VILLAGE OF BROCKPORT

"To provide a high quality of life for all residents, exercising fiscal responsibility and preserving Brockport's unique heritage and historic character."

VILLAGE BOARD – WORK SESSION AGENDA

Monday, August 3, 2015 7:00pm

Location: Village Hall conference room

This is a work session, not a regular meeting. No public comment.

Intended for Board discussion, not action. Therefore, meeting minutes are not required.
If any action is taken, Mayor takes notes & provides to Clerk.

- **GUESTS:**
  - E.L.K. Museum Board Officers
    - Power Point presentation – E.L.K. Museum Annual Review
    - Annual report of the E.L.K. Museum Board filed with Village Clerk 6/30/15
    - Policies & intellectual property waiver approved by E.L.K. Museum Board 6/24/15 (previously reviewed & ok'd by Village Attorney)
    - E.L.K. Museum needs (i.e. heating/cooling, etc.)

- **ACTION ITEMS (time-sensitive):**
  - Approval of minutes
  - Approval of bills
  - Authorize purchase of a 2016 Chevrolet Impala for $22,957.83 for Police Dept.
  - Authorize purchase of Dell Power Edge T320 server for $3,999.53 for Police Dept.

- **ITEMS FOR DISCUSSION / REVIEW:** none

- **EXECUTIVE SESSION (if needed)**

- **ADJOURNMENT**

Upcoming:

Village Board meeting: 7pm Monday, 8/17 (with Attorney & Treasurer & Department Heads)
Village Board work session: 7pm Monday, 8/24
Village Hall closed: Friday, 9/4 & Monday, 9/7 for holiday
Village Board meeting: 7pm Monday, 9/21 (with Attorney & Treasurer & Department Heads)
Village Board work session: 7pm Monday, 9/28

ELK Museum Annual Review
Brockport Village Board

Allan Barry
Pat O'Brien

August 3, 2015

Museum Policies Document

- Revision 1 approved by Museum Board 6/24/15
- Processes include:
  - ✓ Museum Board Roles/Responsibilities
  - ✓ Meeting Process
  - ✓ Membership Requirements
  - ✓ Documentation requirements relative to
    - → Goals and Objectives
    - → Record Management
    - → Collections Management (accession/deaccession/loans/gifts)
  - ✓ Establishment of Committees
    - → Collections/Education (Partnership with The College at Brockport)

2014/2015 Year in Review

- Museum Board
  - ✓ Pat O'Brien, Chairperson (elected June 24, 2015)
  - ✓ Pam Ketchum, Vice chairperson (elected June 24, 2015)
  - ✓ Allan Berry, Secretary (elected June 24, 2015)
  - ✓ Sarah Cedeno
  - ✓ Norman Knapp
  - ✓ Mark Rice
- Providers of Service to the Board
  - ✓ Bill Andrews – Village Board Liaison
  - ✓ Neal Keating – Non voting member representing The College at Brockport
  - ✓ Sue Savard – Volunteer Coordinator
- Volunteers
  - ✓ 16 new volunteers have been recruited within the last 6 months
  - ✓ Total Number of volunteers – 24
    - → Enables increase of "visiting hours"

2014/2015 Year in Review

- Grants
  - ✓ Record Management ($15K labor/$2.7K archival materials)
    - → 150 cubic feet of records inventoried, organized, cross-referenced, and preserved in archival boxes
    - → 3 Part time employees hired
    - → Project completed in June 2015
  - ✓ Get Ready Grant
    - → Board members met with consultant to review SWOT analysis developed by ELK Board
- Organization
  - ✓ Meetings held regularly; meeting notes recorded and posted on Village of Brockport Web Site
  - ✓ Museum Policies Document developed and approved by Museum Board; implementation pending Village Board approval
- Attendance
  - ✓ Guest Book is not always used
    - → 2014 – 197 visitors
    - → 2015 – 133 visitors YTD as of end of July
  - ✓ Expansion of hours to Tuesday evenings from 6 to 8 PM and the First Friday evening and Sunday afternoon increase visiting potential
  - ✓ Brainstorming will begin to develop ideas for "special events"

- Accomplishments
  - ✓ Volunteers and Board Members
    - → Revision and printing of the ELK Museum Brochure
      - – Previous brochure at least 15 to 20 yrs. old
    - → Development of a Slide Show using Glass Plate Images from early Brockport
      - – 20,000 "hits" on ELK blog
    - → 27 Pictures "adopted" to enable restoration with archival glass and cleaning
    - → Addition of 16 new volunteers
    - → Expansion of Visiting hours by over 100 % (4 hrs. to 12 hrs.)
    - → Painting of bathroom, main hall, and closet
    - → Restoration of railing from the first to the third floor
    - → Organization and display of tools and artifacts on the third floor
    - → Completion of a SWOT analysis
    - → Hosted a luncheon and tour for members of museums in Clarkson, Hilton, Spencerport, Caledonia, and Clarendon
    - → Meeting regularly with The College at Brockport to enhance a mutually beneficial collaboration
    - → Hosted a visit by taxidermists, resulted in recognition of rare golden eagles in our collection (estimate for restoration ($11,918)
    - → Docent handbook developed
    - → Downton Abbey display developed and in place now
    - → Benchmarking visits conducted at Geneva Historical Society, Hobart and William Smith, and Bloomfield

- Accomplishments
  - ✓ In collaboration with Village of Brockport
    - → Completion of roof repair
    - → Removal of the wall and door on the second floor to open up staircase
    - → Initiation of regular professional cleaning
    - → Completion of Record Management Project to preserve vital documents and enable accessibility

- Help Needed/Requests of Village of Brockport
  - ✓ Climate control (Heating and Cooling on 2nd and 3rd floor)- Analysis and Implementation
    - → Extremes of temperature adversely impacts collection and contributes to accelerated degradation of current objects
    - → Museum unavailable in winter or heat of summer
    - → Impacts attendance by visitors
    - → Precludes ability to increase interaction and availability for The College at Brockport collaboration
  - ✓ Handicap Accessibility
    - → Staircase precludes some visitors as well as discriminates against students who wish to be part of the "Museum internship program"
  - ✓ Modification of lighting to reduce deterioration by florescent lights
  - ✓ Complete restoration of pictures
  - ✓ Purchase software to digitize and catalog objects with Past Perfect
  - ✓ Funding to enable digitizing documents in a relational data base
    - → Benchmarking with other museums in progress
  - ✓ Funding for restoration of 2 maps of 1860's Brockport which are badly deteriorated
  - ✓ Funding for restoration of two golden eagles - $11,918

Annual Report

of the

Emily L. Knapp Museum Board

Prepared by Allan Berry

June 2015

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2015: A Year in Review

Mission Statement

The Emily L. Knapp (ELK) Board of Trustees adopted the following as a mission statement for the museum:

> *The mission of the Emily L. Knapp Museum, an educational institution, is to collect, preserve, and provide access to the heritage and history of the greater Brockport community.*

Board of Trustees

On January 6, 2014 the Village Board adopted a resolution which reorganized the governing body of the Emily L. Knapp Museum. This resolution which was subsequently revised on July 21, 2014, required that ELK Trustees be residents of the Village of Brockport while permitting non-residents to serve as volunteers. The members of the ELK Board had previously been approved by the Village without a residency requirement. The ELK Board expressed its opinion that such an action was contrary to its wishes and requested that current nonresident members of the Board be grandfathered. While accepting many of the suggestions of the ELK Board relating to the reorganization, the Village Board opted to require Village residency for all current and future members of the ELK Board.

The current Board consists of the following members (SEE APPENDIX A):

- ✓ Pat O'Brien, Chairperson (elected June 24, 2015)
- ✓ Pam Ketchum, Vice chairperson (elected June 24, 2015)
- ✓ Allan Berry, Secretary (elected June 24, 2015)
- ✓ Sarah Cedeno
- ✓ Norman Knapp
- ✓ Mark Rice

The following provide valuable service to the Board:

- ✓ William Andrews, Village Board Liaison
- ✓ Neal Keating, The College at Brockport Museum Studies/Public History Program and a non-voting member of the Board.

Volunteers

The Museum has a long history of volunteer service; however, serving as the Volunteer Coordinator for the Museum, Sue Savard has recruited sixteen new volunteers within the last six months. (SEE APPENDIX A) The work of Sue and her inspired group of volunteers, which now numbers twenty-four, has had a number of positive effects including expanding the Museum's hours of operation. In addition, the Adopt a Picture Program, which was initiated by Sue, permits friends of the Museum to make a contribution to restoring framed photographs, prints and pictures that are currently on display.

Organization

At the direction of our former Village Board Liaison, Carol Hannan, for the first time, the ELK Board began to hold regular monthly meetings and has submitted minutes of these meetings to the Village Clerk following each meeting.

Facility

A high priority for the ELK Board has been the facility. The ELK Board has, with the assistance of the Village Clerk, arranged to have periodic professional cleaning of the facility. At the request of the ELK Board, the Village was able to remove a wall and door at the second floor entrance to the Museum which created a more open look and helped to return the stairway to its original grand appearance. In addition volunteers have painted various areas including the bathroom, the main hallway and a closet that is used as a library.

While we are grateful to be part of the Village of Brockport and enjoy the space provided by the Village there are a number of limitations presented by the space. The fact that the Museum is located on the second and third floor of the building without handicapped accessibility is a limitation that is being considered.

The two highest priorities regarding the facility are described below:

Roof

The highest p iority of the ELK Board has been the repair of the roof. Indeed this has been a matter of interest for at least the past three years and is documented in minutes of the ELK Board and various written communication to the Village. The result has been water damage and in some instances an accumulation of snow in the facility. While we have been fo tunate not to have experienced damage to or loss of any part of the collection, it has been discouraging to see the slow pace with which this matter has

been addressed. With the assistance of Liaison Andrews and Mayor Blackman, this matter has been resolved and a contractor has been identified who has replaced the cupola roof as well as a portion of the mansard roof. The slate tiles have been replaced with a synthetic product that looks like slate and the original tiles will be saved and placed in storage by the Village for use by the ELK Board as appropriate. The ELK Board is grateful that this matter has been addressed.

Heat and Climate

Even prior to the Village offices being moved to their current location, the heating to the second floor of the building was interrupted. With the benefit of temporary heat, volunteers continued to work in the Museum each week during late fall, winter and early spring. Restoring heat is a high priority for the ELK Board. Our liaison reports that the Department of Public Works is exploring the possibility of restoring heat to the Museum. It is hoped that the ELK Board will be consulted as these plans move forward.

A related matter that needs the immediate attention is climate control in the Museum. The collection is subject to incredible extremes of heat and cold which is not conducive to the preservation of the collection or to maximizing access to the collection. The ELK Board will be making a recommendation to the Village Board regarding the establishment of appropriate climate in the facility.

These two factors (heat and climate control) need to be addressed and we look forward to working with the Village Board to accomplish this goal.

Records Management

The Village arranged for a records management grant in the amount of $15,000 that employed three part-time clerical staff. This project involves inventorying, organizing, cross referencing, and preserving in archival boxes and sleeves approximately 150 cubic feet of bound and unbound historic records. The three employees are charged with assessing the records to determine those that are obsolete or duplicative and should be removed. Those records that remain will be entered into a searchable database according to NYS Archival Guidelines, and the database will be available for the village workers and volunteers to assist in the efficient retrieval of records. The grant also provides approximately $2,700 for archival materials. The project will be completed by the end of June 2015.

Attendance

Due to a lack of heat the ELK is opened from April 1 through September 30. The hours of the museum were changed from 7:00 pm – 9:00 pm to 6:00 pm – 8:00 pm. In August 2014, the Museum expanded its hours to Thursday evenings from 6:00 pm – 8:00 pm. In addition, an expanded group of volunteers which now numbers 25 is committed to opening the Museum on the first Friday and Sunday of each month beginning in June. Our hope is that this modest expansion of hours will continue.

Attendance for the 2014-2015 year (July 1 – June 30) is determined by examining the guest book. It is likely that this is not an accurate means of determining attendance. The ELK Board will consider various means for creating a more accurate attendance record.

Priorities

The Village grant writer secured a "Get Ready" grant through the Museum Association of New York. This grant funded a consultant who met with the ELK Board on May 9, 2015 for the purpose of assisting ELK in assessing its current status and its position going forward. The consultant's report is attached as APPENDIX B.

Prior to the meeting with the consultant the ELK Board had participated in a SWOT Analysis to assess strengths, weaknesses, opportunities and threats. This process was helpful in preparing for the meeting and has provided the Board with a focus that will be useful in developing a strategic plan.

Among our priorities are the following:

- ✓ Protect the collection and ensure the future of the ELK
- ✓ Repair of the roof (COMPLETED June , 2015)
- ✓ Development of climate control including heat (this may require the insulation of the third floor)
- ✓ Remove carpeting, assess second and third floor floors and repair, refinish and or carpet as appropriate
- ✓ Development of a Strategic Plan
- ✓ Enhancing collaboration with the College at Brockport
- ✓ Assessment of the collection
- ✓ Development of various policies including but not limited to accession, deaccession and loaning of artifacts.
- ✓ Development of a docent handbook
- ✓ Creation of a Facebook presence and blog (continuing)

- ✓ Implementation of the "Adopt a Picture Program" that permits friends of the Museum to enhance the collection by paying to have existing pictures cleaned, and re-framed with conservation glass. Thus far 15 pictures have been adopted by 7 friends of the Museum.
- ✓ Increase the exposure of the Emily L. Knapp Museum
- ✓ Increase the number of volunteers
- ✓ Expand the hours of operation

Accomplishments

While a number of accomplishments of the ELK Board have been mentioned previously, this partial list will give some sense of the renewed enthusiasm and commitment to making the Emily L. Knapp Museum a destination of local importance.

Among our accomplishments are the following:

- ✓ Completion of roof repair work by a contractor hired by the Village of Brockport.
- ✓ Creation of an ELK budget line in the Village of Brockport budget.
- ✓ Initiation of regular professional cleaning of the Museum.
- ✓ Completion of an extensive filing project that resulted in thousands of paper documents being filed so that they are accessible.
- ✓ Revision and printing of the ELK Museum brochure.
- ✓ Restoration of two maps that had badly deteriorated.
- ✓ Adoption of 15 pictures by friends of the Museum resulting in their being cleaned and re-framed with conservation glass. The total value of these gifts is $690.00 and it is expected that more "adoptions" will be undertaken during the coming months.
- ✓ Addition of 16 volunteers.
- ✓ Expansion of hours of the Museum with the addition of Thursday evenings from 6:00 pm – 8:00 pm AND the first Friday and Sunday of each month (June through September) from 6:00 pm to 8:00 pm.
- ✓ Painting by volunteers of the bathroom, the main hall or picture gallery and the closet which is now used as a library.
- ✓ Removal of the wall and door at the entrance to the second floor as a means of opening the stairwell. This work was done by the Village of Brockport Department of Public Works. The work to restore the stairwell to its original appearance was completed by a volunteer
- ✓ Organization and display of tools and other artifacts on the third floor by a team of volunteers.

- ✓ Completion of a SWOT Analysis to assess strengths, weaknesses, opportunities and threats.

Conclusion

A great deal has been accomplished yet much remains to be done as we move toward making the Emily L. Knapp Museum a destination of local and possibly regional importance. The future of the Museum is bright and it is in good hands.

Finally, it would be remiss not to mention the guidance and assistance provided by the current and former Village of Brockport Board Liaisons: William Andrews and Carol Hannan.

Appendix A

Roster maintained by
Village Clerk
removed from packet
for privacy of addresses,
phone #'s, emails...

Appendix B

MANY Get Ready!
Bruce M. Moseley
Emily Knapp Museum of Local History

May 25, 2015

Emily Knapp Museum of Local History, Brockport, NY
https://knappmuseum.wordpress.com/
http://www.brockportny.org/government/emily-knapp-museum-committee

Date of Consultation: **May 9, 2015**
Consultant: **Bruce Moseley**
1189 Williams Road
Hubbardsville, NY 13355
moseleyb@me.com

BACKGROUND and CONTEXT

The Emily Knapp Museum and Library of Local History is located on the second and third floors of the Village Hall in the Seymour House. The house is named for its former residents and the museum is named for the longtime village historian. The museum is part of the Village of Brockport government and is overseen by a standing board appointed by the Village Board of Trustees. The board consists of 5-8 members plus one member of the [College at Brockport] faculty and members are required to be residents of the Village of Brockport.
http://www.brockportny.org/government

Brockport (pop. ~8,336) is a village located in the Town of Sweden, with two portions in the Town of Clarkson, in western Monroe County, New York about 16 miles west of the City of Rochester and 45 miles east of Buffalo, NY. Brockport was founded by Heil Brockway in 1823 and incorporated in 1829. It grew to importance as a port on the Erie Canal, and the village was briefly the terminus of the canal until the western end of the canal was completed. The region was in the historic lands of the Seneca Nation of the Iroquois Confederation.

Brockport is home to the College at Brockport, State University of New York, which was founded as Brockport Collegiate Institute in 1835, became Brockport State Normal School in 1866, Brockport State Teachers College in 1942 and part of SUNY in 1948. http://www.brockport.edu/ The college has about 8,000 students (7,000 undergraduate and 1,000 graduate).

MANY Get Ready! May 25, 2015
Bruce M. Moseley
Emily Knapp Museum of Local History

GET READY SESSION

On Saturday May 9, 2015 I met for about four hours with four members of the nine-member board, the trustee liaison and an active volunteer who lives outside of the village:
Board members: Allan Barry (retired school administrator), Pam Ketchum (real estate broker), Sarah Cedeño (SUNY Brockport faculty member), and Patricia O'Brien (retired Johnson& Johnson executive).
Village board liaison: Bill Andrews (retired SUNY Brockport faculty and local historian)
Volunteer: Susan Savard (retired business teacher)

The board is mix of Brockport natives, and long-time residents. Some grew up in Western New York, and some came for jobs or to be near family but common to the group is a real enthusiasm for the region and the possibilities for the village and the museum. Several of the members are relatively new to the organization and bring a lot of energy, knowledge enthusiasm and interest. All present demonstrated passion for the success of the museum and an appreciation for its potential as a key element of the Brockport community.

We interwove discussions about planning - why to plan, when to plan and how to plan – with the discussions of individual and collective interests and motivations. We had a productive, lively and interesting discussion in which we reviewed the background and history of the village, the area and the organization, and we reviewed the planning that has been done to date. I asked each board member to tell us what brought him or her to the board, what they like best about the organization and what they feel needs fixing or changing. Several commented on the recent progress and work on the museum in terms of organizing the collections and opening the museum more to the public.

Several concerns were raised about the overwhelming size of the collection (~50,000 objects), the need to organize and document the objects, the lack of ADA accessibility being on the second floor of the Village Hall, and the lack of heat.

In advance of the meeting Pat O'Brien had worked with members to analyze organizational strengths, weaknesses, opportunities and threats (SWOT). The results of that discussion are appended to this report and will serve as an excellent starting point for planning.

In the second part of the meeting we discussed some of the opportunities for collaboration and programming as well as some of the competition for peoples time and interest. There is a lot of interest in history and several organizations in town including the Brockport Community Museum, Brockport Welcome Center on the canal, the Western Monroe Historical Society and the Village Historic Preservation Board) with overlapping boards and volunteers. A website http://www.brockporthistorichomes.org/ features the historic architecture of the community. The "Low Bridge High Water Festival" in early May celebrates the Erie Canal that was the original source of the village's prosperity.

The members of the board have started to connect with other organizations and recently the museum hosted a meeting of nearby small museums to share information and expertise. The director of the SUNY Brockport museum studies program is a member of the board (though not able to attend this session) and students are available for projects during the academic year.

The members have an objective understanding of the organization and are rightly concerned for its future. The members of the board recognize that several things have happened that make formulating a strategic plan an essential undertaking at this time. As a newly rejuvenated organization, now is the ideal time to set priorities for the future.

We ended the session with some brainstorming about mission and vision, and the next steps in the planning process. The board members have some very strong visions about what needs to be done to ensure the future of the Emily Knapp Museum and its place in the community but are not sure how to get there.

OBSERVATIONS, RECOMMENDATIONS & IDEAS:

- The members of the board bring a prodigious amount of talent and energy to the organization. The board members are experienced organizers and well connected to the community in a variety of ways.

- The mission of the organization is straightforward.

  Mission: *The Emily L. Knapp Museum and Library of Local History is an educational institution dedicated to collecting, preserving and providing access to the heritage and history of Brockport.*
  Adopted by the Village of Brockport, 25 October 2011

  The mission could use more of a sense of focus on **who** the organization serves and **how** it relates to the other organizations in the village and region. The attached *Characteristics of an Effective Mission Statement* and samples missions will help focus thinking in this area and could be used as a guide.

- The members present exhibited real passion and vision for the future of the museum. They should spend some time discussion and articulating that vision and then sharing it with the community as a way to focus the future and direct the energy. The attached "Checklist to Use When Drafting A Compelling Vision Statement" will help.

- The organization is starting to connect with other organizations and should to be involved with other similar organizations in Central and Western New York and beyond. The Museum Association of New York (MANY), and The Western New York Association of Historical Agencies (WNYAHA) are useful sources of information and networking. MANY has an annual meeting each spring.

  In addition to SUNY Brockport, there might be opportunities with colleges and universities in Syracuse and Rochester for collaboration and assistance. Village museums have their own unique issues and the members might connect with other village museums in New York State to discuss their operations.

- The board should continue the process of defining **manageable** projects, setting priorities, developing work plans that include evaluation of the success of the projects. Meaningful and

rewarding projects will attract volunteers and members. With no professional staff the board members will initially serve as the primary volunteers and "doers," but they would do well to continue to grow the organization by expanding the corps of volunteers.

NEXT STEPS:

- Develop short-term and long-term goals for the museum. The board members are eager to begin the process. They and other board members are well equipped to begin this planning process. I suggest starting by working through the "Get Ready" materials, and the article "Ten Tips for a Strategic Planning Process That Works for Nonprofits" by Geri Stengel (see attachments). Think in terms of goals that are SMART - (S)Specific, (M)Measurable, (A)Attainable, (R)Relevant, and (T)Time Bound.

- Clarify the relationship with the Village in terms of expenditures and planning.

- Develop an annual work plan with the village and an annual report on progress.

- Develop plans for a collection inventory. The collection is both an asset and real responsibility. Determining what the museum owns and developing a plan to provide proper care is needed.

- For planning a "Get Set" grant from MANY could help pay for a facilitator to assist with the process or the board could choose to do the plan themselves. There is a real advantage to having an outside facilitator, but whichever route is followed, it **is essential to set a timetable and stick to it.**

- Focus on learning about and defining the potential audiences (tourists, visitors from other parts of New York, and residents). Reach beyond the current group of members to learn the needs of local teachers and work with other sites to learn how to reach the large and culturally diverse tourist audience.

- The second floor location and the lack of heat are serious limitations that affect programming. It might be possible to find ways to take the museum to the community through exhibitions and programs at other locations. Although not ideal, it could be the most cost effective way to expand the audience and build enthusiasm.

- Focus on institutionalizing your work to ensure that the vision, mission, plans and goals will endure changes in the board membership and leadership.

- Develop an "Operators Manual" for the museum collecting information about how things work both on a practical level and on an organizational level. As an all-volunteer organization reporting to an elected board information can be easily lost.

RESOURCES

- The single best resource I can cite is the website for the Museum Association of New York (http://www.manyonline.org). It has links to NYS Learning Standards, and a section called "Resources" that provides "Best Practices" and links to order books and a wealth of other material.

- The *National Standards and Best Practices for U.S. Museums.* American Association of Museums, 2008 is an invaluable and very readable resource that puts museum standards into common-sense language.

- Western New York Association of Historical Agencies (WNYAHA) http://www.wnyaha.org

ATTACHMENTS

- *Basic Planning Process*
- "Ten Tips for a Strategic Planning Process That Works for Nonprofits" By Geri Stengel
- *Checklist to Use When Drafting A Compelling Vision Statement.*
- *Characteristics of an Effective Mission Statement*

MANY Get Ready!
Bruce M. Moseley
Emily Knapp Museum of Local History

May 25, 2015

Basic Planning Process

- **Organizational assessment**
  Understanding your organization: where it is developmentally; what its strengths and weaknesses are
  Assessing the strengths and weaknesses of board staff, volunteers through self assessments

- **Community assessment**
  Understanding your competition
  Defining existing and potential opportunities

- **Vision**
  Where your organization wants to be. It is the compelling, inspiring goal that members and others believe in.

- **Mission or purpose**
  Where your organization is now. What it does. Who it serves. How it serves.

- **Values**
  How we want to act, consistent with our mission along the path toward achieving our vision

- **Goal setting**
  Strategic goals: help move the organization from mission to vision
  Business goals: enable the organization to fulfill its mission

- **Institutionalizing your work**
  Ensuring that vision/mission/values/plans/goals take root in your organization

- **Action planning**
  Creating a step-by-step outline of activities that will achieve goals:
  What, how, who, when

- **Reporting accountability**
  Keeping your plan on track

- **Updating and refreshing**
  Keeping your vision/mission/values and your plan current

MANY Get Ready!
Bruce M. Moseley
Emily Knapp Museum of Local History

May 25, 2015

"Ten Tips for a Strategic Planning Process That Works for Nonprofits" By Geri Stengel

It's not the destination…it's the journey. When done right, the strategic planning process for nonprofits builds a more cohesive team, clarifies the organization's focus and realigns resources with the current priorities. Most importantly, it provides a framework for decision-making throughout the organization. Here are ten steps to help ensure that your strategic planning process is practical, productive and responsive to the needs of the community you serve:

1. **Determine Who Should Participate**: When the group involved is larger than 15 members, it may be beneficial to form a sub-committee that drives the process. To give the plan credence, the committee should have the highest-level members of the organization involved, such as the CEO/president and Board chairperson. Be sure to involve Board members who have an historical perspective, are passionate about the process and will champion the importance of the strategic plan process. You also may want to involve important committee chairs, the entire Board, representatives of the community you serve and key staff members to ensure that a realistic plan with a common goal is developed.

2. **Prepare for the Meeting**: Determine the specific purpose of the plan. Are you developing an overall direction for the organization? Or are you focusing on specific issues, such as the need for additional sources of funding, modifying services to better meet the needs of the community or growing the number of people you serve? The meeting will be most effective in a comfortable place free from interruptions and distractions. Often, it's best to go off-premises. Develop an agenda and hire or appoint someone impartial to facilitate the discussion. Agree upfront that creativity is desirable, so no idea will be judged immediately as impractical or undesirable. Appoint someone to record the essence of what the group discusses and decides.

3. **Assess the Current External and Internal Environment**: Prior to the meeting, examine the relevant factors outside your organization's control that can affect performance. This analysis should cover external trends such as funding, legal and regulatory requirements, the economy, technology, politics, demographics, availability of volunteers and potential collaborators, as well as a review of the competition. (Yes, nonprofits compete for funding, volunteers, clients, etc.) You also should include an internal analysis of relevant areas such as Board operation, programming, marketing, fundraising and staffing. Formulate assumptions about the future and the impact of these assumptions on your organization.

4. **Focus on Important Strengths, Weaknesses, Opportunities and Threats**: Strategic planners use this technique to help organizations assess their external environments and internal capacity. To plan for the future, ask yourself these questions:
    - **Strengths**: What advantages do our organization's services provide? What do we do well? What do we have that our competitors don't?
    - **Weaknesses**: Where is there room for improvement? Where does our organization need improvement? How would the community describe our weaknesses? What does the competition have that we don't?
    - **Opportunities**: What's happening in the marketplace that we can take advantage of? What new, useful technologies are coming? Are there demographic changes that could increase the number of people who need our services? Could we collaborate with other organizations to deliver services or share administrative functions to reduce costs?
    - **Threats**: What outside events or competitors are waiting to hit us when we're not looking? What potentially harmful regulations are on the horizon? Are funding sources drying up?

5. **Define (or Redefine) the Organization's Mission**: An organization's mission statement is its

compass. It guides and it inspires. It is a focused statement, usually no more than one or two sentences, that is easily communicated and describes the purpose of the organization to ensure all stakeholders share the same view. Your mission statement should cover:

- Purpose of the organization
- Community to be served
- Needs to be met
- Methods to meet that need

6. **Build Consensus Through a Collaborative Process:** Working collaboratively will build strong buy-in from the leadership team. With a clear and consistent vision of where the organization is headed, the organization is more likely to operate in concert to reach its destination, regardless of the situation encountered.

7. **Map Out an Action Plan:** Organize your organization's objectives and tactics into key areas to make them easier to process and prioritize, to allocate resources and to coordinate with other departments and functions.

8. **Budget for the Strategic Plan:** The strategies and tactics that you choose will affect funding, expenses and staffing requirements to differing degrees. Consider the potential impact of the strategic plan on each objective, so you can prioritize them and include them in future budgets.

9. **Target Completion Dates:** Be realistic in setting target dates. It's important that you resist the temptation to set extremely ambitious timelines. In most cases, the tactics you've agreed on will be accomplished by people who already have a full days work. Staff members must be given sufficient time to achieve their assigned objectives or the plan will be viewed as impossible to accomplish.

10. **Coordinate and Monitor the Strategic Plan Process:** For maximum sustained results, an overall coordinator should be appointed to execute and monitor the progress of the strategic plan. This person should be part of both the strategic planning taskforce and the sub-committee driving the process.

There's no way to anticipate every possible contingency, but by staying flexible, you can see the options and opportunities clearly and be more willing to change course if needed.

Geri Stengel, president of Stengel Solutions, is a business strategist for growth companies and nonprofits. This article copied from the website www.stengelsolutions.com.

MANY Get Ready!
Bruce M. Moseley
Emily Knapp Museum of Local History

May 25, 2015

Checklist to Use When Drafting A Compelling Vision Statement

- ❑ Vision is not the result of working to agreement or consensus. It will cause consensus.
- ❑ The purpose of vision is to create the future. It is about a state of being at some point in the future.
- ❑ Vision is conceptual, but it is also practical.
- ❑ Risk is a natural and unavoidable outgrowth of vision. It is not safe or easy. It is better for vision to be too great than not great enough.
- ❑ Vision, when properly articulated, does not make people afraid or doubtful, instead it is magnetic and exciting, positive and inspiring.
- ❑ The Vision statement creates images of the desired future. It is unencumbered by how you will achieve it.
- ❑ Vision is not constrained by time; it usually outlasts the visionary. You may not see it all the way to fruition.
- ❑ Vision is specific, distinctive, comprehensive, customized, detailed and unique to a given organization.
- ❑ Vision is the future focused and positive, it does not fix things that are currently wrong or bad in an organization or community.

List compiled by Wayne Vick, President of Vick Associates (703-913-6513), and printed in the September, 1998 issue of *The Facilitator.*

The most effective visions

- ❑ Are ambitious enough to force people out of comfortable routines
- ❑ Aim in a general way at providing better and better products and services
- ❑ Take advantage of fundamental trends, especially new technologies
- ❑ Make no attempt to exploit anyone and thus have a certain moral power

From: John P. Kotter, *Leading Change.* Boston: Harvard Business School Press. 1996. ISBN☺-87584-747-1. P. 79

MANY Get Ready!
Bruce M. Moseley
Emily Knapp Museum of Local History

May 25, 2015

Characteristics of an Effective Mission Statement

A good mission statement conveys:

- How the organization relates to its publics and communities
- How it enhances the well-being of others and improves the quality of life
- Who benefits as a result of its work
- What service it provides

If your mission statement takes an inward focus rather than an outward-looking stance, your organization will make decisions without relating itself to the external environment and without seeking information about its market niche.

Decisions in nonprofit organizations affect the public, cost money, and require substantial commitment of time by board members, staff, and volunteers. It is shortsighted to make decisions with little or no knowledge of the prospective audience or program recipient.

Most mission statements fall short because they simply list organizational activities and fail to identify a greater purpose or intended audience. They are uninspiring and vague, and many sound formulaic.

Check your mission statement frequently to gauge its relevance and clarity. Make sure it includes the two most critical elements: why the organization exists and for whom.

A well-crafted and well-used mission statement is a key governance and management tool.

From: Gail Anderson, Editor. *Museum Mission Statements: Building a Distinct Identity.* Professional Practice Series. Washington, DC: American Association of Museums. 1998. ISBN 0-931201-44-6.

MANY Get Ready!
Bruce M. Moseley
Emily Knapp Museum of Local History

May 25, 2015

Emily L Knapp Museum

Strengths	Weakness
➢ Active Board ➢ Shafer Trust (1) ➢ Easy access to many types of History: Women's, Indigenous, Labor , Multicultural, and Immigration (1) ➢ An extensive collection of original documents and artifacts that tell magical stories (2) ➢ Located in a historical building which is unique, easy to walk to, near the Erie Canal (1) ➢ Facility is free of charge (1) ➢ Supportive Village Board ➢ Ability to partner with SUNY Brockport (1) ➢ Board is getting organized in a big way and is actively engaging in opportunities to improve (1)	➢ Need additional volunteers ➢ Lack of adequate maintenance leading to structural issues which are not addressed (2) ➢ Environmental issues with heat and light pose significant risk to collection (3) ➢ Not open for many hours ➢ Absence of common vision among board members (2) ➢ Resistance to change among some members (1) ➢ Lots of different opinions and unwillingness to compromise (1) ➢ Slow progress to implement changes ➢ Absence of documented policies and procedures including accessioning/deaccessioning, roles/ responsibilities with SUNY Brockport (1) ➢ Unrelated/Inappropriate items in collection ➢ Not autonomous; require approval of Village Board for all decisions ➢ Inadequate facility and space ➢ Lack of active programs for education (lecture series, interpretative panels, promotional materials (1) ➢ Collection is not catalogued
Opportunities	**Threat**
➢ Provide community education: lecture series, special events, programming (5) ➢ Enhance partnership with SUNY Brockport (1) ➢ Involve people of all ages (1) ➢ Better publicity and community visibility (4) ➢ Outreach to other community museums ➢ Branding ➢ Cull the collection and add appropriate items ➢ Go after more grants ➢ Become a world class museum	➢ Need to focus; board is not executing to a "plan" (4) ➢ Lack of heat, appropriate light, and continuing breakdown of building structure are leading to deterioration of collection (4) ➢ Change in makeup of Village Trustees and Mayor can lead to changes in level of support (1) ➢ Village continues to take more and more space (2) ➢ Museum leaves the Village

Emily L Knapp Museum Policies

Author – Pat O'Brien

Revision 1

Approved by the Museum Board on 6/24/15

Emily L. Knapp Museum 49 State Street,
Brockport N.Y. 14420

Emily L. Knapp Museum
49 State Street, Brockport N.Y. 14420

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Revision History

Revision 1 – approved by the Museum Board 6/24/15

Purpose

Summarize processes that govern the Emily L. Knapp Museum

Scope

This document applies to all Museum Board members, volunteers, Village historian, Village Trustee liaison, The College at Brockport faculty and students, donors, and visitors to the Museum.

Mission Statement

The mission of the Emily L. Knapp Museum, an educational institution, is to collect, preserve, and provide access to the heritage and history of the greater Brockport community.

Museum Board

- **Membership Requirements** - The Museum Board is comprised of individuals who have formally submitted a Village of Brockport Position Interest Form to the Village Clerk and been appointed by the Village Board. Membership on the Museum Board is limited to residents of the Village of Brockport. Terms are from 1 to 3 years. The Museum Board consists of at least 4 but not more than 8 members plus the Village Historian. A member of the Village Board serves as a liaison to the Museum Board and is a nonvoting member. The College at Brockport may propose an individual from the Museum Studies/Public History Program. This position is nonvoting and is subject to nomination by the Mayor and appointment by the Village Board of Trustees. Formal submission of a Village of Brockport Position Interest Form is required. Any Museum Board member who is absent from 3 meetings in one year without good cause shall be considered to have resigned from the Museum Board and its committees. Good cause is considered to be any reason for which absence is excused by the Chairperson.
- **Meeting Process** – Meetings are conducted on a monthly basis. Agendas include but are not limited to the following items: status of projects, funding requests, acquisition and deaccession of museum items, special events, The College at Brockport requests, and review of current processes and procedures. Roberts Rules of Order govern how meetings are conducted. All meetings are documented with meeting minutes which are distributed to members of the Museum Board via Email and filed with the Village Clerk. Motions are carried by means of a simple majority of the Museum Board members who are in attendance. Museum Board members must be in attendance to vote.
- **Board Position** – Museum Board positions include the following; Chairperson, Vice Chair, and Secretary. These positions are filled by Museum Board members who have expressed an interest in them. The August Meeting of the Museum Board meeting is typically used to elect members to these positions. Election is based on a simple majority of those board members who are present at this meeting.
- **Roles and Responsibilities**

Position	Responsibility
Chairperson	• Chair board meetings. • Develop board meeting agenda. • Approve funding requests from the Vivian Shafer Trust of less than $ 2,500, which have been reviewed and approved by the Museum Board and submit said requests to the Village Clerk.

	• Provide the Village Clerk with a schedule of meetings and meeting notices. • Submit meeting minutes to the Village Clerk's Office. • Provide a written report to the Village Board at least annually on the state of the museum and goals. • Ensure review of Collections Committee and The College at Brockport Committee.
Vice Chair	• Conduct board meetings in the absence of the Chairperson. • Serve as acting Chairperson in the event that the Chairperson is unable to discharge the responsibilities of that position.
Secretary	• Distribute meeting agenda via Email several days prior to each meeting. • Distribute meeting minutes via Email to Museum Board members
Historian	• Interpret the past and share this work via appropriate means • Serve as a local advocate for historical preservation • Serve as a resource to the Village of Brockport on questions relating to history and preservation

Volunteers

Museum operations are greatly enhanced by the generosity of individuals who are willing to share their time and talents with the organization. Each volunteer must indicate their availability by submitting a Position Interest Form to the Village Clerk. Volunteers are nominated by the Mayor and appointed by the Village Board. Their term length is not specified and is indeterminate. Village residency is not required. The role of each volunteer is to assist the Museum Board in accomplishing the annual goals and objectives.

Goals and Objectives

- Goals and objectives are developed for the Museum on an annual basis.
- Status of goals and objectives are reviewed monthly during regularly scheduled meetings
- A yearly report is developed, documented, and presented to the Village Board via the Village Clerk by the Chairperson of the Museum Board.

Record Management

- All files are stored in the museum in an appropriate format.
- Records which are subject to this policy include:
  - ✓ Meeting Minutes
  - ✓ Meeting Agenda
  - ✓ Funding Requests
  - ✓ Goals and Objectives
  - ✓ Student Project Summaries
  - ✓ Receipts and Expenditures of the Museum Board
  - ✓ Accession/Deaccession Forms
  - ✓ Annual reports to the Village Board
  - ✓ Gift agreements

- ✓ Gift acknowledgements
- ✓ Loans

Collections Management

- **Collections Policy**

  The Emily L Knapp Museum will collect only those items that preserve and provide access to the heritage and history of the greater Brockport community. The collection will be limited to those items that the Museum can properly store, preserve, and display. There will be a Collections Committee who has responsibility for accessioning and deaccessioning items from the Museum.

- **Collections Committee**

  The committee will be comprised of at least one member of the Museum Board as well as 2 or 3 others. They may be volunteers or Museum Board members. The Chairperson must be a member of the Museum Board. The committee will provide an annual report to the Board documenting accessioning or deaccessioning activity during the year.

- **Acquisition**

  All donors are required to sign a Gift Agreement and Accession Receipt. No object will be taken into the Museum without this form. The form will be filed in the accession file. Donors must be informed that items are accepted subject to the Boards approval. Accession criteria include but are not limited to the following: relevance to the mission of the museum, proper preservation is achievable, legality of ownership is documented, condition of the item is sufficient to enable display and review, item does not duplicate other objects within the collection; and gift agreement form has been signed by the donor. No member of the Museum may determine the value of the item being donated. If the donor requests this information, it is the donor's responsibility to obtain an estimate from a qualified appraiser and to fund the appraisal. All gifts will be acknowledged with a Gift Acknowledgement Form describing the gift and signed by a member of the Museum Board. Recommendations for deaccessioning must be reviewed and approved by the Museum Board and documented in the annual report to the Village Board.

- **Loans**

  Items from the collection may be loaned to other organizations for educational or aesthetic purposes. Loaned objects must be approved by the Museum Board. No loaned object may be altered or modified in any way. All loans will be documented with a Loan Agreement form.

- **Deaccessioning**

  From time to time, it may become necessary to remove items from the collection. Rationale for removal must be documented. Criteria may include but are not limited to the following: no longer relevant to the mission of the museum, proper preservation within museum facilities is not possible, legality of ownership is in question, condition of the item is no longer sufficient to enable display and review, or the item duplicates other objects within the museum. The deaccessioned item should be donated to another museum or educational institution, sold at public auction, traded to another museum, or

destroyed. Final disposition of deaccessioned objects must be documented and in accordance with State Law. Recommendations for deaccessioning must be reviewed and approved by the Museum Board and documented in the annual report to the Village Board.

Partnership with The College at Brockport

- **Education Committee**

An important part of the museum's mission includes a responsibility as an educational institution which provides access to the rich heritage of the Village of Brockport. A partnership with The College at Brockport is one of the ways that this is enabled. There will be an Education Committee which is responsible for facilitating and enhancing this interface. The committee will be comprised of at least one member of the Museum Board as well as 2 or 3 volunteers. The College at Brockport will be represented by at least one member on the committee. Responsibilities of the committee are as follows:

- ✓ Develop a list of projects which are mutually beneficial to the students as well as the museum. The project list must be approved by the Museum Board as well as the faculty of the appropriate department(s) at The College at Brockport.
- ✓ Provide access to the museum based on a schedule of hours during which the facility is available for students.
- ✓ Receive student projects and final reports consistent with the record management policy of the museum.
- ✓ Provide the Board with a final report of the educational activities with which the museum was involved at the end of each semester. The report will be written and reviewed with the Board at the end of each semester.
- ✓ Ensure documentation of intellectual property access for the Emily Knapp Museum.

Preservation and Handling

Handling of objects located in the museum should be minimized. If it is necessary to handle an object, hands should be clean, dry, and lotion free. Use of cotton or latex gloves is ideal. Be aware of jewelry, belt buckles, or other accessories that may inadvertently come in contact with the object and remove these things if they may be in close contact with the object. Objects may not be removed from the museum without appropriate authorization and documentation. This is accomplished via the Object Location Tracking Form.

References

- Emily L. Knapp Museum & Library of Local History Resolution amended by Village Board 11/17/14

  elk Village Resolution 111714

- Village of Brockport Purchasing/Procurement Policy

  Village Procurement Policy 081814

- New York State Department of Education Guidelines for Local Government Historians

  NYSED Local Historian Guidelines

Emily L. Knapp Museum
49 State Street, Brockport N.Y. 14420

Accession Number _____

Gift Agreement and Accession Receipt

Donor Name _____ Date _____

Donor Address _____ Phone Number _____

_____

E Mail Address _____

Clear Title:

I _____ certify that the item(s) described below legally belong to me or I have the authority from the donor to convey this property.

Description of the item:

Please indicate the physical condition of the object:

Please describe what you know about the owner of the object as well as the history of the object and how it fits into Brockport:

Gift Agreement

I hereby give, transfer, and assign all of my owner's rights, title, and interest of the object(s) described above to the Emily L Knapp Museum as an unrestricted gift. I understand and agree that the object(s) may be displayed, loaned, retained, or disposed of in such a manner as in the best interest of the Emily L. Knapp Museum and at the discretion of its Board of Directors. I further understand that the Collections Committee will give careful consideration relative to the acceptance of the object(s) in order to ensure that it contributes to our local history, is not duplicative, and can be given appropriate care. If after careful consideration, the object(s) is not added to the collection, it will be returned to the donor. It is understood that if accepted by the Museum Board, that the gifted item will become the property of the Emily L Knapp Museum and as such be subject to the accession/deaccession policy as described in the bylaws of the museum

Signature of Donor _____ Date _____

Signature of Collection Committee_____ Date _____

Gift acknowledgement Form

Date

Dear

The mission of the Emily L. Knapp Museum is to collect, preserve, and provide access to the heritage of the greater Brockport community. Following the appropriate due diligence assessment of your donation, the Collections Committee has determined that your item meets the appropriate criteria and will be added to the collection of the Museum. We are grateful for your donation of

Your generosity will enhance the ability of the Museum to accomplish its mission

With warmest regards,

On behalf of the Emily L Knapp Museum

Accession Number _____

Recommendation for Accession

Date reviewed by Collections Committee _____

Description of the object:

Picture of the object:

Justification for Accession (Check all that apply)

- ☐ Relevant to mission of the museum
- ☐ Proper preservation within museum facilities is possible
- ☐ Legality of ownership is documented
- ☐ Condition of the item is sufficient to enable display and review
- ☐ Item does not duplicate other objects within the collection
- ☐ Gift agreement form has been signed by donor

Prepared by _____ Date _____

Date of review with Museum Board _____

Disposition

- ☐ Approved
- ☐ Not Approved

Accession Number _____

Recommendation for Deaccession

Date reviewed by Collections Committee _____

Description of the object:

Picture of the object:

Justification for Deaccession (Check all that apply)

- ☐ No longer Relevant to mission of the museum
- ☐ Proper preservation within museum facilities is not possible
- ☐ Legality of ownership is in question
- ☐ Condition of the item is no longer sufficient to enable display and review
- ☐ Item duplicates other objects within the collection

Prepared by _____ Date _____

Date of review with Museum Board _____

Disposition

- ☐ Approved
- ☐ Not Approved

Accession Number _____

Record of Final Disposition

Date reviewed by Collections Committee _____

Description of the object:

Picture of the object:

Final Disposition

- ☐ Exchange or transfer to another museum or educational institution
- ☐ Discard or destruction
- ☐ Return to donor
- ☐ Sale per Village of Brockport procedures

Justification for disposition

Prepared by _____ Date_____

Date of Review with Museum Board _____

Date of Review with Village Board _____

The Emily L Knapp Museum grants title to the object(s) described above to the party listed below. Signature acknowledges receipt of the object(s)

Received by _____ Date _____

Title _____

Organization Name _____

Accession Number _____

Witness of Destruction Form

Description of the object:

Picture of the object:

The object(s) listed above was destroyed on _____ by means of _____

Signature below attests to the destruction and permanent removal from the collection of the Emily L Knapp Museum

Collections Committee _____ Date _____

Emily L. Knapp Museum
49 State Street, Brockport N.Y. 14420

Accession Number _____

Object Location Tracking Form

Description of the object:

Location:

Reason for removal:

Anticipated date of return:

Comments:

Signature of individual responsible for security and integrity of the object during its removal from the museum.

_____ Date _____

Collections Committee approval _____ Date _____

Emily L. Knapp Museum
49 State Street, Brockport N.Y. 14420

Accession Number _____

Loan Agreement Form

Description of the object:

Borrower

Name _____

Address _____

Phone _____

Loan Period from _____ to _____

Reason for the Loan _____

Location for Display of Loaned Item _____

Object Condition

Outgoing Condition _____

Incoming Condition _____

The borrower assumes responsibility for the loaned object when the object leaves the Museum and ends when the loaned object is physically returned to the Museum. Objects placed on public display must be locked or secured in such a way that security is provided. Loaned objects may not be cleaned, altered or retouched in any way without written permission of the Museum Board. Loans shall not be transferred by the borrower to another institution.

Borrower Name/Title _____ Date _____

Borrower Signature/Title _____ Date _____

Collections Committee approval _____ Date _____

Date of review with Museum Board _____

Disposition

☐ Approved

☐ Not Approved

The College at
BROCKPORT
STATE UNIVERSITY OF NEW YORK
DEPARTMENT OF ANTHROPOLOGY

INTELLECTUAL PROPERTY AGREEMENT (**DRAFT**, 24 June 2015)

RE: ownership and use rights to research products based on the collections of the Emily L. Kanpp Museum.

The Emily L. Knapp Museum agrees to provide Brockport college students access to the collections of the Museum for the purposes of carrying out research, provided that

1) the student grants the Museum full co-ownership rights to any product that results from her/his research, including the Museum's right to use the product in any way that advances the Museum's mission. This includes, but is not limited to, reproduction, publication, archiving, and marketing of part or all of the student's research project. Any use of student products by the Museum will acknowledge the student that authored it.

2) At the end of the relevant class or project, the student agrees to provide a full copy of their research product to the Museum, in both digital-electronic and hard-copy formats.

3) That any publication by the student of research based on the Museum's collection include the following acknowledgement and credit line:

"*courtesy of the Emily L. Knapp Museum of Local Brockport History, Brockport, NY*"

4) That the student adheres to all established rules, instructions and procedures for conducting research at the Museum.

I am a student at The College at Brockport, and plan to conduct research at the Emily L. Knapp Museum. By signing below I am indicating that I have read and agree to all of the above stipulations.

_____
signature

_____ _____
please print your name date

State University of New York • College at Brockport • 350 New Campus Drive • Brockport, New York 14420-2970
(585) 395-2682 • FAX (585) 395-2684 • www.brockport.edu

Rationale:

Purchase of 2016 Chevrolet Impala. This vehicle will replace the vehicle currently driven by me. My vehicle is a 2012 with 71K miles and in good condition. My present vehicle will replace the only unmarked vehicle we have which is a 2002 (14 year old) Ford Crown Vic with over 110K miles and in very poor condition. The purchase of this vehicle was budgeted at a cost of $22,500 and is $457.83 over this amount. The overage is due to items being ordered with this vehicle that are cheaper purchasing through the factory than aftermarket. Ultimately the overall cost with equipment will be less than what was budgeted.

Purchase of new server. The current server is over 10 years old and has an XP operating system. Microsoft no longer supports XP operating systems so should this server fail, there will be no support available. This was also an item budgeted in the 2015-2016 budget. It was budgeted for at a cost of $4,713.68. This item, if approved, will be purchased for $714.15 under budget.

I would request either of my police liaisons to consider bringing these motions forward.

Please let me know if you have any questions.

Thank you.

Sincerely,

Daniel P. Vavrenti
Chief of Police

Brockport Police Department

Village of Brockport

49 State Street
Brockport, NY 14420
Ph (585) 637-5300 Fax (585) 637-1045

Police Dept. Requ 11
(To be assigned by Adm. Asst)
Village PO # 3594
(To be assigned by Village Tres)

REQUISITION ORDER

Vendor

Name: Cappellino Chevrolet
Address: 9000 Boston State Rd
City: Boston St NY ZIP 14025
Phone: (716)941-5255 Fax (716)941-6340

Ship To

Name: Brockport Police Department
Address: 1 Clinton Street
City: Brockport St NY ZIP 14420
Phone: 585-637-1020 fax 585-637-1016

Qty	Units	Description	Unit Price	TOTAL
1	ea	2016 Chevrolet Impala Black 9C3 as quoted (Attached) On Chautauqua County Bid	$22,957.83	$22,957.83
			SubTotal	$22,957.83
			Shipping & Handling	N/A
			TOTAL	$22,957.83

RECEIVED
JUL 17 2015

Payment Details

- ○ Check
- ○ Cash
- ◉ Account No.
- ○ Credit Card

Name
CC #
Exp Date

Shipping Date

Approval

Manager/Mayor
Date:

Date: 6/18/2015
Order No
Sales Rep: Kevin Joerg
Account #: 3120 2010

Notes/Remarks

Requester's Name: Ofc. L. VanDervort Dept Head Signature

Village of Brockport

Purchase Order

PO #: 00000394

Date: 06/24/2015

Vendor #: 0000002846 Cappellino Cheverolet

Description: 2016 CHEVY IMPALA

Ref#:

Account No	Account Description	Description	Amount
A3120.2010	Police-Vehicles	ATTACHED	22,957.83

Total: 22,957.83

PO Approval:

Name

Date

CAPPELLINO CHEVROLET
We can work it out.

9000 Boston State Road
Boston, NY 14025
(716) 941-5255
FAX: (716) 941-6340
www.cappellino.net
EMAIL: kjoerg@cappellino.net

Organization: Chautauqua County bid E-11-14 PFTH
Address: Group II Item 1
End Used: Brockport PD

Contact: Lucas VanDervort
Phone Number: (585) 637-1020
FAX Number:

City, State, Zip:
Email: vandervort@brockportpolice.org

Cell Number:
Quote Date: 6/17/2015

Qty	Code	Item Description	MSRP each	Your Price
	1WS19	2016 Chevrolet Impala Limited 9C3		$ 19,810.20
1	NE1	North east emissions		-
1	LFX	3.6L SIDI DOHC V6 VVT engine		-
1	MX0	6-Speed automatic transmission		-
1	3FL	Prefered equipment group		-
1	9C3	Unmarked Police Package		-
1	41U	Black		-
1	AN3	Front 40/20/40 split-bench with cloth		-
1	19C	Ebony cloth seat trim with cloth rear seat trim		-
1	U1C	AM/FM stereo with CD and MP3 playback - STD		-
1	9G8	Delete daytime running lamps and automatic headlamp ctrl	-	-
	7X6	Delete Bid Option - Driver-side spotlamp	(285.00)	(256.50)
	6A3	Delete Bid Option - Heavy-duty vinyl front and rear floor covering	(90.00)	(81.00)
	UH8	Delete Bid Option - "Certified" analog deluxe 4-gauge instrumentation cluster		-
	6N5	Delete Bid Option - Rear window switches inoperative	(35.00)	(31.50)
	6E8	Delete Bid Option - Entire fleet keyed alike		-
	6N6	Delete Bid Option - Inside rear door locks inoperative	(25.00)	(22.50)
	AP3	Delete Bid Option - Remote vehicle starter system		-
	A98	Delete Bid Option - Ignition controlled trunk release		-
	UA6	Delete Bid Option - Theft-deterrent alarm system, content theft ala	(405.00)	(364.50)
	7Y6	Delete Bid Option - Inoperative dome and courtsey lighting		-
1	RUF	Full size spare tire	170.00	153.00
1	6J3	Grille lamps and siren wiring	90.00	81.00
1	6J7	Headlamp and rearlamp flasher system	375.00	337.50
1	6J4	Horn and siren circuit wiring, inline for customer switch	35.00	31.50
1		Undercover lighting package (White corner strobes in front	3,556.25	3,200.63
		clear/rear red lens, red grille lights, red visor light, siren speaker		-
	DAS	Delivery Charge		100.00
Term is COD at the time of delivery. Delivery from the factory to the dealer is estimated at 8 - 16 weeks ARO.			Total	22,957.83
		Quantity of Impala Limited cars on this Order	**Grand Total:**	-

To place an order, please sign and date this proposal and return it to Emerling Chevrolet with a valid Purchase Order, Voucher, or Letter of Intent. Thank you! Salesperson: Kevin Joerg (kjoerg@cappellino.net)

Accepted By: _____ Title: _____ Date: _____

Village of Brockport

49 State Street
Brockport, NY 14420
Ph (585) 637-5300 Fax (585) 637-1045

Police Dept. Requi 19
(To be assigned by Adm. Asst)
Village PO #_____
(To be assigned by Village Tres)

REQUISITION ORDER

Vendor

Name: Dell Computer, Inc.
Address: One Dell Way
City: Round Rock St TX ZIP 78682
Phone: 800-456-3355 Ext: 7250416

Ship To

Name: Brockport Police Department
Address: 1 Clinton Street
City: Brockport St NY ZIP 14420
Phone: 585-637-1020 fax 585-637-1016

Qty	Units	Description	Unit Price	TOTAL
1		PowerEdge T320 Intel Xeon E-24XX v2 Proc. (210-ACDX) PowerEdge T320 Motherboard, TPM (329-BBXR) Per Attached Quote # 711554097 NYS Contract PT65340 Customer # 6184348	$3,999.53	$3,999.53
		Shipping	$0.00	
			SubTotal	$3,999.53
			Shipping & Handling	
			TOTAL	$3,999.53

Payment Details

- (●) Check
- ( ) Cash
- ( ) Account No.
- ( ) Credit Card

Name _____
CC # _____
Exp Date _____

Shipping Date

Approval

Manager/Mayor _____
Date: _____

Date: 7/17/2015
Order No
Sales Rep: Kevin Rezka
Account #: A3120.2051

Notes/Remarks

Requester's Name: S. Mosier Dept Head Signature

QUOTATION

Quote #:	**711554097**
Customer #:	**11149657**
Contract #:	**47ABU**
CustomerAgreement #:	**PT64100**
Quote Date:	**07/17/2015**
Customer Name:	**VILLAGE OF BROCKPORT**

Date: 7/17/2015

Thanks for choosing Dell! Your quote is detailed below; please review the quote for product and informational accuracy. If you find errors or desire certain changes please contact your sales professional as soon as possible.

Sales Professional Information

SALES REP:	KEVIN REZKA	**PHONE:**	1800 - 4563355
Email Address:	Kevin_Rezka@DELL.com	**Phone Ext:**	7250416

GROUP: 1 QUANTITY: 1 SYSTEM PRICE: $3,999.53 GROUP TOTAL: $3,999.53

Description	Quantity
PowerEdge T320, Intel Xeon E-24XX v2 Processors (210-ACDX)	1
PowerEdge T320 Motherboard, TPM (329-BBXR)	1
Thank you for choosing Dell ProSupport Plus. For tech support, visit http://www.dell.com/contactdell (951-2015)	1
ProSupport Plus: Next Business Day Onsite Service After Problem Diagnosis, Initial Year (951-7217)	1
ProSupport Plus: Next Business Day Onsite Service After Problem Diagnosis, 2 Year Extended (951-7221)	1
ProSupport Plus: 7x24 HW/SW Tech Support and Assistance, 3 Year (951-7234)	1
Dell Hardware Limited Warranty Plus On Site Service Initial Year (996-6564)	1
Dell Hardware Limited Warranty Plus On Site Service Extended Year (996-6574)	1
On-Site Installation Declined (900-9997)	1
PowerEdge T320 Shipping (331-7510)	1
On-Board LOM 1GBE (Dual Port for Racks and Towers, Quad Port for Blades) (430-4715)	1
Basic Management (331-3482)	1
PERC Cable for 3.5in 8HD Hot Plug Chassis (331-7560)	1
LCD display for T320 (331-7919)	1
Chassis with up to 8, 3.5 inch Hard Drives (342-4612)	1
No Bezel (313-0869)	1
Performance BIOS Setting (330-3492)	1
Raid 5 for H710P/H710/H310 (3-16 HDDs) (331-7529)	1
PERC H710p Adapter RAID Controller, 1GB NV Cache (342-4049)	1
Heat Sink, Dell PowerEdge T320/T420 (319-0193)	1
Intel Xeon E5-2420 v2 2.20GHz, 15M Cache, 7.2GT/s QPI, Turbo, 6C, 80W, Max Mem 1600MHz (338-BEBM)	1
16GB RDIMM, 1600MT/s, Low Volt, Dual Rank, x4 Data Width (319-1812)	2
1600MT/s RDIMMS (331-4424)	1
Performance Optimized (331-4428)	1

(www.dell.com/resellerterms).

If this purchase includes services: in addition to the foregoing applicable terms, Dell's Service Terms (www.dell.com/servicecontracts/global).

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You acknowledge having read and agree to be bound by the foregoing applicable terms in their entirety. Any terms and conditions set forth in your purchase order or any other correspondence that are in addition to, inconsistent or in conflict with, the foregoing applicable online terms will be of no force or effect unless specifically agreed to in a writing signed by Dell that expressly references such terms.

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For certain products shipped to end-users in California, a State Environmental Fee will be applied to your invoice. Dell encourages customers to dispose of electronic equipment properly.

All information supplied to VILLAGE OF BROCKPORT for the purpose of this proposal is to be considered confidential information belonging to Dell.

About Dell

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