

Provisional until voted on at the 2024 CDHS AGM (February)

A Comprehensive Institutional Plan
CARSTAIRS HERITAGE CENTRE
2024 to 2028

Current:

Updated December 2024

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 presented 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."*

Vision Statement:

The vision of the Carstairs and District Historical Society is to be a relevant, unbiased community asset that provides inspiration, knowledge and curiosity to the individuals, organisations, and businesses of the Carstairs area

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.

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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 elected Directors.

Since Summer of 2023, the Curator/Manager has been resolved into a single entity. There were no gaps in coverage before this point, and there will continue to be full coverage into the future.

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 the board of the CDHS and the Carstairs Heritage Centre Curator/Manager. A provisional 5-year plan is presented to the Town Council during the CDHS's council delegation. This is an opportunity for review and input from council members. It is then reviewed annually by Society membership and further voted at the AGM (February) which is open to the public. After approval by the Board and Society, the 5-Year Plan is published online, and hardcopies are made available at the Carstairs Heritage Centre for any interested party. 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.

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 Sunday: 10am-4pm

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

**Additional hours available by appointment.*

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Current Programming

- **Educational Programs**
 - *The Five Things*– onsite program
 - *Grade 2 Edu-Kit* – outreach program
 - *Grade 4 Edu-Kit* – outreach program
 - *Grade 5 The Great Depression* - onsite 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*
 - *Good News, Bad News & No News.*
 - *Chinook Winds Lodge Visits*
- **Entertainment**
 - Reminisce Speaker Series – a guest speaker series based in personal experience in a topic area
 - Concert Series
 - Pointen Art Gallery - Art Galas.
 - Pop up Yoga

Events & Activities

- Pioneer Supper (February)
- Carstairs Block Party (May)
- Carstairs Heritage Festival (June)
- Canada Day (July)
- Beef & Barley Days (July)
- Carstairs Horticultural Show (August)
- Walk the Block (August)
- The Carstairs Show and Shine (August)
- Night at the Museum (October)
- Remembrance Day (November)
- Crazy Carstairs Christmas (December)

2023 YEAR REVIEW

Projects & Operations

- ✓ Visitor Information Centre re-accreditation (annual)
- ✓ Received grants to support two summer students.
- ✓ North Gallery
 - Remodeled three existing exhibits, prepared a space for a new permanent exhibit.
- ✓ South Gallery
 - New great depression exhibit/program. Remodeled the train exhibit.
- ✓ Ing Gallery
 - Opened a music and entertainment permanent display.

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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

- ✓ Partnering with local businesses for QR-code scavenger hunt
- ✓ Partnered with local organizations for events including, The Chinook Winds Lodge, Carstairs FCSS, Mountain View Country Family Resource Network, The HSS Leadership group, the Carstairs AG Society, the Carstairs Horticultural Club, and The Carstairs Library.
- ✓ Educational Programming for the Grade 2 and Grade 5s

Exhibits & Display

- ✓ Maintaining the museum's social media presence
- ✓ Continued the redevelopment of the North Gallery
- ✓ North Gallery
 - The Sports Exhibit was expanded. The general store and military exhibits were remodeled. The space was opened to ensure accessibility and comfort.
- ✓ Art Gallery
 - 12 Months of Art Programming with a specific Focus on Central Alberta Artists.
- ✓ Offsite (Library Exhibits)
 - Bob Clark
 - Carstairs Rodeo
 - Remembrance Day
 - Local Weaving History

Facilities & Maintenance

- ✓ Pest control
- ✓ Painted 2 walls.
- ✓ Repaired a broken thermostat.
- ✓ Replaced emergency lighting.
- ✓ Improved water drainage
- ✓ Prepared for an Engineers assessment of the church foundation.

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2024 YEAR OBJECTIVES AND PRIORITIES

The primary objective for the 2024 year is the North Gallery. The Carstairs Heritage Centre is partnering with the Blackfoot Crossing Museum to develop an Indigenous History exhibit. This has been a long-drawn-out process, but we are encouraged by the meetings and agreements we have to date. The museum will continue our changes in the North Gallery by developing a History of Public Utilities exhibit, which will track changes in the town's power grid and public water system in comparison with developments in the rural region. The museum is also in the planning stages of a satellite exhibit at the Memorial Arena. In conjunction with the development of new exhibits, the museum is continuing its audit of our collection to make room for new donations and to place new items on display.

Additionally, the museum plans to expand upon its outreach and events. In 2023 the museum planned/ participated in 29 community events. Our ambition is to increase that number by strengthening our partnership with Carstairs FCSS. It is also our intention to increase our marketing and advertising for the museum and these programs. Likewise, we plan on having a membership drive. This will include an open house, and member-specific perks. From this we would like to grow the CDHS board. The outcome from this will be increased community engagement.

The Carstairs and District Historical Society is anticipating a large amount of work with respect to facility maintenance. The Board has approved an Engineering assessment of the Knox Presbyterian Church Foundation, which has been slowly sinking. The results of this assessment will direct us to future restorative conservation measures. Securing funding for this through grants, partnerships and donations is a priority for 2024. Additionally, the museum will install railings for the church step and the west access to the museum.

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2024-2028 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 4	2 0 2 5	2 0 2 6	2 0 2 7	2 0 2 8
Restorative Conservation of the Knox Presbyterian Church	Primary – B , C/M Secondary – VT	X	X	X		
Improving tracking volunteer hours Using Track it Forward	Primary – C/M Secondary – VT	X	X	X	X	X
Increasing Society Membership (membership drives, perc sect)	Primary – B , C/M Secondary – VT	X	X	X	X	X
Increasing Board of Directors	Primary – B , C/M	X	X	X	X	X
Continue Phase 1 Regional Signage	Primary – VT Secondary – C/M	X	X			
Town of Carstairs Heritage Signage	Primary - C/M Secondary – VT; SS			X	X	
Grow Volunteer Program – develop volunteer job descriptions.	Primary – C/M	X	X	X	X	X
Museum publication series	Primary – VT, C/M			X	X	X
Maintain museum’s online presence (website, Facebook, etc.)	Primary – C/M, SS	X	X	X	X	X
Complete Museum’s Operational Health and Safety Policy	Primary- C/M, B	X				

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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 4	2 0 2 5	2 0 2 6	2 0 2 7	2 0 2 8
Annual Fundraising Event	Primary: Com	X	X	X	X	X
Strengthen and explore community partnerships – library, playschool, 4H, etc.	Primary – C/M	X	X	X	X	X
Develop and implement Marketing and Promotion Plan	Primary – C/M Secondary - B	X	X			
Partner with local businesses to synergize local tourism	Primary – C/M Secondary - Com	X	X	X		
Research and source new granting opportunities	Primary – C/M	X	X	X	X	X
Reference organizational structure plan to hire second staff member	Primary- B , C/M			X	X	
Develop and execute Fundraising Action Plan	Primary – B Secondary - Com	X	X	X	X	X
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 0 2 4	2 0 2 5	2 0 2 6	2 0 2 7	2 0 2 8
Archives Cataloguing	Primary: SS, VT, C/M	X	X	X	X	X
Ongoing collections work – and upgrading to Museum Standard	Primary: C/M Secondary: VT	X	X	X	X	X
Ongoing database and paper gift record reconciliation	Primary: VT Secondary: C/M	X	X			
Photo scanning	Primary: SS	X	X			
Pursue newspaper digitization/ preservation project (as able to be funded)	Primary: C/M, Secondary: VT			X		
Collection Inventory	Primary: VT Secondary: C/M	X	X			
Audit storage facilities and develop plan	Primary: C/M	X	X			
Upgrade storage facilities	Primary: C/M Secondary: VT	X	X	X		

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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 0 2 4	2 0 2 5	2 0 2 6	2 0 2 7	2 0 2 8
Improve Advertising and marking	Secondary: C/M	X	X	X	X	X
Continued development of upper grade (grade 5-12) programming	Primary: C/M Secondary: VT	X	X	X		
Formal review of educational programing	Primary: Com	X	X			
Continue guest speaker series	Primary: Com	X	X	X	X	X
Build out Carstairs Oral History Project	Primary: C/M Secondary: B, VT	X	X	X	X	X
Annual fieldtrips	Primary: C/M	X	X	X	X	X
Grow performing arts series	Primary: Com	X	X	X	X	X
Develop a general public tours and interpretive theme (adult and youth – e.g. scavenger hunt)	Primary: C/M Secondary: SS	X	X			
Develop public programming and increase number of in-house events. (incl: summer programming)	Primary: C/M Secondary: Com	X	X	X	X	X

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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 4	2 0 2 5	2 0 2 6	2 0 2 7	2 0 2 8
Add object labels/contextual information into existing displays as needed	Primary: C/M Secondary: SS	X	X			
Develop plan for Ing Gallery Space – rotating/traveling	Primary: C/M	X	X	X	X	X
Pointen Gallery Space – rotating art	Primary: C/M	X	X	X	X	X
Create A Public Utilities Exhibit for North Gallery	Primary: C/M Secondary: SS	X				
Create an Indigenous History Exhibit in Partnership with the Black Foot crossing museum.	Primary: C/M	X	X			
Implement North Gallery Interpretive Plan and begin creation/installation of new exhibits	Primary: C/M Secondary: SS	X	X	X	X	X
Develop a Satellite Exhibit at the Memorial arena	Primary: C/M Secondary: SS	X	X			
Remodel the General Store Exhibit	Primary: C/M Secondary: SS		X	X		
Edit and update Sam Scarlet Text panels in South Gallery	Primary: C/M Secondary: SS		X	X		
Develop 3 new exhibits (Annually) for the Library Satellite display	Primary: C/M Secondary: SS	X	X	X	X	X
Develop a Satellite Display at other Third-Party Sites (I.e. Curling rink)	Primary: C/M Secondary: SS		X	X	X	X
Develop Exhibits for Special Events	Primary: C/M Secondary: SS	X	X	X	X	X