

Steppingstone Museum 2016 Committee List

Building Committees					
Blacksmith Shop	Lou Kosydar	Maryellen Kosydar	David Turney	Bryan Michel	
Canning House	Jo, Bernie, Bryon Bodt	Art Elsner	Bob Worthington	Carole DeRan	Joe Cambria
Carriage Barn	Joe Cambria				
Controlled Storage/ Studio	Jen Skinner	David Turney	Nick Thresher		
Display Barn	Ron Querns				
Farmhouse	Richard Carr	Cindy Carr			
Weaving Room	Ron Querns				
Wheelwright	Carla Howes				
Machine Barn	Art Elsner	Bob Worthington	Don Greimel	David Turney	Nick Thresher
Woodwright	Wade Whitlock	John Weifenbach	Erik Howes	Ron Querns	
Other shops	Ron Querns				
Business Committees					
Risk Management	Jen Skinner				
Governance	Wendy O’Steen	Jen Skinner	Bethany Baker	Angela Yau	
Development	Wendy O’Steen	Jen Skinner	Bethany Baker	Angela Yau	
Memberships	Maryellen Kosydar	Carla Howes			
Museum Store	Jennifer Skinner	Carla Howes	Bethany Baker		Angela Yau
Tours	Maryellen and Lou Kosydar	John Weifenbach	Ron Querns	Wade Whitlock	Abby Harting
	Carole DeRan	Stephanie Kennedy	Art Elsner		
Maintenance	Robert Thresher	Richard Carr	Bob Worthington	David Turney	Nick Thresher
	Art Elsner	Richard Holloway	Russ Emery	Ron Querns	
Grounds/ Gardens	Melissa McAllister	Art Elsner	Jason Gallion	Bob Worthington	
PR/ Street Team					
Events& Programs Committees					
Cleanup Workdays	Ron Querns	Stephanie Kennedy			
Opening Barn Tour	Angela Yau				
Celtic & Fiber Fest	Wade Whitlock	Jen Skinner	Carla Howes		Angela Yau
Summer Fun Day	Art Elsner	Bob Worthington	Jo and Bernie Bodt	Richard and Cindy Carr	Nick Thresher
Blues & Brews Fest	Maryellen and Lou Kosydar	Robert Thresher	Richard and Cindy Carr	Angela Yau	
Fall Harvest Fest	Richard Holloway	Robert Thresher	Ron & Shirley Querns	Art Elsner	Teresa Stout
	Bernie & Jo Bodt				
SteppingStein	Maryellen & Lou Kosydar	Angela Yau			
Annual Dinner	Jen Skinner	Bethany Baker	Angela Yau		
Victorian Holiday Faire	Jen Skinner	Maryellen Kosydar	Wendy O’Steen	Abby Harting	
Christmas Open House	Richard & Cindy Carr	Ron& Shirley Querns			
Standing Committees of the Board- Open to Board members only or appointees					
Collections	Wendy O’Steen	Jen Skinner	Lauren Held	Abby Harting	
Finance	Jo Bodt	Wendy O’Steen	Teresa Stout	Bob Worthington	Carla Howes
Executive	President	Vice Presidents	Treasurer	Secretary	Exec. Director
Nominating	Robert Thresher				

Committee Job Descriptions:

Building Committees: The caretakers of the building- check regularly on building and exhibits, notify staff of any maintenance issues, board member to report on building status at board meetings. Committee will also ensure safety of structure and safe public access, cleaning/ prep for open season, and winterizing as needed for the structure and exhibits within- this work can be done by the committee or in coordination with staff and volunteers.

Standing Committees of the Board:

Collections: Works directly with Curator to implement the collections policy- this committee has special appointment and voting criteria laid out in the collections policy. Board chair reports monthly to board and brings action items needing board approval before the board.

Finance: Chaired by 2nd Vice President and including the Treasurer of the board, the finance committee develops the budget for the year and recommends budget adjustments and changes as needed. Budget developed in September for October board meeting review and presentation at November membership meeting.

Maintenance: Works with the Director and Maintenance staff to recommend projects and aid in prioritization, address maintenance needs from building committees, make technical recommendations on project implementation, and assists in ensuring that quotes, timelines, and budgets are met for maintenance needs of the site. Board chair reports to board monthly on recommendations and project status.

Business Committees:

Risk Management: Works with Director to address risk management needs on the site, identifies new needs and prioritizes safety related projects. Board chair reports to board quarterly on recommendations and project status.

Governance: Develops policy and procedure to govern board and museum practice. Makes recommendations for bylaws changes, board development, strategic planning, and coordinates with Director on progress toward museum accreditation. Board chair reports to board quarterly on recommendations and project status.

Development: Creates development plan with annual updates, promotes the annual fund and other funding and outreach campaigns, manages gift acceptance policy and recommends changes as needed. Works with director in grant writing, foundation funding appeals, and ensures the sustainability of the organization. Board chair reports to board monthly on recommendations and project status.

Memberships: Works with Director and Site Coordinator to promote and implement membership program. Board chair reports to board monthly on recommendations and member status/counts.

Museum Store: Works with Director and Site Coordinator to manage, promote, and develop the museum store as an outlet for Made in the USA and locally handcrafted items of high quality that generate revenue for the museum. Board chair reports to board seasonally on recommendations and store status.

Tours: Works with Director and Site Coordinator to develop and maintain a high quality tour program for schools and groups, makes changes to tours as needed and develops staff and volunteer training as needed to keep consistent quality in programs. Board chair reports to board seasonally on tour program status.

Grounds/ Gardens: Works with Site Coordinator and volunteer head gardener to maintain the grounds and gardens with the garden club and volunteers. This includes landscaping, gardens around buildings, and the herb and kitchen gardens (with tour students and campers). Board chair reports to board seasonally on grounds/gardens status.

PR/ Street Team: Works with Director and Marketing staff to distribute publicity materials in the community in a timely manner- posters, banners, rack cards, etc.

Impromptu Projects: On-call team for immediate project needs, usually working with Maintenance or Volunteer Coordinator. Projects to be reported under Maintenance committee report.

Events & Programs Committees: Work with Director and Site Coordinator to assist with Event planning and implementation, attend regular planning meetings and manage a portion of the events activities. Board chair reports to board seasonally on event planning status.