

Riley Museum IMLS Town and Gown Stabilization Project Status of Project Progress

OBJECTIVE OF IMLS GRANT: To create a collaboration of higher education and a community-based museum to explore the possibilities, opportunities and challenges of creating strategic alliances between the academic and community-based museum world as a measure to build capacity, enhance sustainability and address the goal of Creating a Nation of Learners.

A. Task Force Responsibilities

- Drafting of the Memorandum of Understanding (MOU) – to serve as the cornerstone and structure for Policies and operating procedures to be developed and implemented by the Parties.
- Developing Policies and Operating Procedures - that will promote, sustain and administer the services and operations of the JGRCM and FAAHPN and maintain products and/or services that meet or exceed business and industry standards.
- Developing the Mission Statement
- Outlining Goals and Objectives
- Establishing a framework from which the Parties will work to promote an atmosphere of collaboration and alliance for an effective and efficient strategic management of financial, programmatic and administrative responsibility.
- Facilitating the integration of current and new staff of each institution, JGRCM and Tallahassee Community College
- Providing and/or reinforcing training of current and new staff through workshops, hands-on demonstrations to include: basic industry vocabulary, collection practices, archival skills, new concepts in museum operation and management, developing educational programs, marketing, use of technology, understanding of governance as it relates to staff, fund raising, grant writing, and documenting, managing and care of historic properties and collections.
- Conducting an inventory of material culture, properties, assets, liabilities of both institutional partners
- Assessing and making provision for space needs, equipment, technology and other operational needs for the project – short and long-term.

B. Select Sunset Review Committee, convene initial meeting, explain role

C. Timeline

Task	Responsible Person(s)	Projected Completion Date
Year I:		
Confirm Task Force and convene initial meeting: set calendar and process	Althemese	October 27, 2017
Develop and approve Memorandum of Understanding	Althemese, Linda, Amy and Katie	November 2017
Develop and approve Policies and Operating Procedures	Althemese, Wilma, Linda, Katie, David and Calandra	November 2017
Select Sunset Review Committee, convene initial meeting, explain role	Althemese	November 2017
Complete hiring and retention of JGRCM staff that will be involved in the project	Althemese and Michael (Ongoing)	November 2017
Hold comprehensive informational JGRCM staff meeting (s)	Althemese, Michael and Wilma (Ongoing)	Monthly beginning November 2017
Training and integration of JGRCM staff & Organizational Alignment of Roles	Althemese, Michael and Wilma (Ongoing)	Ongoing beginning December 2017
Conduct evaluations and assessments of staff and project progress/recommendations	TBD	TBD
Execute the Project	Steering Committee and Task Force Members	August, 2018
YEAR II		
Continue Execution		
Compile project documents in summation for dissemination e.g. Project Guide Book	Althemese, Wilma, Katie, Torrio, Michael, David and Calandra	August 2018
Make project content available on the JGRCM, FAAHPN and Tallahassee Community College websites	Michael, Wilma and Amy	October 2018
Share the Project Guide Book with directories of the applicant and partner	Michael, Wilma and Amy	March 2019
Take opportunities to submit proposals to present the project at meetings & Conferences	AAAM Need to Identify Other Presentations	August 2018 August 2019 (Required)
Produce IMLS grant reports (as required)	Althemese, Michael and Amy	Interim and Final IMLS Reports

D. Projected Project Results

The plan is to sustain the Town and Gown Stabilization initiative after its funding through continued pursuit of resources and exploration of establishing a full professorship at Tallahassee Community College (TCC) to assume permanent management oversight of the JGRCM as a laboratory for museum studies and do cultivate the next generation of museum leaders.

1. A written document that gives the steps that were involved in setting up and executing the project, the framework that was needed to formalize and actualize the vision and concept and the strategic internal and external strengths and weaknesses that led to the result at the end of the project
2. Existence of a fulltime position of Site Coordinator (Associate Director) for JGRCM with a strong background in management, administration, program planning and implementation; contracts with two-part time personnel of Projects and Program and Communications Coordinators with individuals who have expertise in public relations, content development, marketing and social media; retention of the current funded positions of Education Coordinator, Membership & Event Coordinator using other funding sources.

E. Establish future Steering Committee Meeting Dates (Projected)

Schedule of Joint Steering Committee and Task Force Meetings		
Date	Time	Location
Friday, December 8, 2017	2:30 pm	TCC Admin Bldg, Room 150
Friday, February 9, 2018	2:30 pm	TCC Admin Bldg, Room 150
Friday, April 27, 2018	2:30 pm	TCC Admin Bldg, Room 150
Friday, June 25, 2018	2:30 pm	TCC Admin Bldg, Room 150
Friday, September 7, 2018	2:30 pm	TCC Admin Bldg, Room 150
Friday, November 16, 2018	2:30 pm	TCC Admin Bldg, Room 150
Friday, February 8, 2019	2:30 pm	TCC Admin Bldg, Room 150
Friday, April 19, 2019	2:30 pm	TCC Admin Bldg, Room 150
Friday, June 7, 2019	2:30 pm	TCC Admin Bldg, Room 150
Friday, July 26, 2019	2:30 pm	TCC Admin Bldg, Room 150

F. Staff

1. Althemese Barnes, Project Director
2. Wilma McKay, Associate Director (Site Coordinator)
3. Felicia Miles, Grant Administrator
4. Communications Officer
5. Exhibit Curator
6. Dr. David Proctor, TCC Faculty Representative
7. Linda Dilworth, Project Planner
8. Program Evaluator
9. Dr. Tameka Hobbs (Volunteer)