

2004 Field Workshops

The Cost of Doing Business

Historical organizations are driven not by a profit/loss bottom line but by their mission to preserve and interpret evidence of the past. Yet we all need to understand the costs behind our endeavors. This year's workshop enlists specialists from the Minnesota Historical Society

to help you manage the costs of your organization's many activities and make informed decisions about your resources and priorities. We promise some fun along the way; don't miss out on our tours of local historic sites. Join us!

Friday, March 26

Anoka

Host: Anoka County Historical Society

Location: Anoka County Historical Society,
2135 3rd Ave. N., Anoka

Friday, April 30

Bemidji

Host: Beltrami County Historical Society

Location: Headwaters School of Music and the Arts,
519 Minnesota Ave., Bemidji

Friday, April 16

Windom

Host: Cottonwood County Historical Society

Location: Cottonwood County Historical Society,
812 4th Ave., Windom

Friday, May 14

Rochester

Host: Olmsted County Historical Society

Location: Best Western Apache,
1517 16th St. S.W., Rochester

Fee: \$25 per person. Includes materials, lunch, refreshments and tour.

To register: Complete and mail the registration form on opposite side. Please register at least one week in advance of each workshop – by March 19 for Anoka, April 9 for Windom, April 23 for Bemidji or May 7 for Rochester.

For more information: Call David Grabitske at 651-297-4416 or e-mail david.grabitske@mnhs.org.

The mission of the Minnesota Historical Society is to foster among people an awareness of Minnesota history so that they may draw strength and perspective from the past and find purpose for the future.

Minnesota Historical Society

Workshop Schedule

8:30 to 9 a.m. — Registration, coffee, rolls

9 to 9:15 — Welcoming Remarks

9:15 to 10:30 — Concurrent Sessions I

The Library Has Everything, Doesn't It? Part I

Research facilities contain a dizzying variety of materials, many irreplaceable, that are subject to wear and tear. Staff from the Minnesota Historical Society's Library and Archives division discuss balancing service with expenses.

**Perpetual Care Means Perpetual Costs:
Three-Dimensional Collections**

Head curator Marcia Anderson and supervisory curator Patty Dean reveal the hidden costs of caring for three-dimensional collections.

10:30 to 10:45 — Break

10:45 to noon — Concurrent Sessions II

The Library Has Everything, Doesn't It? Part II

More advice on balancing service with expenses in libraries and archives; see above.

Development on a Shoestring

Addressing the revenue side of your ledger sheet, Keith Bartz, planned/major gifts officer, explains how to begin a fundraising program that fits your budget.

Noon to 2:15 p.m. — Lunch and Tour

2:15 to 3:15 — Concurrent Sessions III

Cost-Effective Membership Programs

Does your membership program cost more than it brings in? Rhonda Teich-Hickey, membership program manager, offers a formula for a successful membership program.

Steering Clear of Burnout

Employee and volunteer burnout can be costly. Human resources manager Pat Gaarder explains how to spot burnout and what can be done to prevent it.

3:15 to 3:30 — Break

3:30 to 4:30 — Concurrent Sessions IV

**Starting a Local Historical Society: Short-Term
and Long-Term Challenges**

What does it take to start and sustain a successful historical organization? Outreach manager Tim Glines joins panelists from county and local groups to talk about the issues.

Grants Workshop

David Grabitske of the grants office reviews Minnesota Historical Society grant programs and other funding sources, offering practical tips for submitting state grant-in-aid applications.

Registration Form

Name(s) _____

Title(s) _____

Organization _____

Address _____

Phone _____

City _____

E-mail _____

State _____ Zip _____

Circle one: March 26, Anoka April 16, Windom April 30, Bemidji May 14, Rochester

Number of persons registering: _____ at \$25 each. Total enclosed: _____

Make check payable to Minnesota Historical Society. Mail payment and registration form to:

Minnesota Historical Society

Attn. David Grabitske, 345 Kellogg Blvd. W., St. Paul, MN 55102-1903