

NAPER SETTLEMENT

NAPER SETTLEMENT MUSEUM BOARD

Monday, July 26, 2010 – 8:00 A.M.

Rescheduled from June 28 because of lack of a quorum.

Mayor's Conference Room - Municipal Center

Special Accommodations: Any individual with a disability requesting a reasonable accommodation in order to participate in a public meeting should contact the Accessibility Coordinator at least 48 hours in advance of the scheduled meeting. The Accessibility Coordinator can be reached in person at 1350 Aurora Avenue, Naperville, IL, via telephone at 630-420-6664 or 630-305-5205 (TDD). Every effort will be made to allow for meeting participation.

1. Call to Order
2. Minutes from Previous Meeting of March 8, 2010 (pgs. 2-3)
3. Preliminary Financials as of April 30, 2010 (pg. 4)
4. Executive Director's Report (pgs. 5-16)
5. Old Business
 - A. Accreditation Committee Minutes (pgs. 17)
 - B. Organizational Sustainability Status Report (pgs. 18-19 + separate attachment)
 - C. Philanthropic Market Study
 - D. Stormwater and Roadway Project Update
 - E. Distinguished Heritage Hall of Honor (pg. 20-21)
6. New Business
7. General Information
 - A. July/August 2010 calendars (pg. 22)
8. 2010 Meetings 8:00 a.m. Mayor's Conference Room
 September 27 – 4th Monday
 December 13 – 2nd Monday
9. Adjournment
 RSVP ATTENDANCE TO TERRI KOSTAL AT 630-420-6011,
 OR EMAIL AT KOSTALT@NAPERVILLE.IL.US

NAPER SETTLEMENT MUSEUM BOARD

Monday, March 8, 2010, 8:00 a.m.

Members Present: Steve Adams, Chris Birck, Dave Kelsch, Kevin Picket, Kyle Todd, Councilman Grant Wehrli and Student Representative Brian Failing

Members Absent: Kimberly Brown, Kitty Murphy, Mayor George Pradel and student representative Taisia Karasev

Staff Present: John Buckley, Joleen Dimond, Dan DiSanto, Peggy Frank, Debbie Grinnell, Harriet Pistorio and Donna Sack

Grant Wehrli called the meeting to order at 8:09 a.m.

The minutes of the December 14, 2009 meeting were reviewed and it was noted that Kevin Picket's name was spelled incorrectly. A motion to approve the minutes, with the correction, was made by Dave Kelch and seconded by Kevin Picket. **MOTION PASSED.**

Joleen Dimond highlighted the Naper Settlement Operating Financial Report for the period ending January 31, 2010. Ms. Dimond noted that overall the results for the first nine months of the year were \$400,000 ahead of plan, despite the elimination of programming, including School's Out and Christmas Memories. This is in large part due to lower than originally planned expenditures, especially in the area of salaries; with a hiring freeze in effect, outsourced positions, and planned reductions in staff positions through departmental reorganizations. A motion to approve the financial report was made by Kevin Picket and seconded by Chris Birck. **MOTION PASSED.**

There were no comments or questions regarding the Executive Director's report.

As part of Old Business, Peggy Frank presented the FY11 Budget Summary and Revised CIP Request. Of special note was the additional grant support secured from Tellabs and Wight and Company, which reduced the request to the City in FY11 for roadway engineering. It was also noted that additional outside funding will be utilized for the roadway and storm water management projects. Grant Werhli stated his appreciation of the efforts to secure outside funding for this type of project support. Discussion ensued regarding the separate memo highlighting the Naperville Heritage Society's plan to delay implementation, by one year, of the increased employee contributions for insurance. The NHS Board came to this recommendation based on a number of factors including; Naper Settlement employees traditionally running a minimum of a year behind city compensation rates, the notable differences in employee benefits, and a desire to give staff more advance notice of this change. The implementation of the employees' contribution would increase 30% over three years beginning on 5/1/11.

Naper Settlement's operational sustainability efforts were outlined by Peggy Frank and Harriet Pistorio, project leader. This project is an institution-wide effort to increase earned revenue, partnerships and volunteerism. The process is team based, with five cross-functional staff teams identified and charged with creative, innovative thinking in five core areas targeted for growth. New training tools are being utilized, with operational staff working together and the director team serving as mentors to the team leaders. All staff are reading John Kotter's Our Iceberg is Melting.

Discussion then turned to the storm water management and roadway improvements project. Peggy Frank reported that at this time, Naper Settlement expects to receive approximately \$653,000 in support from the Illinois EPA 319 grant program. Now referring to the two projects as a single, stormwater site-wide management plan, Judy Biggert was supportive in efforts to secure \$485,000 in United States EPA support. As part of the DuPage County Water Quality Improvement Program, approximately \$180,000 will be awarded to the project. Joleen Dimond and Debbie Grinnell are receiving specialty training on procurement and reporting requirements to meet the EPA conditions and regulations. Attempts to partner the project with the Naperville Central High School storm water project has met with some challenges. The school award was to the lowest qualified bidder, which had Naper Settlement and the City as the highest cost for alternates, due to overtime issues related to the time in which to complete all components, if chosen, within the summer break. Discussion ensued on options for consideration to overcome these cost issues. Currently, the Settlement is looking at the best timing options for the onsite work occurring at the museum, which may take place in the Summer of 2010, Fall of 2010 or Summer 2011. Factors being considered are the impact on operations including earned income, large events and rentals, school programs and general public access. The project will present a dramatic change for the Settlement and will include rain gardens and new landscaping, along with many “green” initiatives.

In new business, Peggy Frank encouraged nominations to the Heritage Hall of Honor. Nominees should exhibit “over and above” volunteerism to the Naperville Heritage Society. Nominations can be sent to Terri Kostal.

A question arose from the previous meeting’s discussion of the Preservation Commission. Debbie Grinnell updated the Board on pending legislation for tax credits as incentives for preservation improvements. Dave Kelsch encouraged the City to endorse and support these types of measures. Dan DiSanto noted that the City would base its support or opposition to pending legislation based on the legislative action plan.

Brian Failing was thanked for his time serving as a student representative and wished the best on his future endeavors.

The next meeting of the Board will be on Monday, June 28, 2010 at 8 A.M. in the Mayor’s Conference Room.

At 9:01 A.M., Kevin Piket made a motion to adjourn the meeting, seconded by Kyle Todd.
MOTION PASSED.

Respectfully Submitted,

Donna Sack, Director of Visitor Services, Naper Settlement

NAPER SETTLEMENT-OPERATING FINANCIAL REPORT
FOR TWELVE MONTHS ENDED APRIL 30, 2010 (Preliminary)

	Current Month		Fiscal Year 2010						
	FY 10		FY 09	FY 10 Year -to-Date		FY2009	Annual	Budget Amended	Revised
	Actual	Budget	Actual	Actual	Budget	YTD Actual	Budget	Annual Budget	Budget
Revenue									
School Services/Tours	\$45,721	\$39,400	\$42,652	\$168,381	\$172,000	\$165,441	\$172,000	\$172,000	\$172,000
Public Programs	\$21,756	\$40,677	\$28,398	\$52,448	\$94,000	\$73,004	\$94,000	\$94,000	\$70,000
Gate Admissions	\$5,042	\$3,100	\$6,706	\$49,811	\$53,840	\$53,434	\$53,840	\$53,840	\$53,840
Weddings	\$10,153	\$9,260	\$10,317	\$86,961	\$100,500	\$90,128	\$100,500	\$100,500	\$100,500
Other Rentals	\$6,130	\$2,805	\$6,040	\$46,711	\$50,210	\$53,010	\$50,210	\$50,210	\$54,760
Special Events			\$762	\$59,385	\$74,300	\$62,581	\$74,300	\$74,300	\$55,000
Total Operating Revenue	\$88,802	\$95,242	\$94,875	\$463,697	\$544,850	\$497,597	\$544,850	\$544,850	\$506,100
Grant Receipts	\$7,735	\$7,363	\$3,926	\$69,506	\$97,434	\$83,914	\$97,434	\$97,434	\$97,434
Investment Income	\$2,856	\$819	\$1,432	\$62,667	\$37,799	\$59,198	\$37,799	\$37,799	\$21,000
Unrealized Investment Gains/Loss	\$24,880		\$4,947	\$8,896		\$38,303			
NHS Support		\$105,574			\$105,574		\$105,574	\$105,574	\$105,574
Reimbursements									
Other Revenue									
Revenue Excluding Tax Support	\$124,273	\$208,998	\$105,180	\$604,766	\$785,657	\$679,012	\$785,657	\$785,657	\$730,108
Tax Support	\$69	\$310	\$663	\$2,973,416	\$2,955,050	\$3,058,189	\$2,955,050	\$2,955,050	\$2,955,050
Use of Fund Balance		\$104,518			\$104,518		\$104,518	\$104,518	\$104,518
Total Revenue	\$124,342	\$313,826	\$105,843	\$3,578,182	\$3,845,225	\$3,737,201	\$3,845,225	\$3,845,225	\$3,789,676
Expenses									
Salaries and Benefits	\$194,449	\$224,333	\$203,292	\$2,550,677	\$2,930,520	\$2,604,512	\$2,930,520	\$2,738,493	\$2,755,559
Non-salary expenses									
Utilities	\$20,887	\$15,120	\$22,921	\$108,781	\$166,663	\$134,635	\$166,663	\$156,818	\$157,949
Special Events	\$2,085	\$3,840	\$6,126	\$41,472	\$62,194	\$57,373	\$62,194	\$57,508	\$42,769
Program Support	\$3,157	\$1,795	\$8,265	\$42,585	\$60,567	\$47,591	\$60,567	\$67,930	\$48,646
Janitorial Services	\$7,630	\$5,112	\$5,363	\$77,731	\$61,351	\$64,204	\$61,351	\$81,756	\$82,781
Buildings & Grounds Maintenance	\$70,298	\$35,815	\$29,744	\$222,820	\$187,934	\$190,534	\$187,934	\$236,833	\$195,269
Advertising	\$26,807	\$2,600	\$5,700	\$72,783	\$50,436	\$50,411	\$50,436	\$141,607	\$50,436
Printing	\$8,480	\$2,180	\$12,807	\$25,833	\$35,490	\$38,734	\$35,490	\$35,490	\$33,010
Furniture & Equipment	\$15,786		\$39,135	\$52,915	\$82,300	\$137,531	\$82,300	\$85,050	\$73,040
City Support Services		\$193	\$321	\$132,993	\$105,580	\$121,014	\$105,580	\$134,440	\$133,578
Postage	\$999	\$758	\$935	\$8,071	\$9,545	\$8,242	\$9,545	\$8,778	\$8,350
Supplies	\$9,916	\$4,817	\$9,942	\$39,321	\$50,832	\$50,915	\$50,832	\$53,825	\$48,957
Other	\$13,235	\$8,573	\$11,147	\$27,611	\$41,813	\$28,591	\$41,813	\$46,697	\$35,865
Total Non-salary expenses	\$179,281	\$80,803	\$152,407	\$853,069	\$914,705	\$929,776	\$914,705	\$1,106,732	\$910,650
Total Expenses	\$373,730	\$305,136	\$355,699	\$3,403,592	\$3,845,225	\$3,534,288	\$3,845,225	\$3,845,225	\$3,666,209
NET SURPLUS/(DEFICIT)	(\$249,388)	\$8,690	(\$249,855)	\$174,591	\$0	\$202,913	\$0	\$0	\$123,467.00

Naper Settlement Executive Director's Report 06/17/10

Business Department (Joleen Dimond)

- **FY10 Operating Results:** A pledge will not be required from the Naperville Heritage Society (NHS) to support Naper Settlement (NS) operations for FY10. Preliminary financial statements have been completed. Naper Settlement is close to break-even when rolled purchase orders are considered. Naperville Heritage Society operating results reflect a net loss of approximately \$17,000.
- **Audit:** The Finance Committee approved Dugan & Lopatka as auditors for the NHS FY10 financial statements. Interim work was completed June 4 with the year-end field work scheduled for the week of July 12. Ron Marklund is returning as the manager on the engagement.
- **Insurance:** A policy covering the three events not listed under our general liability policy was issued with a small savings compared to the prior year.
- **Staff Development:** Monica Gu and Joleen attended the annual Conference on Not-for-Profit Organizations sponsored by Chicago-Kent College of Law on June 3, 2010.

Development (John Buckley)

- **Sullivan's Wine Dinner:** There were 48 guests at the Sullivan's Wine Dinner on April 26, which is down from last year. The net profit on the event is \$12,000. There is still significant opportunity with this event in future years. Troy Smith, general manager for Sullivan's tried to get the entire event underwritten by the restaurant, but was unable this year. However, Buckley believes this is possible for future years. The printing was underwritten by Minuteman. If these relationships are maintained, this event could be expense free in future years.
- **Planned Giving Program:** Buckley is working with Mark Johnson of the Resource Committee, along with his colleague, Denise Baranowski of Morgan Stanley, and the DuPage Community Foundation to host a planned giving seminar for professionals on September 23. The goal of this program is to get advisors to Naper Settlement and start and/or continue to develop relationships that extend to their clients.
- **Membership:** Year over year, May 2010 was an excellent month for Season Passes and a good month for Sustaining Memberships. Season Pass sales grew 28%. This is due in large part to great weather and attendance at Civil War Days, as well as some members catching up from last year's lapsed memberships. Sustaining Memberships grew at a more modest rate of 10% year over the year. That is more attributable to lapsed members catching up with their renewal.
- **Sponsorship:** To date, 40% (\$28,500) of the FY11 sponsorship goal has been secured or committed. Dinner on the Town, Summer Nights and the Oktoberfest committees have all focused attention on securing sponsorships this year. This is exclusive of the \$22,000 SECA funding for events this year.

Preservation Services (Debbie Grinnell)

- **Site-wide Stormwater Management:**
Grants – Staff, assisted by Wight, are working on all the details for the required paperwork submissions for final contract agreements from the IL EPA 310 and USEPA grants. The DuPage County Stormwater Commission approved the county award June 1st and the full board on June 8th, granting NHS 16% of the project cost, up to a maximum of \$173,899.64.

Engineering – 75% of the complete construction drawing set was delivered for staff review on June 3rd.

Detention Vaults - In partnership with school district 203, construction work has begun in preparation for the shared stormwater detention vaults to be installed this summer on the district's property.

- **Porter Avenue Parking Lot:** As of May 28th, reconfiguration of the museum's portion of the Porter Avenue parking lot began. This is a result of the redevelopment and renovations at Naperville Central High School. IHC, the district's construction management company, is responsible for the project oversight. The lot is to be reopened for use on the weekends. A temporary parking plan is in effect for weekdays in June. Debbie Grinnell coordinated with the City of Naperville, Naperville Park District, District 203, Naperville Police Department and private developer to find parking options for visitors, volunteers and staff. Work is to be completed by June 29th.
- **Log House:** Anne Sullivan and Doug Gilbert, preservation architects, completed their analysis of the log house conditions, with particular focus paid to the condition of the logs and the daubing. Ron Anderson, a wood specialist, was consulted to help in their determination of conditions. Overall the logs are in good condition. In the short-term, exterior cleaning of the logs, removal of daubing from the front of log surfaces, and ongoing monitoring is needed, as is rebuilding of the firebox (interior walls of fireplace) and window re-glazing. To address longer-term concerns re: proper daubing, four different "recipes" for daubing will be used in test joints in order to evaluate over time which is the best mix to be used on the log house when the daubing next needs replacement (most probably when the building is relocated per the master site plan). As a result of the architects' work, task activities were developed and pre-qualified contractors selected to bid on the job. Three of the five pre-qualified contractors submitted pricing, which ranged from \$11,650 to \$21,022. Von Dreele-Freerksen Construction Co. submitted the lowest price. This budgeted work will occur in June.
- **Downtown Advisory Commission (DAC):** Peggy Frank and Debbie Grinnell continue to participate in DAC's update of the downtown master plan which is now in a draft stage. Comments are focused on documenting and encouraging commercial property owners to preserve, adapt or replace Naperville's architecturally significant commercial buildings in order to maintain the downtown's charm and character.
- **Preservation:** The Historic Building Design and Resource Manual has been completed and will be printed with hard copies distributed to property owners in the historic district. The manual will also be available on the City's website. Two public workshops will be held, June 29th and July 14th, to describe the manual and how it can be used to assist homeowners in determining their home's architectural style, significant features, and how that information can be used in planning maintenance, renovation or restoration projects. As part of the commission's ongoing education, Bryan Ogg provided an architectural walking tour for commissioners on May 27th. The City covered the tour cost for the commissioners and planning staff; three residents also paid to join the tour.

Facilities (Sharon Bennett-Hinkle)

- **PEH Phase IV:** The mechanical equipment installation, balancing of both air and water are installed and 100% complete. The new controls software are 95% installed and now fully managing the HVAC systems for the PEH and the MMM. Ongoing "tweaking" of the control programming, the operating parameters, and adjustments will continue through June. Sharon, Tom and Darrell participated in an initial training session where they were shown

how the controls manage the equipment. The controls system is much more detailed on how it indicates the operating parameters, the computer graphics and diagrams for the equipment are real time and indicate air/water flow, temperature, water and CFM volume. The new open protocol HVAC controls have the capability to embrace future software from other operating systems such as lighting control, security, access, and much more. Remote access into the system is now available for the Facilities team to be able to modify and adjust the HVAC system as needed while off site.

- **PEH Roof:** Replacement of the shake roof is planned for FY11. Because the project is budgeted at \$25,000, the threshold for public bid through the City's procurement office, the bid application was posted via Onvia's Demandstar on June 2nd. A mandatory pre-bid meeting will be held June 16th. Bids are due on June 30th. It is anticipated an award of bid will be made in July and work will begin in August.
- **PEH Windows:** The PEH exterior window repairs will begin in mid June with a slated completion by early July. The repairs range from minor caulking, misc. exterior wood replacement, and minimal glass replacement. Stone House Window & Door is the lowest qualified proposer for this work out of five bids.
- **Electrical Infrastructure:** The work to upgrade the electrical service to Naper Settlement was successfully completed
- **Tree Inventory and Map Update:** The 1999 site wide tree numbering system has been updated to include removed trees, new installed trees and shrubs, and the topographical plan now includes the latest site upgrade of the Halfway house ADA ramp project installed in 2009. Visible tree tags still need to be updated throughout the site on specific trees, and will be handled as funds are available with a targeted timeframe in FY11 summer to fall.
- **Memorials/Honorariums:** Three new donor opportunities are currently active: a memorial bench for Jack Frank; a new tree near the Museum Store and the plank road garden on behalf of Carroll Tracey, and a tree from the July "Tour de Trees" north of the blue restroom. Two replacement OTS trees are also being secured for trees that had to be removed. One was at the bus drop off entrance and the other south of the MMM recently removed per the NFD request for closer fire truck access.
- **Cleaning Contract:** Based on the new operational hours of closed on Monday's and a need to reduce fees where feasible without impact to operations, the Coverall Cleaning contract schedule and frequencies have been modified and reduced. Based on performance to date, the 3rd and final option year of Coverall's possible 4-yr. contract was exercised. Bidding for a new service contract will occur this fall with vendor award by March 2011 and the new cleaning contract to start May 1, 2011.

Curatorial (Louise Howard)

- **Collection Acquisitions:** As of the end of May, 2010, there were 38,183 items in the Museum Collection. Highlights of items accepted at the April & May 2010 meetings:
 - Magazine, "Naperville," March and May 2010
 - Magazine, "The Naperville Gleaner," March and May 2010
 - Newsletter, "Keeping Posted," American Legion Post #43, Naperville, February 2010
 - Brochure, "District 203 Plan for Upgrading School Facilities 2007-2012," Naperville Community Unit School District 203, 2007
 - Ball Point Pens, "Darlene Senger State Representative" and "Hotel Arista at Citygate Centre"
 - Newsletters, "River Place Meanderings," January/February 2010 and "Bridges," City of Naperville, March-April 2010
 - Brochures, City of Naperville "2010 Legislative Action Plan," "Bring More Green to Your Home in 2010," and Home Energy Savings Program," "2009 5th Avenue Study" and "1915 Review by the Mayor and Commissioners of the City of Naperville, Illinois."
 - Newspaper, "Positively Naperville," March and May 2010

- Program, “Farmers, Corn, Cows & Hazy Memories,” held at Meiley-Swallow Theater, March 21, 2010
 - Tote Bag, “25th Anniversary,” Independence Village, Naperville
 - Newsletters, “Riverwalk Quilters Guild,” January and December 2009
 - Program, “Singin’ in the Rain,” North Central College Summer Music Theatre
 - Program, “Beyond the Basics: Green Infrastructure for Clean Water,” The Conservation Foundation, February 18, 2010, Naperville
 - Program, “Seventh Annual Chocolate Festival,” benefiting NCO Youth & Family Services, 2010
 - Menu, “Naperville Community Associates of the Art Institute of Chicago,” held at Meson Sabika, Naperville
 - Envelope, small, for safe deposit box key, from the Naperville National Bank
 - 10 Photographs, color, images of Naperville Fire Department in parade, at Main and Jefferson in downtown Naperville
 - Photograph, black and white, matted, class photo of Room III, S.S. Peter & Paul School, early 20th century
 - Vehicle License, unused, with Naperville Fire Department 100th anniversary logo, City of Naperville, for 1974
 - 24 Trading Cards, Naperville Fire Department, ranging in date from 2002-2006
 - Remote-controlled Fire Hydrant, “Pluggie,” used to teach children about fire safety, late 20th century
 - Flag, United States, hung at fire station on Jefferson during their centennial year, 1974
 - Emergency Oxygen Kit, in green box, used by NFD and EMS
 - Plaque, given to Chief Rohlfs, from Dick Locher, with sketch of Dick Tracy, 1995
 - Poster, “Congratulations Evan,” from Evan Lysacek day, held March 26, 2010, autographed by Evan
 - Booklet, “Electrical Advisory Committee Final Report on the Naperville Electric Department,” August 1, 1973
 - Binder, contains minutes from the Naperville Human Relations Council, ranging in date from 1964-1969
 - Wedding Dress, bodice and skirt, black silk, worn by Anna Ohm at her wedding to B.B. Boecker, September 28, 1865
 - Negative, for black and white image of the Pre-Emption House, taken January 25, 1945
 - Cabinet Card, with image of unidentified man in glasses, taken by Kendig, Naperville
 - Tintype, image of older man seated with a little boy, Bryon Stark, on his right and a little girl, Irene Stark, on his left
 - Postcards, c. 1925 parade in Naperville, baseball team and football teams at Northwestern College in Naperville, circa 19teens, Burlington Park in Naperville
 - Photograph, black and white, image of Central Park in Naperville
 - Leaflet, Naperville Municipal Band summer concert series schedule, for 2010
 - Leaflet, “2010 U.S. Women’s Triathlon Series,” held in Naperville, June 2010
 - Program, from the “Naperville Jaycees 2010 Distinguished Service Awards,” held May 14, 2010
 - Brochure, “On-the-Go-Pass,” for summer 2010
 - Camera, used by Naperville photographer Charles Koretke
 - Scrapbooks, compiled by the Cress Creek Garden Club, ranging in date from 1978-2008
 - Photograph, black and white, image of the Ellsworth School building being demolished, 1929
 - Commencement Program, class of 1937, Naperville High School, held June 3, 1913
 - Announcement, graduation, in envelope, for Marcianna J. Miller, class of 1937, Naperville High School
 - Telephone Directory, for Naperville, Lisle and Eola, 1923-1924
 - Program, “African American Heritage Festival,” held at Wentz Concert Hall & Fine Arts Center, April 16-18, 2010
 - Program, from the funeral service of Charles W. Armstrong, born 1929, died 2010
 - Poster, for North Central College Cornerstone Day, held May 21, 2010
 - Holy Card, for Charles Edward Stoos, born 1859, died 1929
 - Commencement Program, for Ellsworth High School, at Scott’s Opera House, held June 8, 1906
 - Book, An Outline of Modern European History, 1931, used at North Central College, by Jane M. Ricks
 - Program, Baccalaureate service, Naperville Public Schools, held June 8, 1939
 - Bible, 1883, and crucifix belonged to Naperville resident Dorothy Staffeldt
- **Research:** 177 research requests came into the library between March to May. Topics ranged from genealogical to specific topics including 12 families, council term limits, NCC rock, Daniels house/family, John Naper/living relatives (Sally Jordon), the Squire house, Nemmuth Farm, Boy Scouts, train wreck, the Greene barn; and the Kroehler Factory. External inquires consumed 255 hours of time; and internal research took 211 hours.
 - **Oral Histories:** Interviews were conducted with Chuck Wehrli (3/9) on the Naperville Fire Department; Ron Keller (3/12) on the Municipal Band and Kroehler and general Naperville; Jon Ripsky (3/23) on the Police Department history; Mary Lou Cowlshaw (4/2) on Naperville politics; and Diane Kuhrt (4/27) on the Women’s Fire Auxiliary. Volunteers Don

and Betty Wampach are being trained on interview techniques and how to conduct interviews and use the recording equipment.

- **NEH Grant:** All work and expenditures under this grant related to the storage building will be completed by June 30. The final pay request has been submitted. The final paperwork will be completed in July.

Marketing Communications (Jody Ellyne)

- **Advertising & Marketing:** Emphasis was on the summer radio campaign with six radio stations (and one to be added next month). Two: 30 second spot commercials were contracted out for professional production, with great success. The commercials will run alternating all summer long starting the week of June 7 through August 23. Details on the complete Summer at the Settlement lineup were also provided to our radio sponsors to make on-air mentions throughout the summer. New triangular banners will be posted along the Aurora fence line in late June. The entire team worked the Civil War Days event, with a new emphasis on soliciting photographs from visitors to get their perspective of the event. To date, 9 photo CDs have been received, with several more expected. In return, photographers received a free family pass to Naper Settlement and a copy of the “Memories of the Past” booklet. Jody Ellyne coordinated the On-The-Go Discount Pass program for this season, with passes for both the regular and plus available for sale at the front desk. A new brochure and web page are also available. A total of 56 \$1 off coupons were redeemed from AAA members in April and May, 18 were redeemed from *Oaklee’s Guide*, and 6 from *Chicago Parent*. The Settlement is participating in the Library’s summer reading program by providing coupon reward incentives.
- **Press Coverage & Communications:** Donna DeFalco worked with 43 media contacts, including 3 national magazines, 3 regional magazines, 9 regional newspapers, 6 Chicago newspapers, 2 local newspapers, 4 local TV stations and 15 other contacts. Donna also sent out 3 press releases (Civil War Days, Civil War Days Volunteers Needed, and Parking Lot Construction), the June and July events listings, and the May and June Extra Treasures E-news. Donna also provides a monthly column to the *Naperville Sun*. The April column featured the 1946 train wreck; the May column featured Boardman and Naperville Cemeteries and ran in the *Bolingbrook Sun*. Donna also utilized a new distribution service for press releases, the PR Newswire. This proved to be highly successful in support of Civil War Days, which had its best attendance in years. Donna also sent out several other electronic newsletters, including Camp Naper, solicitation for volunteers at Civil War Days and a new subsequent accreditation newsletter. The following e-newsletters were sent out using Constant Contact e-mail marketing.

ELECTRONIC COMMUNICATIONS

Description	Sent	Opens	Clicks
Extra Treasures E-News May	3726	21.7% (793)	7.1% (56)
Extra Treasures E-News June	3690	19.4% (703)	6.8% (48)
Volunteers Needed at Civil War Days	1426	23.0% (319)	2.5% (8)
Camp Naper Registration Available	1535	31.8% (476)	2.7% (13)
Sponsorship Reception Invitation	201	37.1% (73)	0
Subsequent Accreditation Newsletter	58	48.3% (28)	0
PR Newswire Press Release on Civil War Days	Release Views: 190	Release Postings: 188	Total Hits, Views and Postings: 1145

Below are the results of our Facebook activities, which continue to grow as the Marketing Dept. spends more time on this social media outlet. These numbers are provided to us by Facebook.

FACEBOOK STATISTICS

Date	Total Facebook Fans	Fan Status this Week	Wall Posts, Comments and Likes	Visits to Page
5/31/10	206	+12	5	5,106
5/24/10	194	+21	10	5,214
5/10/10	156	+9	1	5,088
5/4/10	148	+3	1	953
4/26/10	145	+4	0	108
4/19/10	141	+18	0	115

- Photography:** The newly reformed “Haymarket Riot” country/rock band from the 1960s (which opened for lead bands like the Cryin’ Shames, the Buckingham and the Ides of March) conducted a professional photo shoot on the grounds after hours of band members to use on their new website. They will be providing copies of photos to Naper Settlement as well, and are working with the Institutional Advancement Director to identify opportunities to perform at Naper Settlement (i.e., Oktoberfest 2010). Plans are underway to look at how some of the photos submitted from visitors at Civil War Days can be used on our website or in a potential community photo display.
- Trade Shows and Familiarity Tours:** Naper Settlement participated in the Naperville Convention and Visitors Bureau Fam Tour May 19-21 where they met with attendees at Hotel Arista, had a mini trade show booth at the Rubin Center, provided comments and a walking tour of the site, and attended the Holiday Inn Select wrap-up luncheon for 23 people. Naper Settlement also had a booth at the DuPage Hospitality Showcase event at the Morton Arboretum on May 13, where the staff talked to over 200 meeting and planning attendees on the museum’s capabilities and services.
- Website & Social Media:** The website has been updated with several new features, including Home Page access to Facebook, Flickr, YouTube and a Village Tour highlighting a new 2 minute video clip about Naper Settlement. There are also drop down menu capabilities and the Search button is operational. In addition, a “Coupon and Special Offer” page has been highlighted, listing all of the discounts, coupons and special offers currently available. There has been a good response to these offers, including 16 coupons redeemed for May. The new History Stories will also be loaded on the website. The complete Photography Policy page, along with required forms, was re-written and uploaded. The complete Summer at the Settlement lineup was posted. The website receives consistent updates by Cheri Tompkins. Donna DeFalco is actively posting messages on the Settlement’s Facebook Fan page on a regular basis. She uploaded photos from Civil War Days within 24 hours of the event, so people could see what went on here. She also prepared copy on new parking procedures during construction for the website. Jody Ellyne purchased an e-news mailing list of families in 19 surrounding communities to promote Camp Naper and other summer activities. The results were as follows: Sent 5,479; Bounced 567 (10.35%); Undelivered 658; Received 4,254; Opens 660 (15.5%); Clickthroughs 60 (1.41%); Unsubscribes 4 (.09%). Eleven recipients from this e-mail utilized the \$20 off coupon code for Camp Naper.

Organizational Resources (Harriet M. Pistorio)

- Vacancy Status:** The planned head count for FY11 is 25 full-time and 19 part-time staff (44 total) or a FTE (full time equivalency) of 33.81. The comparison to FY10 is 2 additional full time staff from a part-time status (business manager and guest services associate), and 10 less

part-time staff or a total reduction of 3.06 FTE. The difference between the two fiscal years is the elimination of 6 (six) part time frozen positions: 1 museum educator, 1 part time education event coordinator, 2 program facilitators and 2 guest services associate, and the outsourcing of 1 full time facility position. To further explain the reduction of the 10 part time positions includes the elimination of the frozen positions, reorganization of the guest services team, and reworking the program facilitator position. Summer seasonal positions: camp counselors, summer building interpreters, and store associates are not included in the head count or total FTE, but are essential for summer operations. During the hiring freeze, when a vacancy occurs through attrition or dismissal, approval from the Naperville Heritage Society Board President is required before recruitment begins.

- **Recent Hires:** (primarily seasonal employment)

Guest Services Associate: Anna Enright joined the part time staff on June 1 filling the last vacancy on this team. She has a degree from the University of Champaign, with degrees in English and Spanish.

Camp Naper Counselors: Dino Tufo, Megan Pendergast and Elizabeth Mork were hired as camp counselors for the upcoming summer camp season beginning June 14, 2010. Dina Tufo earned a BA in Social Science/History from North Central College and just completed her first year as a teaching sixth grade Social Studies at Parker Junior High in Flossmoor, Megan Pendergast is graduating in May with a BA in Elementary Education from Elmhurst College, and Elizabeth Mork just graduated from Grinnell College with a BA in Theatre and English. The counselors are on staff a week before camp starts for orientation, training, and to become familiar with camp programs. Due to slower and lower enrollment, the fourth camp counselor will be hired closer to the beginning of camp based on reservations.

Summer Building Interpreter: Jason Kruski joined Naper Settlement as a temporary seasonal interpreter at the end of May. Jason, who volunteers during the year, is a junior and is currently pursuing a Social Science Degree with minors in Secondary Education and Spanish at Benedictine University.

Store Associates: Erika Iwanski and Anna Hvidos joined the store team as temporary seasonal employees for weekend only work. Anna is the daughter of a current store volunteer.

- **NetWork DuPage:** The Settlement will be participating in this county subsidized youth work program for the second year this summer. The first referral is Andrew Vega who worked for District 204 last summer. Andy will start June 15 working with the facilities department.
- **Organizational Sustainability:** Brian Zehr of Intentional Impact was the guest speaker at the All Staff Training held on June 2, 2010. Brian spoke of change within Naper Settlement and tied it to the struggles faced by the penguins from [Our Iceberg Is Melting](#) book. Additionally, the Team Leaders presented their ideas to the full staff at this meeting. The leadership team will be discussing and prioritizing the team ideas.
- **Annual Performance Reviews:** Due to institution projects, the time line for reviews was extended to accommodate staff. Reviews will be completed and given to staff by mid June.
- **Portable and Mobile Radios:** Harriet Pistorio as the liaison for Naper Settlement attended several meetings in May and June in anticipation of the release of the new radios by the city of Naperville. Due to the capacity of the radios, subject matter experts from each department will attend two-day training. Emily Donahue, guest services associate and Patty Paterek, visitor services coordinator will be the Settlement designated “experts”. Rollout of the radios is on target with a release date in late June. Naper Settlement will be receiving 30 radios for general operations and events. These will aid internal communications and link directly to emergency alerts.

- **Safety and Training:** Harriet Pistorio attended a two day training session and was certified in ICS-300 in May. The next level of course, ICS 400 will be offered in late fall. Harriet as the Safety Officer for Naper Settlement and through this session is trained to respond to emergency and larger scale incidents.
- **Global Safety Committee:** The committee agreed to the following goals for FY11: May and October site wide “walk around”, Management 101 Training Series for senior managers, Review of Emergency Response Flip Chart at September All Staff Meeting, Review of the Crisis Management Manual.

Education Events (Donna Sack)

- **Civil War Days:** Donna Sack worked with the Visitor Services team, most especially Colleen Stanek, to produce and implement Civil War Days 2010. The two day event was attended by 5,000 people and preliminary financials reflect \$40,625 in gross event revenue (exceeding plan by \$5,125), with expenses expected to come in near budget. Both store revenue at \$5,500 and the 135 memberships sold exceeded last year’s totals. Attendance trends were different than previous years, in that attendees were evenly spread over the two days, rather than Sunday being a much busier day. This year complimentary event tickets were distributed to ESL students in need from Oswego. (Each year one or two groups are supported with complimentary event tickets.) With clear weather Friday through Sunday, event move in and out went very smoothly with the 465 re-enactors in attendance. New entertainment this year included first person impersonations of Civil War era women, specifically Mary Bickerdyke and Clara Barton (returning after a multi-year hiatus). New food vendors were Mike’s Tasty Bites (donuts) and Joeys Red Hots (the downtown street vendor). A new ADA viewing area (near the Daniels House) resulted in a great deal of positive feedback. Sponsorship included the Naperville Convention and Visitors Bureau (\$1,000 cash sponsor), Red Roof Inn (in-kind), Naperville Sun (in-kind) and Whole Foods (in-kind). One incident was reported and resulted in a Naperville Police Investigation. A rifle was stolen from one of the re-enactors during the early morning hours on Sunday. (During Saturday evening, police also responded to trespassers to the Naperville Central Construction Site. Police think it is possible that the two incidents are related.)

Visitor Services (Donna Sack)

- **Teaching American History (TAH):** On April 13 and 14 Donna Sack and Ann Keating met with staff at multiple museums in Washington D.C. in preparation for the upcoming Field Study Trip. The final year of grant programming begins June 14, with the one week Summer Institute, a graduate level course held at North Central College and the field study trip to Washington D. C. Teachers received orientation on April 21 which included pre and post evaluation testing. With this year’s content focus on the 1960s, Naper Settlement’s archive will be enhanced by the content that will unfold during this grant year. Dr. Will Barnett (North Central College) is this year’s content specialist in conjunction with Dr. Sarah Marcus (Sarah Marcus Digital Media and Historical Consulting), Dr. Ann Durkin Keating and Dr. Nancy Keiser (North Central College) and Dr. Dennis Cremin (Lewis University). Based out of North Central College, the Summer Institute will include lectures about the social movements of the 1960s (civil and women’s rights, environmentalism, Vietnam) oral history interviews with local residents and visits to Argonne, a 60s tour of Naperville (Maplebrook Subdivision, Nike Park, Seager Park), DuSable Museum, The Museum of Public Housing, and a 60s focused tour of Chicago. The following week the teachers will visit Washington D.C., where they will visit national monuments and museums for custom programming at sites such as the National Portrait Gallery, the Newseum, The National

Museum of the American Indian and the Spy Museum. The no-cost extension for the grant has been officially approved by the U.S. Department of Education. This means that the grant's professional development activities will take place, as planned, over a four year time frame, as the first year of the grant was spent, primarily, on planning and recruitment. As part of this extension, a fourth Field Study Trip to Alabama in June 2011 was able to be added to the grant programming. Stops will include Birmingham, Greensboro, Selma and Montgomery, where visits to significant Civil Rights sites such as the Montgomery Greyhound Bus Station and the Rosa Parks Library and Museum, will be partnered by touring routes possibly travelled by "Freedom Riders" from Naperville and surrounding communities.

- **Log House Hands On:** The Log House shift to a hands-on experiential building will debut for Log Cabin Days on June 25, 26 and 27. The period rope bed and cradle currently in the Log House are being moved to the Museum Storage Facility. They are being replaced with a rope bed purchased for hands on use (its integrity was extremely compromised from numerous alterations) and a reproduction cradle modeled after the original by the facilities department. Both will have reproduction mattresses and be covered with reproduction quilts or coverlets, made by volunteer Sue Degges. Visitors will be invited to sit on the rope bed, play with the dolls in a cradle, look inside the trunk at items a family would have used, and even occasionally roll biscuits at the table, grind coffee or dip candles. In colder weather, animal skins and other weather appropriate accessories will be out and "touchable." This new programmatic approach is being designed to engage visitors through hands-on opportunities. The effort will be evaluated during the coming months to gauge visitor responses. Museum educator Patrick McGuire, the building house group leader, met with the Log House volunteers to review the changes and discuss how to encourage visitors to participate in a hands-on experience.

Education and Public Programming (Nancy Smith)

- **Public Programs:** Two Girl Scout programs were conducted in April, a Daisy's program and a Victorian Spa Overnight, attended by 48 Girl Scouts and leaders and generating \$1,243 in revenue. In addition, there were three participants in a series of 3 Blacksmith classes on Saturdays in April, generating \$450 of revenue. Three Girl Scout programs were conducted in May, including a Victorian Spa Day, Victorian Spa Overnight and a Victorian Tea, serving a total of 64 guests and generating \$1,592 of revenue. Girl Scout program registrations continue to be lower than anticipated. However, Natalie Henry with the Girl Scouts of Greater Chicago and Northwest Indiana, reported that program registrations in general have remained low throughout the council service area and that Naper Settlement's attendance numbers are stronger than most other providers.
- **History Speaks:** On April 11, 52 guests attended the History Speaks program "Stories Aboard the Titanic", generating \$270 of revenue. On May 2, 91 guests attended the History Speaks portrayal of Jacqueline Kennedy, generating \$493 of revenue. The 2009-2010 lecture series concluded with the May presentation. The popular public program continues to serve the educational mission of the organization. Cindy Lackore and Barbara Rimmer have arranged another interesting series for 2010-2011, including kicking off with "The Ghosts of Edgar Allan Poe" on October 24, 2010 to complement the All Hallows Eve event, Susan B. Anthony in November, Charles Dickens in December, "Charles Darwin and the Voyage of the Beagle" in January, "Sweet Home Chicago: The History of the Candy Capital of America" on February 13 to coincide with the Valentine's Day holiday, followed by Toulouse-Lautrec and Harriet Beecher Stowe. The October lecture will take place from 7:00

– 8:00 p.m. and all other lectures will take place from 4:00 – 5:00 in the Century Memorial Chapel.

- **Groups:** One group from Hoffman Estates Park District visited for a Time Travel Trip in April. One senior group of 97 people from Glen Ellyn and one senior group of 12 people from South Holland visited in May, generating a total of \$545 in revenue. The reservations for summer group tours are underway. Patty Paterek, Visitor Services Coordinator, sent email invitations to all summer groups that have visited the past two summers, encouraging them to once again visit Naper Settlement for a summer field trip. As was the case last summer, area day care facilities are experiencing lower registration numbers for their summer programs. As such, the groups visiting are smaller in total number of guests.
- **School Programs:** In April, 4,927 students and 739 teachers and adult chaperones participated in Time Travel Trips and School for Tools. The school trips generated a total of \$29,442 of revenue. Of the 58 schools that visited, 48 were returning customers and 10 were new schools. Three Mondays (April 26, May 3 and May 24) were opened to accommodate the overflow of schools requesting to visit for the Time Travel Trip. Most of the schools that visited on one of these three Mondays could not visit in June. The Monday schools were not additional schools, but rather a shift in requests to visit in May rather than June as most school districts are ending their school year earlier. In May 6,210 students and 771 teachers and adult chaperones participated in Time Travel Trips, generating income of \$33,961. Of the 75 schools that visited, 62 were returning customers and 13 were new customers.
- **Camp Naper 2010:** To date, 212 children have registered (\$36,140) to participate in one of the four different camp themes (Treasure Hunters, Treasure Hunters Extreme – The Detectives, Secret Seekers, and Civil War Encampment) being offered this summer. The pace of registrations has been slower than in the past two years. MCOM and the Education Department employed a variety of strategies to stimulate the registrations. The current number of registrants is behind last summer's numbers by 12 campers at this same time and 52 off the total of 264 campers that participated in Camp Naper 2009. Registrations continue to come in daily with a goal to equal or surpass the number of children served last year.
- **Blacksmith Shop:** Thanks to the initiative of museum educator, Ernie Klapmeier, a bellows is now operational at the forge (previously only hand cranked forge). With assistance from Tom Golden and Darrell Zimmerman, an interactive feature was also installed allowing visitors to aid in operating the bellows.
- **Summer at the Settlement:** The season began on June 5 & 6 with National Doughnut Days – a celebration, initiated by the Salvation Army, on the first Friday of June every year since 1938 to honor the women who served doughnuts to men on the battlefield during World War I. The summer campaign includes building tours, hands-on activities, special presentations, demonstrations and themed days. The popular Settlement Sundays ice cream socials return to the Tavern beginning June 13 and running each Sunday (with the exception of July 11) through August 29.

Volunteers (Mary Hudspeath)

- **Civil War Days:** Recruitment for this event came from the current Special Events pool, former event volunteers and worked with student coordinators from Naperville Central's Interact Club, and Wheaton Warrenville South's Key Club. Both Neaqua Valley and Naperville North offered their history students extra credit for participating. Particularly noteworthy is AP History teacher Kermit Eby from North who wanted to keep his students engaged even though they had already taken their AP test, and has indicated his interest in a continued partnership with Naper Settlement in the coming school year. A total of 161 volunteers donated 644 hours towards the success of Civil War Days.

- **Volunteer Value:** In FY10, preliminary numbers indicate volunteers contributed 36,290 hours to Naper Settlement, valued at \$794,502. The volunteer wage, used to quantify the value of their contribution, was \$21.91 in FY10 and has risen to \$22.50 for FY11 per federal guidelines.
- **DuPage Association of Volunteer Administration (DAVA):** Mary Hudspeath facilitated the April 28 meeting “Mutual Performance Reviews” which was held at Naper Settlement. The May 20 meeting, co-sponsored by the West Suburban Philanthropic Network (WSPN), was held at Mayslake Peabody Estate, and featured John Buckley as one of the panelists discussing “The Volunteer Role in Fund Development.”
- **West Suburban Philanthropic Network (WSPN):** Five Building Interpreters who donated over 500 hours to Naper Settlement were honored at the 8th annual WSPN Awards Luncheon on May 26. Volunteers Carol Boak (774), Bonnie Mize (535), Walt Rittle (971), and Don Shanower (511) were joined by Peggy Frank, Donna Sack, Nancy Smith, Cindy Lackore and Mary Hudspeath to celebrate their achievement. Volunteer Avery Sipla (754) was unable to attend.
- **Website:** The website continues to be the major source of recruits. The “Volunteers Make a Difference” section is updated biweekly with the most pressing needs which are currently Adult Building Interpreters and Camp Naper assistants.
- **Volunteer Training:** Training of new building volunteers concluded April 18 with their “graduation” which was held in the Schoolhouse where they received certificates celebrating their achievement, followed by a pizza party in the Tavern. Naper Settlement now has 18 new Building Interpreters: 4 Adults and 14 Apprentices.
- **Eagle Scouts:** Two scout projects are in progress: Alex Chen working on the Aurora Avenue fence and Camden Collins doing a landscaping facelift of the bandstand.
- **Community Service:** The business office and museum store benefited from 30 hours of a court-ordered service volunteer in April who was able to assist with Excel based projects and the store inventory. Facilities will benefit from the 50 hours of community service to be performed by a volunteer suggested to the Settlement by DuPage County to include fence staining and gardening.

Miscellaneous

- **College of DuPage (COD):** Donna Sack represented Naper Settlement on April 23 during a COD Strategic Long Range Planning Workshop held to gather community input on trends impacting DuPage County and the College over the next five years. Trends identified were in the areas of the economy, labor force, competition, social values and lifestyles, education, technology politics and demographics. Participants received an information packet of trend statements and rationales to review in preparation for the meeting. Based on the implications identified during the workshop, the COD planning team is crafting a set of core trends that will serve as the basis for the College’s long range plan. The next step in their community engagement process is a COD “Listening Tour” where college representatives will visit area organizations over the summer to share what is happening at the college and to gather input directly from constituents.
- **Naperville Citizen’s Academy:** On June 3, 21 people participated in a program designed to increase resident’s understanding of Naper Settlement. During the evening program, participants; heard a presentation by Peggy Frank on the history of Naper Settlement, enjoyed a custom tour of the Museum Storage Facility at the DPW building given by the curatorial team (Jennifer Bridge, Sarah Buhlig, Debbie Grinnell, Louise Howard and Bryan Ogg), enjoyed a presentation about the museum’s educational programs by Donna Sack and Nancy Smith and stopped at hands-on activity stations featuring National Donut Day given

by Sack, Smith and Museum Educator Mary Ann Obal. This was the first time that this program was presented off site. Feedback indicated that not only did they like the off-site program; they also wanted to spend time at the Settlement, as well. Participants were given a family pass to enjoy the Settlement at their leisure.

**American Association of Museums Subsequent Accreditation Steering Committee
Thursday, April 15, 2010**

In Attendance: Chris Birck, Jennifer Bridge, Donna DeFalco, Emily Donahue, Peggy Frank, Sally Pentecost, Ashley Swicegood. Absent: Joe Dunn

Newsletter/Staff Education

Donna and Emily presented a second draft of the first e-newsletter for staff and board members, which is intended to be both educational and motivational. After revision, the first issue of the e-newsletter will be launched in the first week of May.

The group also discussed other ways to get the staff and board to review key facts about the institution including the mission statement, values statement, vision statement, and the size of the operating budget. Peggy shared that, during the previous accreditation process, NS staff and board members were given mugs with the vision statement, and staff members were instructed to use the mission, values, or vision statement as their computer monitor screensaver. Peggy also suggested that a future issue of the e-newsletter be devoted to outlining the steps NS has taken to thrive during the current economic recession.

Chris shared that in the next couple of months a section of the NS website will be devoted to materials for the board's reference, including manuals, calendars, and etc. Copies of all the e-newsletters should be added to this platform.

Ad Hoc Board Committee for Reviewing Mission, Vision, and Values Statements

The formation of an ad hoc board committee to review the museum's mission, vision, and values statements for the subsequent accreditation process was discussed. Chris will take the lead in forming this group.

2010 Board Retreat

The group discussed the draft agenda and logistics for the board retreat on May 7th, which will be held in the changing exhibits gallery at the 1st Division Museum at Cantigny from 1 pm to 6 pm.

Jennifer will be arriving at noon, and the rest of the staff members of the committee will arrive around 12:30 to make sure the room is set up properly. The program will start promptly at 1 pm. Chris will introduce the group members and the afternoon's agenda.

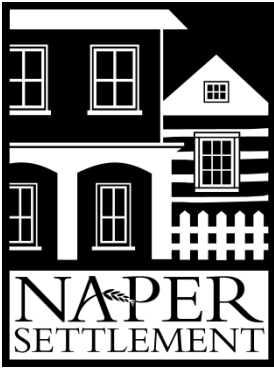
The staff members of the steering committee will give a 30-40 minute PowerPoint presentation on the accreditation process, which will be a more detailed version of the presentation they gave to NS staff in March. Chris will ask board members who participated in the previous accreditation review, including Dave Kelsch who was sitting President at the time, to share their experiences, and there will be a Q&A session until 2:30. The binders and other materials from the 2002 accreditation process will be made available for board members' review.

At 2:30 Paul Herbert (Executive Director of the 1st Division Museum) will speak, and then the group may self-tour the museum from 2:45 to 3:15. During this time, Andy Kindler will arrive and set up for the second part of the program. From 3:15 to 5 pm Andy will be facilitating a discussion on "Blockbuster Exhibits" with the board members.

From 5-6 pm there will be a social hour for board members and staff with beer, wine, and light hors d'oeuvres.

Next Committee Meeting

The steering committee will meet again in early July to discuss the process for reviewing the draft self-study and schedule future meetings to discuss peer reviewer selection and site visit preparation. Jennifer will send out a Doodle poll invitation in the next few weeks.



MEMORANDUM

TO: Peggy Frank, Executive Director

FROM: Harriet M. Pistorio, Director of Organizational Resources

DATE: June 8, 2010

SUBJECT: **Organizational Sustainability Status Update**

Background

In the fall of 2007, it was apparent that revenue streams for the Naperville Heritage Society and Naper Settlement had appeared to plateau. At the same time, the Heritage Society was looking towards significant expansion of its museum operation. In order to be able to launch a successful capital campaign to develop the museum grounds, staff and board agreed on the importance of undertaking a comprehensive examination of how the Naperville Heritage Society and Naper Settlement currently operate in an effort to maximize its greatest potential. Building a sustainable foundation and having the confidence that annual operations could proceed simultaneous to a new major undertaking was critical for the best and most prudent management. Consequently, a collective priority to study this issue by staff and board was embraced. An examination of key strategic goals provided general guidance for all discussion resulting in affirmation of mission, defining sustainability, targeting revenue priorities, and articulating the over-reaching goal to achieve the long range vision resulting in creation of a three-year strategic plan.

Strategic Initiatives

BHAG (Big Hairy Audacious Goal) Creating passages linking people to their rural, urban and suburban heritage of Midwestern communities

These initiatives were identified by a collaborative team of the senior and leadership staff to serve as the basis of the 2010-2013 strategic plan. All annual department and individual goals support these initiatives. Evaluation of goal achievement will occur in year two and three in order to generate the next three year plan.

1. To achieve reaccreditation by AAM.

Outcome Statement: No later than October 2011 the process of reaccreditation is complete.

2. To develop processes that identify, evaluate and test factors which attract and retain all resources necessary to sustain our future.

Outcome Statement: By April 2011 we have achieved regular utilization of tools to measure against agreed upon criteria for making team decisions for maintenance and implementation of services.

3. To develop strategic partnerships which demonstrate the value of the Naperville Heritage Society within the community, resulting in an increased donor base.

Outcome Statement: On an annual basis we will strive to increase financial, volunteer and donor levels by 20%.

Status Update

The Organizational Sustainability rollout plan was distributed to staff in February 2010, identifying Team Leaders, Group Participants and Mentors, along with a comprehensive training plan to achieve the goals of the plan. The teams: Volunteerism, Rentals, Gate Admission, Dollars/Events, and Group Tour & Activities, were charged in their specific areas to brainstorm ideas in support of strategic goal number 3. Each team met 3-4 times during the months of February–May 2010. Along with their team meetings, training sessions to support institutional change was facilitated by Brian Zehr of Intentional Impact based upon the assigned reading for all staff, Our Iceberg Is Melting. Training sessions including, Embrace and Manage Change, Team Building, Leading the Team Session, and Team Leader Coaching. The five teams narrowed their ideas to 3-5 ideas to present to the leadership team out of many, many more. The “idea presentation” took place on May 27, 2010, by the team leaders using a Power Point Presentation. The ideas presented, summarized below, can be found in detail in the team leaders’ power point (being sent with the board packet).

Volunteerism: Targeted Open Houses, Targeted Groups, Continuing Education, and Volunteer Appreciation

Rentals: Three Season Tent, Picnic Pavilion, and Packages for Rental Clients

Gate Admission: Marketing Study, Building on our Mission, Horse Market Days, and Picnics and Food,

Dollars/Events: Beer Here!, Back to the Big Top!, Race Through Time!, Buy a Brick!, and Rent-A-Tent!

Groups Tours & Activities: Sell, Sell, Sell!, Partner Up!, Join, the Big Boys!, and Let’s Eat!

The leadership team began the task of discussing all of the creative ideas and categorizing the above ideas into four categories, Immediate 0-6 months, Short Term FY 12 and 13, Long Term FY14 and Beyond and Other. The leadership team narrowed their recommendations to the following: **Sell, Sell, Sell; Three Season Tent/Pavilion; Beer Here!; Horse Market Day; and Food.** The leadership team will be meeting with the team leaders next week to announce the selected ideas. The next stage is for teams to drill down the specifics into an action plan. Leaders will be identified for each idea along with members for each team. An email will be sent to staff asking their preference as to which team idea they would like to be part of. It was determined that not every staff member will be placed on a team, due to the limited number of ideas, and current workload. Ongoing status reports will be shared with the board apprising of timelines, potential reallocation of resources and targeted goals.



NAPERVILLE HERITAGE SOCIETY

MEMORANDUM

DATE: June 22, 2010

TO: Naperville Settlement Museum Board

FROM: The Heritage Hall of Honor Ad Hoc Committee (Chairman, Carolyn LeSage, Peggy Frank, Mary Hudspeath, Dave Kelsch, Terri Kostal, Kay Slocumb, Kay Stephens and Duane Wilson.)

SUBJECT: 2010 HERITAGE HALL OF HONOR RECOMMENDATIONS

523 S. Webster Street
Naperville, IL
60540-6517
630.420.6010 Phone
630.305.4044 Fax

*Developers and
Administrators of
Naper Settlement
A History Museum*

Based on nominations submitted and collective discussion, the committee unanimously submitted the following people and organizations to the Naperville Heritage Society Board of Directors for consideration for induction into the Distinguished Heritage Hall of Honor for 2010. They were unanimously approved at the April 19, 2010 board meeting. The committee believes all of these people have proved their exemplary support of preserving Naperville's rich heritage, and/or demonstrated their commitment to Naper Settlement and the society's mission of historic preservation and education.

We encourage all of the Settlement Museum Board members to show their appreciation for these people's and organization's effort by joining us on Sunday, August 1, 2010 at 2:00 p.m. at Century Memorial Chapel for the induction ceremony and celebration.

NAME (in alpha order)	
Robert (Bob) Furhoff	Restoration consultant affiliated with NHS for 31+ years, key advisor for interior accuracy for the Paw Paw Post Office, Halfway House, Daniels House, Martin Mitchell Mansion, Carriage House, Pre-Emption House and more. Bob has donated artifacts to the Naperville Heritage Society including aspects of his decorative arts study collection which has assisted in the development of furnishing plans and restoration of several Naper Settlement buildings.
Mary Kay Hyett	Mary Kay is a long time member and active volunteer at Naper Settlement (37 years). She helped at every Heritage Ball and Antiques Show. In addition to her key ticket/gate role with Naper Days, Mary Kay has volunteered for Civil War Days, Summer Nights and other numerous activities that support Naper Settlement. Her four children have served as volunteers as well. Her husband, Steve, emcees Naperville's parades and often contributes to our collections.

Ann Durkin Keating	One of Ann’s earliest contributions to Naper Settlement was participating in the development of the museum’s Underground Railroad Program, as part of a team to develop this educational program that continues to impart a dramatic impression on middle school students from the greater Chicago land area. In 2010, Ann provided her expert knowledge to review this program to make sure that is in keeping with contemporary scholarship. Ann also provided expertise to the staff team on content for Brushstrokes of the Past, Naperville’s Story, and includes Naper Settlement in activities such as the Chicago History Fair. Of major significance is Ann’s contribution to the Teaching American History grant program. She is a prodigious author, an inspiration and beloved teacher to many, and an advocate and friend of museums.
James (Jim) Moser	Philanthropist of in-kind materials and goods including the Pre-Emption House and bandstand. Jim donated lumber and managed the construction expense portion for the Pre-Emption House, allocated meeting space and staff leadership in designing and building the museum’s visitor center.
USG Corporation	USG has been engaged with the Heritage Society for over 15 years. They have provided leadership through the involvement of USG employees and retirees serving on event committees, several board committees, and the Board of Directors. They have provided financial and in-kind contributions throughout that time for both annual support and special projects, such as the construction of the Pre-Emption House and renovations to Heritage Hall (lower level of the Chapel). USG was a significant sponsor of the Circus, then supported Naper Days and this year, Naperville Summer Nights. They continue to be the single largest donor to the Heritage Alliance and is the organization’s largest corporate donor. In addition, they provided human resource expertise to lead a 360 evaluation process of the Heritage Society’s senior management staff.

JULY 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
The "Dog Dayz of Summer" Celebration, July – August Every week during July and August, the Settlement will feature unique and fun activities for all ages, Check our website for updated offerings. www.napersettlement.museum Settlement Sundaes – Make your own sundae with all the toppings.				1	2	3
4 Settlement Sundays - Make your own ice cream sundae	5 <i>NS Closed</i>	6 <i>NS Closed</i> <i>Independence Day</i>	7 Camp Naper 9AM-3 PM	8 Camp Naper 9AM-3 PM	9 Camp Naper 9AM-3 PM	10 Naperville Woman's Club Art Fair 10 AM – 5 PM
11 Naperville Woman's Club Art Fair 10 AM – 5 PM	12 <i>NS Closed</i> Camp Naper 9AM-3 PM	13 Camp Naper 9AM-3 PM Summer Nights Committee 11:30 AM -Tavern	14 Camp Naper 9AM-3 PM Resources Committee 8:30-9:30 AM Conf.Rm.	15 Camp Naper 9AM-3 PM	16 Camp Naper 9AM-3 PM	17
18 Settlement Sundays - Make your own ice cream sundae	19 <i>NS Closed</i> Camp Naper 9AM-3 PM	20 Camp Naper 9AM-3 PM Summer Nights Mtg. Time/Place TBD	21 Camp Naper 9AM-3 PM Oktoberfest Committee 5-7 PM, Tavern	22 Camp Naper 9AM-3 PM	23 Camp Naper 9AM-3 PM Naperville Summer Nights Battle of the Bands & Movie Night 5-10 PM	24 Naperville Summer Nights Concert 5-10 PM
25 Settlement Sundays - Make your own ice cream sundae	26 <i>NS Closed</i> Camp Naper 9AM-3 PM	27 Camp Naper 9AM-3 PM	28 Camp Naper 9AM-3 PM	29 Camp Naper 9AM-3 PM	30 Camp Naper 9AM-3 PM	31

AUGUST 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Settlement Sundays - Make your own ice cream sundae Heritage Hall of Honor 2-4 PM Chapel	2 <i>NS Closed</i> Camp Naper 9AM-3 PM	3 Camp Naper 9AM-3 PM Dinner on the Town Committee 11:30 AM Location TBD	4 Camp Naper 9AM-3 PM	5 Camp Naper 9AM-3 PM	6 Camp Naper 9AM-3 PM	7
8 Settlement Sundays - Make your own ice cream sundae	9 <i>NS Closed</i>	10	11 Resources Committee 8:30-9:30 AM Conf. Rm.	12	13	14
15 Settlement Sundays - Make your own ice cream sundae	16 <i>NS Closed</i> NHS Board Meeting Chapel Lower Level 6:00 PM	17	18 35 Cent Club 5-7 PM - Tavern	19	20	21
22 Settlement Sundays - Make your own ice cream sundae	23 <i>NS Closed</i>	24	25	26	27	28
29 Settlement Sundays - Make your own ice cream sundae	30 <i>NS Closed</i>	31	Summer Season: April through October 10 a.m. – 4 p.m., Tuesday-Saturday; 1-4 PM Sunday; Closed Mondays Adults \$9, Seniors \$8, Youth (4-17) \$6.50; Members, Season Pass holders & children under 3 are free; Optional Audio Tour \$3 and GPS Rental \$1 for Geocache Medallion Hunt			

Check our Web site for a schedule of special presentations on wood carving, bee keeping, hearth cooking, spinning, shepherding, music, animals and more!

www.napersettlement.museum