

# Medford Historical Society Activity Status Report June 2006 – April 2007

## ∞ SECURITY ENHANCED AT SOCIETY HEADQUARTERS

- Fire and Burglar Alarms restored
- Fire and Liability Insurance obtained

## ∞ CLEAN-UP OF HEADQUARTERS AT 10 GOVERNORS AVE

- A professional curator determined the basement fit for storage of artifacts
- A team of volunteers resurfaced the basement walls and cleaned and painted
- Stainless steel shelving was donated by Society Officers
- A very careful triage of all items in building was conducted. A group of volunteers divided all items into four groups:
  1. Of historical interest □ entered into Collection catalogue
  2. Service items (chairs, podium, cleaning supplies, etc.) □ saved for use
  3. Of monetary value, but not of historical interest □ Auctioned off
  4. Trash □ properly disposed of  
(4 dumpsters-worth of paint cans, building materials, etc.)
- Second floor archival room has been organized so there is now space for research efforts
- Fencing that was unattractive and non-functional removed (free) by the City of Medford
- Access to the Headquarters has been increased and the hours when volunteers can work and visitors can come by are now more flexible and have been expanded to include the first Thursday of the month from 5:30 – 8:00 PM.

## ∞ PETER TUFTS HOUSE – IMPROVED STEWARDSHIP PRACTICES

- Obtained insurance policy through a National Historic Trust program
- Inspected the premises
- Site inspected by Medford City Fire Marshall
- Installed smoke and carbon monoxide detectors
- Arranged for clean up of overcrowded storage areas (basement, attic)
- Additional clean-up efforts underway; inspection scheduled for May 2007
- Initiating efforts to make house available for tours

## ∞ FINANCIAL STATUS

- As of June 2006, there were unpaid bills totaling about \$5,000, with only \$478 available in the Society checking account. Additionally, operating expenses are about \$1,825 per month
- The Society took out a loan of \$25,000 secured by one of the Endowment CD's
- Officers and others paid Society bills and expenses until the funds from the loan were available
- Fund-raising - Active planning for an early spring fund drive is underway: *the "Historic House Marker Program"* as well as an annual member solicitation in September 2007
- Obtained a nonprofit mailing permit to reduce costs
- All financial documents have been collected and prepared for a professional audit which will be conducted this spring

## ∞ MEMBERSHIP

- Comprehensive database of all members compiled
- Letter confirming "good standing" status mailed to all members
- Email distribution list implemented
- Newsletter developed and initiated to keep members informed
- Recruited 65 new members since May 2006
- First-ever survey of membership – results will be used to direct future programming and member benefits
- All emails and telephone messages answered within one week

## ∞ COLLECTION

- The Society recruited a member, Jim Owens, who is a professional archivist, recently retired from the federal government, and his wife, Betty Owens, a retired librarian, to chair the collections committee and invigorate the effort to catalog the collection.

- The Librarian of the Society, Barbara Kerr (herself a professional librarian), has been overseeing a number of the Collection activities which includes cataloging and creating an index to the town records, school records, the document file, framed artwork and photographs, and other records and artifacts.
- Barbara Kerr also created an index to the Medford Historical Registers (1896-1943)
- Valuable Native American artifacts secured in a safe deposit box
- The skeletal remains of a Native American were transported to the Boston University Dept. of Archaeology for analysis, documentation and recommendations for proper burial
- We are currently determining how best to index, store, digitally scan, and preserve a large newspaper collection.
- An index of all of the 5,400 Civil War photographs has been initiated
- Skinners Auctioneers have visited the Society twice to help us understand the value of the collection.
- The Society is developing a collections policy and we now have procedures in place to evaluate proposed gifts.
- Ongoing effort to locate and catalog Society assets not on the premises (e.g., books stored at the Medford Public Library and exhibits at Medford City Hall).

#### ∞ LECTURE SERIES PROGRAM

- Four well-attended lectures provided *pro bono* by professional historians, Gil Cooke, Joe Cornish, Kurt Hasselbalch, and Richard Duffy.
- During December, the Society also participated in the Jingle Bells Festival, The Chamber of Commerce's Victorian Stroll, and held an Open House.

#### ∞ MUSEUM SHOP

- Procedures developed to sell inventory of books, Medford Historical Registers, Royall House Christmas Ornaments, and old Civil War Calendars
- Museum Shop page on Website posted to facilitate on-line sales
- Book sales table set up at all Society events
- Proceeds thus far equal \$500
- A new book, *Glimpses of Medford: Selections from the Medford Historical Register*, by Barbara Kerr, is due out May 8. Proceeds will benefit the Society.

#### ∞ VOLUNTEERS, OFFICERS AND BOARD MEMBERS

- A heartfelt thanks to all the dedicated volunteers who helped make the above possible, including:  
*Liz Ammons, Heather Anderson, Peter Ascot, Jerry Bailey, Michael Bradford, Tony Cardillo, Carrie Conaway, Tom Convery, Arthur Crisafulli, Nicole DeLaria, Steve Eliopoulos, Jennifer Gilbert, Vicki Halal, Ryan Hayward, Jerry Hershkowitz, Jim Kiely, Tom Lincoln, Judy Lonergan, Dee Morris, Jan Nicholson, Joan Parker, Leslie Spieth, Will Tenney, and Joanne Valeriani.*
- **Officers who served during 2006-2007 were:**  
John Longergan, President; Sharon Guzik, First Vice President; Rick Leary, Second Vice President; Penny Outlaw, Treasurer; Sue Gerould, Recording Secretary; Fred Schlicher, Corresponding Secretary; and John Anderson, Auditor
- **Board Members during 2006-2007 were:**  
Tony Giglio, Jim and Betty Owens, Patri and Barbara Pugliese, Bob and Cheryl White, and Lorna Wilkerson

#### ∞ COMMITTEES HAVE BEEN ESTABLISHED

- Several all-volunteer, working committees are being formed including a Landscape Committee, a Museum Shop Committee, a Fundraising Committee, WWII Veterans Oral History Committee, and the Valeriani Scholarship Fund Committee
- Additional Volunteers are needed and welcomed! If you are interested, please contact John Lonergan at (781) 391-8739 or [johnmhs1@yahoo.com](mailto:johnmhs1@yahoo.com)