YOLO COUNTY HISTORICAL MUSEUM CORPORATION PROPOSED OPERATIONAL PLAN

VISION

YCHM's mission is to preserve and protect the historical heritage and culture of Yolo County, and actively tell its story to the community through the Gibson House Museum, its buildings, grounds, and collections.

The vision for the Yolo County Historical Museum – Gibson House (YCHM) is one in which the public grows increasingly aware of and interactive with YCHM programs and its collection. YCHM will bring children and adults of all ages into the Gibson House as well as go into the community to connect with students and other organizations to discuss the fascinating history of Yolo County. YCHM will bring alive the people who have populated our county throughout its history, from the earliest inhabitants to the contemporary era, and the events that changed their lives. This vision will be accomplished through:

- Operating in a fiscally responsible, self-sustaining manner, based on a strong business model and professional staff;
- Increased exhibit change frequency, expansion and diversification of exhibits;
- Broadening of YCHM educational programming to include not only history, but science, literature, and a new level of cultural understanding;
- Instituting outreach through mobile exhibits around the county;
- Collaborating with other organizations to ensure all Yolo County residents have access to the full-bodied history of the place in which they live; and
- Enhancing the number and diversity of activities and events at YCHM.

OPERATIONAL RESPONSIBILITIES

- ***Program Operation*** (Staffing, payroll, programs operated, etc.):

The following positions are currently filled, or may be required as programs develop. The salaries are based on full-time employee (FTE) status, although the positions would likely not start out full-time to ensure sustainability.

YCHM – Gibson House Board of Directors - The current Board of Directors, largely appointed by the Yolo County Board of Supervisors, is a governing board which oversees activities related to stewardship of the house and grounds and collection on behalf of the County of Yolo Board of Supervisors. They create policy and structure which the executive director uses to operate the not-for-profit organization. Currently eight of the nine seats are filled as identified on **ATTACHMENT A**. *Salary: Unpaid*

Executive Director – Currently, the Executive Director position is being financed by the County; however, in February, YCHM begins financially supporting this position. While responding to the Yolo County Board of Supervisors and YCHM Board of Directors, the Executive Director will oversee all activities regarding the daily operations of the house and grounds, and educational programming. *Average Salary Estimate: $49,325[1] Current Pay: Half-time at $28,800 per annum*

Office Manager – Under the supervision of the Executive Director, the Office Manager is responsible for guest contact, clerical operations, volunteer staff supervision, and onsite bookkeeping. *Average Salary Estimate: $30,240[1] Current Pay: 24 hours per week at $18,720 per annum*

Collections Manager – Under the supervision of the Executive Director and County Curator, the Collections Manager is responsible for the preservation, maintenance, recording of all acquisitions, transfers, and releases of accessed items in our collection. Our interest in items relate to the people, businesses, activities, and ecological environs of Yolo County, particularly those most closely connected to the person and descendants of William Byas Gibson. *Average Salary Estimate: $40,520[2] Current Stipend: $150 per month.*

New Staff Requirements:

Over the next three years, YCHM will require funding to support the following additional positions for the organizations:

Fund Development Specialist – Under the supervision of the Executive Director, the Fund Development Specialist will be responsible for developing relationships with potential donors and granting agencies in the community and throughout the country; develop solicitation strategies; as part of our organizational accountability, set priorities, timelines, and measurement standards to asses our progress in becoming more self-sustaining. *Average Salary Estimate: $36,500[2].*

Education Coordinator – Under the supervision of the Executive Director, the Education Coordinator will develop programming for YCHM, hiring instructors; determining curriculum requirements in collaboration with the instructors, marketing classes and workshops in the community, and connecting with stakeholders to ensure we are serving their needs most effectively. *Average Salary Estimate: $42,000[2]*

Curator – Under the supervision of the Executive Director, the Curator will be responsible for acquiring new historical pieces relating to Yolo County; caring for and repairing objects already owned; discovering frauds and counterfeits; lending historical pieces to other museums; and

mounting exhibitions, both in the museum and directing the outreach exhibits; overseeing accession policies, and responding to the deaccession committee. *Average Salary Estimate: $45,000*[1]

Clerical Staff - One to two new clerical FTE positions will be necessary to ensure adequate support for the new staffing levels. *Average Salary Estimate: $12 per hour.*

1 – Salary Estimates acquired from Salary.com
2 – Salary Estimates acquired from Payscale.com

- ***Revenue Generation (Fundraising events, private rentals, rental property, grant research & writing, etc.)***:

  In the last year, we have seen several planned events either be cancelled by the YCHM Board or administration, or be diminished due to inclement weather. Because of these challenges, our fundraising income has been reduced significantly. These events include:

  - The May Festival – Cancelled;
  - The Fall Festival – Diminished from an unexpected north wind;
  - The Christmas Gala – Cancelled.

  Additionally, because of the question whether YCHM will continue as a museum in its current incarnation, some donors have stated they elect to wait to see the outcome of the hearings regarding the museum's status before donating again. Also, grant writing has been put on hold pending the Board of Supervisors' decision about the YCHM. A list of granting agencies is compiled so that should the museum continue in its current administration, grant writing and donor requests can begin immediately. **SEE ATTACHMENT B**

  Other information:

  - The upcoming Santa Sunday fundraiser planning is strong and will likely bring in additional funds for the museum.
  - The YCHM Board is currently reviewing a list of monthly events and coordinated exhibits for the museum. With the enhanced YCHM Board, planning and executing these events have been and will be facilitated immensely.
  - In addition to the house and grounds rentals for weddings from Spring to Fall, YCHM is instituting a wedding option called "Intimate Winter Weddings," in which couples, and 30 to 40 of their guests can use the inside of the mansion as a place to wed. No food or drinks are allowed, and decorations must be free-standing and removed immediately after the event.
  - The property located at 508 Gibson Road is now under the management of the YCHM administration. The contract with Lawson Property Management has been terminated. The current tenant is satisfied with most everything, and those minimal things about which she has questions are being addressed.

- ***Museum Collection (Maintenance, review and deaccession, preservation, display, etc.)***:
  - YCHM received an updated deaccession policy draft from the County;
  - The Collections Manager and volunteer staff are creating a collection of items which can begin the deaccession process as soon as a firm policy is in place;
  - The moratorium on accessing all new artifacts is maintained pending deaccession and full review of the current items in the collection;
  - Since the change in YCHM administration, four new YCHM Board members have been appointed. One is the former Director of the California State Archives, and one was a Masters in Museum Science, who had to resign when she was transferred to a position which created a conflict of interest; however, she has chosen to remain connected as a volunteer to assist us with our collection and curation;
  - Items which were falling into disrepair are being preserved with the best technology we currently have available. Our intention is to facilitate all preservation and possible restorations, based on standards described in the white paper, "Direct Care of Collections: Ethics, Guidelines, and Recommendations" (April 2016) from the American Alliance of Museums. Our desire for the most rigorous conservation and preservation possible inspired the idea for creation of the preservation center in our East Barn.

- ***Facility Maintenance (General facility and grounds maintenance, capital improvements, utility costs, etc.)***:

Overall, the house and grounds are adequately maintained with several exceptions:

- Although a review of the electrical system and roof of the mansion was completed, and found adequate, questions remain as to whether they are in the best condition possible for the long-term. A recent review by the County reflects upgrades that should or could be done. The review is not included as it has not been finalized or approved;
- The pillars on the west side of the mansion must be repaired. Years of neglect have caused them to fall apart. Although they continue to be structurally sound, complaints have come into the office regarding their appearance, along with guests' concerns about safety;
- The trees on the grounds, some of which are historically significant have been tended by the Yolo County arborist. At the request of the executive director, an independent review by a local, respected arborist, Evergreen Arborists, Inc., raised questions about some of the trees safety and ability to withstand stormy conditions. A more detailed review by Evergreen Arborists is pending;
- The walkways and patio on the grounds are not accessible based on the American with Disabilities Act. Currently, the County has submitted a grant from the California Cultural and Historical Endowment, through the California Natural Resources Agency to address this issue. We should hear in January whether we will continue to be in competition for this grant;
- Although two capital improvements are in the preliminary stages of inquiry, including the East Barn conversion into a classroom and preservation center, and a redevelopment of the pergola on the east side of the mansion to a theatrical venue for performances, improvements will be formally planned in the future.

OBJECTIVES FOR ROBUST AND SUSTAINABLE OPERATION

Challenges

The greatest challenges for YCHM are three-fold:

1. **YCHM's role in Yolo County historical education** - The general public in Yolo County is not fully aware of YCHM's role in Yolo County historical education and exhibition.
2. **YCHM's reputation for relatively unchanging exhibits -** The stasis of the exhibits and activities is not conducive to public interest.
3. **YCHM is not fiscally self-sustaining** – While YCHM has a devoted cadre of volunteers who take great pride in their investments of time and money at Gibson House, a true fiscal picture reveals several areas which are lacking in support, including building upgrades, educational programming, and collection conservation and protection.

List of Objectives with Action Items

Objective 1: *To provide engaging and robust educational opportunities to the community centered on Yolo County history.*

Actions:

1A. School Tours: Continue to grow the currently operational Gibson House School Tours. This successful tour provides 3rd- and 4th-, grade, and home-schooled students with an opportunity to see what life was like during the period in which William and Mary Gibson lived on the property.

Proposed Cost:

School Tours	25 tours per school year	
Materials:	$ 25 per day	
Staff:	$ 0	Volunteer
Tuition:	$ 75	$5/Student; 15 students;
Net profit	$ 50 per day	
Total Annual cost:	$ 625	
Total Annual Tuition:	$1,875	
Total Annual Net Profit	$1,250	

1B. School Outreach: Develop a school outreach program in which two educator-docents make a presentation at various schools about Yolo County history. At the time of the presentation, a mobile exhibit will be left on-site for a two-week period, during which time students, educators, and families will have an opportunity to learn about Yolo County, YCHM, and our programming. Exhibits will include information about:

- Yolo County First Families, including immigrants who helped build our communities, which will be specifically tailored to the community in which the exhibit will be temporarily housed;
- The history of agriculture, businesses, railroads, and waterways;
- Incorporation of various cultures in Yolo County; and details about the Gibson family itself;
- Materials will include handouts, feedback cards, parent-focused take-home items;
- These exhibits will be free of charge to each school and home-school group;
- The cost of this activity will be provided by donors;
- The long-term benefit would be to inspire individuals from all over Yolo County to attend an on-site school tour, come for a visit and private tour, or engage an event or class onsite.

Estimated Costs of Exhibit:

Outreach Exhibits Goal	8 Outreach Exhibits the first year	
Exhibit Case:	$ 0	Already exists
Materials	$ 25	Per school, including handouts, feedback cards, take-home items
Education Staff	$ 0	Volunteer (First Year)
Mileage	$ 3	0.14/mile; average 20 miles roundtrip
Total Cost Estimate	$ 203	

1C. Genealogy Summer Workshops: YCHM will begin genealogy classes, beginning with Yolo County First Families, working their way to learning about their own families, using the principals established for genealogical research through the National Genealogical Society.

Two-Week Session

Students per 3-hour session	20
Sessions per day; A.M. and P.M. shifts	2
Simultaneous sessions in the East Barn, the Annex Kitchen, and the	3

staff Dining Room in the Gibson House	
Students Total	120
Per student	$200
Total for the summer	$24,000
0.75 FTE @$12.00/HR x	<$ 6,000>
x three sections x two sessions	
Materials	<$ 500>
Estimated Net Profit:	***$17,800 annually***

1D. School Year Classes: Classes, developed for various ages of children and adults, during the school year may include the following subject areas:

Traditional Textiles – Sewing, crocheting, tatting, and embroidery;

Ethnic Studies – Studying various cultures, using languages, clothing, food, traditions, and immigration as focal points;

Gardening - The Gibson Gardeners have agreed in principle to begin training younger students in horticultural activities, including:

- Teaching about native plants;
- Plant growth and care

Blacksmithing – Collaborating with Aaron Armstrong from Black Cat Forge, offer blacksmith exhibitions and rudimentary training in our blacksmith building.

Olive Pressing – During olive harvesting in November, and collaborating with one of the many olive pressing businesses in Yolo County, YCHM can host exhibitions of and classes for olive pressing using olives acquired from our grove.

The costs for each of these classes will be based on the number of students, specific costs for materials, and length of class. Each of the educators will range in cost depending on the certifications, expertise, and time in the individual's field. The goal is to provide $12 to $15 per hour per teacher. The full educational costs are identified in the budget proposal.

Objective 2: *To create a consistently updated and diverse exhibition schedule for both the museum and the outlying exhibit spaces.*

Actions:

2A. Develop a Year-long Plan for Exhibition and Events - The YCHM Board of Directors is currently reviewing a plan for Calendar Year (CY) 2018 to establish the year's activities to ensure the events and exhibits reflect specific themes and timelines. This also allows adequate planning for each activity. **SEE ATTACHMENT C**

2B. Aggressively deaccession all items which do not reflect Yolo County history or the Gibson family. Toward that end, three actions are currently in process:

- An interim deaccession policy is in the process of development;
- The collections manager and volunteer staff is reviewing our collection to see what should no longer be a part of our collection, so that when the interim deaccession policy is clarified, we may begin those proceedings;
- We continue with the accession moratorium instituted by Yolo County.

Objective 3: **To ensure that YCHM – Gibson House is self-sustaining through enhanced granting, and private and corporate donations.**

3A. Create a Fund Development Program for YCHM. Our focus YCHM board development and recruitment to staff is for a fund developer who has experience and a history of success in raising funds for non-profit organizations. We are focused on identifying a person or people who can work on writing grants as well as develop events to rigorously ensure our self-sustainability.

3B. To ensure ongoing sustainability, YCHM must:

- Develop history-based programming, outreach, and education, which bring in class-related tuition fees;
- Create ongoing fundraising events which inspire donors wishing to increase their donations, such as to the Winter Gala and a similar event in the summer;
- Make YCHM eligible for more grants and fundraising activities, such as the Big Day of Giving by shifting significant funds received from history-based activities as opposed to site rental fees;
- Bring residents and visitors to our grounds for social and entertainment activities through dynamic marketing, collaborations, and charitable giving, utilizing upgraded facility amenities;
- The YCHM house and grounds are currently used primarily for weddings and photography sessions. Additional activities, including quinceañeras, baptisms, birthday parties, and anniversaries will more actively be promoted;
- Daily, weekly, and monthly activities, which bring people to our grounds include: tai chi; yoga; book clubs; garden chats over coffee with plant sales; and simple visits to the park benches on the grounds; and
- Develop a larger population of volunteers to assist our current dedicated volunteers in projects, classes, activities, and outreach.

Staffing and Resource Requirements to Achieve Objectives

The following staffing and resources will be necessary to achieve the objectives listed above.

Engage a Fund Development Specialist – An individual, either on staff or on the YCHM Board will assist in raising adequate funds to maintain the house and grounds, and collection in an effective fashion. This individual, trained in the field, with a history of success in raising funds will provide the support necessary to accomplish our goals.

- For the first year, this individual can be a volunteer position until adequate funding is developed for a paid position;
- As with all positions at YCHM, eventually, full-time staffing is the goal; and
- Currently, a YCHM Board position is being held by the Board of Supervisors, because YCHM would benefit greatly by engaging an individual with fund development expertise.

Engage a Curator – A curator who is focused solely on the collection and exhibitions throughout the year is necessary for a fully-developed accession/deaccession and exhibition plan.

- For the first year, this individual can be a volunteer position until adequate funding is developed for a paid position; and
- As with all positions at YCHM, eventually, full-time staffing is the goal.

Hire an Education Coordinator and Adequate Teaching Staff: All classes offered by YCHM must be staffed with instructors who are respected in their fields, and have experience working with adult and children in an educational capacity.

- Costs are not yet available pending determination of the teaching schedule and class offerings;
- $12 to $15 per hour, for part-time staff, based on costs described by other organizations of comparable size;
- Materials will depend on specific class requirements.

Constructing a Fully-functional Classroom: A professional contractor has evaluated this project and is developing an estimate to convert the East Barn into a dual-purpose, environmentally-controlled facility.

A. In the smaller, enclosed east end of the facility, the space will be utilized for conservation and preservation activities, which will include both temperature and humidity control. These include, but are not limited to:
    - Caring for pieces already accessed by YCHM;
    - Restoring pieces that show signs of deterioration using contemporary museum standards;
    - Storing fragile items, which rapidly deteriorate without humidity control, including fabrics, documents, and untreated canvases.
B. In the larger area on the west end of the facility, the space will house a classroom with the following features:
    - Heating and air conditioning
    - Wi-fi access for all students;
    - Electronic tablets for classwork;
    - Projector and screen

- Storage cabinets for equipment and materials.

Replace the Pergola with a Carriage Cover for Musical and Theatrical Performances – To enhance the appeal of the grounds, and make a part of the grounds more versatile, the pergola on the east side of the Gibson House should be replaced with a fully covered structure resembling a carriage cover. This upgrade would include the following characteristics:

- The carriage cover would be more in keeping with the style of the house from the 1870s;
- The structure would include electrical upgrades to accommodate theatrical lighting and sound;
- The structure would be created as the sidewalks and patio are replaced to make them accessible according to the ADA. If the current grant for which the County applied is awarded to YCHM, we would create a capital campaign to build this new structure with its new amenities.
- Although no estimate has been made for this item, based on the costs of upgrades to the Woodland Opera House in lighting and sound, a rough estimate could be $30,000 for the structure, lighting, and sound, as ensuring adequate electrical support would be necessary.

Implementation Timeline

Description	Resources	Fiscal Year	Start and End Date	Responsible Person/Party
Objective 1: To provide engaging and robust educational opportunities to the community centered on Yolo County history.		17/18 and ongoing	Immediately	Executive Director, Docent-Educators
School Tours	Printed materials, corn, clothing, outreach	17/18 and beyond	Immediately	Docent-Educators
School Outreach	Printed materials, exhibits, transportation	18/19	September 2018 and ongoing	Executive Director, Docent-Educators
Genealogy Summer Workshops	Printed materials, electronic tablets, purchase of online materials, renovation of classroom space	18/19	February 2019 and ongoing	Executive Director, Instructors
School-year Classes	Printed materials, electronic tablets, fabrics, books, online materials	19/20	September 2019 and ongoing	Executive Director, Education Coordinator, Instructors

Objective 2: To create a consistently updated and diverse exhibition schedule for both the museum and the outlying exhibit spaces.		17/18	Immediately	Executive Director, Collections Manager, YCHM Board
Fill Board Position with Museum Expert	Contacts in the community	17/18	August 2017 and Ongoing	Yolo County Board of Supervisors
Develop a Year-long Plan for Exhibition and Events	Calendar	17/18	November and December 2017	Executive Director and YCHM Board of Directors
Aggressively deaccession	Computer, boxes, organizational tools	17/18 and ongoing	Immediately	Collections Manager and Executive Director
Objective 3: To ensure that YCHM – Gibson House is self-sustaining through enhanced granting, and private and corporate donations.		17/18 and ongoing	Immediately	Executive Director and YCHM Board of Directors
Create a Fund Development Program	Using contemporary and well-establish fund development tools, create a program to initiate, follow-up, and complete fundraising activities and grants.	17/18 and ongoing	Immediately	Executive Director and YCHM Board of Directors
Class development, outreach, fundraising activities, and events	Curriculum tools, staffing, event materials	17/18 and ongoing	January 2017 and ongoing	Executive Director and YCHM Board of Directors

FINANCIAL PLAN

The YCHM budget for FY 16-17 along with two prior years, and an estimated budget for the next three fiscal years (17/18, 18/19, 19/20) including revenue targets and expense projections are found on **ATTACHMENT D**.

The strategies for our financial planning include the following components:

- Accurately assess YCHM's current capital structure through detailed reporting on the current financial status of the organization. A full audit should be completed within calendar year 2018;
- Ensure professional bookkeeping and accounting techniques are used to facilitate reporting to the YCHM Board, Board of Supervisors, and granting agencies;
- Conserve an emergency fund for six months of basic operating expenses, at approximately $36,000, should funds be depleted under extraordinary circumstances;
- Develop a plan for future fiscal needs based on desired growth using effective fund management models for non-profits. The beginning of this planning process is seen earlier in this document based on education and event activity as well as capital improvements;
- Organize fund development and grant writing processes, which will ensure self-sustainability. Potential granting opportunities are listed above;
- Managing the incoming capital to accomplish our goals and provide adequate funding for our future goals. This includes maintaining our current accounts, expending the dollars already designated for upgrades to the property, the planning for which has already begun; and the possibility of conservative investment accounts when YCHM's generated income reaches appropriate levels.

CONCLUSION

The Yolo County Historical Museum – Gibson House is more than a house and grounds. It is more than a collection of significant historical artifacts. YCHM is a place in which all residents of Yolo County, and those living elsewhere, should be certain to find information, both entertaining and informative, about our county communities. We reach from Dunnigan to Winters, from Rumsey to West Sacramento, and all points therein. In each location is a part of our mutual history, whether our ancestors lived here for 10,000 years, or we arrived three months ago. Gibson House is a place where these stories can be told in vivid ways, reaching the hearts, minds, and curiosity of everyone who connects with us.

As an organization, we are fortunate to have people who have populated our staff and volunteer groups, including the docent-educators, Gibson Gardeners, YCHM Board, and others who have kept us operating; however, now we are moving farther forward with attentive financial planning; upgrades to the facility for education and preservation; outreach to our schools and community groups; mutually beneficial collaborations with other organizations; and staffing at a professional level to ensure that we have a long and vibrant future ahead. We are not simply offering thoughts about possible ways to move forward. We offer tangible plans, with people to support our activities, some of which are already in the process of implementation. We understand that the responsibility of stewardship falls on the shoulders of YCHM's Board of Directors and administration on behalf of the County of Yolo, and other than the standard coverage for electricity and water, and structural concerns self-

identified by the County as their responsibility, YCHM has chosen to develop their own funding streams for the upgrades to grow its service to the community, without asking the County of Yolo to pay for those developments.

At the time the Gibson House was purchased by the County, the Supervisors of that era felt the highest and best use of this family home would be used to tell the story, not only of the Gibsons, but of Yolo County. It is important to note that the Supervisors, again, are reviewing the best option for this important historical venue. The leadership and supporters of YCHM believe that as an organization, we can certainly accomplish our priorities for a history-based venue in professional, fiscally responsible, and thoughtful ways, while ensconced at the Gibson House. As it is with any house, the building itself is not what makes it a home; it is the hearts and spirits of the residents within. The residents of the Gibson House include everyone within our County borders. We can do better than to limit our work to that of an historical roadshow, or as a small component of an unrelated organization which has a mission statement far removed from our own. We recommend growing our current organization and programs rather than depend on those limits as the sole feature of our activities. Without a permanent residence, ours becomes a homeless museum. There must be a better option, and to that end, we believe that Gibson House can and should remain solely the Yolo County Historical Museum, because we have many more stories to tell, all within an effective and self-sustaining business model. The stakeholders of the Yolo County Historical Museum – Gibson House appreciate the Yolo County Board of Supervisors initiating this vital and timely discussion about our future.

###

ATTACHMENT A

Yolo County Historical Museum – Gibson House
Members of the YCHM Board of Directors
December 2017

Karen Lafferty
President
District 5 – Sup. Duane Chamberlain
Former Educator – High School English and History

Kathy Harryman
Vice-President
YCHS Appointee
President, Yolo County Historical Society

Frank "Bill" Hailey
Secretary
District 2 – Sup. Don Saylor
Architect – Frank W. Hailey Aia Csi

Jenny Lillge
Treasurer
District 3 – Sup. Matt Rexroad
Attorney – Legislative Intent Services, Inc.

Amy Shuman
Member, District 1 – Sup. Oscar Villegas
Human Resources Business Partner – Student Affairs - UC Davis
Professional Photographer – Amy Shuman Photography

Dana Topousis
Member, District 4 – Sup. Jim Provenza
Chief Marketing and Communications Officer – UC Davis

Elva Gonzalez
Member, At-Large
Bank Branch Manager – TriCounties Bank

Douglas Stone
Member, At-Large
History Instructor, Woodland Community College
Former State of California Director of Archives

Vacant - At-Large Member

Yolo County Historical Museum - Gibson House
Potential Grants

ATTACHMENT B

Granting Agency	Amount	Organization Type	Focus
American Association of Musems	Various	Museums	Common Heritage
Burlington Northern Santa Fe Railroads	$100 to $500,000	Cultural Organizations	Prefers outcome-driven programs
Costume Society America	$1,500	Small Museum	Garment Preservation
Cynthia Woods Mitchell Fund for Historic Interiors	$2,500 to $10,000	Non-Profit Organizations	Preservation of Historic Interiors
Glide Foundation	Various	Arts and Cultural Organization	Museums
Hubbard Broadcasting Foundation	Not Specified	Museums	Capital Grants
Johanna Favrot Fund for Historic Preservation	$2,500 to $10,000	Cultural Organizations	Historic preseration of sites
Knight Foundation	Shares 1.87 million	Museums	Set up Audience Engagement
Museums for America	$5,000 to $250,000	Museums	Learning Experiences/Community Anchors
National Endowment for the Humanities	Various	Small- and Mid-sized museums	Preservation
Shubert Foundation	Not Specified	Museums	Capital Grants
Spunk Fund, Inc	$200,000	Museums	Cultural Experiences for Children
Terra Foundation for American Art	Not Specified	Museums	Art Exhibits of American Artists
Union Pacific Foundation Community-based Organization	$10,000	Museums	Support administrative effectiveness
Venturous Theatre Fund	Not Specified	Theaters	Capital Grants - Special Purpose
Wells Fargo Charitable Contributions Program	$50,000	Cultural Organizations	Prefers outcome-driven programs

ATTACHMENT C

2018 YCHM – Gibson House Event Suggestions

The following are suggestions to inspire discussion among the Board members regarding activities for 2018. These are, by no means, intended to be considered part of an exhaustive list.

Monthly Activities

January – Martin Luther King Day – January 15
Exhibit – Contributions of the African-American community in Yolo County
Event – African Drumming Exhibition

February – Valentine's Day – February 14
Exhibit – Great Couples of Yolo County
Event – Tea in the mansion for six couple who win a contest

March – Cesar Chavez Day – March 31
Exhibit – Contributions of Latinos to Yolo County, or
Significance of Agriculture's and Ranching to Yolo County
Event – Mariachi and Ballet Folklorico Exhibition

April – Easter – April 1
Exhibit – Historical Churches of Yolo County
Event – A Unity Event

May – William Byas Gibson's Birthday – May 30
Exhibit – Cultural Spring Celebrations in Yolo County
Event – Gibson Festival

June – Graduation – June 15
Exhibit – Yolo County Schools
Event – Select a School for Graduation Ceremony on the Grounds from a competition on a Yolo history report

July – Independence Day – July 4
Exhibit – Politics in Yolo County
Event – Host a Polling Station to Strengthen Community Integration

August – Wedding Day – August 1
Exhibit – Historical Wedding Gowns and Tuxedos
Event- Bridal Fair

September – Labor Day – September 3
Exhibit – Yolo County Industry
Event – Job Fair

October – Halloween – October 31
Exhibit – Haunted Mansion
Event – Haunted House Event

November – Native American Day – November 22
Exhibit – Yolo County First People's Exhibit
Event – Drum-making Class and Drum Circle

December – Various Holidays – Various Dates
Exhibit – Yolo County Holiday Celebrations
Event – Santa Sunday

Year-long Classes and Activities:

Tai Chi and/or Yoga in the Olive Grove

Genealogy Classes and Summer Intensive – Dr. Henry Louis Gates, Jr.- Finding Your Roots

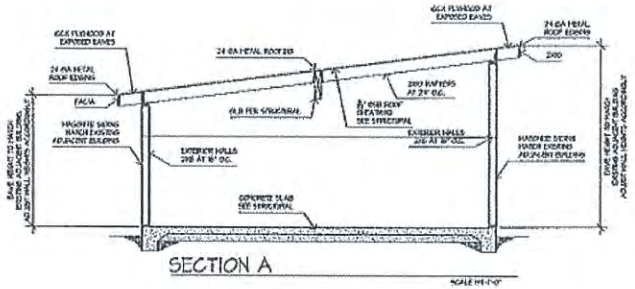
PBS's Genealogy Roadshow

PBS's Antique Roadshow

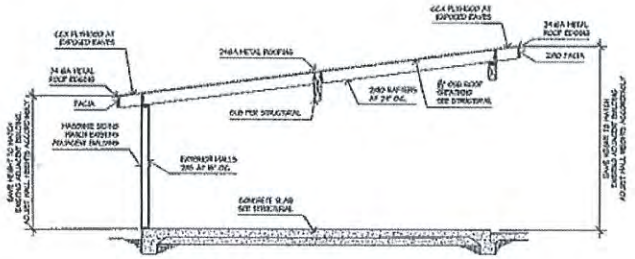
Horticulture Classes

Tuesday Plant Sales and Coffee with the Gibson Gardeners

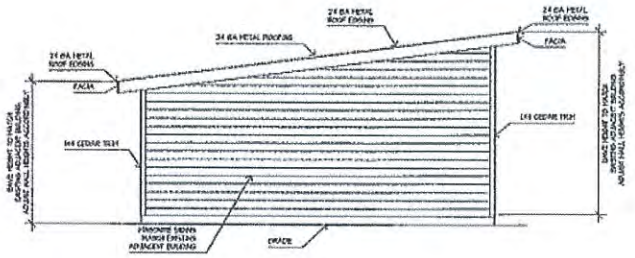
ATTACHMENT D



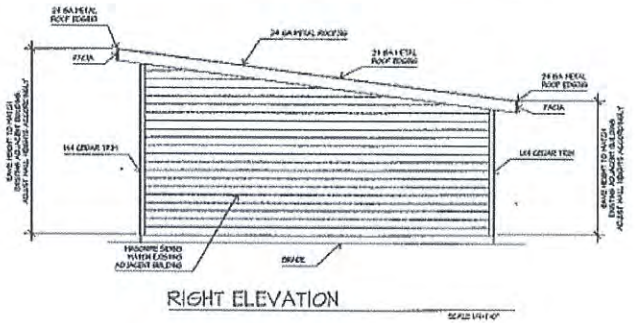
SECTION A



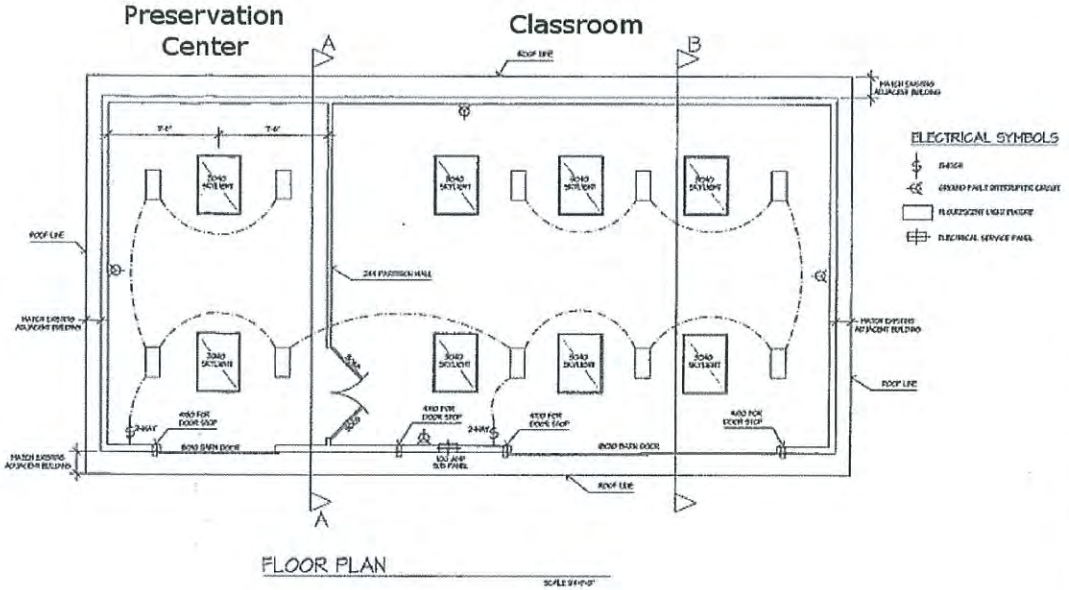
SECTION B



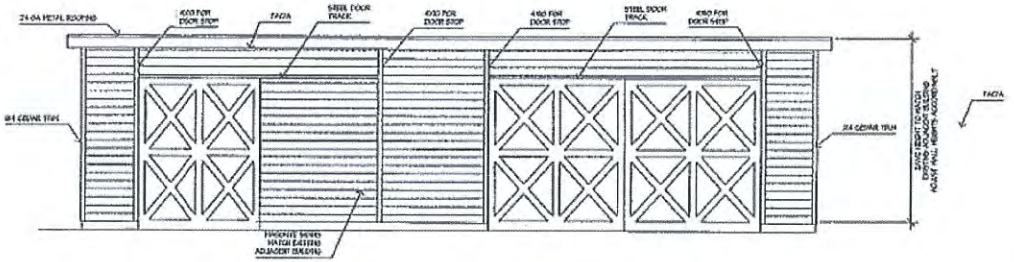
LEFT ELEVATION



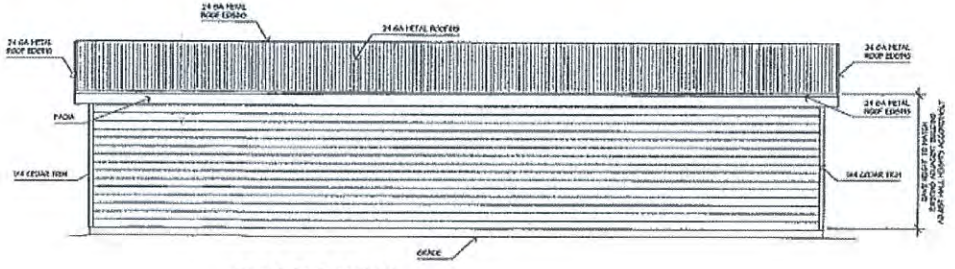
RIGHT ELEVATION



FLOOR PLAN



REAR ELEVATION



REAR ELEVATION

Robertson Engineering
9940 BUSINESS PARK DR., #130
SACRAMENTO, CALIFORNIA 95827
Phone: 916-363-7021 Fax: 916-363-7027

January 07, 2011

GIBSON HOUSE
DETACHED GARAGE

ROOF FRAMING PLAN

REVISIONS

NO.	DATE

PROJECT MANAGER
RICK ROBERTSON

CHAPTER
R3R

SCALE
1/4" = 1'

CONST. SET ISSUED

JOB NO.
20151

SHEET
A1

ARCHITECTURAL SHEET

ATTACHMENT E

Yolo County Historical Museum - Gibson House
Fiscal History and Plan
July 2013 - June 2020

	13-14 Actual	14-15 Actual	15-16 Actual	16-17 Budget	17-18 Budget	18-19 Budget	19-20 Budget
Grants - Foundations					**$2,000.00**	**$5,000.00**	**$30,000.00**
Grants - Capital						**$100,000.00**	**$50,000.00**
Grants - Governmental						**$5,000.00**	**$5,000.00**
Grants					$2,000.00	$110,000.00	$85,000.00
INCOME - UNRESTRICTED							
Admissions	$2,183.90	$1,117.50	$1,575.25	$1,300.00	$1,500.00	$1,800.00	$2,160.00
Donations	**$6,492.94**	**$6,227.95**	**$2,179.00**	**$5,000.00**	**$23,000.00**	**$70,000.00**	**$84,000.00**
School Tour Admissions/Sponsorships	$50.00		$396.00	$500.00	$500.00	$500.00	$500.00
Classes					**$19,200.00**	**$21,120.00**	**$24,288.00**
Summer Workshops					**$2,000.00**	**$2,200.00**	**$2,530.00**
Subtotal Admissions/Donations	$8,726.84	$7,345.45	$4,150.25	$6,800.00	$46,200.00	$95,620.00	$113,478.00
Special Events (Net)							
Special Event - May/Fall Festival	$4,944.81	$5,720.06	$4,224.74	$855.00	$5,000.00	$5,000.00	$5,000.00
Special Event - Santa Saturday	**$937.66**	**$1,661.69**	**$932.33**	**$1,000.00**	**$1,500.00**	**$1,800.00**	**$2,000.00**
Special Event - Gala	**$7,401.83**	**$8,421.68**	**$4,657.40**	**$5,000.00**	**$0.00**	**$8,000.00**	**$12,000.00**
Special Events - Misc	($42.92)	($47.90)	$65.00	$0.00	$1,500.00	$1,950.00	$2,535.00
Subtotal Special Events	$13,289.41	$15,755.53	$9,879.47	$6,855.00	$8,000.00	$16,750.00	$21,535.00
Garden Donations (Plant Sales)	$3,019.96	$2,827.45	$2,995.06	$2,500.00	$2,500.00	$2,750.00	$3,025.00
508 Gibson (net)	$11,670.79	$14,182.59	$15,252.29	$12,000.00	$14,000.00	$14,600.00	$14,900.00
Grounds Use Income							
Events	**$9,985.00**	**$24,442.60**	**$32,766.00**	**$20,000.00**	**$36,750.00**	**$40,425.00**	**$46,488.75**
Photo Fees	$563.00	$610.00	$365.00	$250.00	$300.00	$330.00	$369.60
Misc Income	$662.23	$251.89	$272.35		$200.00	$220.00	$246.40
Subtotal Sales/Rentals/508 Gibson	$25,900.98	$42,314.53	$51,650.70	$34,750.00	$55,750.00	$58,325.00	$65,029.75
Memberships	$4,240.00	$4,075.00	$4,905.00	$4,550.00	$7,000.00	$8,400.00	$10,080.00
Interest Income	($1.88)	$13.68	$12.25	$14.00	$12.00	$12.00	$12.00
Total Income - Unrestricted	$52,155.35	$69,504.19	$70,597.67	$52,969.00	$121,462.00	$289,107.00	$295,134.75

ATTACHMENT E

Yolo County Historical Museum - Gibson House
Fiscal History and Plan
July 2013 - June 2020

EXPENSES - UNRESTRICTED							
Staff							
Executive Director (P/T - F/T in 19/20)	**$10,800.00**	**$13,580.00**	**$15,000.00**	**$14,400.00**	**$ 12,000.00**	**$ 28,800.00**	**$ 49,325.00**
Office Manager (PT - F/T in 19/20)	$9,062.40	$11,859.38	$11,539.43	$7,800.00	12,000.00	12,000.00	42,697.00
Collection Manager (P/T - F/T in 19/20)	$1,678.40	$1,250.00	$625.00	$1,800.00	1,250.00	1,250.00	1,250.00
Misc. Personnel	$605.86	$0.00	$3,223.25	$5,200.00	4,750.00	5,225.00	5,462.50
Curator (P/T - F/T in 19/20)					**$ -**	**$ 27,000.00**	**$ 45,000.00**
Education Coord. (PT - F/T in 19/20)					**25,200.00**	**25,200.00**	**42,697.00**
Fund Dev. Spec. (P/T - F/T in 19/20)					**-**	**19,600.00**	**36,500.00**
Additional Clerical Staff - 0.5 FTE					**13,824.00**	**15,206.40**	**15,897.60**
Teaching Staff (3-PT)					**8,880.00**	**9,146.40**	**9,329.33**
Payroll Tax Expense	$2,094.64	$2,560.23	$3,197.52	$2,500.00	4,500.00	4,050.00	3,645.00
Workers Compensation Ins.	$741.85	$994.96	$1,007.78	$450.00	1,000.00	1,100.00	1,210.00
Subtotal Staff	$24,983.15	$30,244.57	$34,592.98	$32,150.00	$83,404.00	$148,577.80	$253,013.43
Development							
Advertising, Signage, Website,	$2,618.01	$9,088.97	$6,670.82	$4,200.00	4,000.00	4,320.00	4,665.60
Subtotal Advertising/Signage	$2,618.01	$9,088.97	$6,670.82	$4,200.00	$4,000.00	$4,320.00	$4,665.60
Facilities							
Maintenance	$7,602.19	$4,727.07	$4,947.06	$1,200.00	$4,000.00	$4,400.00	$4,840.00
Alarm	1,013.00	940.73	1,482.06	1,200.00	1,400.00	1,400.00	1,400.00
Fire Extinguisher	97.50	306.06	62.70	150.00	150.00	150.00	150.00
Cleaning Supplies & TP	173.82	350.13	62.53	500.00	300.00	400.00	500.00
Garden Fund	571.27	202.48	234.73	500.00	300.00	300.00	300.00
Landscape & Grounds Upgrades	8,827.16	7,129.73	7,065.85	10,055.00	7,000.00	7,000.00	7,000.00
Capitol Improvement Projects		1,256.21	2,769.50	-	3,000.00	90,000.00	7,000.00
Subtotal Facilities	$18,284.94	$14,912.41	$16,624.43	$13,605.00	$16,150.00	$103,650.00	$21,190.00
Administration							
Office Expense	$3,665.32	$3,285.75	$6,420.16	$3,000.00	$3,000.00	$3,000.00	$3,000.00
Accounting	$0.00	$500.00	$500.00	$500.00	$500.00	$500.00	$500.00
State Registration Fee	$25.00	$0.00	$60.00	$50.00	$60.00	$60.00	$60.00
Postage	$11.76	$561.34	$145.30	$800.00	$300.00	$500.00	$500.00
Telephone	$1,361.27	$1,572.19	$2,245.44	$1,250.00	$1,250.00	$1,250.00	$1,250.00
Webhosting	$729.00	$697.00	$752.00	$660.00	$750.00	$750.00	$750.00
Volunteer Recognition/Meetings	$137.17	$45.29	$18.27	$300.00	$200.00	$400.00	$400.00
Staff Expenses	$180.05	$0.00	$88.67	$0.00			
Annual Exhibit (Admin. needs)	$0.00	$0.00	$474.15	$0.00	$500.00	$1,000.00	$1,500.00
Subtotal Administration	$6,109.57	$6,661.57	$10,703.99	$6,560.00	$6,560.00	$7,460.00	$7,960.00
School Tour Expenses	$47.52			$200.00	$200.00	$200.00	$200.00
Classroom Expenses					$1,200.00	$1,320.00	$1,452.00
Total Expenses - Unrestricted	$52,143.19	**$60,907.52**	**$68,592.22**	**$56,715.00**	**$110,314.00**	**$264,207.80**	**$287,029.03**
Net Income & Expense - Unrestrict.	**$12.16**	**$8,596.67**	**$2,005.45**	**($3,746.00)**	**$34,172.00**	**$24,899.20**	**$8,105.72**

Bolded Items - New Updates