



Ketchikan MUSEUMS

TONGASS HISTORICAL MUSEUM
TOTEM HERITAGE CENTER



Museum Advisory Board

November 15, 2022

Please note the time has changed to **5:30 p.m.**

Tongass Historical Museum

1. Call to Order
2. Roll Call
3. Communications
 - a. Director's report (p. 2)
 - b. Welcome Alma Parker
 - c. *Mission Moment: Salmon Walk*
4. Persons to be Heard
5. Consent Agenda
 - a. Approval of September 20, 2022 meeting minutes. (p. 10)
6. Old Business
 - a. Tongass Historical Society/City MOA draft (p. 12)
7. New Business
 - a. Addressing collection storage needs
8. Advisory Board Comments
9. Adjournment

Next Regular Meeting: January 17 at 5:30 p.m., Tongass Historical Museum

Please send any agenda requests to Anita at least 10 business days prior to our meeting.

Ketchikan Museums collect, preserve, interpret and creatively share the history and culture of our region to serve, educate, engage and enrich our community.



Museum Report: September - October 2022

Public Hours:

Summer hours were 8:00 a.m. – 5:00 p.m., daily. Winter hours of 1 – 5 p.m., Tuesday through Saturday started October 9th. We were open at 8 a.m. for the October Norwegian cruise ships. Please note that staff is available 8:00 a.m. – 5:00 p.m., with some staff working Monday – Friday and others Tuesday – Saturday or in response to evening and weekend classes.

Facilities

The Tongass Historical Museum and the Totem Heritage Center safely house the collection and inspire our visitors to honor Ketchikan’s history and heritage.

Goals	Objectives
Continue facility improvements	Develop Facilities Plan
	Upgrade HVAC systems <ul style="list-style-type: none"> Adjusted louvers on boiler at THM to address high temperature issue during seasonal transition. Postponed to 2024 due to budget restrictions.
	Install Fire Suppression systems <ul style="list-style-type: none"> Postponed to 2024 due to budget restrictions.
	Integrate technology where appropriate
	Identify and implement additional ADA improvements <ul style="list-style-type: none"> Interior glass doors removed near THC restrooms allowing easier access
	Address vandalism and safety issues <ul style="list-style-type: none"> Completed annual fire extinguisher inspection. Sealed off one door of lower level vestibule at THM to stop water leaks.
	Plan for future Capital Improvement Projects <ul style="list-style-type: none"> 2023 – 2027 CIP Plan includes THM Exterior Envelope Phase III (window design), THM HVAC design, THC gutters, THC skylight, totem pole maintenance and additional security measures in 2023.
Continue exterior improvements	Create landscaping plan with public art <ul style="list-style-type: none"> THC bridge in process of being rebuilt to hold the weight/width of a vehicle, allowing for future exterior building repairs.
Address collection storage needs	Provide suitable off-site collections storage <ul style="list-style-type: none"> Monitoring large object storage at storage unit. Assessing other storage options.
	Improve collections storage

Collections Stewardship

Collections are safe, organized and accessible. Collection stewardship procedures meet or exceed best practices as defined by the American Alliance of Museums.

Goals	Objectives
Strengthen stewardship of the collection	Build routine practices <ul style="list-style-type: none"> • Temp/ rH monitoring and bug trap replacement resumed. • Maintained regular collections meetings. • 2020-2022 Instructor-Student display: <ul style="list-style-type: none"> ○ Returned 5 loans to 5 lenders ○ Returned collections items to storage • 2022-2023 Instructor-Student display: <ul style="list-style-type: none"> ○ Processed 12 loans from 7 lenders • 2022-2023 Sustaining Community: <ul style="list-style-type: none"> ○ Returned 1 loan, Processed 1 new loan • 2023 Cruisin’ the Fossil Coastline: <ul style="list-style-type: none"> ○ Processed 62 loans from 3 lenders • Prioritized purchases for collections supplies.
	Process new donations efficiently <ul style="list-style-type: none"> • Acquisition Review Committee met once in September (Oct mtg postponed) <ul style="list-style-type: none"> ○ Total accepted offers = 11, archival items, salmon can labels, COVID-19 related, Ross family mining equipment and slides, Fire Dept patches, research materials ○ New donations received = 11 ○ Purchases made = 3 (Includes salmon can labels, devil’s club necklace, photo of early butcher shop)
	Policy development <ul style="list-style-type: none"> • Began conversations about collections planning with staff.
	Catalog new donations and update existing records <ul style="list-style-type: none"> • Created 12 new catalog records. • Reviewed and culled multiple large donation offers.
	Renew THS MOA <ul style="list-style-type: none"> • Drafted a revised version of the MOA. Reviewed by THS Board and City Attorney.
	Refine collections <ul style="list-style-type: none"> • Gave UAS Library one set of American Indian Art magazines from research library (we had two sets).
	Disaster planning <ul style="list-style-type: none"> • IT will create a digital backup of our computer network on an annual basis. One copy will be saved with other City department records. One copy will be sent to the State Museum in Juneau.
	Utilize volunteers and interns <ul style="list-style-type: none"> • Linda Hall volunteered 53 hours
Conduct inventory	Develop and implement inventory strategies <ul style="list-style-type: none"> •

Increase access to the collection	Digitize collection and share with public (Ex: Virtual Exhibit, PastPerfect online, Artifact of the Month) <ul style="list-style-type: none"> • Wrote 2 monthly Artifact of the Month articles for Ketchikan Daily News • Provided content for newsletter, e-newsletters, and social media • Working on Virtual Exhibits for telephone directories, History Afloat, and Don Dawson’s aviation research
	Improve physical and intellectual access to collections <ul style="list-style-type: none"> • Research requests and photo orders received = 35
	Organize institutional records <ul style="list-style-type: none"> • Began organizing accession folders for Alaska Art Fund (former Art Acquisition Fund) purchases.
Increase our capacity as a community resource	Oral Histories <ul style="list-style-type: none"> • One oral history interview accepted for collection • Developing a plan for seeking permissions for oral histories pre-2019
	Build education collection for hands-on use
	Create research resources
Provide care for totem poles	Manage Ketchikan Museums, City of Ketchikan, and State collections
	Support restoration efforts
	Be a resource for totem pole research <ul style="list-style-type: none"> • Reviewing Viola Garfield’s archival collection at the University of Washington library. Garfield wrote the book, “Wolf and the Raven”

Programs

Provide meaningful museum experiences for diverse audiences, which honor stories, build connections, and inspire life-long learning.

Goals	Objectives
Celebrate THC’s 50th anniversary (2026)	Celebration and discussion of totem poles moving forward <ul style="list-style-type: none"> • Anniversary events considered in oral history interviewee selections
Maintain the Native Arts Studies Program	Provide high-quality classes <ul style="list-style-type: none"> • 2022-2023 class registration opened in early October • The first class, a 3-day workshop for advanced level cedar bark material prep, took place starting October 28 with instructor Holly Churchill. 6 students.
	Develop new instructors
Develop school outreach	Develop and implement framework for targeted school outreach (3 rd THC, 5 th THM, 9 th AK Studies, Nat’l History Day) <ul style="list-style-type: none"> • 9/13/22, Schoenbar 8th graders with teacher Chad Frey at THC. 17 students, 1 adult. • 9/23/22, TSAS 3rd and 4th grades with teacher Clint Schultz at THC. 36 students, 4 adult. • 9/13/2022, Schoenbar 7th graders with teacher Joe Mainardi at THC. 49 students (in 3 classes), 1 adult. • 10/20/2022, TSAS 1st and 2nd graders with teacher Allyson Sebcioglu and Jeannie Tackett at THC. 32 students, 5 adults. Develop a HS Internship program targeting youth for future museum careers? (MCR)

Build Oral History Program	Implement Oral History (OH) program <ul style="list-style-type: none"> • <i>History Aloud</i> continued on KRBD
Offer an excellent visitor experience	Hire and train tour guides <ul style="list-style-type: none"> • Summer 2022 guides invited to apply for 2023 season
	<i>Provide a schedule of demonstrating artists</i>
	Offer updated Exhibit Guide <ul style="list-style-type: none"> • Evaluating format for 2023
Offer exhibit-responsive programming	Offer Museum Middays (1 st Thursday) <ul style="list-style-type: none"> • October MM kicked off with a presentation by Alma Parker. Videos available online on the Ketchikan Museums' YouTube channel
Initiate Volunteer Program	Develop Docent program
Offer responsive community programming	Meet/Facilitate Community Requested Opportunities Civic Clubs/Organization Speaking Engagements Create Opportunities to invite community members into our spaces <ul style="list-style-type: none"> • Coast Guard crew of the Douglas Denman visited on 10/4/22 – 7 participants. • THC Open House on 10/22/22, 41 visitors
Provide professional-level programs	Host Museums Alaska Conference or other opportunities <ul style="list-style-type: none"> • Hayley, Erika Jayne, Brooke Ratzat presented at the Museums Alaska conference on September 22 about the History Afloat program.

Outreach

Outreach efforts will increase the awareness and advocacy of Museum resources and will integrate new digital platforms.

Goals	Objectives
Continue to develop distinct branding	Develop a style guide and templates <ul style="list-style-type: none"> • New yellow cedar sign installed on Deermount Street. Issued a RFP for a carved panel to be mounted on the top. • Creating new totem pole signs for Chief Johnson and Leask poles.
Provide numerous platforms for community engagement online	Develop user-friendly, content-rich website <ul style="list-style-type: none"> • Updated Fall programming: MM, NASP
	Utilize social media to engage varied audiences <ul style="list-style-type: none"> • Ketchikan Museums YouTube channel populated with current Museum Midday videos
	<i>Utilize video to document collections and programs</i>
	<i>Utilize website/Past Perfect to make Oral History Program more accessible</i>
Produce marketing materials targeted to cruise ship passengers	Outline Visitor experience <ul style="list-style-type: none"> • Staff debriefed about the 2022 season and made plans for 2023.
	Partner with KVB, KDN and others to disseminate info about museums

	<ul style="list-style-type: none"> • First season participating in KVB’s Tourism Best Management Practices, a voluntary compliance program Strategize “Guerrilla marketing”
Produce relevant publications	Produce annual report <ul style="list-style-type: none"> • Completed in 2022 Winter newsletter
	Create and disseminate monthly email newsletter <ul style="list-style-type: none"> • E-news sent out 1st week of each month
	Create Exhibit guides/brochures <ul style="list-style-type: none"> • After THC brochures are used up in 2022, revise to match branding
	Promote events, programs and exhibits <ul style="list-style-type: none"> • Ongoing via social media, monthly enews, monthly KTKN and KRBD reports

Exhibitions

Exhibitions engage diverse audiences with our authentic and unique history and heritage.

Goals	Objectives
Establish Exhibit Plan and Guiding Principles	Develop consistent identity and messaging within exhibits and interpretation
	Exhibit Plan and Guiding Principles Doc
Develop and implement evaluation tools	Evaluation of Core Exhibits <ul style="list-style-type: none"> • Implemented a mixed-methods evaluation including visitor observations, interviews, and surveys.
	Evaluation of Featured Exhibits <ul style="list-style-type: none"> • Implemented a mixed-methods evaluation including visitor observations, interviews, and surveys.
Seek ways to build upon the successes of Core Exhibits	Exhibition maintenance
	Improve Access to Cases
	Prioritize Light Levels
	Develop exhibit cleaning schedule
	Produce exhibit guide for THM – complete for 2022
	Complete THC Phase II and III <ul style="list-style-type: none"> • Received feedback on panel mockups. Beginning edits and redesign.
	Work with Programs to Develop Implement Program Tie-ins for Core Exhibits
Develop relevant Featured Exhibits and bring Traveling Exhibits to Ketchikan	Featured Exhibit
	<i>Sustaining Community: How We Gather and Why it Matters</i> <ul style="list-style-type: none"> • Conducting visitor evaluations for featured exhibit.
	<i>Cruisin’ the Fossil Coastline</i> (March 2023) <ul style="list-style-type: none"> • Received artworks, working on loans and design
	<i>Ketchikan at the Fair</i> featured local art from the SE AK Fair (Aug 13-Sept 4)
	THC Instructor/Student NASP exhibit case updated to reflect the 2021-2022 season.

	<p>Traveling Exhibits</p> <ul style="list-style-type: none"> Established partnership with the Ketchikan Public Library to host <i>Illustrating Alaska: Artists Making Children's Books</i>, a pop-up exhibit presented by the Alaska State Museum in March 2023. Working with photographer Karen Ande to display <i>Haida Rising</i> at the Totem Heritage Center in the summer of 2023. <i>Haida Rising</i> is a photography exhibit documenting Hydaburg's annual culture camp and dedication of a longhouse in 2019.
	<p>Develop 3 year exhibition schedule</p> <ul style="list-style-type: none"> 2022 THM: <i>Sustaining Community: How We Gather and Why it Matters</i> 2022 THC: Instructor Student Case, Cultural Identity Panels, Canoe 2023 THM: <i>Cruisin' the Fossil Coastline</i> (Ray Troll Traveling Exhibit) 2023 THC: Instructor Student Case, Side Gallery Panels, Pit Rail Cases 2024 THM: <i>The Working Waterfront</i> 2024 THC: Instructor Student Case, Totem Pole Labels (interior)
	<p>Work with Programs to Develop Implement Program Tie-ins for Featured and Traveling Exhibits</p> <p>Featured Exhibit</p> <ul style="list-style-type: none"> Program tie-ins and interactives for <i>Sustaining Community</i> <ul style="list-style-type: none"> Questions posed to visitors reinforcing exhibit themes of sense of place, creative expression and entertainment, responsibility, and resiliency. <ul style="list-style-type: none"> Recording responses and information for the Wellness Coalition to develop community responsive programming. <p>Traveling Exhibits</p>
<p>Increase online presence by developing engaging Virtual Exhibits</p>	<p>Produce a Virtual Exhibit (VE) for Featured Exhibits Open 1st Friday of March, annually - complete</p> <p>Produce Virtual Exhibits</p> <ul style="list-style-type: none"> Developed 2022 Instructor and Student Case VE On-going monthly additions made for Artifact of the Month. Developing <i>Taking Flight: Ketchikan's Commercial Aviation History</i> with Chuck Slagle and Don Dawson. Opening date: December 7, 2022. Developing a Totem Pole VE and Mapping the Landscape VE Developing <i>History Afloat</i> VE to share Brooke Ratzat's work documenting 11 historic wooden boats.
<p>Facilitate interpretation outside of the Museums – the Community is an extension of our exhibits</p>	<p>Develop Exterior Ethnobotany Trail Interpretive Panels at THC</p> <ul style="list-style-type: none"> Pilot project and mockups moved to spring/summer 2023. <p>Integrate Components of Featured and Traveling Exhibits in the Community</p> <p>Participate as requested in opportunities to integrate historical interpretation into the community</p> <ul style="list-style-type: none"> Salmon Walk: Reviewed 10% design from Corvus Design

Administrative

The administrative team is responsible for strengthening organizational capacity and sustainability.

Goals	Objectives
Provide professional development	Provide at least one training opportunity for each staff member annually. <ul style="list-style-type: none"> Staff received demonstration on digital 3d scanning by Eric Hollinger, tribal liaison for Smithsonian's Repatriation Program on September 12. Hayley continues to serve on the Alaska Art Fund grant review committee.
Review and Refine files, protocols and standards	Maintain most current materials, protocols, and standards, while properly archiving out-of-date items. (SB) COMPLETE Streamline Admin Procedures where possible. (SB) ONGOING
Facilitate effective communication between staff	Staff is clear on roles and responsibilities. <ul style="list-style-type: none"> Weekly staff meetings and division meetings
Facilitate collaboration to grow opportunities	Grow partnerships needed to increase effectiveness <ul style="list-style-type: none"> Working with Historic Ketchikan on Colorful Characters signage grant. Working with True North Sustainable Development Solutions on Historic Preservation Plan grant.
Inspire a positive workplace culture	Model open communication and build an effective team
Provide effective leadership	Facilitate and monitor goals and empower a team who is committed to those goals <ul style="list-style-type: none"> Meet regularly to review 2022 priorities and coordinate efforts.
Provide for an effective Museum Advisory Board	The composition, qualifications, and diversity of volunteers enable it to carry out the museum's mission and goals.
Maintain good standing with the Tongass Historical Society	Provide support as needed Renew MOA <ul style="list-style-type: none"> Drafted new MOA for THS and MAB consideration.
Facilitate evaluation at all levels	Ensure we are meeting best practice guidelines
	Track and analyze participation metrics <ul style="list-style-type: none"> Reviewed monthly.
	Review strategic planning process and correct course as needed

Capital Development

We will utilize additional funding opportunities for support beyond our municipal operational budget.

Goals	Objectives
Secure additional funds for opportunities beyond operations	Annually submit application for Collections Mgmt grant <ul style="list-style-type: none"> Submitted grant report for 2021 CMF grant.
	Annually submit application for Grant-in-Aid <ul style="list-style-type: none"> 2022 grant application for THC workshop upgrades was not successful.
	Submit application(s) for Alaska Art Fund (formerly Art Acquisition Fund) <ul style="list-style-type: none"> Submitted 1 grant application for fall round of AAF. Ongoing work with artist Terry Leberman on THM stained glass panel design featuring Ketchikan Creek. Delayed because of material shortages.
	KIC Esther Shea Cultural Studies scholarships for NASP students <ul style="list-style-type: none"> Working with Cameron at KIC who provides class scholarships.

Attendance for September - October 2022

Total THC visitors: 7,619

Total THM visitors: 4,334

Year-to-date: 66,509

Virtual:

- Ketchikan Museums website: 1,982 visitors
- Virtual Exhibits: 739 users
- Past Perfect Online (selections from the collection): 311 users
- Facebook: Analytics collection has changed and there is no accurate way to track analytics at this time.
- Instagram: x likes or comments (no info at this time)
- You Tube: 308 views
- Google Searches/Google Map interactions to date, 2022: 40,981 THC: 16,317 THM

Museum Advisory Board
Meeting Minutes *UNAPPROVED DRAFT*
Date: 09-20-2022

1. Call to Order

The meeting was called to order at 4:32 p.m. at the Tongass Historical Museum.

2. Roll Call

Advisory Board Members Present:

(x) Michele Zerbetz Scott, Chair	(excused) Carrie Starkey
(Vacant) Vice Chair	(x) Austin Otos, Borough Assembly
(x) Laurie Pool, Secretary	(excused) Gloria Burns, THC Adv. Cmte rep.
(absent) Christian Dalton	(x) Alex Kramarczuk
(x) Teri Hoyt	(excused) Jeanne Sande
(x) Chet Hugo	(excused) Alma Parker
(x) Janalee Gage, City Council	

Museum Staff Present:

Anita Maxwell, Director
Hayley Chambers, Sr Curator of Collections

3. Communications

a. Director's Report

Anita Maxwell highlighted the new back ramp and Deermount sign at the Totem Heritage Center. She said that THC is honored to display the James and Lillian Leask Memorial totem pole. Collections had created a record 554 catalog records. A digitization grant has provided almost 500 hours of recordings to process. We are working with Chuck Slagle and Don Dawson on a commercial aviation virtual exhibit. Attendance this year to date is 13% below 2019 attendance, which is actually good given that the ships have been at 20-50% less than 2019 capacity. Michele commented that it was good to see Chuck's continued involvement. Hayley noted that the high number of catalog records was due to our summer intern, Penske McCormack. In regards to the recordings, we'll be seeking permissions for those as well as seeking volunteers to help listen to this incredible amount of audio recordings. Michele asked about the telephone book collection. Hayley noted that we transfer duplicates to the library and that like yearbooks, they are a popular research request. Teri commented that the History Afloat project is a great resource. Hayley shared that we are working on a virtual exhibit to share the photos and oral histories compiled by local photographer, Brooke Ratzat, and that this project feeds into our 2024 *Working Waterfront* exhibit.

b. Welcome to Alma Parker and Austin Otos

Michele welcomed new members Alma Parker and Austin Otos (Borough Assembly rep) to the board.

c. Mission Moment: Tongass Historical Society MOA

Anita briefly discussed the Tongass Historical Society's long history and partnership with the City Museum Department. The last Memorandum of Agreement was signed in 1990 and she'd like to update that MOA to better reflect current practices. Staff will be working the THS board this fall and will give an update at the November MAB meeting.

4. Persons to be Heard

None

5. Consent Agenda

a. Approval of April 19, 2022 regular meeting minutes

Chet Hugo moved to approve the meeting minutes, seconded by Teri Hoyt, motion carried unanimously.

6. Old Business

a. None.

7. New Business

a. Election of Vice Chair

Former Vice Chair, Peter Stanton, resigned from the MAB to focus on his sabbatical. Janalee Gage made the motion to elect long-time MAB member, Chet Hugo, as the Vice Chair. Laurie Pool seconded. Motion carried unanimously.

b. New Meeting Time

Michele noted that there had been a request to return to meeting at 5:30 p.m. Members agreed that Tuesdays were still the best day of the week to meet. Anita will email all MAB members to confirm that a 5:30 p.m. start would be more convenient. Unless otherwise noted, the November MAB meeting will start at 5:30 p.m.

c. Facility Updates

Anita reminded that the 2023 budget is essentially frozen at the 2022 levels as the City recovers from the pandemic. We have a few Capital Improvement Projects (CIPs) up for Council consideration. At the Totem Heritage Center, new gutters are critical. An exterior condition survey will be done as well to assess any areas of damage or rot to the 1976 building. Additional security cameras will be added to THC as well. Hayley shared that we've made about \$20,000 in collection storage improvement at the museum through grant funding. Members toured Collection Storage areas at the museum to view these many improvements. Members commented on the efficient use of storage space and the desperate need for more storage for future acquisitions. Laurie noted that in addition to people cleaning out their homes during the pandemic, the significant increase in donations is a testament to the confidence the community has in the Museum.

8. Advisory Board Comments:

No comments were made as a quorum was lost at 5:15 p.m.

The next regularly scheduled meeting of the Museum Advisory Board is November 15, 2022, 5:30 – 6:30 p.m. (Location TBD: Tongass Historical Museum or Totem Heritage Center)

9. Adjournment

The meeting adjourned at 5:35 pm.

Respectfully prepared by Anita Maxwell

All Museum Advisory Board meeting are recorded. If you would like access to these recordings, please contact Stacy Brainard, Administrative Secretary at 225-5600 or stacyb@ktn-ak.us

MEMORANDUM OF AGREEMENT BETWEEN THE CITY OF KETCHIKAN AND THE TONGASS HISTORICAL SOCIETY, INC.

Date TBD, 2022 **DRAFT**

Whereas the Tongass Historical Society, Inc. hereinafter referred to as the Society, and the City of Ketchikan's Museum Department, DBA Ketchikan Museums, hereinafter referred to as the City, desire to enter an agreement for cooperation to manage, preserve, research and interpret the public trust collections owned exclusively by the Society, not the City.

Whereas the City owns and maintains the Tongass Historical Museum and the Totem Heritage Center in which these collections are stored and provides staff and funds for the management, preservation, research and interpretation of the collection; and whereas the City as well as the community at large are aware of and extremely grateful for the concern, dedication and support that the Society has provided since chartering the organization in 1961.

Whereas the Society is interested in continuing to promote the maintenance and interpretation of its collections and protection of the collection from deterioration, destruction, or damage and in actively participating in the furtherance of these endeavors.

Whereas it is mutually beneficial for both the City and Society to work cooperatively to assure the continued preservation of Ketchikan's history and heritage.

Now, therefore, in consideration of the above premises, the parties agree as follows:

A. The Tongass Historical Society shall:

1. Take formal and timely action, as requested, upon policies relating to the Society's collection.
2. Provide financial, volunteer, advocacy and advisory support, as it is able, for preservation, research and interpretation of the Society's collection.
3. Provide a recommendation of a Society representative to the Mayor of the City of Ketchikan for appointment to the Museum Advisory Board.
4. Direct potential new acquisitions through the City's Acquisition Review Committee process.
5. Provide copies on the THS annual report and monthly meeting minutes on an annual basis.
6. Donate 35% of photo reproduction fees back to the Ketchikan Museums twice a year in a schedule agreed between the Society Board President and the Museum Director.

A. The City of Ketchikan shall:

1. Manage the preservation, research, documentation and interpretation of the Society's collection and the City's collection with the same professional standard of care in adherence to the Ketchikan Museums Collections Management Policy and collections procedures as approved by the Society and the Museum Advisory Board, and conforming to prevailing professional and ethical standards as set by the American Alliance of Museums.
2. Provide the Society with an annual overview on the overall status of the collection, , exhibitions and other Museum activities for the Society's annual meeting.

3. Provide access to museum public spaces for the Society's public programs, meetings and other Society activities appropriate to the purposes of a museum.
4. Provide free admission to Society members.
5. Maintain Society membership and institutional records.
6. Provide insurance coverage of the Society's collection under the City's general Museum coverage.
7. Collect and track photo reproduction fees on behalf of the Society. Reimburse the Society for the full amount of photo reproduction fees minus a 3% fee on credit card charges and minus the 35% that the Society donates back to Ketchikan Museums.

It is mutually agreed and understood by both parties that:

This agreement shall entitle the City to enforce the Ketchikan Museums Collections Management Policy as approved by the Society and the Museum Advisory Board and any amendments thereto as approved by the Society and the Museum Advisory Board.

Nothing in this agreement shall be construed as obligating either party to expenditure of funds in excess of those allocated for these purposes.

Nothing in this agreement shall deny the Society the right to file claims for recovery of losses related to the City's management of the collection.

Following biennial review by both parties, this agreement may be amended as necessary by mutual consent of both parties, by the issuance of a written amendment, signed and dated by both parties. The first review shall take place on or before two years from the date of signature and biennially thereafter.

If the Society is inactive for twelve (12) consecutive months, their collection will become the property of the City as outlined in the Society's Articles of Incorporation, Article VIII (January 2000). Inactivity is defined as no business transactions, no meetings and failure to file an annual 990 tax form.

Either party may terminate this agreement by providing 30 days written notice with a transfer of the Society's property guaranteed within 10 months. Unless terminated by written notice, this agreement will remain in force through December 31, 2027.

 Laurie Pool, President
 Tongass Historical Society, Inc.

 Date

 Delilah Walsh, City Manager
 City of Ketchikan

 Date