

## 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)

### LAND ACKNOWLEDGEMENT STATEMENT

*The Gunflint Trail Historical Society acknowledges Chik-Wauk Museum and Nature Center is located on traditional and ancestral lands of Indigenous People, the Anishinaabe/Ojibwe people who cared for and continue to be stewards of their homeland.*

#### Dark Sky

*The Gunflint Trail Historical Society and Chik-Wauk Museum, in recognition of the region's national and international unique Dark Sky Sanctuary designations, strives to preserve this natural environment through implementation of recognized best practices, and through explicit education and outreach activities.*

### MISSION

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

### PURPOSE

The purpose of the Gunflint Trail Historical Society is to preserve the cultural history of the Gunflint Trail, to acknowledge the significance of the natural environment and its influence on Indigenous people to recent inhabitants, and to provide opportunities for exploration and education at Chik-Wauk Museum and Nature Center.

## VISION

The Gunflint Trail Historical Society is the primary resource for history of the Gunflint Trail region. The role of the Gunflint Trail Historical Society is threefold: preservation, presentation, and participation.

**Preservation** of the cultural and natural history of the Gunflint Trail through

- Collecting and storing historical artifacts, photographs, audio and visual stories and documents (including electronic storage)
- Cataloging, describing, interpreting, and mapping historic sites of the Gunflint Trail
- Observing and documenting the natural history of the Gunflint Trail through recordings and citizen-science-based activities

**Presentation** of the cultural and natural history of the Gunflint Trail through

- Exhibits and the library collection at Chik-Wauk Museum, the historic Watercraft collection, and the cabin replica
- Science based displays and the extensive field guide and reference library at Chik-Wauk Nature Center
- Beautiful, well-maintained grounds and gathering places in a backdrop of native forest
- Speaker programs

**Participation** in the cultural and natural history of the Gunflint Trail through

- Providing opportunities to stimulate and inspire lifelong learning
- Interactive displays
- Hands-on multigenerational activities, both indoors and outdoors
- Hiking trails through the forest and along the lake where aquatic life, trees, wildflowers, birds and animals may be observed
- Opportunities to explore views of geological formations, waterways and large-scale landscape settings

## VALUES

Innovation

- Offers dynamic exhibits, activities and events that stimulate and inspire inquiry

Resourceful

- Is a center of active listening and recording of stories

Inclusivity

- Considers the valuable input from visitors

Integrity

- Is a well-known national, state, and local destination
- Collaboration
- Partners with other organizations

### **GOALS and STRATEGIES must...**

- be consistent with the 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

**2020-21 Members:** Bill Douglas, Bonnie Schudy, Kerfoots, Jane Laurence, Barb Bottger

## 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

2020-21 Members: Exec Committee, Jane Laurence, Les Edinger, Bruce Kerfoot (Fred & Arden co-chairs)

## 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)

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

2020-21 Members: Bill Douglas, Fred Smith, Dick Allyn, Arden Byers, Suzanne Weber

## 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

**2020-21 Members:** Suzanne Weber, Bill Douglas, Fred Smith, Arden Byers, Dick Allyn

## **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

**2020-21 Members:** Bill Douglas, Bonnie Schudy, Suzanne Weber, David Coleman, Lee Hecimovich



## **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 & “Ronnie” Smith, Fred Smith

**2018-19 Members:** Kathy Lande, Dick & “Ronnie” Smith, Fred Smith

**2019-20 Members:** Kathy Lande, Fred Smith

**2020-21 Members:** Kathy Lande, Fred Smith, David Coleman, Arden Byers

## 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

2020-21 Members: Bonnie Schudy, Sue McCloughan, Lee Hecimovich, Bruce Kerfoot

## 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

2020-21 Members: Bill Douglas, Bonnie Schudy, LaRaye Osborne, Lee Hecimovich

## PROGRAM COMMITTEE

### Sub-Committees:

Presentations

Dark Sky

Intern Development Program

### PURPOSE:

Explore and research potential programs for consideration.

### DUTIES:

- Review and evaluate current programming
- Assist staff to set calendar & content
- Include budget requests by December 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. Each sub-committee chair is responsible for bringing content proposals to the Board of Trustees.

**WHO:** Mixed memberships 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

**Presentations & Classes Committee:** 2020-21 Oversight of GTHS Meeting speakers/topics, Weekend Nature Center speakers/topics; Broad/ongoing event topics, classes.

Members: Fred Smith, Fran Smith, Bonnie Schudy, Kathy Lande, Lee Hecimovich

**Intern Development:** 2020-21 Members: Bill Douglas, LaRaye Osborne

**Dark Sky:** 2021-22 This diverse group will convene and lay out a comprehensive plan moving forward including program development, the timing and nature of incorporating new partners such as Quetico Park, Voyageur's Park, Heart of the Continent, etc. Members: David Coleman, chair, Al Flieder, Suzanne Weber, Fred Smith, Jessica Rodgers (Prof. UMD, Instructor and Director Alworth Memorial Planetarium), Mark Hollabaugh (tentative) (Prof. and author of "The Spirit and the Sky: Lakota Visions of the Cosmos"), Bill Douglas, ex officio.

## **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:** Judy Edlund, and wonderful volunteers

**2020-21 Members:** Shrimp Boil: Spanglers; Pie & Ice Cream Social: Kerfoots

## 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

**2020-21 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

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

2020-21 Members – Endowment, Gift Club, Membership: Bill Douglas, Bruce Kerfoot, Fred Smith

*(NEEDS 2-3 Members)*

## 2021 Committee Members

### Acquisitions and Exhibits

1. Bill Douglas
2. Bonnie Schudy
3. Bruce & Sue Kerfoot
4. Barb Bottger
5. Jane Laurence
- 6.

### Building Projects

1. Executive Committee
2. Jane Laurence
3. Les Edinger (confirmed)
4. Bruce Kerfoot
- 5.

### Executive Committee

Bill Douglas, President  
Dick Allyn, Vice President  
Fred Smith, Secretary  
Arden Byers, Treasurer  
Suzanne Weber, Past President

Finance Committee - Same as executive committee

### Grants and Fundraising Committee for General Operations

1. Bonnie Schudy
2. Suzanne Weber
3. Bill Douglas
4. David Coleman

### Grounds and Building Maintenance Committee

1. Kathy Lande
2. Fred Smith
3. David Coleman
4. Arden Byers

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

1. Bonnie Schudy
2. Sue McCloughan (confirmed)
3. Lee Hecimovich
4. Bruce Kerfoot

### Membership Committee

1. Bill Douglas
2. Bonnie Schudy
3. LaRaye Osborne
4. Lee Hecimovich



#### Presentations Programming Committee

1. Staff (Bonnie, Kathy)
2. Fred Smith
3. Fran Smith
4. Lee Hecimovich

#### Intern Development

1. Bill Douglas
2. LaRaye Osborne (assist w/LCCMR process)
- 3.

#### Dark Sky

1. David Coleman (Chair)
2. Sue Weber
3. Al Flieder
4. Jessica Rodgers
5. Fred Smith
6. Mark Hollabaugh (will be invited to participate)
7. Bill Douglas, ex officio

#### Special Events Committee

1. Judy Edlund (*consultant*) & *hospitality team*
2. Shrimp Boil: Spanglers
3. *July 4 Open House:*
4. Pie & Ice Cream Social: Kerfoots

#### Personnel Committee – Executive Committee

#### Development Committee

##### Capital Campaigns

1. Bill Douglas
2. Bruce Kerfoot
3. Fred Smith
- 4.
- 5.

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

1. Bill Douglas
2. Fred Smith
3. Suzanne Weber – assist with writing & editing
- 4.