

TROY HISTORIC COMMISSION MINUTES – FINAL**JUNE 26, 2007**

The regular meeting of the Troy Historic Commission was held Tuesday, June 26, 2007 at the Troy Museum & Historic Village. The meeting was proceeded by the annual tour of the buildings at 7:00 P.M. Rosemary Kornacki called the meeting to order at 7:50 P.M.

ROLL CALL

PRESENT: Rosemary Kornacki
 Vera Milz
 Terry Navratil
 Remedios Solarte
 Brian Wattles
 Kevin Lindsey
 Loraine Campbell, Museum Manager

ABSENT: Roger Kaniarz

GUESTS: Barbara Chambers, Historic District Commission
 Paul Lin, Historic District Commission
 Muriel Rounds Historic District Commission
 Fred Rounds, Troy Historical Society
 Ann Partlan, Historic District Commission
 Gary Castile, Historic District Commission
 Ward Randol, Troy Historical Society
 John and Sue Lavender, Troy Historical Society
 Thelma and Al Holdburg, Troy Historical Society
 Judy and Alison Iceman, Troy Historical Society
 Judy Siess, Troy Historical Society
 Gerry Young, Troy Historical Society
 Gloria Anderlie, Troy Historical Society
 Kinda Hupman, Troy Historical Society
 Cathy Ogawa, Troy Historical Society

Resolution #HDC-2007-006-001**Moved by Navratil****Seconded by Wattles****RESOLVED, That the absence of Kaniarz be excused**

Yes: 6 —Kornacki, Milz, Navratil, Solarte, Lindsey and Wattles

No: 0

MOTION CARRIED

Resolution #HDC-2007-06-002
Moved by Navratil
Seconded by Lindsey

RESOLVED, That the minutes of March 25, 2007 be approved

Yes: 6 —Kornacki, Milz, Navratil, Solarte, Lindsey and Wattles
No: 0

MOTION CARRIED

Resolution #HDC-2007-06-003
Moved by Navratil
Seconded by Lindsey

RESOLVED, That the Manager's Report be approved as submitted

Yes: 6 —Kornacki, Milz, Navratil, Solarte, Lindsey and Wattles
No: 0

MOTION CARRIED

New Business

A. Cultural Alliance of Southeast Michigan

Loraine Campbell supplied background and membership materials. The purpose of the Cultural Alliance of Southeast Michigan is to increase awareness of non-profit participation in, and support for, arts and cultural organizations in a seven-county region of southeast Michigan. The Alliance embraces all sizes and disciplines of art and cultural organizations and works collectively to find solutions to the challenges of funding shortages and shifting audience demand that all member organizations face. The three initiatives of the Alliance are:

1. Establish a collective voice for marketing, programming and community relations
2. Connecting assets to reduce costs and achieve economic solutions through creative and innovative management and collaborations
3. Enhance cultural education services of member organization through professional training opportunities, program and project collaborations and collective marketing.

Membership in the Cultural Alliance requires:

1. Resolution of support by the governing board
2. Membership dues (\$250 annually)
3. Membership Information Form
4. Supporting nonprofit and budget documentation

Resolution #HDC-2007-06-004

Moved by Lindsey

Seconded by Solarte

RESOLVED, That the Troy Historical Commission supports membership of the Troy Museum & Historic Village in the Cultural Alliance of Southeast Michigan

Yes: 6 —Kornacki, Milz, Navratil, Solarte, Lindsey and Wattles

No: 0

MOTION CARRIED

B. Review of Museum Assessment Program (MAP) Recommendations

The final report of the Museum Assessment Program (MAP) by evaluator Dr. Charles Watkins was received in April and reviewed by the MAP Team, the museum staff, and members of the Historical Commission, Historic District Commission and Troy Historical Society. Rosemary Kornacki led a discussion of some of the recommendations:

1. Mission and Institutional Planning Recommendation:

“Rewrite mission statement in a best practice format. Consult Anderson, Gail, ed., Museum Mission Statements: Building a Distinct Identity, 2nd Edition, Washington: American Association of Museums, 1998.”

There was consensus that a simple and strong mission statement is extremely important to position the Troy Museum as a recognized, effective cultural institution in the region. There was support for the present drafted mission statement, but also consensus that it would be advisable for an ad hoc group to work with Loraine Campbell to consult the resource noted by the evaluator and propose a final version of the mission statement for adoption by the Historical Commission. The following individuals volunteered to meet as an ad hoc study group: Ward Randol, Judy Iceman, Barb Chambers, Muriel Rounds, John Lavender, and Terry Navratil.

2. Governance Recommendation:

“Change title of Museum Manager to Museum Director. This is, in fact, the title used in the City of Troy’s description of the Historical Commission, Rev. 4-23-90. The change would bring the title more in line with usage in the museum world, and would likely be of help to the Museum in applying for grants as the title implies professional status.”

Loraine explained the city policy for job titles. The Historical Commission will review the language in the City Ordinance.

3. Financial Stability Recommendations:

“The Museum should develop a realistic plan for the growth of personnel. The Museum is, for example, planning to add two major buildings and renovate a third, but there is little, if any, discussion in the plans about how these new facilities will be staffed. Creating a Five-Year Staffing Plan would offer an

opportunity to take a frank look at the Museum's needs beyond the physical ones."

"Perhaps the Museum could negotiate with the City for the retention of a percentage of its earnings, say for two years, to be used to hire someone part-time to work with developing new volunteers for the Museum."

The discussion included staffing assets and needs in the following areas: Administration, collections management, programs, exhibits, and facilities management. The museum staff reported through Loraine that they saw the greatest needs in collections and facilities management.

There was consensus in the group discussion that there is a significant need to increase summer grounds maintenance by the city. The group also discussed funding sources for a volunteer coordinator. Loraine will pursue grant sources.

4. Collections Stewardship Recommendations:
 - a) Reexamine some of the wording on the various collections forms.
 - b) Consider a more formal system of gift and loan acceptance.
 - c) Explore acceptable ways to deal with the large percentage of collection materials without provenance records
 - d) Consider using the more current source on registration methods: Buck, Rebecca A. and Gilmore, Jean Allman, eds., ***The New Museum Registration Methods***, Washington D.C.: American Association of Museums, 1998.
 - e) Consider merging Collections Policy with the Operating Procedure document to produce a collections management policy.
 - f) Attend to basement leaks in storage areas.
 - g) Consideration applying for a General Conservation Survey grant through the Conservation Assessment Program (CAP)

Loraine reported that William Boardman has inherited some collections policies and developed additional policies for new acquisitions in compliance with acceptable museum standards. He and Loraine have been working with Allan Motzny for the City Attorney's Office to draft protocols for old acquisitions without provenance and additional protocols for divesting artifacts from the museum's collection. Rosemary Kornacki and Brian Wattles agreed to meet as an ad hoc committee with museum staff to further review the current policies and MAP recommendations.

Rosemary Kornacki concluded the evening's discussion with thanks to those who contributed to the discussion and who work closely with the museum through other groups. She suggested that the group might reassemble again to discuss other specific MAP recommendations.

The Troy Historic Commission Meeting was adjourned at 9:15 p.m. The next regular meeting will be held Tuesday, September 25, 2007 at the Troy Museum & Historic Village.

Rosemary Kornacki
Chairperson

Loraine Campbell
Recording Secretary