

HISTORICAL COMMITTEE
Strategic Plan -2014

VISION/MISSION STATEMENT

In our vision, the Historical Committee will preserve and protect the history of the Borough of Watchung. The Committee shall maintain the Texier House as a local museum containing all artifacts and material pertaining to the history of the Borough of Watchung. The Committee shall be dedicated to the maintenance of an accurate history of the Borough and seek to document all information collected. The Historical Committee shall gather current items of future interest and catalog and store such items for the future. The Committee shall provide a yearly summary of Borough activities to provide an ongoing and accurate history for the future. The Committee will conduct programs as necessary to educate citizens on the colorful history of this area and to encourage resident participation. The Committee will seek to maintain high interest in historic homes and sites in the Borough to preserve our heritage.

Goals and Objectives – 2014

HIGH PRIORITY

Maintain the Texier House as a local museum containing all artifacts and material pertaining to the history of the Borough of Watchung displayed for the community to enjoy.

Continue to set up displays at the Texier House Museum and refine those displays that have been completed utilizing display risers, props, etc. (All year)

Develop guidelines for the tours of the Museum and train volunteer docents to assist the Committee. (April, May)

Decide which categories will be the next displays selected from the following: schools, then and now, families, Lenape Indians, Watchung in the Revolution, etc. (March)

Continue to sort and organize historical materials that have not been yet been utilized or stored properly. (All year)

Continue to refine the groupings in sub-categories as appropriate. (All year)

File printed materials that will not be used immediately in files in conference room. (March – September)

Conduct small scale public events such as teas, special tours, holiday themed events, etc. and invite targeted groups. (March – December)

Invite other local historical groups for tours and special events. (March – December)

Conduct another Watchung History Day on September 27, 2014 involving other community groups with tours of the Museum. (September)

Implement the recommendations made by the CAPES evaluation within our budget: (This goal will take several years to complete.)

Create key administrative policies to include a Collection Policy, Deed of Gift Form, and Appraisal Guidelines. (March – May)

Create and maintain accession records for donations. (March – May)

Develop a disaster plan in cooperation with OEM. (June – October)

Address preservation and storage concerns in the report to include U/V filters on lighting, placement of all paper materials in archival quality folders, sleeves and boxes, etc. (Because of the cost of these materials and process, this will take several years to accomplish.) (All year)

Continue the process of inventories/descriptions of all holdings. As a first step, list on paper all items in the collection in categories with the information we have.

Decide on categories and the information to be included. (January-June)

If possible, continue with the Excel spreadsheets already developed and decide format to list, organize, and track all items in the collections. (All year)

Maintain the program as items are added to the list. (All year.)

Begin the process of digitizing all holdings. Where possible, utilize copies for display while preserving the originals. (All year)

Complete the first phase of the video recording information gathered from long-time resident and officials of the Borough.

Oversee progress of the video and continue recording information. (January – June)

Continue to work with the skilled video volunteers to complete this project. (June – December)

Determine what materials belong on a Historical Committee link to Borough's website. (January – June)

Oversee the Eagle Scout Project of developing a display depicting scenes of early Watchung and how those places look now including a published book.

Provide resources and information from our files and collection. (January – September)

Assist with selection, preservation, and cataloging material. (January – September)

Monitor progress as materials are developed for display. (January – September)

Coordinate project with Scout Project Advisor. (January – September)

Oversee the Girl Scout Gold Project of developing a display of the first Watchung School, Valley View and Bayberry Schools.

Provide resources and information from our files and collection. (January – September)

Assist with selection, preservation, and cataloging material. (January - September)

Monitor progress as materials are developed for display. (January – September)

Coordinate project with Scout Project Advisor. (January – September)

Conclude Girl Scout Silver Award Project.

Develop appropriate projects to meet requirements to complete the Award. (March – July)

Monitor progress and coordinated with the Girl Scout Advisor. (March – September)

Contact colleges to determine if there are students in library science or other majors that could assist us in setting up more displays in the museum and organizing the material. January – April)

ON-GOING

Continue to prepare the conference room for use as a work room and temporary storage room for the Committee's materials.

Continue to organize and properly store materials that will not be used right away.

Organize the Committee's Minutes, Correspondence, Documents, Budgets, etc. into the files in the conference room.

Purchase shelving with adequate air circulation to hold boxes of materials that are extra or not needed immediately.

Continue to meet with other Historical Committees from other towns to get ideas about showcasing and organizing the collection.

Utilize the experience and expertise of others in the community to assist in this planning and implementing.

Utilize the Eagle Scout book project as a fundraising project when the book is completed.

Continue to review the fiscal needs of the Historic Committee in view of the occupancy of the Texier House and the establishment of a Borough Museum.

Appoint one member to serve as a financial manager to better track our expenditures and budget needs and integrate the new position of Financial Manager into the Committee.

Develop procedures for the Financial Manager to track purchases and expenditures and monitor with the approved budget.

Develop a mechanism to communicate with the CFO of the Borough about donations made to the Committee and other financial matters. (March – May)

Determine ways to manage costs and increase revenue.

Examine external support for government and corporate grants.

Monitor the budget and report at all meeting of the Committee.

Keep an accurate record of the sale of all fund raising items.

Determine budget needs for 2015.

Collect and organize newspaper and magazine clippings, record events that occur in Watchung in 2014 and create a scrapbook of such material. An introductory page of the year's Highlights will be developed. This goal shall be included in each year's program of work.

Continue fund raising efforts to include the note cards, Watchung Throws, publications and other items as determined by the Committee.

Attend Historical Workshops sponsored by the state and county historical organizations to gain information to improve the functions of the Committee.

Continue to photograph appropriate events in the Borough and document major changes in landscape.

Continue to collect any and all information pertaining to the History of Watchung. Monitor on-line sources for historical material.

LONGER-TERM GOALS

Recreate the narrative to the program on the history of Watchung

Review and evaluate the old slides and determine if they could be used in a Power Point presentation about the history of Watchung.

Develop a script and program that can be used by all volunteers for programs and tours.

Continue to plan for a sculpture/monument describing the history of Watchung Lake as an ice industry.

Document the origins of the names of the streets in the Borough.

Utilize information gathered to regularly publish and disseminate articles about Watchung, including anecdotes and “Did you Know” type articles.

Explore programs to increase visibility and the image of the Historic Committee, i.e. Boy Scouts, Girl Scouts, other community groups.

Explore additional fund-raising projects and grants.

Research the role of Watchung in all aspects of the Revolutionary War to determine if there is any documented evidence of participation in the Revolution. Search for artifacts that might prove the presence of troops, etc.

Research Watchung history that may be in the archives of Warren, North Plainfield and Plainfield.

Explore the preservation of historic sites in Watchung.

Approved at the Historical Committee Meeting of April 15, 2014.