

## Historical Commission Work Plan 2024-2025

Name of Project, Goal	Benefit if completed	Resources Needed (staff support, subcommittee, fundraising)	2024 & 2025 Measures of Success	Priority	January 2024 Update	April 2024 Update	October 2024 Update
Experiencing Madison Heights	Improve the Heritage Rooms experience, including reenactments and school lessons	Advertising, Physical Space  <i>Subcommittee: Ballantine, Wright, Scott, Mier</i>	Increase attendance in Heritage Rooms	1			
Naming Madison Heights	Bring awareness and recognition to founders and pioneers	Display  <i>Subcommittee: Bliss, Scott</i>	Annually recognizing founders and notable people from the city	2			
Digitizing Madison Heights	Preserve history	Money, Audio/Video Equipment  <i>Subcommittee: Fleming, Bliss, Suiter</i>	Increase digital copies of museum items	3			

### Board and Commission Work Plan Guidelines and Process

The City Council will vote on the board and commission work plans annually. Work plans are due by January each year and should consist of up to three priorities. The City Council will ask the Board or Commission Chair to present the work plan to the City Council.

- Review purpose of the Board or Commission: The Historical Commission works to collect and preserve historical material relating to the history of the City and surrounding area.
- Discuss any City Council priorities for the Board or Commission: Library Exhibit Room.
- Discuss existing and possible projects, priorities, and goals. Order from high priority to low priorities.
- Finalize work plan for City Council review.
- Use approved work plan as a guide to focus the board and commission work throughout the term of the work plan. (Initially 1 year for 2023 and 2 years after that with updates after the first year.)
- Present report to the City Council annually and include: List of priorities, projects, and goals; Status updates; If items are not complete, include why and any other additional details to share with the Council.