.

Gina displayed the Coral Springs History Museum site that utilizes Past Perfect software to illustrate the idea of how the catalog search process would work. The possibility of Air Table was also discussed and the pros and cons of this approach.

Howie will follow up with other collection management systems for additional information to determine if we would like to view other options. Monica asked if we have consulted with the Old Davie Schoolhouse to determine what system they use and Gina indicated that they do not have a virtual catalog system.

Senior Parade: Monica reached out to Mr. Pichardo who sent out a survey to students but the results of the survey are still unknown. He agreed to have his students assist with surveys.

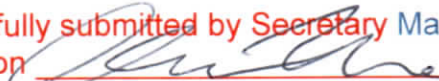
Decal subcommittees: we decided to postpone this discussion for now given that a lot of attention is focused on the museum and senior parade.

503(C) foundation process: Kirk was going to provide us with additional information but he is not present at the meeting.

Monica mentioned that she can reach out to a member of the Davie Historical Society board to inquire as to what they use.

A motion was made to adjourn the meeting by Chun and seconded by Ellen. Meeting was adjourned at 7:56pm.

Next meeting: Next meeting will be Wednesday February 23, at 6:00 pm.

The foregoing minutes were respectfully submitted by Secretary Maribel Del Rio-
Roberts and approved by Chairperson  on date

2 / 23 / 22