

LACEY HISTORICAL COMMISSION AGENDA

Wednesday, January 18, 2023, 6:00pm

Hybrid Meeting via Zoom & City Hall

The Historical Commission meeting will be conducted both remotely and in-person. The public may attend the meeting in-person in the Council Chambers at Lacey City Hall located at 420 College St SE.

The public may register to view the meeting by using the following link:

https://us02web.zoom.us/webinar/register/WN_76mITIP6ThCLVoWcXXYbdw

There will be an option for the public to indicate if they wish to speak during the public comment portion of the agenda. After registering, they will receive a confirmation email containing information about joining the webinar.

YouTube: https://youtu.be/tSGMOJ8_udU

The public may listen to the meeting via telephone by dialing toll-free: **(888) 788-0099**. When prompted enter Webinar ID

press # (*participant ID not required*) 872 5543 3093

Public comments may be submitted at <https://laceyparks.org/lacey-museum/historical-commission/> up to two hours prior to the start of the meeting. These will be sent to Commissioners prior to the meeting, but will not be read during the meeting.

Emailed correspondence that is received throughout the month will be included in the next available Historical Commission packet under Correspondence.

1. Call meeting to order
2. Additions or deletions to the agenda*
3. Introductions & Announcements
4. Minutes
 - a. Correction/Approval to the December 21, 2022 minutes*
5. Correspondence
 - a. Museum Feedback Email
6. Calendar of Events
7. Old Business
 - a. New Museum Project
 - b. Lacey Depot/Food Truck Plaza
 - c. LPCR Comprehensive Plan Update
8. New Business
 - a. Museum Annual Report
 - b. 2022 Strategic Plan Review
 - c. 2023 Strategic Plan*
 - d. 2023 Commissioner Directory

9. Ad Hoc Committee Reports
 - a. Policy/StEPs Committee – on hiatus

10. Public Comment
 - a. Lacey Historical Society
 - b. Others

11. Reports
 - a. Museum/Curator
 - b. Commissioners
 - c. Chair
 - d. Parks, Culture & Recreation Director

12. Adjourn

**Items that require Commission action.*

The Museum enriches our community and engages visitors by sharing vibrant stories of the past through the preservation and celebration of Lacey and the South Sound region's cultural heritage.

LACEY HISTORICAL COMMISSION MEETING MINUTES

December 21, 2022 6:00 p.m.

Hybrid meeting via Zoom and City Hall

PRESENT

Commission: Kimberly Goetz, Ed Holm, Jim Keogh, Alan Tyler, and Kevin Wyckoff.

Excused: Tula'i Patane.

Staff: Jennifer Burbidge, Parks, Culture & Recreation Director; Shannon Kelly-Fong, Assistant City Manager; Sarah Smith, Executive Assistant; and Erin Quinn Valcho, Museum Curator.

Public: Lanny Weaver.

The meeting was called to order at 6:00 p.m. by Chair Jim Keogh.

AGENDA

A motion was made, seconded and approved to adopt the agenda as amended.

The following item was moved on the agenda: Item 7 New Business was moved before Item 8 Old Business.

MINUTES

The November 2022 minutes were approved as amended and placed on record.

Corrections were made to the spelling of Commissioner Holm's name.

ANNOUNCEMENTS

- a. Ms. Quinn Valcho announced the upcoming History Talks! event.

CORRESPONDENCE

- a. Correspondence was reviewed by commissioners.

CALENDAR OF EVENTS

Previously reported in announcements.

NEW BUSINESS

- a. Utility Wraps. Ms. Kelly-Fong presented the public art plan to the Commission and discussed the upcoming utility wrap project which will be created by local artists and inspired by people or organizations that have impacted the community. Ms. Quinn Valcho was asked to provide potential subjects for the project.
- b. Elections. Commissioners held 2023 elections for Chair and Vice Chair. **Commissioner Holm motioned to elect Chair Keogh for 2023 Chair. Commissioner Tyler seconded. Motion carried.**

Chair Keogh motioned to elect Commissioner Wyckoff for 2023 Vice Chair. Commissioner Tyler seconded. Motion carried.

OLD BUSINESS

- a. New Museum Project. Ms. Burbidge attended the PARC Foundation meeting and discussed the project with their new board member.
- b. Lacey Depot/Food Truck Plaza. Ms. Burbidge reviewed year-end figures for Depot usage and events. She reported the Depot will be extending its use hours to April through October for facilities to accommodate longer running food truck events and rentals and noted that weekday rentals will also be added. Community and Economic Development is putting out an RFP for a markets event coordinator to manage events at the site and potentially manage the food trucks.
- c. LPCR Comprehensive Plan Update. Ms. Burbidge reviewed updates to the plan, timeline, and the additional inclusion of heritage-focused language.
- d. 2023 Work Plan. Ms. Burbidge reviewed the work plan and requested approval by the Commission. Commissioners discussed and amended the workplan.
Commissioner Goetz made a motion to adopt the workplan as amended. Vice Chair Wyckoff seconded. Motion carried.

Ad Hoc COMMITTEE REPORTS

- a. Policy/StEPs – On hiatus.

PUBLIC COMMENT

- a. Lacey Historical Society. Ms. Weaver provided updates on the Lacey Historical Society funding strategy and a potential donation for the new museum project.

REPORTS

- a. Museum/Curator. Ms. Quinn Valcho reviewed the curator report with the Commissioners. She announced that Felicia Rova-Chamroeun was offered and has accepted the museum coordinator position.
- b. Commissioners. Commissioner Tyler provided updates on his personal projects.
- c. Chair. Chair Keogh summarized the Museum Coordinator hiring process.
- d. Parks, Culture & Recreation Director. Ms. Burbidge provided the following updates:
- e.
 - Parks, Culture & Recreation Department Annual Retreat was held December 6 & 7.
 - City Manager Scott Spence's last day was December 15
 - The Lacey Museum will be closed December 24 – 31.
 - Expressed appreciation to the board and to City staff for all of their dedication and hard work in 2022.

ADJOURN

Meeting adjourned at 7:34 pm.

NEXT MEETING

Wednesday, January 18, 2023, 6:00 p.m. hybrid meeting via Zoom and City Hall.

From: Davemdfpob <[REDACTED]>
Sent: Thursday, December 15, 2022 3:24 PM
To: Erin Quinn Valcho <EQQuinnVa@ci.lacey.wa.us>
Subject: Re: Walking Tour Brochure

Thank you so much Erin! It was very nice to meet you and see the Lacey Museum today. The museum is done so well and I found it to be interesting and educational on the history of Lacey. I look forward to future visits and continuing to learn more about our wonderful community. Best Holiday wishes, Dave Cassidy

[Sent from the all new AOL app for iOS](#)

On Thursday, December 15, 2022, 2:44 PM, Erin Quinn Valcho <EQQuinnVa@ci.lacey.wa.us> wrote:

Hello,

Thank you for visiting the Lacey Museum today. As promised, here is a link to the walking tour brochure:

https://laceyparks.org/wp-content/uploads/2022/12/WalkingTourGuide_FINAL.pdf

Enjoy!

Erin



Erin Quinn Valcho

Museum Curator

Phone: 360-413-3557

Mobile: 360-999-7746

Email: equinnva@ci.lacey.wa.us

420 College St. SE

Lacey, WA 98503

www.laceymuseum.org

Want to know what's happening at the museum? Sign up for our [email list](#)!

From: Erin Quinn Valcho <EQQuinnVa@ci.lacey.wa.us>

Sent: Saturday, December 17, 2022 11:31 AM

To: Davemdfpob <[REDACTED]>

Cc: Jennifer Burbidge <jburbidge@ci.lacey.wa.us>

Subject: RE: Walking Tour Brochure

Thank you, Dave! We really appreciate the feedback.

Best,

Erin



Erin Quinn Valcho
Museum Curator

Phone: 360-413-3557

Email: equinnva@ci.lacey.wa.us

2023 Lacey Parks, Culture & Recreation Comprehensive Plan Draft 1

Please click the link below to access this agenda item:

<https://laceyparks.org/wp-content/uploads/2023/01/2023-Comprehensive-Plan-Draft-1.4.23.pdf>



2022 LACEY MUSEUM ACCOMPLISHMENTS

Staffing & Volunteers

- Erin Quinn Valcho, Museum Curator finished her 9th year with the City of Lacey.
- Intern Fulton Anderson-Bryant worked January through June with funding from a Diversity in Local History grant from the Washington State Historical Society.
- Museum Assistant Carson Rouse Golden resigned June 9, 2022.
- Intern Madison LeRud was hired on September 29, 2022 to complete the Thurston County Heritage Grant project.
- A full-time museum coordinator position was created in September and former Museum Assistant Felicia Rova-Chamroeun was offered the position. She will start January 10, 2023.
- The museum had 5 volunteers who gave a total of 511.5 hours in 2022. This is a significant increase over 2021, which is unsurprising given that the museum was closed for 6 months last year. This is still much lower than pre-pandemic levels, probably because staffing shortages did not allow time for new volunteer recruitment or training.
- Volunteers worked on the following projects:
 - Cataloguing the Lacey Leader Collection
 - Giving tours at the museum
- Regular volunteers included Jim Koegh, Cassandra Sanchez, Scott Cole, Celeste Martin, and Marcia Batchelor.
- Longtime volunteer and former Historical Commissioner Kristina Trebil retired in January.

Events and Programming (at or sponsored by the Museum)

- The fourth year of the History Talks! Speaker Series saw 433 participants. Although this is a significant drop from 2022, a single program in 2021 saw unusually high attendance and accounts for this difference.
- History Talks! went hybrid in October. Although the in-person audiences are small, they continue to grow. The hybrid format will be re-evaluated at the end of the 2022-2023 season in May.
- The following topics were included in the HistoryTalks! series:
 - Blacks in Thurston County: 1950-1975
 - L. J. Wyckoff's Pioneering Lavender Farm on Chambers Prairie 1932-1962
 - Incarceration Without Trial: An American Family Story
 - Destination: Gwinwood
 - Mount St. Helens at 42: Anatomy of a Disaster
 - Edward Lange: An Artist of Early Thurston County
 - Scoundrels: The Life of Susie Lewis

- The Pig War: Great Britain vs. the United States
- The Bush Homestead
- On YouTube, there were 360 views of the 2022 HistoryTalks! presentations. Unfortunately, many of the videos had lengthy delays between the original recording and the upload to YouTube, lessening their reach. There were **1,965 YouTube views** for all museum presentations (not including Sasquatch).
- The museum contracted with Pretty Gritty Tours for a **virtual tour of the Ruddell Pioneer Cemetery**. There were 185 live viewers and nearly 2,000 post-event views, making this a very successful event opening us up to a new audience.

Visitation/Exhibits

- COVID finally began to recede this year and the museum was open all year. However, staffing challenges affected operations and created a situation where the museum had to be closed on occasion. In spite of that, the museum had a good year with **405 walk-ins**, 50 people on tours, 31 people at in-person programs and 587 participants in virtual programs for a total of **1,073 attendees**. This continues an upward trend in attendance since 2013.
- The museum continued with two poster exhibits *Righting A Wrong: Japanese Americans in WWII* and *From Parlor to Podium* (about the path of women's suffrage in Washington State) through April.
- *1968: The Year That Rocked Washington*, courtesy of Legacy Washington, opened in May. Although it was supposed to close in November, it stayed up through the end of the year due to staffing shortages.
- There were 5 tours booked this year with 50 participants.
- The Jackson-Goose Pond marker was researched and written by intern Fulton Bryant-Anderson with design by Donna Feliciano. It was installed on the Karen Fraser Woodland Trail in October.

Museum Facility

- The Museum was closed for 12 days due to holidays, COVID exposures, and staffing shortages.
- A first aid kit and AED were installed at the museum.

New Lacey Museum Project

- The cultural resources survey at the museum site was completed by Cardno. Multiple artifacts were recorded that indicated historic-period resources but it was determined that the area does not retain historic integrity because the material was found in a highly disturbed context. The Department of Archeology and Historic Preservation agreed with this finding, which allowed work to proceed.
- Phase 3 of the project, which began in December 2021, was completed in June 2022. The warehouse building was removed and the site is now prepped and ready for construction.
- A No Further Action notice was received from the Department of Ecology in December.

- A funding timeline and strategy for the project continued to be developed.

Lacey Depot

- The Lacey Depot and Playground Grand Opening took place on May 25 with about 45 people in attendance.
- The Lacey Food Truck plaza continued to be hosted at the Depot site. Tensile structure shades were installed for picnic areas.
- Lacey Depot rentals provided \$3,800 in revenue this year, which is almost triple the amount from 2021.

Marketing

- The new website launched on April 1. Staff spent a great deal of time both leading up to and after the launch to make the site as user-friendly and useful as possible. A significant amount of work remains to be done, including adding content to the Virtually Lacey site.

Outreach

- The Jackson Marker and Art Dedication was held on October 4, 2022 with a crowd of about **60 people** in attendance.
- The Museum Curator participated on the editorial committee of the Thurston County Journal. Three issues were published in 2022. The journal archives are hosted on the Lacey Museum's website (www.ci.lacey.wa.us/TCHJ).
- The Museum Curator presented 3 presentations to community organizations with 60 participants.
- **Thurston Throwback**, a partnership between the Thurston County Fair and Thurston County heritage organizations was canceled due to a lack of participation. With the group's leader resigning, the future of this event is uncertain.
- Staff continued to work with the Thurston County Historical Commission on an interpretive kiosk at the RAC.

Customer Service

- A total of **42 customer service requests** (including photo and photocopy orders, research requests, photo use requests and public records requests) were filled in 2022, which is a 20% increase over 2021. This is still a long way from the average of 75 annual requests we had before the pandemic.
- 95% of requests were external and 5% were internal. External customers included 23% from Lacey, 40% from other parts of Thurston County, 7% from the rest of Washington State, and 7% from the rest of the United States. (The rest are unknown).
- Staff spent **116 hours** (or 14.5 days) working on filling these requests.
- Customer Service Highlights

- Assisted local historian Shanna Stevenson with resources related to early aviation at the Olympia Airport.
- Scanned photographs and documents of the early years of the Lacey Fire District for a book written by Paul Webb.
- Provided extensive information on what we have on the Hicks and Ruddells family to a family member.
- Researched the Olympia Cheese factory that used to be in Hawks Prairie.

Collections/Research

- Erin conducted a review of acquisitions from 2019 to the present to determine what needs to be completed. The following was accomplished as a result:
 - 22 title documents were acquired and processed.
 - 25 acquisitions were prepped and are ready for cataloguing
 - one collection inventory was completed
 - one collection's final documentation was completed and filed
 - one collection was fully completed and properly stored
- **135** catalog records were entered into the database. This is a low number, mostly because only one volunteer was working on this and staff time was devoted to digitization of the Lacey Leader collection rather than entering new records.
- **570** images were scanned, **2,643** images were processed and **3,446** were added to the database.
- The museum took in **17** acquisitions representing approximately 200 items, although not all 2022 acquisitions have yet been processed so this number is incomplete.
- A new off-site storage facility was rented and items previously stored at the 5700 building were moved there.
- Fulton worked on a diversity in collections audit.

Administration/Planning

- The Museum's 2022-2031 Strategic Plan was developed and approved by the Lacey Historical Commission.

Grants/External Funding

- The City was awarded a \$5,000 Thurston County Heritage grant to continue work on cataloguing the Lacey Leader negative collection. After Carson's resignation, the decision was made to apply for an extension for the grant and hire an intern to complete the project.
- The City implemented the project for a \$608,000 Heritage Capital Projects Grant from the Washington State Historical Society to prepare the new museum site for construction, including removal of the existing warehouse building.
- The museum applied for and received Lodging Tax funding in the same amount as last year (\$48,500).

LACEY MUSEUM
2022 Accomplishments

- The museum received \$75 from the Thurston County School Retirees Association to thank us for our work on their collections.
- The City completed a \$5,616 Diversity in Local History grant to pay for an intern to work on the Jackson interpretive marker and to begin a collections audit on Black history in the Lacey area from 1950-1975.

2022-2031 Lacey Museum Strategic Plan Annual Update

The Historical Commission reviews and updates the strategic plan at regular intervals. This plan was approved by the Historical Commission on January 19, 2022. For the purposes of this plan, near-term means 1-3 years, mid-term means 3-5 years, and long-term means 5-10 years.

Goal #1: Plan and build the new Lacey Museum & Cultural Center.

Near-Term Objectives:

- Complete the removal of the warehouse building and prepare the site for construction (BP1)
Completed September 2022.
- Develop an operations and interpretive plan for the new facility.

Mid-Term Objectives:

- Secure funding for Phase 4 of building construction.
Staff continued to develop a funding timeline and strategy.

Long-Term Objectives:

- Provide equipment and supplies for all museum functions.
- Open the new museum to the public.

Goal #2:

Create and deliver high-quality experiences at the Lacey Museum & Cultural Center.

Near-Term Objectives:

- Hold a grand opening event for the new depot and playground.
Event was held on May 25, 2022.
- Continue to provide mission-driven programs, outreach and events.
Nine History Talks! were presented in 2022.
A virtual tour of the Ruddell Pioneer Cemetery was presented on August 25 in partnership with Pretty Gritty Tours.
"Lacey Then, Lacey Now" was presented for Jubilee.
- Continue to change the exhibit in the current museum facility 1-2 times/year.
Righting A Wrong: Japanese Americans and World War II and a suffrage exhibit From Parlor to Podium were deinstalled and 1968: The Year that Rocked Washington was installed in May 2022.
- Create a permanent full-time benefitted educator position.
Museum Coordinator position was created in September and Felicia Rova-Chamroeun was hired. She is expected to start work in early 2023.

- Develop an interpretive plan for the core exhibit in the new museum facility.

Mid-Term Objectives:

- Develop and implement an annual free community event.
- Construct the core exhibit at the new museum facility.
- Develop a five-year changing exhibit plan for the new facility.
- Develop policies for community exhibits, events and facility rentals.
- Develop education and exhibits staffing needs as identified in the operations and interpretive plans.
- Develop a field-trip program for North Thurston Public Schools.
- Develop an education trunk program for teachers.

Long-Term Objectives:

- Revisit education and exhibits staffing needs as identified in the operations and interpretive plans.
- Create a quiet research room with public access to frequently used materials.
- Develop a history festival event targeted to reach all fourth grade students.
- Begin planning for the museum's 50th anniversary in 2030-31.

Goal #3: Preserve, care for and manage collections professionally.

Near-Term Objectives:

- Continue to process and catalogue new acquisitions as well as the backlog.
Twelve of the 2022 accessions have title documentation, two do not, and several potential acquisitions have yet to be processed.

Progress was made on the backlog, including:

- **22 title documents acquired and processed.**
- **25 acquisitions prepped and ready for cataloguing**
- **one collection inventory completed**
- **one collection's final documentation completed and filed**
- **one collection was fully completed and properly stored**

- Continue to make the collections accessible through the online portal.
The collection is available to the public at <https://hub.catalogit.app/2936> .
- Review and update museum policy manual.

Develop and implement procedures for collections stewardship based on the policies adopted in 2018.

Continue to retain professionally-trained collections preservation staff and provide them with ongoing professional development.

Museum Curator Erin Quinn Valcho meets this objective.

Mid-Term Objectives:

Complete the comprehensive collections inventory.

4,657 items have been inventoried this year.

Prepare the collections to move to the new facility.

Develop collections staffing needs as identified in the operations plan.

Develop a prioritized list for collections care improvements.

Update the disaster recovery plan.

Long-Term Objectives:

Move the collections to the new facility.

Revisit collections staffing needs as identified in the operations plan.

Develop a collecting plan.

Secure funding to rehouse collections to meet a professional standard of care.

Goal #4:

Identify and secure stable, long-term funding and revenue sources for the museum.

Near-Term Objectives:

Continue to request funds for priority projects through the Thurston County Heritage grant, CLG Grant and Nisqually Charitable funds program, and other grant programs as potential projects are identified.

Staff requested an extension for the 2022 Thurston County Heritage Grant making us ineligible to apply in 2023.

No other grants were applicable to current needs and capacity.

Partner with the Lacey Community Foundation to secure, manage and invest privately-raised funds for the museum capital campaign.

Staff worked with the Lacey Community Foundation as the group began to lay the foundation as a viable 501c3 by obtaining tax exempt status in the last quarter of 2022.

Develop a charter membership and community partner giving program.

Staff conducted research to develop a charter membership program.

- Request additional operating funding through the lodging tax process.

Staff did not make an additional request for 2023.

- Continue to develop museum store revenue opportunities.

The museum is selling Thurston County history books and Thurston County Historical Journals. Credit card sales were added to the museum's capabilities opening up the possibility to sell some additional merchandise.

- Implement Heritage Capital Grant for the 2021-2023 biennium.

The project itself is complete and staff are continuing to submit reimbursements and status reports as required.

- Implement applicable recommendations from the sponsorship insights plan.

- Develop an annual giving campaign.

Mid-Term Objectives:

- Develop a facility rental plan.

- Develop an annual fundraising event.

- Plan and implement a small gift shop space for the new museum.

Long-Term Objectives:

- Partner with the Lacey Community Foundation to develop an endowment fund.

Goal #5: Increase museum awareness, visibility and value throughout the city and region.

Near-Term Objectives:

- Continue to use Constant Contact or similar email service for sharing museum news.

Museum newsletters were sent out approximately monthly.

- Finish the museum's new website. Develop a plan for regular updates and additions to the knowledge bank.

The website launched on April 1, 2022. A schedule for website updates was completed. "Virtually Lacey" was launched on the website as a repository for local history information.

- Contribute to city media and publications with heritage stories and images.

The Museum contributed regularly to the Lacey Life newsletter and other city media projects as requested.

Staff contributed historical information for the utility wrap public art project.

- Continue to regionally promote museum programs and events.

Museum programs and events were promoted through the City's social media accounts, the Parks, Culture and Recreation Playbook, online event calendars and flyers.

Develop a museum communication plan in partnership with the Public Affairs Department and Lacey Community Foundation.

Pursue obtaining museum standalone social media accounts.

This has been approved, but not yet implemented.

Mid-Term Objectives:

Develop a marketing strategy for the new museum.

Develop wayfinding signage for the museum site.

Long-Term Objectives:

Develop a system of program, facility and exhibit evaluation.

Goal #6: Build and foster community partnerships to increase capacity and sustainability.

Near-Term Objectives:

Continue to develop and strengthen community partnerships.

Connections were made with two P.E.O. Chapters and Jubilee. The Lacey Rotary Club was a collaborating partner on the Lacey Depot Grand Opening event.

Develop an internship and/or work study program with Saint Martin's University, The Evergreen State College, South Puget Sound Community College or other appropriate traditional or online educational institutions.

Madison LeRud, Evergreen student, was an intern during the Fall semester.

Mid-Term Objectives:

Create an educators committee to assist in developing the interpretive plan.

Develop a History Day partnership with North Thurston Public Schools.

Long-Term Objectives:

Evaluate community partnership opportunities and challenges.

2023-2032 Lacey Museum Strategic Plan

The Historical Commission reviews and updates the strategic plan at regular intervals. This plan was approved by the Historical Commission on **January 19, 2022**. For the purposes of this plan, near-term means 1-3 years, mid-term means 3-5 years, and long-term means 5-10 years.

Goal #1: Plan and build the new Lacey Museum & Cultural Center.

Near-Term Objectives:

- Develop an operations and interpretive plan for the new facility that includes a sustainable funding plan.*

Mid-Term Objectives:

- Secure funding for Phase 4 of building construction.
- Construct the new building.*

Long-Term Objectives:

- Provide equipment and supplies for all museum functions.
- Open the new museum to the public.

Goal #2:

Create and deliver high-quality experiences at the Lacey Museum & Cultural Center.

Near-Term Objectives:

- Continue to provide mission-driven programs, outreach and events.
- Develop a two-year exhibit schedule for the current museum.
- Provide new or upgraded exhibits in the current museum facility 1-2 times/year.

Mid-Term Objectives:

- Develop an interpretive plan for the core exhibit in the new museum facility.*
- Construct the core exhibit at the new museum facility.
- Develop a five-year programming and exhibit schedule for the new facility.*
- Develop policies for community exhibits, events and facility rentals.
- Develop education, visitor services and exhibits staffing needs as identified in the operations and interpretive plans.
- Develop a field-trip program for North Thurston Public Schools.

- Develop an education trunk program for teachers.

Long-Term Objectives:

- Develop and implement an annual free community event.
- Revisit education and exhibits staffing needs as identified in the operations and interpretive plans.
- Create a quiet research room with public access to frequently used materials.
- Develop a history festival event targeted to reach all fourth grade students.
- Begin planning for the museum's 50th anniversary in 2030-31.

Goal #3: Preserve, care for and manage collections professionally.

Near-Term Objectives:

- Continue to process and catalogue new acquisitions as well as the backlog.
- Continue to make the collections accessible through the online portal.
- Review and update museum policy manual.*
- Develop and implement procedures for collections stewardship based on the policies adopted in 2018.
- Continue to retain professionally-trained collections preservation staff and provide them with ongoing professional development.
- Move collections stored at the Bowker Street storage unit to the new unit at Rainier View.

Mid-Term Objectives:

- Complete the comprehensive collections inventory.
- Prepare the collections to move to the new facility.
- Develop collections staffing needs as identified in the operations plan.
- Develop a plan for collections preservation including a prioritized needs list.*
- Update the disaster recovery plan.

Long-Term Objectives:

- Move the collections to the new facility.
- Revisit collections staffing needs as identified in the operations plan.
- Develop a collecting plan.

- Secure funding to rehouse collections to meet a professional standard of care.

Goal #4:

Identify and secure stable, long-term funding and revenue sources for the museum.

Near-Term Objectives:

- Continue to request funds for priority projects through grant programs as they are identified.
- Partner with the Lacey Community Foundation to secure, manage and invest privately-raised funds for the museum capital campaign.
- Develop a charter membership and community partner giving program.
- Request additional operating funds through the lodging tax process.
- Continue to develop museum store revenue opportunities.
- Complete the Heritage Capital Grant for the 2021-2023 biennium.
- Implement applicable recommendations from the sponsorship insights plan.
- Develop an annual giving campaign.

Mid-Term Objectives:

- Develop a facility rental plan.
- Develop an annual fundraising event.
- Plan and implement a small gift shop space for the new museum.

Long-Term Objectives:

- Partner with the Lacey Community Foundation to develop an endowment fund.

Goal #5: Increase museum awareness, visibility and value throughout the city and region.

Near-Term Objectives:

- Continue to use Constant Contact or similar email service for sharing museum news.
- Continue to maintain the museum website with regular monitoring and updates.
- Develop the Virtually Lacey website with monthly additions.
- Contribute to city media and publications with heritage stories and images.
- Continue to regionally promote museum programs and events.
- Develop a museum communication plan in partnership with the Public Affairs Department and Lacey Community Foundation.

- Pursue and implement museum standalone social media accounts.

Mid-Term Objectives:

- Develop a marketing strategy for the new museum.
- Develop wayfinding signage for the museum site.

Long-Term Objectives:

- Develop a system of program, facility and exhibit evaluation.

Goal #6: Build and foster community partnerships to increase capacity and sustainability.

Near-Term Objectives:

- Continue to develop and strengthen community partnerships.
- Develop an internship and/or work study program with Saint Martin's University, Evergreen State College, South Puget Sound Community College or other appropriate traditional or online educational institutions.

Mid-Term Objectives:

- Create an educators committee to assist in developing the interpretive plan.
- Develop a History Day partnership with North Thurston Public Schools.

Long-Term Objectives:

- Evaluate community partnership opportunities and challenges.

*Items required by the 2019-21 Heritage Capital Grant contract.

Historical Commission
 3 Year Term – 2 Term Limit* (LMC 2.42)
 3rd Wednesday, 6 p.m., City Hall

9/13/2025 1 st Term <i>General Commissioner City (appointed 8.18.22)</i>	Edward Holm 7010 Wisley Ln SE Lacey, WA 98513 mmcce@comcast.net	H	360.402.6062
9/13/2023 1 st Term, <i>General Commissioner (appointed 11.5.2020)</i>	Jim Keogh 5110 39 th Ave SE Lacey, WA 98503 nibler-keogh@comcast.net	H C	360.754.2334 360.481.6102
9/13/2025 3 rd Term <i>Professional Commissioner (appointed 8.22.19)</i>	Alan Tyler 2401 West Lake Dr. SE Lacey, WA 98503 alan Tyler@yahoo.com	C	253.279.4486
9/13/2022 1 st Term <i>Professional Commissioner UGA (appointed 01.17.19)</i>	Kevin Wyckoff 6418 57 th Ct SE Lacey WA 98513 kevinwyckoff@gmail.com	H	541-514-3001
9/13/2022 1 st Term <i>Professional Commissioner UGA (appointed 8.22.19)</i>	Kimberly Goetz 8329 22 nd Ave SE Olympia, WA 98513 kimbelinag@yahoo.com	C W	360.402.8994 360.819.7080
9/13/2022 1 st Term <i>Professional Commissioner (appointed 8.22.19)</i>	VACANT	C	360-350-8482
9/13/2023 Unexpired Term <i>General Commissioner</i>	Tulai F. Patane 2121 Ava St SE Lacey, WA 98513 tulai.patane@icloud.com	C	360-970-0342
One-year term only Youth Commissioner	Janine Bermudez Bermujan28@gmail.com		
<i>Staff Contact:</i>	Jennifer Burbidge Parks, Culture & Recreation Director jburbidge@ci.lacey.wa.us	W	360.438.2633
Museum Hours: <i>Thursday-Friday 11-3 Saturday 10-4</i>	Erin Quinn Valcho Museum Curator equinnva@ci.lacey.wa.us	W C	360.413.3557 360.999.7746

*If there are no applicants for a vacant position one (1) month prior to the expiration of term, the incumbent may be re-appointed to an additional three (3) year term by the Mayor with the approval of the City Council.

**Museum Report
Lacey Historical Commission
December 2022**



Lacey Museum Visitation/Customer Service

- The museum had **26** visitors in December, which is the highest it has been since 2015, even with 4 closed days.
- Staff spent **over 12 hours** on customer service requests this month.

Staff & Volunteers

- Erin continued to work at the museum to cover museum operations.
- The Museum Coordinator interviews were completed. Felicia Rova-Chamroeun was offered the position and accepted. She will begin work on January 10, 2023.
- Volunteers gave **20** hours this month. Scott Cole worked as a gallery host and Jim Keogh worked on the Lacey Leader project. Marcia Batchelor took the month off.
- Madison Lerud continued her work on the Thurston County Heritage Grant project.

Collections, Research, Historic Properties, Publication & Registration

- Erin researched City Councilmembers for a publication on the website.
- Erin researched people and organizations that will become the inspiration for a public art utility box wrapping project.

Outreach, Exhibits, Marketing & Education

- The fourth History Talk of the season was with Dr. Ulrike Krotscheck who gave a popular program on the Bush Homestead Archaeology project. There were 13 in-person and 46 virtual participants.
- Erin continued to work on the 2022-23 History Talks! season which included corresponding with speakers, preparing contracts, updating the website and developing marketing information. There is only one remaining slot to be filled for May.
- Erin wrote and sent out the December newsletter.

Facility

- The museum was closed from December 24-31 due to holidays and staffing shortages.

Professional Development

- Erin attended webinars on Occupational Burnout and Government Ethics.