

# ADMINISTRATION

GOAL	SOLUTION	STEPS	RESPONSIBILITY	DEADLINE	PRIORITY LEVEL
<b>Establish museum identity</b>	Name change to <i>General Lew Wallace Study and Museum</i>	Notify Park Board	Dick Howell	7/8/2003	<b>1</b>
		Issue press release	Cinnamon Catlin-Legutko	by 7/30/03	
<b>Open Carriage House Interpretive Center to the public</b>	Complete Carriage House	Oversee project	Cinnamon Catlin-Legutko	Spring 2004	<b>1</b>
		Relocate gift shop, offices, storage and video presentation	Park employees, hired help	Spring 2005	
<b>Establish board governance that is reflective of strategic plan and enables its success</b>	MAP I Assessment	Apply for grant	Cinnamon Catlin-Legutko	12/1/2003	<b>1</b>
	Streamline board structure to include Park Board governance and Society governance	Propose new structure to Park Board	Board	Fall 2003	
		Author and approve an agreement with the City to recognize Society board as Study governance	City Attorney	Winter 2003	
		Inform public and members	Cinnamon Catlin-Legutko	Winter 2003	
		Revise by-laws	Board	Winter 2003	
		Initiate board term limits	Board	Winter 2003	
	Develop committees with board member as chair	Identify appropriate committees and chairs	Board	Winter 2003	
		Author charters for the committees	Committees, Cinnamon Catlin-Legutko	Fall 2004	
	Expand size of board to include diverse community members	Identify appropriate number of board members	Board	Winter 2003	
		Aggressive nominating process	Nominating committee	Winter 2003	
<b>Improve Web presence</b>	Contract web designer	Locate grant funding	Cinnamon Catlin-Legutko	Fall 2003	<b>2</b>
		Begin design conversations	Cinnamon Catlin-Legutko	Fall 2003	
		Write text	Shaun Lighty	Fall 2003	
		Locate funding for project	Cinnamon Catlin-Legutko	10/1/2003	
<b>Improve accessibility to site</b>	Commission signage	Begin design conversations with graphic designer	Cinnamon Catlin-Legutko, Cheryl Keim	Summer 2003	<b>3</b>
		Allocate funding for signage	Cheryl Keim	Summer 2003	
	Establish longer hours for gates to be open	Determine hours gates to be open	Board	Spring 2004	
		Identify appropriate park staff to regularly open gates and close	Cheryl Keim	Spring 2004	
		Inform public and members	Cinnamon Catlin-Legutko	Spring 2004	
	Expand visitation hours	Determine expanded hours schedule	Cheryl Keim, Cinnamon Catlin-Legutko	Spring 2004	
		Allocate funding for labor	Cheryl Keim	Spring 2004	
	Identify ADA compliance options	Consider during Carriage House project	Cinnamon Catlin-Legutko	Ongoing	

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<b>Revise and create policy to guide museum administration</b>	Formalize policies	Identify appropriate policies	Staff, Board	Winter 2004	<b>3</b>
		Author policies	Cinnamon Catlin-Legutko	Spring 2004	
		Formally approve and adopt policy	Cheryl Keim, Board	Summer 2004	