

Committees of the Gunflint Trail Historical Society

The work of these committees follows the mission statement and employs strategies for setting goals and making decisions. Committee members are approved by a motion of the Board of Trustees. Committee meeting space is the Administration Building at Chik-Wauk Museum and Nature Center.

1. Acquisitions and Exhibits
2. Building Projects
3. Executive/Finance/Personnel
4. Fundraising and Grants
5. Grounds and Building Maintenance
6. Marketing
7. Membership
8. Program
9. Special Events
10. Financial Development (capital campaigns)

OUR MISSION

The Gunflint Trail Historical Society builds community by connecting people to the Gunflint Trail Region, sharing its natural and cultural history.

OUR PURPOSE

The purpose of the Gunflint Trail Historical Society is to preserve the history of the Gunflint Trail and its early settlers for residents, guests, travelers and future generations.

GOALS and STRATEGIES must...

- be consistent with our mission
- be financially viable
- have organizational capacity (human resources)
- meet partnership requirements of USFS Special Use Permit
- follow guidelines set in the Cultural Landscape Review (CLR) Option 4
- positively impact the environment
- be sustainable into the future
- include measurable impact (project by project)

Note: Changed title "Site Manager" to "Campus Director" in 2018.

ACQUISITIONS AND EXHIBITS COMMITTEE

INCLUDES TEMPORARY EXHIBIT

PURPOSE:

To oversee all aspects of acquiring artifacts and documents and to oversee how such acquisitions are shared/displayed. To provide overall management of exhibits.

DUTIES:

- Review and become familiar with the *Acquisitions and Collections Management Policy*
- Update *Acquisitions and Collections Management Policy* when necessary, with Board of Trustee approval
- Review existing archives
- Coordinate efforts with *Campus Director*. *Inform Campus Director of items accepted as donations; donor name & contact info; donation, loan, or purchase; storage required, insurance value, and other details for archive records current in Past Perfect. (2018)*
- Research of new exhibits to include:
 1. Design including engineered drawings when required
 2. Budget with formal estimates
 3. Timeline
 4. Human Resources required
 5. Explore funding possibilities
 6. Name one project leader for each exhibit
 7. Work in concert with Building Project Coordinator
- Submit goals for next season by December 31.
- Carry out applicable goals approved by the Board of Trustees.

AUTHORITY:

Report directly to the board when requested. Take general direction from the Board of Trustees. Seek consultation from the *Campus Director*.

WHO:

Mixed membership with minimum of two trustees.

2017-18 Members: Tersenia Schuett, Mona Hanson, Betty Hemstad, Sue Kerfoot, Bill Douglas, Helen Muth

2018-19 Members: Barb Bottger, Mona Hanson, Sue & Bruce Kerfoot, Bill Douglas

2019-20 Members: Barb Bottger, Jane Laurence, Sue & Bruce Kerfoot, Bill Douglas, Betty Hemstad, Fran Smith

BUILDING PROJECTS COMMITTEE

PURPOSE:

To oversee all aspects of board approved building/construction projects in accordance with the Cultural Landscape Review (CLR) and USFS Special Use Permit.

DUTIES:

- Manage all aspects of construction
- Research new building/construction:
 1. Design and engineered drawings when required
 2. Budget with formal estimates
 3. Timeline
 4. Human Resources required
 5. Explore funding possibilities
 6. Name one project leader for each project
 7. Work in concert with Exhibit Project Leader
- Submit goals for next season by December 31.
- Carry out applicable goals approved by the Board of Trustees.

AUTHORITY:

Report directly to the board when requested. Take general direction from the Board of Trustees. Seek consultation from the *Campus Director*.

WHO:

Appointed by the Board of Trustees

2017-18 Members: Dave Tuttle, Bob Baker, Sr., Bruce Kerfoot, GTHS Officers (Barb Bottger, Suzanne Weber, Fred Smith, Bud Darling)

2018-19 Members: Dave Tuttle, Bob Baker, Sr., Bruce Kerfoot, Arden Byers, Jane Laurence, GTHS Officers (Bill Douglas, Suzanne Weber, Fred Smith, Bud Darling)

2019-20 Members: Exec Committee, Arden Byers, Les Edinger, Jane Laurence

EXECUTIVE COMMITTEE

PURPOSE:

To review major issues and make preliminary decisions for discussion and voting at the next full board meeting. To be responsible for bylaws, policy review, board education, board self-assessment, new member orientation, and board succession planning.

DUTIES:

- Review of staff compensation and work hours
- Board member nominations
- Board member selection
- Advising the staff
- Emergency decision-making
- Decision-making authority between full board meetings
- Call closed meetings for purposes of confidentiality when needed
- Submit goals for next season by December 31
- Carry out applicable goals approved by the Board of Trustees.

AUTHORITY:

Report directly to the board. Take general direction from the Board of Trustees.

WHO:

The Officers of GTHS, Past President (liaison to the BoT and the staff)

2017-18 Members: Barb Bottger, Suzanne Weber, Fred Smith, Bud Darling, all current Trustees

2018-19 Members: Suzanne Weber, Bill Douglas, Fred Smith, Bud Darling (all current Trustees)

2019-2020 Members: Suzanne Weber, Bill Douglas, Fred Smith, Barb Bottger

FINANCE COMMITTEE

PURPOSE:

To oversee the management of financial resources for the Gunflint Trail Historical Society

DUTIES:

- Assess budget process by line item
- Create an annual budget attentive to line items
- Expand line items in budget where necessary
- Maintain professional system of checks and balances
 1. Outside reviewer of bank reconciliation statements
 2. Outside professional tax preparation
 3. Review of Annual 990 Tax Return
- Review submissions by other committees to determine financial viability
- Work in consultation/concert with GTHS Treasurer
- Submit goals for next season by December 31.
- Carry out applicable goals approved by the Board of Trustees.

AUTHORITY:

Report directly to the board when requested. Take general direction from the Board of Trustees. Seek consultation from the *Campus Director*.

WHO:

Officers of GTHS/Executive Committee

2017-18 Members: Barb Bottger, Suzanne Weber, Fred Smith, Bud Darling

2018-19 Members: Suzanne Weber, Bill Douglas, Fred Smith, Bud Darling

2019-20 Members: Suzanne Weber, Bill Douglas, Fred Smith

GRANTS AND FUNDRAISING COMMITTEE (for General Operations)

PURPOSE:

Oversee all activities pertaining to grants and fundraising.

DUTIES:

- Research possible grants for ongoing and new projects
- Work with requests for possible grants from other GTHS committees
- Assist *Campus Director* in writing grant proposals
- Develop plan for keeping healthy relationships with major donors
- Work closely with the Membership Committee
- Submit goals for next season by December 31
- Carry out applicable goals approved by the Board of Trustees.

AUTHORITY:

Reports to the Board of Trustees when requested or needed.

WHO:

Site Manager, 1-2 Trustees.

2017-18 Members: Bonnie Schudy, Bruce Kerfoot

2018-19 Members: Bonnie Schudy, Suzanne Weber

2019-20 Members: Bonnie Schudy, Suzanne Weber, Al Flieder

GROUNDS AND BUILDING MAINTENANCE COMMITTEE

PURPOSE:

Oversee general maintenance of the buildings and grounds in accordance with USFS 5-year plan outlined as part of the Special Use Permit.

DUTIES:

- Coordinate efforts for opening and closing of building facilities
- Perform weekly jobs such as weed whipping, lawn mowing
- Be available to staff for minor and/or emergency needs
- Recruit volunteers for larger projects
- Confirm winter road maintenance
- Submit goals for next season by December 31
- Carry out applicable goals approved by the Board of Trustees.

AUTHORITY:

Reports to the Board of Trustees when requested or needed.

WHO:

Staff and mixed membership with 1-2 trustees.

2017-18 Members: Kathy Lande, Dick & Ronene "Ronnie" Smith, Fred Smith

2018-19 Members: Kathy Lande, Dick & Ronene "Ronnie" Smith, Fred Smith

2019-20 Members: Kathy Lande, Fred Smith

MARKETING COMMITTEE

PURPOSE:

To explore and research potential marketing strategies for consideration by staff.

DUTIES:

- Work closely with *Campus Director*
- Evaluate marketing plan and advertising
- Review visitor demographics
- Formalize a marketing plan
- Suggest advertising and social media plan with a budget and timeline by December 31
- Create and carry out evaluation plan
- Coordinate with *Campus Director* on ad placement and social media posts
- Carry out applicable goals approved by the Board of Trustees.

AUTHORITY:

Reports to the Board of Trustees when requested or needed. The *Campus Director* is responsible for bringing marketing proposals to the Board of Trustees.

WHO:

Campus Director and mixed membership with 1-2 trustees.

2017-18 Members: John Hanson, Bonnie Schudy

2018-19 Members: John Hanson, Sue McCloughan, Bonnie Schudy

2019-20 Members: Bonnie Schudy, Sue McCloughan, Al Flieder

MEMBERSHIP COMMITTEE

PURPOSE:

To build and maintain GTHS memberships.

DUTIES:

- Review past membership strategies
- Explore new strategies to increase membership base
- Create & compose annual membership campaign
- Assist *Campus Director* with mailing process
- Submit goals for next season by December 31
- Carry out applicable goals approved by the Board of Trustees.

AUTHORITY:

Reports to the Board of Trustees when requested or needed. The *Campus Director* is responsible for bringing membership proposals to the Board of Trustees.

WHO:

Site Manager and mixed membership with 1-2 trustees.

2017-18 Members: Tersenia Schuett, Bill Douglas, Bonnie Schudy

2018-19 Members: Bill Douglas, Bonnie Schudy

2019-20 Members: Bill Douglas, Al Flieder, Fred Smith

PROGRAM COMMITTEE

INCLUDES WORKING WITH DARK SKY & BOREALIS OBSERVATORY POTENTIAL

PURPOSE:

Explore and research potential programs for consideration by staff.

DUTIES:

- Oversee speaker program for summer GTHS Membership meetings
- Review/evaluate current programming
 - Seasonal GTHS Meeting speakers/topics
 - Tuesday and Sunday Nature Center speakers/topics
 - Broad/ongoing event topics (Nature's Notebook, etc.)
- Assist staff to set calendar content to include budget requests by Dec. 31.
- Assist staff in maintaining existing in-house programs
- Assist staff in recruiting volunteers
- Submit goals for next season by December 31
- Carry out applicable goals approved by the Board of Trustees.

AUTHORITY:

Reports to the Board of Trustees when requested or needed. The *Campus Director* is responsible for bringing content proposals to the Board of Trustees.

WHO:

Campus Director, Nature Center Program Director and mixed membership with minimum of two trustees.

2017-18 Members: Don Wendel, Fred Smith, Fran Smith, Bonnie Schudy, Jacqueline Mallinson

2018-19 Members: Fred Smith, Fran Smith, Bonnie Schudy, Jacqueline Mallinson

2019-20 Members: Fred Smith, Joel Halvorson, Fran Smith, Bonnie Schudy, Suzanne Weber, Kathy Lande, Judy Edlund

SPECIAL EVENTS COMMITTEE

PURPOSE:

Oversee all Special Events.

DUTIES:

- Coordinate all aspects of scheduled special events and Membership meetings
- Recruit, organize and schedule volunteers
- Work closely with other committees when needed
- Submit goals for next season by December 31
- Carry out applicable goals approved by the Board of Trustees.

AUTHORITY:

Reports to the Board of Trustees when requested or needed.

WHO:

Mixed membership with 1-2 Trustees.

2017-18 Members: Judy Edlund, and wonderful volunteers

2018-19 Members: Judy Edlund, and wonderful volunteers

2019-20 Members:

PERSONNEL COMMITTEE

PURPOSE:

Oversee all matters relating to personnel

DUTIES:

- Conduct annual performance reviews with staff
- Recruit new trustees
- Recruit new staff/employees when necessary
- Be available to mediate grievances among staff
- Carry out applicable goals approved by the Board of Trustees.

AUTHORITY:

Reports to the Board of Trustees when requested or needed.

WHO:

Officers of the GTHS/Executive Committee, Past President

2017-18 Members: Barb Bottger, Suzanne Weber, Fred Smith, Bud Darling

2018-19 Members: Suzanne Weber, Bill Douglas, Fred Smith, Bud Darling, Barb Bottger

2019-20 Members: Exec Committee

DEVELOPMENT COMMITTEE

(Capital Campaigns, Endowment, Special Projects, Program Support, eBlasts, Mailings)

PURPOSE:

Oversee all fundraising activities pertaining to development.

DUTIES:

- Work with GTHS Board of Trustees long range strategic plan and priority project list
- Set priorities and goals, evaluate plans and strategies
- Coordinate campaigns; report outcomes to Board of Trustees
- Research grant opportunities
- Identify and maintain list of current and potential donors
- Develop plan for retaining healthy relationships with major donors
- Encourage full Board of Trustees to participate in giving
- Submit goals for next season by December 31

AUTHORITY:

- A standing committee established annually by the Board of Trustees.
- Reports to the Board of Trustees.
- Committee Chair is appointed by the Committee annually.

WHO:

2018-19 Members: Barb Bottger, Jim Edlund, Bruce Kerfoot, Bill Douglas, Arden Byers

2019-20 Members – Capital Campaigns: Bill Douglas, Bruce Kerfoot Fred Smith,

2019-20 Members – Endowment, Gift Club, Membership: Fred Smith, Suzanne Weber

Committee Members

Acquisitions and Exhibits

1. Bill Douglas
2. Barb Bottger
3. Jane Laurence
4. Fran Smith
5. Betty Hemstad – Cabin floorplan, furnishings, narratives
6. Bruce Kerfoot

Building Projects

1. Executive Committee
2. Arden Byers
3. Les Edinger
4. Jane Laurence
- 5.

Finance Committee - Same as executive committee

Grants and Fundraising Committee for General Operations

1. Bonnie Schudy
2. Suzanne Weber
3. Al Flieder (tentative)

Grounds and Building Maintenance Committee

1. Kathy Lande
2. Fred Smith

Marketing Committee – annual budget, eBlasts, ad design, ad purchase, social media

1. Bonnie
2. Al Flieder (tentative)
3. Sue McCloughan

Membership Committee

1. Bill Douglas
2. Al Flieder (tentative)
3. Fred Smith

Program Committee

1. Fred Smith
2. Joel Halvorson
3. Staff (Bonnie, Kathy, Eddie)
4. Fran Smith
5. Judy Edlund

Special Events Committee

1. Judy Edlund (*through June 30, 2020*)
2. Suggest Cherlyn Morrison, Fran Smith, Carol Byers
- 3.

Personnel Committee – Executive Committee +

1. Past President

Development Committee

Capital Campaigns

1. Bill Douglas
2. Bruce Kerfoot
3. Bart Bottger (?)

Endowment, Special Projects, Program Support, Gift Club, eBlasts

1. Suzanne Weber
2. Fred Smith
- 3.
- 4.