

# History House Association, Inc., Board of Trustees 2009 -2014 Goals- Updated

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1. The Skowhegan History House Museum & Research Center operational budget will be increased by at least 20% annually through 2014.

## Action Steps:

- In Practice a. Increase membership annually through direct appeal, brochures, presentations, newspaper articles.
  - b. Create at least one Major Partnership by May 2011.
  - In Practice c. Design and implement at least one appeal-solicitation for donations annually.
  - In Practice d. Continue to explore appropriate grant possibilities and make application when feasible.
  - In Practice e. Promote estate and remembrance donations annually through articles, newsletters, and presentations.
  - In Practice f. Develop and monitor fees and policies.
  - g. Interface with other institutions, as well as, town leadership to foster fiscal relationships such as group purchases, grants, services, increased community support, etc.
  - h. Develop and implement an online Heritage Shop by February, 2011.
2. The physical plant of the Skowhegan History House Museum & Research Center will be improved to better protect the collections.

## Action Steps:

- a. Install climate controls to monitor and amend the climatic conditions in the museum by October 2013.
  - Completed b. Create a trustee Policy and Procedures Manual that would list policies and procedures by September 2009. Such procedures would include but not be limited to flood plans, opening and closing routines, security system, By-Laws, Mission statement, Goals, Articles of Corporation, 502c(3) Status, and routine maintenance measures.
  - c. Complete a professional collections and building assessment by October, 2012.
3. The process of digitally cataloguing all collections and materials housed in the Skowhegan History House Museum & Research Center will be completed so that referencing can be done through computer access by January, 2014.

## Action Steps:

- a. Seek grants to hire professional cataloguers and when successful hire a cataloguer to move the process forward.

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- b. Document what has been catalogued, numeric codes that have been assigned and other system parameters that have been set up by September 2009 and routinely update such as the process is completed.
  - c. Develop a plan of action for the cataloguing process by September 2009. (What cataloguing sequence will be followed?)
4. Patronage at the Skowhegan History House Museum & Research Center will increase by 20% annually through 2014.

## Action Steps:

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| In Practice | a. Publish at least three newspaper ready articles annually.   |
| Completed   | b. Complete documentary by September 2009 for promotional use during presentations, on the website, and as a tour option for those unable to access the museum.  |
|             | c. Create thematic at displays for the traveling history display annually and routinely relocate the display for maximum community promotion.  |
| Completed   | d. Design, develop and maintain a user friendly, interactive, informative website by January 2011.   |
|             | e. Identify (names, addresses, etc.) museum patrons and after hours visitors to heirloom gardens by June 2009.   |
|             | f. Provide at least two informative presentations annually to social organizations, service groups, and/or community leadership groups pertaining to the Skowhegan History House- its services, valuable collections, community benefits, etc.   |
| Completed   | g. Design and create a kiosk by June 2009 to: <ul style="list-style-type: none"><li>1. Provide general information pertaining to the museum and gardens.</li><li>2. Inform patrons of policies and suggested donations.</li><li>3. Provide for collecting outside visitor donations and suggestions.</li><li>4. Inform patrons of other area and historical events.</li><li>5. Provide a place for distributing pamphlets, brochures, leaflets, etc.</li></ul> |
|             | h. Lengthen the season and increase the operational hours of History House by April, 2011.   |
|             | i. Restructure the Curator's work schedule and responsibilities by April, 2011.  |
| Completed   | j. Create and maintain a Facebook page by 1/2011.  |
|             | k. Implement "Themed" approach to programs, events, tours, and displays by January, 2011.  |
|             | l. Host and/or co-sponsor at least 6 events annually by December, 2011.  |
|             | m. Develop an active volunteer force of at least 40 volunteers by October, 2012.   |

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5. The Skowhegan History House Museum & Research Center Heirloom Gardens and landscaping will be maintained and upgraded as needed. The hardscape, such as the walkway, fencing, entrances, and the kiosk, will be monitored to insure visitor and staff safety.

Action Steps:

- a. Secure continued financial support annually for the heirloom gardens.
- Completed b. Replace museum sign and update post by June 2009.
- Completed c. Upgrade/raise and the existing brick walkway to minimize plant growth, to insure the safety of visitors and staff, while maintaining the historic nature of the museum by September 2009.
- Completed d. Install entry hand railings that best reflect the period of the building by September 2009.
- Completed e. Replace the white picket fence by September 2009.
- Completed f. Install and maintain an outdoor kiosk, which provides information on the History House and Museum collection, its schedule, and the Heirloom Gardens.
- g. Replace plant material signage by August 2011.
- h. Revamp garden guide information by June 2011.
- i. Install granite paver pathway to the kiosk by June 2011.