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Summer 2008

The Museums Association of Montana (MAM) promotes professionalism and cooperation among the Museums of Montana. MAM is an organization for all types of museums—art, history, science and general—and individuals who are interested in improving and strengthening Montana’s museums.

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**THE DEADLINE
FOR SUBMISSION OF ARTICLES
FOR THE NEXT ISSUE IS
August 10, 2008**

The MAM Newsletter is published quarterly by the Museums Association of Montana, a nonprofit organization of institutions and businesses, dedicated to promoting communication among all types of museums in Montana. MAM is an all volunteer organization whose support comes from its membership and from occasional public and private grants.

As a forum for exchange of information and ideas, the MAM Newsletter needs your contributions. Deadlines for submitting articles and announcements are: August 10, 2008. Please send information to:

Susan Near
MAM Newsletter Editor
Montana Historical Society
PO Box 201201
225 North Roberts
Helena, MT 59620-1201
Phone 406-444-4713
FAX 406-444-2696

Newsletter

President’s Message—

Bill Peterson, President, Museums Association of Montana

After serving on the Museums Associations of Montana (MAM) Board of Directors for several years, I am honored to take a turn as President. In the years I have been with the organization I have seen dramatic growth. Each year the annual conference gets better and better, membership increases, and MAM continually finds new ways to share information with our members.

The Associations’ greatest strength is in its members and Board of Directors. I would like to extend a special thanks to Paul Shea, the previous President of MAM. Paul is a colleague as well as a close personal friend and all of us on the Board wish Paul the very best in his future endeavors and we look forward to working with him for many more years. I would also extend a thank you to Penny Redli who works so hard for this organization as the Secretary and Treasurer. Sue Near, Deb Mitchell, and the Montana Historical Society deserve a mention of thanks for all they do for the organization. I welcome two new Board members, Bette Hull and Jim Beley to our ranks, new energy is always a welcome addition.

There is much happening for Montana’s museums lately. Most importantly is the work being done by the AASLH regarding the Federal Formula Grant Program. Next year will be pivotal in that effort to secure museum funding for states. We will be sure to keep everyone informed on the progress of that program.

The City of Billings will host our annual Museums Association Conference in 2009. I look forward to meeting all of you there.

Sincerely,

Bill Peterson



**2008-2009
Museums Association of
Montana
Board Members**

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Membership Coordinator
Deb Mitchell
Phone: 444-4789
E-mail: dmitchell@mt.gov

Centennial Celebration

The **O'Fallon Historical Museum & Historical Society** is celebrating Baker's Centennial (1908-2008) & Homestead Days, June 26 through 29th. Lots of events are planned for the four days. Demonstrations will be held at the Museum on the 26th & 27th with activities such as making Wagon Train Dolls, Blacksmith forge, Rope Making & a demonstration on Dutch Oven biscuit-making by Richard Sims who will also make remarks at the opening ceremony. There will also be a flea market at the Museum on June 26 & 27th, with a special lunch will also be served from 10 - 2 pm both days. Another feature is "Trail of Quilts" beginning from the Museum to *Whichway Quilting*. On the street, Antique Tractors and buggies will be on view. Included in the 4-day event, there is an All Class Reunion being held at different places in town. On Saturday at 8 pm The Kauhuna Beach Party Concert will be held. A "Homestead Days" parade takes place on Saturday, June 28th at 10:30 am, plus . You can check all the events on www.falloncounty.net; click on Homestead Days events for information

▶ PEOPLE IN THE NEWS

◆ Two new Board members, **Bette Hull**, Executive Director at the **Beaverhead County Museum** in Dillon, and **Jim Beley**, Director of Curation at **The Buses of Yellowstone Preservation Trust Inc.** were elected to the Museums Association of Montana Board. Contact information for Bette and Jim can be found in the MAM Board member list to your left. Welcome Bette and Jim!

◆ The MAM Board elected new officers at the June Board meeting. The new MAM President is **Bill Peterson**, Vice-President **Paul Shea**, Secretary/Treasurer, **Penny Redli**.

◆ **Mark Sherouse**, Director of **Humanities Montana** has announced his retirement effective August 29, 2008. Congratulations and thanks to Mark who so ably led the humanities efforts in Montana for many years. We'll miss you!

MAM's address:
P.O. Box 1451
Helena, MT 59624

2008 MAM CONFERENCE THE BEST YET!!!!

The annual MAM conference was held in Livingston, March 6, 7, and 8. We had record attendance with over 100 participants. Our hosts, the Friends of the **Yellowstone Gateway Museum**, really rolled out the red carpet, providing a magnificent display of silent and live auction items donated by local businesses, artists, and individuals. The **Livingston Depot Center** and the YGM hosted a beautiful traveling reception, with hors d'oeuvres that were a complete meal!

The conference began with two tours and a workshop—one of the most difficult decisions was choosing to attend the Past Perfect software workshop, the local history tour, or the bus tour to the **Yellowstone National Park Heritage & Research Center** in Gardiner. Friday and Saturday were busy with presentations on topics ranging from the basics of collections care to the fine points of exhibit lighting. Our meals were served poolside; Smithsonian Senior Furniture Conservator Don Williams gave us a delightful and informative lunchtime presentation on why stuff falls apart, an easy and enjoyable way to learn the basics of object conservation. The banquet was followed by the ever popular live auction, with YGM Director Brian Sparks as auctioneer and a special appearance by “Vanna”, a.k.a. MAM President Paul Shea.

The annual conference is probably the best place for museum folks in Montana to network and learn from each other—it's good to know that none of us are alone with our problems. Every year we meet new friends and greet those we've known for years. It's also an opportunity to become more involved in MAM's work to promote and help Montana's museums. This year, we welcomed a new Board member, Bette Hull. Bette is the Executive Director of the Beaverhead County Museum in Dillon. Welcome, and thanks for volunteering Bette!

We also need to say **thank you** once again to the many contributors and sponsors of the 2008 conference: First Interstate Bank of Livingston, First Interstate BancSystem Foundation of Billings, Xanterra Parks and Resorts, Chief Plenty Coups State Park, Friends of the Yellowstone Gateway Museum (especially Patty Miller, Rick Van Aken, and Sara Jane Rindos), Yellowstone Gateway Museum staff and volunteers, Diana Seider and the Livingston Depot Center, the Montana Cultural Trust, and the businesses and people of Livingston. Thank you!!

The conference, along with the silent and live auctions, are the primary vehicles through which MAM earns its operating income. That money goes right back to the organization, and the MAM board is already working on planning our 2009 conference in Billings next March. We hope you can make it!

**Help us get started on the 2009 Conference in Billings:
Please note the Call for Proposals included in this newsletter!**

2008 Peter Yegen Jr. Award to Lynda Bourque Moss

Lynda Bourque Moss, the executive director of the Foundation for Community Vitality, a supporting organization of the Montana Community Foundation, is this year's Peter Yegen, Jr. Award recipient from the Museums Association of Montana. Previous to her appointment to the Foundation for Community Vitality, whose mission is to conserve and preserve landscapes in the Yellowstone region of Montana and Wyoming., Ms. Moss worked in Montana museums for more than twenty years, including a sixteen year term as executive director of the *Western Heritage Center (WHC)* in Billings, Montana. **During her tenure at the WHC, the museum became recognized as one of the most innovative community-based museums in the nation.**

She organized the museum's High Noon Lecture Series, Museum Without Walls programming, regional Gatherings of scholars and story-tellers, and created several innovative exhibitions at the museum, as well creating four traveling exhibits. She brought national scholars to Billings, including to help with programs and exhibits. She organized the Explore the Yellowstone!, a traveling exhibit of photographs, oral history quotes, hands-on artifacts, and children's art, displayed on stock fencing at outdoor events throughout the Yellowstone River region. She often gave conference presentations about the museum's creative programs, including at the National Interpretation Workshop for Best Practices in Santa Fe, New Mexico. Moss has served on the American Association of Museums Board, AAM Museum Assessment Program Advisory Council, Montana State Tourism Advisory Council, the Greater Yellowstone Regional Committee of the Montana Community Foundation and Montana Governor's Tourism Advisory Council. She also served two terms on the American Association of Museums / International Council of Museums Board. Moss's academic background is in fine art and she received a Master of Fine Arts degree from Montana State University.

Moss is the author of several articles on museum management and received an *Award of Merit* from the American Association of State and Local History, a national *Conservation Hero Award* from the National Park Service's National Center for Recreation and Conservation and a *Brass Lantern Award* from the Montana Wilderness Association. Through her guidance, the *Western Heritage Center* received American Association of Museums Accreditation, one of only six AAM accredited museums in the state, in 1994. In 2001, under Lynda Moss's innovative leadership, the Western Heritage Center was awarded the *Governor's Humanities Award* by Montana Governor Judy Martz and the Montana Committee for the Humanities. The Award was a testimony to her years of turning a small-town museum into a major interpretive center for the Yellowstone River Valley.

Three years ago, Moss was elected to serve in the Montana State Senate. Senator Moss represents downtown Billings and historic neighborhoods. In her role as State Senator, Lynda Moss has introduced several bills related to arts, culture and museums, including the recent creation of the seven-member Historic and Cultural Advisory Council. The Advisory Council is charged with studying the benefits of historic preservation and providing information and recommendations to the Governor and the 2007 Legislature concerning the State of Montana's policy with respect to the preservation of publicly owned historic buildings. The Council will be identifying opportunities for communities to use historic preservation as an economic development tool.

The Museums Association of Montana is proud to bestow the Peter Yegen, Jr. Award of Achievement to Lynda Bourque Moss.



Lynda Bourque Moss

The Museums Association of Montana's Peter Yegen Jr. Award is the only award given for exemplary work in Montana's museums.

The Yegen Award is given to individuals or organizations in Montana that have shown exceptional dedication, commitment, leadership, and/or service within the museum community of Montana.

The Yegen Award was first conferred in 1987 to Peter and Zella Yegen for their years of service to the museum system of Yellowstone County, their interest in heritage and history, and their contributions to MAM as founding and long-term members.

CALL FOR PROPOSALS

for the

2009 Museums Association of Montana Annual Conference

“Preserving the Past—Facing the Future”

March 2009 (Exact date TBA)

Billings, Montana

The purpose of a museum is to preserve collections and make them accessible to the public. Every day museums balance these conflicting responsibilities - preserving resources for the future while sustaining programs and meeting the call for public accountability. These challenges and changes to the way museums operate are being met head-on by many in our field. Share your techniques, methods, and ideas. Proposals are requested for: presentations, workshops, papers, or panels. Proposed sessions should focus on best practices in the field, and take into account the needs of all sizes of museums, particularly smaller museums on tight budgets. Suggested topics include: Collections Care, Financial Stability, Facilities and Risk Management, Governance, Interpretation, Museum Education, and Technology.

Please submit your proposal in outline or abstract format, with the form below. Outlines/abstracts should be no more than one page. **Submit proposals by September 30, 2008 to:** MAM Conference, P.O. Box 1451, Helena, MT 59624; 406-444-4789/phone; 406-444-2696/fax; email: dmitchell@mt.gov.

Other useful information: A majority of our attendees will be staff and volunteers from small museums—please keep this in mind in developing your proposal. Presenters volunteer their time and travel. Presenters must register for the conference if attending programs other than their own presentation. Presentations should be one hour to 1 ½ hours in length. Attendees appreciate outlines or other handouts.

Contact person or Contact presenter: _____

Title/Institution: _____

Address: _____

Phone/fax/email: _____

Panelists or co-presenter/s: _____

Working title or topic of presentation: _____

Format: Presentation ___ Panel ___ Workshop ___ Roundtable ___

Other (please describe) _____

Anticipated length of session: _____ **Are handouts anticipated?** _____

Anticipated equipment needs (microphones & podiums provided):

slide projector ___ VCR/TV ___ PowerPoint projector ___ Laptop for PowerPoint ___

Other equipment (tables, etc): _____

+++++ATTACH OUTLINE OR ABSTRACT+++++



Has anyone ever seen this picture before? The Beaverhead County Museum in Dillon has a copy, with no information about it. There is some speculation that it is the first school in Bannack. We hope to find someone who can help identify the people and place.

Please email any information to Bette Hull at the Beaverhead County Museum in Dillon bvhdmuseum@bmt.net.

UPCOMING CONFERENCES

American Association for State and Local History Annual Meeting

October 8–11, 2008
Rochester, New York
www.aaslh.org
615-320-3203

Montana History Conference

October 16-18, 2008—Glasgow, Montana
Montana Historical Society, 406-444-4741,
klambert@mt.gov; Kirby Lambert

Museums Association of Montana

March 6–8, 2009—Billings, Montana
www.montanamuseums.org
406-646-7461, Paul Shea

Curator of History

Position 51700032

Montana Historical Society, Helena, Montana seeks a full time permanent Curator of History responsible for all aspects of the interpretation, use, care and preservation of the Society's collections of historical artifacts including the collections of the Original Governor's Mansion. Qualifications: Post-graduate degree or equivalent in history, American studies, museum studies or a related field and one to two years of job-related work experience. To view full position announcement and required application material visit the MHS website at <http://mhs.mt.gov/finduse/employment.asp> Application deadline is **August 8, 2008**.

PastPerfect Software for Museum Collections

Introducing PastPerfect-Online, the first easy, affordable way to share your collection on the World Wide Web

PastPerfect-Online, powered by MWeb®, gives you the power to touch the world!

- ⇒ Works with PastPerfect 4 to create a true online catalog of your collections. Simply select the records, information, and images you want to share and PastPerfect Online does the rest.
- ⇒ PastPerfect-Online provides web-based searchability for your catalog database, including key word search, advanced search, and click & explore.
- ⇒ PastPerfect-Online Software, powered by MWeb, provides instant access to your collections via the internet. No Web programming or online database management skills are required. We do it all for you!
- ⇒ Security to protect your online images is built in by using PastPerfect 4's watermark capabilities. We've got you covered.

Call 800-562-6080 for more information

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PASTIME museum collection management
software tools & products **SOFTWARE**
AASLH Organizational Members receive a 20% Discount on all PastPerfect Products

2008 Federal Grant Deadlines

National Endowment for the Humanities – NEH

Questions? Contact: 800-NEH-1121 or 202-606-8269, publicpgms@neh.gov, or www.neh.gov

Preservation and Access: Humanities Collections and Resources

Deadline: July 31, 2008

America's Historical and Cultural Organization Planning and Implementation Grants

Deadline: August 27, 2008

We The People : Interpreting America's Historic Places

Deadline: August 27, 2008

Institute for Museum and Library Services – IMLS

Questions? Contact: 202-653-IMLS, imlsinfo@imls.gov or www.imls.gov/grants

Bank of America/IMLS American Heritage Preservation Program

Deadline: September 15, 2008

National Endowment for the Arts—NEA

Go to: www.arts.gov/grants/apply/Museums.html or www.arts.gov

See www.grants.gov for more grant opportunities

Note: All Federal Grant applicants are required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for Federal grants or cooperative agreements.

RMC AMONG FIRST TO RECEIVE BOOKSHELF GRANT



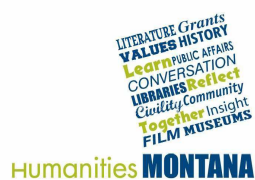
Rocky Mountain College is among the first recipients of an Institute of Museum and Library Services (IMLS) "Connecting to Collections Bookshelf" grant. The Bookshelf is comprised of a core set of conservation books, DVDs, and online resources to teach and train archival preservation, according to RMC Library Director Bill Kehler. It addresses such topics as the philosophy and ethics of collecting, collections management and planning, emergency preparedness, and culturally specific conservation issues.

"It's exciting to get this grant of resource materials because it will help us with archival maintenance of a multitude of photographs, artifacts, documents, and other historical items," he said. Kehler, working with RMC Grants Writer Joan Hughes, obtained the grant that typically is awarded to museum and libraries. The resources are donated by the IMLS, the primary source of federal funding of the nation's museums and libraries.

The RMC library's archives collection serves as the institutional memory for the College, documents policies and procedures and plays an integral role in the management of the institution's information resources. The College's collection includes primary sources such as correspondence, minutes, memoranda, ledgers, photographs, maps, oral histories on audio tapes, manuscripts, rare books, videos, art (primarily drawings and portraits), and school artifacts. The collection provides resource materials for administrators, faculty, students, alumni, and other members of the College community, as well as scholars, authors, and other interested persons who seek to evaluate the impact of the College's activities on Billings, Yellowstone County, and Montana.

The IMLS [Connecting to Collections Bookshelf](#) grant is made possible through the [Institute of Museum and Library Services](#) (IMLS), in cooperation with the [American Association for State and Local History](#) (AASLH). A guide to online resources on collections care, prepared by Heritage Preservation, is available on the [IMLS](#) website. For more information about the grant contact Terry Jackson at jackson@aaahl.org or 615-320-3203.

2008 Montana Grant Deadlines



Humanities Montana

Several grants are available through Humanities Montana. For grant descriptions and proposal deadlines see the Humanities Montana's website at: www.humanities-mt.org/grants.htm



MONTANA **ARTS** COUNCIL

Montana Arts Council

The Montana Arts Council offers several grant opportunities including the Cultural and Aesthetic Project grants for special projects or operation support. Application deadline: August 1, 2008 for FY2010-2011 grants. See the Montana Arts Council website at:



Montana Travel Promotion Division

The Tourism Infrastructure Investment Program (TIIP) grants - for new tourism-related infrastructure products, the enhancement of existing tourism facilities, and the preservation of Montana's heritage and cultural treasures. The minimum TIIP grant is \$20,000. Successful grantees are required to match \$1 for every \$2. The new application is on the Travel Montana website: <http://travelmontana.mt.gov/forms>. Application deadline: August 1, 2008.

Advertise in the Museums Association of Montana Quarterly Newsletter

The Museums Association of Montana has great opportunities for advertising in our Quarterly Newsletter, great rates and an expanding subscription base. Our newsletter goes out to all members; over 100 at this time. With your support we can increase that to over 300 quarterly issues. Our advertising rates below can be received at a discount if you are a MAM member at the Benefactor and 4 **FREE** 1/4 page ads for Corporate levels!

<u>Advertisement Size</u>	<u>Dimensions - H X W</u>	<u>Cost</u>	<u>MAM Benefactor/Corporate Member Rate</u>
1/2 page (horizontal)	4 1/2" X 7 1/2"	\$100.	\$90. / \$80.
1/4 page (vertical)	4 1/2" X 3 1/2"	\$ 50.	\$45. / \$40.
1/8 page (horizontal)	2 1/2" X 3 1/2"	\$ 25.	\$22.50 / \$ 20.

For more information regarding membership and newsletter advertisement opportunities Call Deb Mitchell at 406-443-8219 or 444-4789, or email: dmitchell@mt.gov.



MEMBERSHIP FORM

(Membership Year July 1, 2008–June 30, 2009)

MEMBERSHIP FEES:

Institutional Member

- Newsletter (published quarterly)
- Membership decal
- Listing on the MAM website
- One vote at annual membership meeting

Annual Operating Budget

- Below \$50,000 \$ 25 ____
- \$50,000 - \$100,000 \$ 35 ____
- \$100,000 - \$200,000 \$ 45 ____
- Above \$200,000 \$ 55 ____

Benefactor

\$100 ____

- Newsletter (published quarterly)
- 10% advertising discount in Newsletter
- Listing on the MAM website
- Membership decal

Corporate (for profit) \$300 ____

- Newsletter (published quarterly)
- Membership decal
- Free ¼ page ad in each quarterly newsletter (\$200.00 value)
- Listing, logo and link on the MAM website

Individual Member \$ 20 ____

- Newsletter (published quarterly)
- One vote at annual membership meeting
- Membership decal

* All members receive registration discount to annual MAM conference

Join MAM Today for 2008-2009

RENEW NOW !

Current MAM Membership runs through June 30, 2008. If you haven't already—please send in your renewal to keep connected to your peers!

Use this convenient membership form or download the form at our website:

<http://www.montanamuseums.org>

By joining MAM you will have access to all of our museum resources—the annual conference, quarterly newsletter, technical workshops, annual awards, conference scholarships, and a network of support and promotion of museum issues. With your membership or donation we can continue to bring professionalism to and cooperation among all of Montana's museums.

MEMBERSHIP SUPPORTS MAM AND YOUR MUSEUM!

So that we can better serve you, please fill in all information and return form and payment to address below.

Organization (you are associated with): _____

Individual/Contact (year round contact): _____

Title: _____

Mailing Address (City/State/Zip): _____

Street Address (City/State/Zip): _____

Phone Number (year round contact number): _____ Fax: _____

Tourist Country Region (circle one) — **Custer/Glacier/Gold West/Missouri River/Russell/Yellowstone**

Email Address: _____

Seasons/Hours of Operation: _____

Make checks payable to: Museums Association of Montana

Send above form and check to:

P.O. Box 1451, Helena, Montana, 59624



SUMMER CAMP IS A GOLD MINE FOR KIDS

There's gold in that summer camp for those who attend the Virginia City Hands-On History Camp for kids.

The **Montana Historical Society** and the **Montana Heritage Commission** have teamed up to offer a summer adventure for students age 11 to 15 to be held in the historic gold mining town of Virginia City July 28 through Aug. 2.

Campers will experience such things as archaeology, blacksmithing, gold panning, train rides, a visit to the Opera House, and the world-class collection of historic music machines in nearby Nevada City.

Instructors will be staff of the historical society and the commission, as well as living history demonstrators and school teachers from around Montana. The campers will stay in the historic Bonanza Inn in Virginia City.

"This is the kind of experience I dreamed of having when I was young," Society Education Officer Linda Wruck said. "This is a unique opportunity to learn about life in the early days of the West in an actual gold-boom town. We also are going to have a lot of fun."

The fee for the six-day camp is \$350, which includes lodging, all meals and snacks, all activities, supplies and instruction, Wruck said. Counselors and instructors are giving their time for free to hold down costs, she said, and some scholarships are available.

The camp is limited to 30 students, and registration will be accepted on a first-come-first serve basis. "There will be great demand for this, so I would get my registration in soon. We hope to expand the camp in the future, and would like to get a sponsor to allow us to do more," Wruck said.

For more information log-on to www.virginiacitymt.com, or www.montanahistoricalsociety.org. For registration or with specific questions, e-mail Wruck at lwruck@mt.gov, or call 406-444-4794.

Western States and Territories **WESTPAS** Preservation Assistance Service

Protecting Library & Archives Collections: Disaster Preparedness, Response & Recovery

Western States and Territories Preservation Assistance Service (WESTPAS), in cooperation with the Montana Historical Society, is offering a series of disaster preparedness and response workshops for cultural property in Montana.

BILLINGS, MT: Montana State University Billings Library, 1500 University Dr. Billings, MT – conference room

Part 1: Monday July 14, 2008 – Billings (8:30 a.m. until 5:00 p.m.)

Part 2: Monday August 18, 2008 - Billings (8:30 a.m. until 5:00 p.m.)

MISSOULA, MT: University of Montana, Mansfield Library, 32 Campus Dr., Missoula MT—Buckhous Rm, MLIB 284

Part 1: Wednesday July 16, 2008 (8:30 a.m. until 5:00 p.m.)

Part 2: Wednesday August 20, 2008 (8:30 a.m. until 5:00 p.m.)

HELENA, MT: Montana Historical Society, 225 N. Roberts St. Helena, MT- Boo Auditorium,

Part 1: Friday July 18, 2008 (8:30 a.m. until 5:00 pm)

Part 2: Friday August 22, 2008 (8:30 a.m. until 5:00 pm)

Each of these three workshops is identical so participants are encouraged to choose the location most convenient to them. This training is supported by a grant from the *National Endowment for the Humanities* and is part of a coordinated regional approach to raise awareness about disaster planning for collecting institutions throughout the Western United States.

Workshop Instructor

Randy Silverman, Preservation Librarian, University of Utah Marriott Library.

Outcomes

The "Protecting Library & Archives Collections" workshops are presented in a 2-part sequence to produce the following outcomes for institutional disaster preparedness activities:

- Complete a disaster plan by the end of Part 2.
- Learn how to train staff to implement your plan effectively.
- Set pre- and post-disaster action priorities for your collections.
- Learn how to use practical decision-making skills during an emergency.
- Experience salvage procedures for books, documents, and non-print media.

Course of Study

The workshop's two parts are scheduled several weeks apart. Participants will prepare short assignments prior to the first session. Between sessions, they will undertake additional assignments resulting in a completed disaster plan at the end of Part 2. Upon completion, the institution will be invited to join an informal network of WESTPAS trained personnel to provide mutual aid in the event of emergencies involving collections within the region.

Who Should Attend?

Administrators and staff responsible for emergency preparedness, response or decision-making in all types of libraries, archives, museums, historical societies, and city and county record offices. By registering for the workshop, institutions commit to supporting their attendee(s) in completing a disaster plan that focuses on collections. The institution is encouraged to send two attendees so they are able to work together on the disaster preparedness activities.

Cost

No charge to the institution. Funding has been provided by the *National Endowment for the Humanities*. Additional sponsors include Montana Historical Society, University of Montana, Mansfield Library, and Montana State University Billings Library.

Registration

Pre-registration is required. Register online at: <http://westpas.org/courses.html>. Click on WESTPAS schedule of workshops and the specific workshop. For registration assistance contact: Kathy Krause krause@plsinfo.org

For all other questions contact: Molly Kruckenberg, MT Historical Society mkruckenberg@mt.gov (406-444-4787).



The **2008 Montana Tourism Infrastructure Investment Program (TIIP) Grant Applications** are now available on Travel Montana's Intranet Site: www.travelmontana.mt.gov/forms/

The 2008 application has been revised from past years. It has fewer sections (4 ... down from 5), some more specific requests for information about your tourism-related facility and grant project and reference to the updated Montana Tourism & Recreation Strategic Plan 2008-2012.

We anticipate a grant pool of \$300,000 in 2008...up \$50,000 from the 2007 program. We'll confirm that Grant Pool amount in early June following the finalization of Travel Montana's budgeting process.

TIIP Grant Application submission deadline is 5 p.m. Friday, August 1. If you have any questions, contact Travel Montana's Tourism Development Coordinator Victor Bjornberg at 841-2795, vbjornberg@mt.gov.

Bank of America/IMLS American Heritage Preservation Program

Bank of America is partnering with the *Institute of Museum and Library Services* to provide grants up to \$3,000 to small museums, libraries, and archives. The grants will raise awareness and fund preservation of treasures held in small museums, libraries, and archives.

The grants will help to preserve specific items, including works of art, artifacts, and historical documents that are in need of conservation. Applicants will build on completed conservation assessments of their collections, to ensure that the Bank of America/IMLS grants are used in accordance with best practices in the field, and underscore the importance of assessment planning.

Grant programs that provide assistance with conservation planning and assessment include the Institute's *Conservation Assessment Program* and the National Endowment for the Humanities' *Preservation Assistance Grants*. Some states also offer assessment programs.

The application deadline is September 15. Application forms and guidelines for the current fiscal year are made available approximately 90 days before the grant deadline. More information can be found at www.imls.gov/collections/grants/boa.htm. For more information, contact Christine Henry, IMLS Senior Program Officer, at 202-653-4674 or chenry@imls.gov.

2009 Small Museum Association (SMA) Annual Conference

Call for Papers

The Small Museum Association (SMA) is planning its 25th Annual Conference in Ocean City, Maryland, February 22-24, 2009. Every year, this conference brings together more than 250 museum professionals from a wide range of institutions, primarily from the Mid-Atlantic region-although our member and attendee base has been steadily expanding. The conference aims to improve professionalism within the community of small museums by providing a unique and comfortable environment for individuals and institutions with diverse experiences to meet and learn from each other. Conference sessions typically provide practical, relevant discussions, and examples for small museums and institutions with limited budgets.

This year, the theme of the Annual Conference will be a celebration of the 25th Anniversary of the Small Museum Association. As we honor 25 years of small museums working together throughout the conference, sessions will continue to focus on the use of technology in a small museum setting. Sessions will be arranged in five broad areas, including marketing/development, curatorial, education, museum boards, and volunteers so attendees can concentrate on the area that most suits the needs of their own work and that of their museum. New technologies, particularly those introduced over the last quarter century have changed the way many museums operate. Technology, however your museum is currently using it, can open up a great many opportunities, from improving the efficiency of your gift shop to updating your collections records to managing the business that is your museum. The SMA wants to provide those associated with small museums (volunteers, board members, interns, or staff) with the tools needed to use technology to make their institutions even better and more relevant than they already are.

We invite proposals for sessions based on original research. Proposal topics should in some way touch on the use of technology in all facets of museum work, but especially in the five broad categories mentioned above (marketing/development, curatorial, education, museum boards, and volunteers). Possible session topics include:

- . Planning and implementing a fundraising event
- . Writing exciting exhibit labels
- . Working with your community
- . Starting up education programs
- . Managing and working with interns
- . Developing a well-run board of directors
- . Ethics in museum programming

There will be sessions all day on Monday, February 23, and on the morning of Tuesday, February 24, 2009.

Individuals from the museum/historic preservation field and related supporting communities who would like to present at this dynamic and friendly conference are invited to submit proposals to the address below by July 15, 2008; you will be notified by August 29, 2008.

Send a Session Proposal with your name, job title, Institution/Organization/Company, Address, Phone Number, Email Address, Preferred Session Date, Preferred Session Length (60 min. or 90 min.), Title of Proposed Session, and Description of Proposed Session to:

John Pentangelo, SMA Speaker Coordinator; jpentangelo@constellation.org;
USS Constellation Museum; 410-539-1797, ext. 446

Introduction |

The need for each nonprofit organization (NPO) to budget both its expectations of income and the attached costs and expenses is one that is easily recognized. However, most guides on the subject are written with the large organization in mind.

Every volunteer brings to a small NPO the enthusiasm and interest necessary to do a good job. Most small NPOs lack the funds necessary to seek and pay for professional guidance in the business and larger nonprofit world.

This guide is written to present the theories and practicalities of budgeting for the small NPO staffed by volunteers whose expertise does not always correspond with the budgeting needs of the organization.

In this guide, Goodworks, Inc. is a hypothetical nonprofit organization that receives funds from grants, the general public and sales of T-shirts to help with the problems of runaway teenagers. The example of Goodworks, Inc. should provide guidance for most NPO budget situations.

Selecting the Budget Committee |

A budget is a planning tool for the NPO. The budget committee should reflect the collective knowledge of the organization concerning the goals and objectives for the period in question. Volunteers who serve on the budget committee also should have the following qualities:

- A familiarity with prior years' activities and the changes that are contemplated in the year(s) to come
- A desire to serve the organization as a whole rather than to lobby for a particular project
- A knowledge of ordinary budgeting, whether on the personal or business level
- Hands-on experience with budgeting

While the qualities listed above are desirable, their absence should not preclude excellent service by volunteers who are otherwise interested and dedicated.

The Task of the Budget Committee |

The task of the budget committee is to develop the budget for the current year (or current and future year if it is a multi-year budget). The steps in developing the budget is as follows:

- Develop list of objectives or goals for the current year (or current and future year) A familiarity with prior years' activities and the changes that are contemplated in the year(s) to come
- Estimate the cost for each objective or goal. Previous year's actual expense and budget can be used as a starting point. If there was no budget for the previous year, the actual expenses can be used as a starting point. If the goal involves new programs for which last year's expense cannot be used, estimate cost by listing out in detail all of the expenses involved in achieving that particular goal.
- Estimate the expected income that will be generated
- Compare the expected income to the estimated expense in achieving the goal
- Develop the final budget

The need to present the budget to the board for approval will be the overriding constraint in planning the time frame for the budget process. There must be time to consider, question and change the budget both before and after the presentation to the board.

Setting Budget Priorities and Realities — Revenues |

A budget may start in one of two places. One is to plan based on the amount that must be spent to fulfill the goals and objectives of the organization.

This method unfortunately tends to encourage a "pie in the sky" attitude, where so much is needed that the revenues necessary to pay for such a plan are not available even in the most optimistic of projections. This is when reality must be considered. The budget committee will need to examine the reasonable expectations of revenue. Each potential source of revenue must be examined to determine possible enhancements in the future. The availability and probability of grants from outside sources must be discovered. Together with the possibility of grants, there must be a measurement of the costs of such grants.

Do separate accounting reports need to be provided to the grant-giving organization? Are the funds restricted to a particular purpose? Does the grant provide an allowance for overhead expenses of the organization? And must the organization be audited in order to qualify for the grant or to account for it? Does the grant allow for the creation of a program that cannot be carried on financially after the grant funds are used? Will the grant lead contributors to believe their contribution is not needed? Can the grant change the tax status of the Organization? Sometimes the cost of revenue may be more than it's worth.

There are grants that are unrestricted. They may match contributions from outside contributors, or they may be from small, local charities that are interested in your type of program. Libraries are excellent resources for this type of information.

What are the expectations of contributions from the public? Be realistic! Is there a history of increases in past years? Has a major contributor had a good year or a bad one?

What are the fund-raising possibilities of the organization itself? What are the costs of fund raising? What are the legal and tax implications of selling goods and services to raise funds?

Are "suggested donations" better than a fee for a production or fund raiser? Some of these questions require knowledge of local and state laws, but the best answers may keep the organization out of trouble later.

Setting Budget Priorities and Realities — Expenses and Costs |

The opposite side of revenues (income) is expenses (costs). Sometimes revenues and expenses are tied together, as in fund-raising projects that generate revenue at a certain cost. Excess revenue over expenses can usually be used to cover other expenses of the organization, e.g., programs that do not generate revenue and administrative expenses. The by-laws of the NPO also need to be reviewed for requirements that may place an undue burden on the organization, i.e., the requirement to have an annual audit.

Expenses are generally associated with those disbursements that do not have a future value, e.g., postage, telephone service, etc.

Costs are associated with items that have a future benefit, e.g., desks, computers and other assets. These also are known as capital expenditures. In either case they must be budgeted.

As noted in the revenue section, some programs are funded entirely by grants. The budgets for specific grant programs are made at the time of the grant application. These budgets should include not only requests for the specific costs of the program, but also enough to cover the internal costs of administering the program if the grant is awarded. Many a program has been granted based on direct costs, without any consideration of the indirect costs of telephone, transportation, stationery, postage and the incidentals that can add up quickly and doom a well-planned effort.

Planning for programs that are to be covered by general contributions and unrestricted grants entails a budget that has some elasticity.

When to Prepare the Budget |

A budget is a planning tool and should be prepared well in advance of the period of the actual performance. Plenty of time should be allowed for presenting the budget to the board of directors for approval, and for making changes. After your hard work preparing the budget, it may be hard to recognize good suggestions for improvement, but you must be willing to go back to the drawing board. Once the budget is prepared and approved, don't put it away in a dark corner. To be useful and effective everyone should take the budget seriously. The budget should be compared with the actual experience in order to measure whether the organization's goals, set by the budget, are being met.

Goodworks, Inc. Comparative Income Statement With Budget 199x

	Actual	Budget	Variance
Income			
Contributions	25,000	27,500	(2,500)
Grants(unrestricted)	5,000	5,000	0
Sales (Net)	4,325	4,000	325
Total income	34,325	36,500	(2,175)
Expenses			
Staff	10,000	12,000	(2,000)
Office expense	1,120	1,000	120
Telephone	5,665	6,000	(335)
Counseling	12,000	12,000	0
Bus tickets	4,960	5,000	(40)
Misc. support	510	500	10
Total expenses	34,255	36,500	(2,245)
Excess	70	0	(70)

This is a simple comparison at the end of a period. Ideally, with every presentation of financial information there should be a comparison and recognition of what remains to be done to achieve the budget expectations for the year. There are other types of budget reports that are essential to the smooth running of an organization. For the small group, the most important is a cash flow budget. This is the budget of income and expense broken down monthly to ensure cash will be there when needed. If you expect all your expenses in the first three months of the year and all your income in the last three months of the year, you will be out of luck unless the organization has built up a large cash surplus. Plan your cash flows.

A Budget for Capital Expenditures — Bought or Received |

Capital expenditures are those that acquire assets whose useful lives are greater than the current period. Many times a small organization will borrow assets, or members will use personal assets for the needs of the organization. Donors of non-cash items will need to help provide a solid estimate of the value of the items, both for the organization's records and for the donor's records for tax and other purposes.

Some donated items, such as stock or a vehicle, require a transfer of title, which is recorded with local or federal authorities. Make sure this transfer of title is carried through in an orderly and timely manner.

Some gifts bring new responsibilities to the organization. Can you safeguard this asset? Does it need to be insured? Do you need a safe deposit box? If an asset is housed on premises that do not belong to the organization, then a master list of such assets and their whereabouts should be prepared and maintained in a safe and central location.

There are other gifts that need accounting and budgeting. One is the forgiveness of rent for space. The fair market value of the rent should be recognized on both the budget and actual financial information as income and expense.

This type of recognition gives a better picture of the true state of affairs for the organization. If you lose the free rent, can you make up the difference in cash donations and afford to pay the rent? This question is best answered when the value of the prior gift is recorded.

Capital budgets can be achieved over a period of years when a sinking fund is established to collect money for a future capital expense.

Restricted Grants |

Budgeting for restricted grants must be done in advance. A careful inquiry of the grant giver will allow you to know the expectations of the grant-giving organization. As noted in the discussion of revenue sources, there can be many strings tied to grants. Be aware of them. Discuss the requirements not only with the grantor, but, if possible, with another organization that has received such a grant in the past.

Changes and Conclusions |

Can budgets be changed? Sometimes they have to be when expectations are not met. Rather than abandon a sound budget plan when an emergency or opportunity arises, an organization should be able to handle the change in an orderly fashion. By-laws should also be examined for guidance on how an adopted budget can be altered.

If an expected donation that has been budgeted does not materialize, you have several choices. The most obvious is to seek other sources of funds. Next you can cut expenses. Less obvious is a rearrangement of expenses. A gift of an asset, as previously discussed, might relieve a budgeted expense. A program that was scheduled to begin in one quarter might be moved to another period, allowing the expenses of that program to be moved as well. All of the decisions above should be made with reference to the budget, as well as to the current cash and financial picture.

Budgets should be a major part of every organization's plan. This plan should give the flexibility needed to achieve goals with order and success. The documentation of budget assumptions and changes will provide a basis for improving the efficiency of the budgeting process each year.

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Visit the MAM Website at
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