

2014-2017



Coquitlam Heritage Society, Strategic Directions



Coquitlam Heritage Society

Operating Mackin House



1116 Brunette Ave. Coquitlam B.C. V3K 1G2

Phone 604-516-6151

www.coquitlamheritage.ca info@coquitlamheritage.ca

Mission Statement

To preserve, honour, and promote the history of Coquitlam

Vision Statement

To collect, display, and interpret Coquitlam's rich heritage in dedicated space

At the March 15, 2012 Board meeting, The Coquitlam Heritage Society Board unanimously agreed to renew and strengthen its primary focus to secure appropriate museum space to fulfill its mission to preserve, honour, and promote Coquitlam's heritage assets. Efforts supporting this goal were determined to be the first priority of the Society. The closure of the Riverview Museum, and the need to find a new home for its irreplaceable collection, is just one of many examples of the immediate necessity for a dedicated exhibition and storage space in Coquitlam.

It's your Heritage, Coquitlam.

2014 -17 CHS Goals and Objectives



Pillar I: Public Exhibition Space and Advocacy

I) Goal: Secure Dedicated Exhibition Space

- a) Objective: Advocate for a Coquitlam Museum as well as continued advocacy to increase awareness and understanding of Coquitlam's unique heritage
- b) Objective: In partnership with the Riverview Historical Society, secure exhibit space for the warehoused Riverview collection
- c) Objective: Curate and mount a Riverview artifacts' exhibit for Coquitlam's 125th anniversary in 2016



Pillar II: Community

II) Goal: Engage and Inform Community*

- a) Objective: Create and sustain public awareness
 - i) professional and informative brochures
 - ii) engaging and informative event notices
 - iii) updates of website/Facebook
 - iv) compelling and appropriate speakers
- b) Objective: Customer-focused tourism information and services
- c) Objective: High quality public educational activities
 - i) Continue engaging and professional exhibits both at Mackin House and in the community
 - ii) Continue writing entertaining and educational newspaper articles
- d) Objective: Excellence in service delivery
 - i) Diverse and professional programs
 - (1) In Mackin House
 - (2) Out of Mackin House
 - (a) At Community fairs and events
 - (b) School visits
 - (c) Community walks
 - (d) Plaques or similar recognition programs



Pillar III: Heritage Conservation

I) Goal: Stewardship of the Mackin House Asset**

- a) Objective: Monitor House use for protection against daily wear due to visitors and activities; preservation of the key heritage asset: Mackin House
- b) Objective: Monitor key building maintenance activities -- liaise with City and staff on exterior maintenance and oversee maintenance of Mackin House interior

II) Goal: Collections Management Using the Principles of the CHS Collection Policy**

- a) Objective: Manage acquisitions using the Collections Policy as a guide
- b) Objective: Accept donations using the Collections Policy as a guide
- c) Objective: Continue ongoing collections inventory with PastPerfect management system
- d) Objective: Rationalize the toy collection
- e) Objective: Secure affordable storage space for artifact collection and preservation



Pillar IV: Organizational Excellence

I) Goal: Operations of Mackin House **

- a) Objective: Financial stability
 - i) Secure stable sustainable funding
 - (1) Core funding from city: Meet or exceed all KPIs
 - (2) Write and submit grant applications
 - (3) Research and develop a working relationship with the city that might include shared services (phone, internet), security, etc.
 - ii) Accountability for funds
 - (4) Clean audits
 - (5) Effective financial processes (documentation of Auditor's Manual)
- b) Objective: Management of human resources
 - i) Prudent hiring
 - ii) Regular performance reviews of staff
 - iii) Recruitment, retention and training of volunteers

II) Goal: Administrative Accountability**

- a) Objective: Maintain membership and timely AGMs
- b) Objective: Maintain bylaw relevance and accuracy
 - ii) Regularly review and amend as necessary; appropriate Society filing
- c) Objective: Maintain all insurance at appropriate levels of coverage

* Correlates with City of Coquitlam Cultural Services Strategic Plan 2010-2020: Directions: Connections, Visibility and Celebration

**Correlates with City of Coquitlam Cultural Services Strategic Plan 2010-2020:
Direction: Sustainability