

A Comprehensive Institutional Plan
CARSTAIRS HERITAGE CENTRE
2021 TO 2025

Current:

Updated February 2021

Note:

1. *The 5-Year Plan is to be reviewed and updated annually during the first Quarter of Society and Museum operations. The original 5-Year Plan was developed in February 2011, and has been updated annually since this original edition.*
2. *Additional planning documents (work plan and/or action plan) may be required to actuate the 5-Year Plan, and will be created/ reviewed as necessary.*

BACKGROUND

Profile

The Carstairs & District Historical Society (CDHS) is a non-profit, registered charity incorporated under the Alberta Societies Act in 1986.

It is a membership organization, and membership is open to all individuals, families and organizations with an interest in Local, Regional and Western Canadian History and Heritage. CDHS operates **The Carstairs Heritage Centre** to help fulfill its Mandate & Mission:

To collect, preserve, record and interpret objects and materials relevant to Carstairs and District from the time of the first settlement to the present day; to preserve cultural traditions and maintain the local knowledge of the community.

Further supporting the Museum's and CDHS key values/principles*:

The collection will be present with integrity and relevancy to the community and without bias, for the educational and cultural enjoyment for present and future generations.

**Note: Please see Policy Manual A-1, Schedule 1 for "Commonly Held Values."*

The CDHS is supported by its membership, the Town of Carstairs, Mountain View County, and the Alberta Museums Association. Additional funds and support are provided through various grants; generous individual, corporate, and private donations; and annual fundraisers.

The Society and Museum has enjoyed steady expansion over the years primarily due to the dedication of countless volunteers and the support of the community.

Governance

The Carstairs Heritage Centre is operated by a Curator/Manager, who is employed by the Carstairs and District Historical Society (CDHS). CDHS is operated by a Governance Board. The Board consists of a President, a Vice President, a Secretary, a Treasurer, and minimum of three Directors.

5-Year Plan

The 5-Year Plan is the key planning tool for the CDHS and Carstairs Heritage Centre. It is both an institutional plan and year-to-year operations guide – combining strategic objectives and operational goals.

The Plan is renewed annually by a committee of the CDHS. The committee includes Board members, Society members and citizens at large – and includes input from the Carstairs Heritage Centre manager and staff. It is reviewed annually by Society membership and further voted at the AGM which is open to public. After approval by the Board and Society, it is sent for review by Town Council (Carstairs) and County Council (Mountain View). A follow-up presentation (per request) with Q&A to Town Council and/or County Council is the final step for approving the document for the year.

Following the presentation to Council(s), the 5-Year Plan is published online, and hardcopies are made available at the Carstairs Heritage Centre for any interested party.

Museum & Grounds

The present facilities include: Visitor Information Centre (Administration Building), Main Museum (Roulston Hall, Knox Church, Ing Gallery, Pointen Gallery, & North Gallery), 3 carriage houses (each about 560 square feet, suitable for large displays in the summer), The McCaig House (pioneer homestead) and garage (250 square feet).

Operations & Programming

Museum Open Hours

Summer Hours (June, July, August): Monday through Saturday: 10am-4pm
Sunday: Noon-4pm

Winter Hours: Monday-Friday: 10am-4pm

**Additional hours available by appointment.*

Office Open Hours

Year-round: Monday through Friday: 9am-4pm (or as posted)

Summer: as listed above; Saturdays: 10am-4pm; Sundays: Noon-4pm

Current Programming

- Educational Programs

- *The Five Things*– onsite program
 - *Grade 2 Edu-Kit* – outreach program
 - *Grade 4 Edu-Kit* – outreach program
- *Sheep to Sweater* – onsite program
- *Cream of the Crop* – onsite program
- *Young Curators* – onsite program
- *Johnny Chinook* – onsite/outreach program
- *Worth 1000 Words* – outreach program
- *Pioneer Holiday* – onsite or outreach program
- *The Home Front (Remembrance Day)* – onsite or outreach program
- *Our Community* – Taking the museum on the road
- Outreach
 - *Antiques in the Attic*
 - *What is it?*
 - *Carstairs - 1883-1903*
 - *Dr. Chrystal*
 - *Good News, Bad News & No News.*
- Reminisce Speaker Series – a guest speaker series based in personal experience in a topic area
- Concert Series Venue

Events & Activities

- Carstairs Heritage Festival (June)
- Beef & Barley Days (July)
- Alberta Culture Days (September)
- Old Fashioned Christmas (December)
- Pioneer Supper & Pie Auction (February)

2020 YEAR REVIEW

Projects & Operations

- ✓ Visitor Information Centre re-accreditation (annual)
- ✓ Covid-19 Safety upgrades and signage added around interior Museum and carriage houses
- ✓ Roof of Knox Church repairs finished
- ✓ “Tea garden” grown around McCaig House; U-Pick vegetable events held
- ✓ Creation of the Grade 2 and 4 Edu-Kits as take-to-class supplement/alternative to in-person visits to the Museum
- ✓ Silent-bid art auctions held as fundraisers for the Museum
- ✓ Museum website completed and regularly updated
- ✓ Began process with the town council to designate the Knox Church a municipal heritage resource

Collections Management

- ✓ Continue accessions, cataloguing, or deaccession of Orphaned Items
- ✓ Inventory location and cataloguing – (data entry to new database)
 - Ongoing cataloguing work
 - Ongoing renumbering and relabeling of the Collection to bring up to a Museum Standard
- ✓ Ongoing collection audit
- ✓ Ongoing storage facilities re-organization planning/mapping
- ✓ Ongoing database reconciliation

Programming

- ✓ Reminisce Series – put on hold for 2020 due to Covid-19 gathering restrictions
- ✓ Continue Concert Series– put on hold for 2020 due to Covid-19 gathering restrictions
- ✓ New scavengers hunts for kids- 4 unique scavenger hunts based on age group

Exhibits & Display

- ✓ Travelling Exhibit in the Ing Gallery through the Alberta Foundation for the Arts TREX Program
- ✓ Blacksmith tools display and information installed

2021-2025 PLAN

Category 1: Projects and Operations

Category 1 Activities/Goals	Resources (B = Board; C/M = Curator/Manager; VT = Volunteer Team; SS = Seasonal Staff; Com = Committee)	Timelines (end of fiscal)				
		2 0 2 1	2 0 2 2	2 0 2 3	2 0 2 4	2 0 2 5
1.1 Research Gift Shop Alternatives	Primary – VT Secondary - SS	X				
1.2 Off-Site Satellite Displays	Primary – C/M	X	X			
1.3 Continue Phase 1 Regional Signage	Primary – VT Secondary – C/M	X	X			
1.4 Town of Carstairs Heritage Signage	Primary - C/M Secondary – VT; SS	X	X	X		
1.5 Register Knox Church as a Municipal Heritage Resource	Primary- C/M Secondary- Com	X				
1.6 Explore options for next steps with Knox Church-architectural study, etc.	Primary- C/M Secondary- B	X	X			
1.7 Create & Implement Conservation and Restoration Plan for Knox Church	Primary- C/M Secondary- B	X	X	X	X	

Category 1 Activities/Goals	Resources (B = Board; C/M = Curator/Manager; VT = Volunteer Team; SS = Seasonal Staff; Com = Committee)	Timelines (end of fiscal)				
		2 0 2 1	2 0 2 2	2 0 2 3	2 0 2 4	2 0 2 5
1.11 Research potential uses of west boulevard	Primary – C/M	X				
1.12 Expand/continue edible ‘tea garden’ and explore future uses	Primary- VT Secondary- C/M	X				
1.13 Grow Volunteer Program – develop volunteer job descriptions.	Primary – C/M	X	X	X	X	X
1.14 Museum publication series	Primary – VT (years 1-2), C/M (year 3+)	X	X	X	X	X
1.15 Maintain museum’s online presence (website, facebook, etc.)	Primary – C/M, SS	X	X	X	X	X
1.16 Complete Museum’s Operational Health and Safety Policy	Primary- C/M, B	X	X			
1.17 Update Museum’s Human Resources Policy to meet current standards	Primary- B	X	X			

Category 2: Partnership and Funds Development

Category 2 Activities/Goals	Resources (B = Board; C/M = Curator/Manager; VT = Volunteer Team; SS = Seasonal Staff; Com = Committee)	Timelines (end of fiscal)				
		2 0 2 1	2 0 2 2	2 0 2 3	2 0 2 4	2 0 2 5
2.1 Annual Fundraising Event	Primary: Com	X	X	X	X	X
2.2 Strengthen and explore community partnerships – library, parentlink, playschool, 4H, etc.	Primary – C/M	X	X	X	X	X
2.3 Develop and implement Marketing and Promotion Plan	Primary – C/M Secondary - B	X				
2.4 Partner with local businesses and/or organizations to develop a Destination Marketing Plan	Primary – C/M Secondary - Com	X	X	X		
2.5 Research and source new granting opportunities	Primary – C/M	X	X	X	X	X
2.6 Research staffing development strategies and begin planning to expand budget to hire second staff member	Primary- C/M Secondary- B	X	X			

Category 2 Activities/Goals	Resources (B = Board; C/M = Curator/Manager; VT = Volunteer Team; SS = Seasonal Staff; Com = Committee)	Timelines (end of fiscal)				
		2	2	2	2	2
		0	0	0	0	0
		2	2	2	2	2
		1	2	3	4	5
2.6 Develop and execute Fundraising Action Plan	Primary – B Secondary - Com	X	X	X	X	X
2.7 Remain agile to seek and meet new fundraising opportunities	Primary – B Secondary - Com	X	X	X	X	X

Category 3: Collections Management

Category 3 Activities/Goals	Resources (B = Board; C/M = Curator/Manager; VT = Volunteer Team; SS = Seasonal Staff; Com = Committee)	Timelines (end of fiscal)				
		2	2	2	2	2
		0	0	0	0	0
		2	2	2	2	2
		1	2	3	4	5
3.1 Archives Cataloguing	Primary: SS, VT, C/M	X	X			
3.2 Ongoing collections work – and upgrading to Museum Standard	Primary: C/M Secondary: VT	X	X	X	X	X
3.3 Ongoing database and paper gift record reconciliation	Primary: VT Secondary: C/M	X				

Category 3 Activities/Goals	Resources (B = Board; C/M = Curator/Manager; VT = Volunteer Team; SS = Seasonal Staff; Com = Committee)	Timelines (end of fiscal)				
		2	2	2	2	2
		0	0	0	0	0
		2	2	2	2	2
		1	2	3	4	5
3.4 Photo scanning	Primary: SS	X	X			
3.5 Pursue newspaper digitization/ preservation project (as able to be funded)	Primary: C/M, Secondary: VT	X				
3.6 Collection Inventory	Primary: VT Secondary: C/M	X	X			
3.7 Audit storage facilities and develop plan	Primary: C/M	X	X			
3.8 Upgrade storage facilities	Primary: C/M Secondary: VT		X	X	X	

Category 4: Programming

Category 4 Activities/Goals	Resources (B = Board; C/M = Curator/Manager; VT = Volunteer Team; SS = Seasonal Staff; Com = Committee)	Timelines (end of fiscal)				
		2	2	2	2	2
		0	0	0	0	0
		2	2	2	2	2
		1	2	3	4	5
4.1 Continued development of upper grade (grade 5-12) programming	Primary: VT Secondary: C/M	X	X	X	X	

Category 4 Activities/Goals	Resources (B = Board; C/M = Curator/Manager; VT = Volunteer Team; SS = Seasonal Staff; Com = Committee)	Timelines (end of fiscal)				
		2 0 2 1	2 0 2 2	2 0 2 3	2 0 2 4	2 0 2 5
4.2 Formal review of educational programing	Primary: Com	X	X	X		
4.3 Continue guest speaker series	Primary: Com	X	X	X	X	X
4.4 Build out Carstairs Oral History Project	Primary: C/M Secondary: B, VT	X	X	X	X	X
4.5 Continue annual field-trips	Primary: C/M	X	X	X	X	X
4.6 Continue and grow performing arts series	Primary: Com	X	X	X	X	X
4.7 Develop a general public tours and interpretive theme (adult and youth – e.g. scavenger hunt)	Primary: C/M Secondary: SS	X	X			
4.8 Develop public programming and increase number of in-house events (incl: summer programming)	Primary: C/M Secondary: Com	X	X	X	X	X

Category 5: Exhibits & Display

Category 5 Activities/Goals	Resources (B = Board; C/M = Curator/Manager; VT = Volunteer Team; SS = Seasonal Staff; Com = Committee)	Timelines (end of fiscal)				
		2 0 2 1	2 0 2 2	2 0 2 3	2 0 2 4	2 0 2 5
5.2 Add object labels/contextual information into existing displays as needed	Primary: C/M Secondary: SS	X	X			
5.4. Develop interpretive plan and furnishings plan for McCaig House	Primary: C/M Secondary: SS	X	X			
5.5 Develop plan for Ing Gallery Space – rotating/traveling	Primary: C/M	X	X	X	X	X
5.6 Pointen Gallery Space – rotating art	Primary: C/M	X	X	X	X	X
5.7 Create Interpretive Plan for North Gallery exhibit spaces	Primary: C/M	X	X			
5.8 Implement North Gallery Interpretive Plan and begin creation/installation of new exhibits	Primary: C/M Secondary: SS	X	X	X	X	X

Category 5 Activities/Goals	Resources (B = Board; C/M = Curator/Manager; VT = Volunteer Team; SS = Seasonal Staff; Com = Committee)	Timelines (end of fiscal)				
		2	2	2	2	2
		0	0	0	0	0
		2	2	2	2	2
		1	2	3	4	5
5.9 Baseball – Ing Gallery	Primary: C/M Secondary: SS	X				
5.10 Textiles & Fashion– Ing Gallery	Primary: C/M Secondary: SS		X			
5.11 – Ing Gallery	Primary: C/M Secondary: SS			X		
5.12 Weird & Wonderful – Ing Gallery	Primary: C/M Secondary: SS				X	