

House District 26

Senate District 12

**THE TWENTY-SEVENTH LEGISLATURE
APPLICATION FOR GRANTS & SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES**

Log No: _____

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

"Recipient" means any organization or person receiving a grant or subsidy.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN): _____

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): _____

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Hawaiian Mission Children's Society
DBA: Hawaiian Mission Houses Historic Site and Archives

Street Address: 553 South King Street

Mailing Address:
553 South King Street
Honolulu, Hawaii 96813-3002

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name THOMAS A. WOODS, PH.D.

Title Executive Director

Phone # 808-447-3911

Fax # 808-545-2280

e-mail twoods@missionhouses.org

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION
- FOR PROFIT CORPORATION
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETORSHIP/INDIVIDUAL

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

FUNDING FOR CORE OPERATIONS AT HAWAIIAN MISSION HOUSES HISTORIC SITE AND ARCHIVES WILL PRESERVE THE LARGEST COLLECTION OF HAWAIIAN LANGUAGE BOOKS IN THE WORLD AND THE TWO OLDEST HOUSES IN HAWAII.

4. FEDERAL TAX ID # _____
5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2014: \$ 200,000

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ 0
FEDERAL \$ 0
COUNTY \$ 0
PRIVATE/OTHER \$ 50,000

AUTHORIZED SIGNATURE

THOMAS A. WOODS, PH.D., EXECUTIVE DIRECTOR
NAME & TITLE

1/30/13
DATE SIGNED

COPY

I. Background and Summary

The Hawaiian Mission Houses Historic Site and Archives (HMH) includes three restored houses, two of which are the oldest houses in Hawai'i, and a research archives which provides a unique glimpse into 19th-century Hawai'i both onsite and online. The extensive education programs expand the site's relevance and positive impact on the community, and the visitor experience is further enhanced by an orientation center and a gift shop. The site was designated a National Historic Landmark in 1965 and is accredited by the American Alliance of Museums since 1972 with re-accreditation earned in 2010. HMH is the business name of the Hawaiian Mission Children's Society, a not-for-profit organization and genealogical society founded in 1852, and was formerly known as Mission Houses Museum.

The Request:

Hawaiian Mission Houses requests support from the State of Hawaii to fund core operations. More specifically, HMH requests an operating grant of \$200,000, one quarter of the \$805,150 needed to fund salaries, utilities, and basic supplies for each of the two fiscal years 2014 and 2015.

In the wake of the recession of recent years, HMH cut staff by four positions and reached out to a wide variety of foundations and individuals for support to maintain the historic property and archives while offering programming to our community and tourists. One example of such funding, through the State Foundation on Culture and the Arts, HMH obtained partial costs of the curator's position for one year through the American Recovery and Reinvestment Act of 2009 (ARRA).

Hawaiian Mission Houses developed a new strategic plan in 2011 to make our organization more relevant to the contemporary community while continuing to honor our mission to emphasize the significance of the Protestant missionaries in the history of Hawai'i. In pursuit of that mission, we developed a major theme for the site with five components, all related to the collaboration between the missionaries and the Native Hawaiians, most especially the *ali'i*. Those five elements which guide and permeate our programming are stated as:

Collaboration between Native Hawaiians and the American Protestant missionaries resulted in, among other things, the introduction of Christianity, the creation of the Hawaiian written language, widespread literacy, the promulgation of the concept of constitutional government, making Western medicine available, and the evolution of a new and distinctive musical tradition.

At the same time, our strategic plan emphasizes the need to provide more programs and workshops on traditional Hawaiian crafts, language, and lifestyle. Examples of this for FY 2014 and FY 2015 include: (1) a music series exploring the history of Hawaiian music *Ke Ala O Ka Hua Mele*; (2) workshops in weaving *lauhala*, making *kapa*, and stitching Hawaiian quilts; and (3) the building of a *hale pili on na mikanele* on our site. Returning a grass house to our site which was dotted with these will provide a home for additional programming as well as place a hale in the Hawai'i Capital Cultural District which currently has none.

To deliver these programs and to make our programs more relevant to the community, we are engaging partners in the community. We enjoy the support and partnership of our immediate neighbors, Kamehameha Schools and Kawaiaha'o Church, the cultural support of the Hawai'i Conference of the United Church of Christ, and program collaboration with O'ahu Cemetery and teachers and administrators of the Department of Education. In just one month in the spring of 2011, volunteers from two Rotary Clubs, Kamehameha School scholarship students, and friends of the site constructed a performance garden, *Kahua Ho'okipa*, which has already become a popular outdoor stage. Other partners are stepping forward to assist with the new music series, in particular board members of the Hawaiian Music Hall of Fame, kumu hula, and music scholars.

We are making our collection more widely available than ever before through our digitization priorities which make fragile archival material available over the Internet. In the past three years, we digitized one hundred and eleven years of *The Friend* newspaper, important business correspondence between the missionaries and the parent organization, annual reports from each mission station, and the journal of Levi Chamberlain, business manager of the mission. Mr. Chamberlain's journal and the Mission Station Reports give specific details about life in seventeen places on five islands, and Mr. Chamberlain was known to record, often in Hawaiian, comments of the people about the events of their times. In addition to making these archives word searchable, digitization saves them from handling by the many researchers who use these materials.

These digitization efforts were supported by a \$150,000 three-year grant from the Federal Government's Institute of Museum and Library Services (IMLS) and matched by local foundations and individuals. In FY 2014 and FY 2015, we hope to have the support of the National Endowment for the Humanities and/or the IMLS for further digitization of our photograph collection and the personal papers of the missionaries, many of which are nearing two hundred years in age and are becoming too fragile to handle. Grant applications to both federal agencies are pending as we submit this request to you.

Our special events have become increasingly popular and draw a stimulating crowd of O'ahu and Neighbor Island residents as well as visitors from out of the state. Our event attendance jumped 144% from 2011 to 2012. Last year over four hundred people enjoyed Cemetery Pupu Theatre productions at O'ahu Cemetery and here at Mission Cemetery which brought a historic perspective to the individuals who came to life in costume to tell their personal stories. In preparation for each production, HMH staff thoroughly research the people before a professional playwright produces each script resulting in spell-binding performances with historic integrity.

Summer theater under the stars on Kahua Ho'okipa will become a tradition following the 2012 success of *A Midsummer Night's Dream*. Four hundred and forty people attended these magical productions with a Hawaiian twist in costumes, staging, and music. Tentatively planned for FY 2014 is the pidgin English (Creole) version of *Twelfth Night* under the direction of Native Hawaiian actor and director William Ha'o.

As our programming has brought new audiences and in recognition of the progress we are making in our efforts to open the collections via the Internet, the number of donors has increased by 24% in the past four years. Earned revenue from special tours and the museum store has doubled at the same time. Identified in the planning process of the new strategic plan the Management Goals specifically address the need to continue to improve the financial resources of the organization. We need the support of the State to reach these goals.

In short, we have cut back our budget, the Federal government has provided support to make our collection more available, we are engaging community partners to make our programs efficient and more effective in the community, our programs are attracting more community support, and our donors are becoming increasingly generous. HMH has a new strategic plan with clear goals and objectives. Programming expenses are covered in large part by grants from foundations and by admission fees. In the current economic environment, it is most difficult to increase support in the areas of core operations – salaries, utilities, and basic supplies – the money we need to care for these important buildings and rare archives.

The 1821 Mission House and the 1831 Chamberlain House are state treasures. They are the oldest extant houses in the State of Hawai'i. They were recognized together with Kawaiaha'o Church in the first year that America created the National Register of Historic Places and that Hawai'i began the state list. Again, the first year that National Historic Landmarks were defined these buildings and this site were identified as significant in both Hawaiian and American history, architecture, and culture. The HMH archives include the largest collection of Hawaiian language books in the world and are, in the

opinion of historic architect Spencer Leineweber, FAIA, “one of the most important collections in the Pacific for understanding the changes that swept Hawai‘i during the nineteenth century.”

We need your support. It is not possible to understand the history of Hawai‘i without taking into account the role of Protestant missionaries in nineteenth century Hawai‘i. The State needs to help protect that collection and help make the stories embedded in that collection more broadly available to the public.

II. Service Summary and Outcomes

1. The scope of work, tasks and responsibilities will be determined by the Strategic Plan adopted by the Board of Trustees in December 2011. The annual management plan created each year lists specific tasks which staff will work on them to implement the plan. With only three Program Goals and three Management Goals the strategic plan is simple and clear. Our request is for support of the implementation of our work toward these goals over the next two years, not for specific projects or programs. You will note that the measurable goals in the management objectives are increases of 10% in every area. These are ambitious; we need your help to attain them.

Vision

Hawaiian Mission Houses Historic Site and Archives enriches our community by fostering thoughtful dialogue and greater understanding of the missionary role in the history of Hawai‘i.

Mission

Hawaiian Mission Houses Historic Site and Archives preserves the heritage and interprets the stories of the American Protestant Missionaries, their descendants, and their relationships with the people and cultures of Hawai‘i, connecting with contemporary life, and encouraging a deeper understanding and appreciation for the complex history that continues to shape Hawai‘i.

Organizational Values

Hawaiian Mission Houses Historic Site and Archives’ pre-eminent values include

- Fostering openness and dialogue about historical and contemporary issues;
- Honoring the legacy of language, literacy, and learning;
- Nurturing the importance of identity, family, and genealogy;
- Upholding our stewardship role in the care of the past for future generations;
- Listening and engaging with others with respect, humility, and authenticity; and
- Advancing the highest professional standards and fiscal responsibility.

Program Goals

Program Goal 1. Preserve, manage, and make collections more accessible to the general public.

Objective 1.1. Digitize the collection and make it available on-line. *[Specific collections digitized in FY2014 and FY2015 will be selected according to the priorities of the HMMH Digitization Plan and determined by which funding is secured for this work.]*

Objective 1.2. Inventory, catalog, and manage the collection. *[On-going work is underway by staff with the assistance of trained volunteers.]*

Objective 1.3. Assess the threat and develop short- and long-range plans for improved climate control in collections areas. *[A continual challenge in the tropics, climate control is monitored regularly and new research used to make adjustments.]*

Program Goal 2. Develop and implement a comprehensive interpretive plan.

Objective 2.1. Identify major themes for all exhibitions and programs. *[Funding has been secured for major changes to the interpretive plan for the 1821 Frame House in FY 2014. With help, revisions to the orientation center and introductory exhibit may be possible in FY 2015.]*

Objective 2.2. Develop clear, measureable goals in regard to visitation. *[New methods for tracking and recording visitation have been implemented to assist with this objective.]*

Objective 2.3. Develop a facilities plan in tandem with the interpretive plan.

Objective 2.4. Use the interpretive plan to develop and/or support Hawaiian cultural programs.

Action Step 2.4.1. Build a Hale Mikanele and develop programs by the end of 2012 as one strategy to emphasize the main theme. *[This will now be built in FY 2014.]*

Action Step 2.4.2. Develop and/or support Hawaiian education programs, such as weaving, music, dance, language, and so on. *[Planning is underway, and the first of these new programs are planned in calendar year 2013 and FY 2014.]*

Action Step 2.4.3. Include programs or exhibitions that illustrate collaborative connections between the missionaries and Hawaiians. *[The implementation of a history of music series is in direct response to this step.]*

Program Goal 3. Expand and develop programs for under-served audience groups.

Objective 3.1. Increase school and youth group visitation as a means to increase program revenue and donor support. *[The School Programs are in revision now and new initiatives will be implemented in FY2014. We will increase marketing of the programs and are applying for additional grants to offer more scholarships to schools which cannot afford the bus or admission fees.]*

Objective 3.2. Develop active and vibrant program strategies that attract more family groups. *[All programs on the Calendar of Events meet one or more of Objectives 3.2-3.4. For example, the summer play is especially attractive to families, and Cemetery Pupu Theatre reaches an adult audience and fosters civic engagement and thoughtful dialogue. Regular audience surveys offer feedback to staff and revisions and adjustments are made to programs on a regular basis.]*

Objective 3.3. Develop special programs to attract more descendants to our services, either on-site or on-line.

Objective 3.4. Create annual programs that foster civic engagement and thoughtful dialogue.

Management Goals

Management Goal 1. Develop a Business Plan to diversify and improve financial resources.

[The Executive Director and his Development Director work on this goal. Funding for a consultant to assist with writing each of these plans is being solicited. In FY2014, success will be measured by meeting Objectives 1.2-1.4. One strategy is the revision and re-creation of a membership program.]

Objective 1.1. Increase the endowment to \$10 million, and initiate campaign with completion by the end of 2016.

Objective 1.2. Increase planned giving program commitments by 10% annually.

Objective 1.3. Develop an annual grants plan that returns an average increase of 10%.

Objective 1.4. Develop a written development strategy that cultivates new donors and a moves management strategy that increases levels of giving.

Objective 1.5. Develop a corporate giving program.

Management Goal 2. Develop a Facilities Plan that maximizes the return on physical assets

of the organization. *[The Executive Director and the Sales Manager work on this goal. Objective 2.1 was met in calendar year 2012 and continues to be a challenge. Objectives 2.2-2.4 will be the focus of FY 2014 and FY 2015.]*

Objective 2.1. Increase store net revenues by 10% annually.

Objective 2.2. Secure the assistance of a leasing agent to develop a plan to increase café lease net revenues.

Objective 2.3. Revise the current Facilities Rental program and develop a marketing package for facilities rental.

Objective 2.4. Use the Facilities Plan (and Interpretive Plan) to position the organization as a place for community events.

Management Goal 3. Create a marketing plan to increase visitation and use of the facilities.

[The Communications Specialist, assisted by a contracted graphic artist, will further the brand identity begun in 2012 with a new logo and new signage for the site. Multi-lingual brochures are available now but will need revision as the reinterpretation of the 1821 Frame House is completed during FY 2014.]

Objective 3.1. Create a brand identity.

Objective 3.2. Increase school visitation by 10% annually.

Objective 3.3. Increase visitor industry visitation by 10% annually.

Objective 3.4. Increase local family visitation by 10% annually.

Objective 3.5. Increase descendant participation by 10% annually.

Objective 3.6. Produce multi-lingual marketing and programmatic pieces to increase foreign language visitation.

2. Projected annual timeline for accomplishing the results or outcomes of the service, quality assurance and monitoring, and measures of effectiveness: Timelines are part of the Annual Management Plan for each department: Administration, Curatorial/Artifact Collection, Development/Fund Raising, Finance, Grounds/Facilities, Interpretation, Library and Archives, Marketing/Public Relations, Museum Store, Café, Cemetery and Society Relations/Membership, Visitor Service, and Volunteer Program. This plan states the task, lists the work team, assigns start and end dates, and identifies resources needed. The plan is used by staff to prioritize work and is used in the annual performance review of each person on staff.

Overall, the goal of increasing visitation, program attendance, funding, stores sales, and grants by 10% is the benchmark. HMH programs continually are rated with 97% satisfaction (rating of 4 or 5 out of 5) and 99% desire to return.

III. Financial

Budget – anticipated quarterly funding request for FY 2014:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$50,000	\$50,000	\$50,000	\$50,000	\$200,000

Other funding sought for FY2014

Grants from Private Foundations:

Atherton Family Foundation

McInerny Foundation

G.N. Wilcox Foundation

A&B Foundation

Sam and Mary Castle Foundation

Harold K. L. Castle Foundation

Friends of Hawaii Foundation

Hawaii Community Foundation as well as Donor Advised Trusts held there

Hawaii Council for the Humanities
Bank of Hawaii Foundation
First Hawaiian Bank Foundation
The Cooke Foundation Ltd.

Government Grants submitted and pending:

Hawaii State Foundation on Culture and the Arts (FY2014 and FY 2015)
National Endowment for the Humanities (three year request)
Institute for Museum and Library Services (three year request)
Hawaii Tourism Authority: 2013 Kūkulu Ola Living Hawaiian Culture Program

Individual and Corporate Contributions are solicited through direct mail, an annual fundraising dinner, and special project appeals.

State and Federal Tax Credits: Not applicable

IV. Experience and Capability

A. Necessary Skills and Experience

Each member of the Hawaiian Mission Houses staff has the specific skills and appropriate experience needed to implement his or her tasks at the highest level. The site has been open as a museum since 1920 and has been accredited by the American Alliance of Museums since 1972 with re-accreditation earned in 2010 for the next twenty years. Such accreditation involves extensive self-study as well as scrutiny by the profession. There are only four such museums in this state.

The **Executive Director** holds a Ph.D. in American Studies, is the author of *Knights of the Plow: Oliver H. Kelley and the Republican Origins of the Grange*, a definitive work on the 19th century Grange agricultural organization, and has consulted in Hawai'i for over 20 years. He has done extensive work on Kingdom-era property taxes, creating a database of six years of Kona property taxes.

The **Curator of Archives/Librarian** holds a Masters in Library Information Science as well as a Graduate Certificate in Museum Studies. He did the digitization work for two of the three years of the IMLS project.

The **Curator of Objects** holds a Master of Arts in Museum Registration and is working on the reinterpretation of the 1821 Mission Houses as well as the inventory of the object collections.

The **Curator of Programs** has a Museum Studies Certificate and is an M.S. Candidate. His extensive scouting experience in handling groups and in education endears him to teachers using the school programs. He is developing new programs and doing research for the reinterpretation of the 1821 Mission House.

The **Volunteer Coordinator and Program Assistant** has extensive experience in production of arts and Hawaiian cultural events on the Big Island. She recruits volunteers, assists the Curator of Programs in training and scheduling docents, and assists with program development and implementation.

The **Communications Specialist** holds a Master of Arts in Communication and teaches a course in social media at Hawaii Pacific University. She is responsible for our Hawaiian Airlines in-flight video as well as print and radio advertising and social media.

The **Accountant** who handles all accounts payable as well as financial reporting is a member of the American Institute of Certified Public Accountants.

The **Sales Manager** who manages, buys for, and staffs the Gift Shop was a buyer for Nordstrom and a store manager for St. Johns and Ralph Lauren. She is best known for taking a store from sales of \$2.5M to \$6M in one year.

The **Development and Society Relations Director** produced the Prince Lot Hula Festival writing successful National Endowment for the Arts grants as well as local foundation grants, recruiting and training two hundred volunteers, and handling a crowd of eight to ten thousand.

The **Office Manager**, whose job includes statistical analysis of attendance and admissions and the recording and thanking of all gifts, as well as the more usual office responsibilities, successfully managed an art gallery in London and mounted exhibitions in Germany.

The **Housekeeper**, a former manager from Pohnpei, is trained in the care and handling of museum objects and has over ten years of experience at HMH.

Verifiable Experiences of related projects or contracts follow. (Note that these were under our former DBA of Mission Houses Museum.)

- Hawaii State Foundation on Culture and the Arts FY2010 and FY2011: “History in Our Everyday Lives” \$2,804 each year for programming.
- American Recovery and Reinvestment Act of 2009 (ARRA) partial support of the Curator’s salary for FY2010, \$11,250.
- Hawaii Tourism Authority through the City and County of Honolulu County Product Enrichment Program, CT-MAY-1100144, for 2011: 1821 Missionary House Reinterpretation Project, \$10,000, for house reinterpretation and new signage on site.
- Institute of Museum and Library Services, Museums for America – Collections Stewardship Grant MA-05-09-0092-09, August 1, 2009 to July 31, 2012,, \$150,000 for “Mission Houses Museum (MHM) Primary Source Digitization and Internet Access Project” to preserve archives through digitization and make these available on our website: www.missionhouses.org.

B. Facilities

Hawaiian Mission Houses Historic Site and Archives consists of a 1.2 acre parcel owned by the parent 501(c)3, the Hawaiian Mission Children’s Society, as well as the Mission Cemetery on land owned by Kawaiaha’o Church. The historic buildings are: the 1821 Frame House whose two stories and full basement are interpreted by trained docents and staff, the 1831 Chamberlain House which has exhibition, storage, and exhibit preparation spaces, and the 1841 Bedroom Annex which is interpreted as a Print Shop with a replica working Ramage Press. The newest building on the campus houses the Archives Reading Room which is shared with the Hawaiian Historical Society; two collections storage vaults for objects and archives; the Gift Shop; a catering kitchen and café space; restrooms; seven administrative offices; and a board room/staff library.

ADA accessibility is maintained in the Archives Reading Room, the Gift Shop and the Café. Movable ramps to access the historic house are available.

V. Personnel: Project Organization and Staffing

A. Staffing, Staff Qualifications, Supervision, and Training

The staff of HMH is well-trained and each is an expert in his or her field. The staffing pattern is to have one person in each area of the site and archives, and we are indebted to the service of dedicated, trained volunteers who assist in every facet of the organization. The volunteer coordinator recruits and interviews people with our needs in mind. She matches them to appropriate staff who train and supervise their work. School programs are run by one staff member and four volunteers. The twenty-five historic house tours each week are manned by eight to ten volunteer docents backed by two staff; these individuals have participated in thorough training in history and the skills needed to conduct a group through historic spaces.

HMH has trained interns from Hawaii Pacific University, our community colleges, and the University of Hawaii departments of library science and museum studies who have assisted in such areas as collections inventory, accounting procedures, genealogy and contact database management, and digitization of primary resources. In some cases these internships are for college credit; in a few instances, the individuals have been given part-time work to assist with projects funded by grants.

The **Executive Director Thomas A. Woods** holds a Ph.D. in American Studies, is the author of *Knights of the Plow: Oliver H. Kelley and the Republican Origins of the Grange*, a definitive work on the 19th century Grange agricultural organization, and has consulted in Hawai'i for over 20 years. He became a site manager for the Minnesota Historical Society in 1980 and head of the Historic Sites Department in 1989. He has supervised and trained others in the field for over thirty years and has over twenty-five years of administrative experience directly related to HMH.

The **Curator of Archives/Librarian John Barker** holds a Masters in Library Information Science as well as a Graduate Certificate in Museum Studies. He did the digitization work for two of the three years of the IMLS project. Prior to HMH, he was the Assistant Archivist with the Polynesian Voyaging Society online archive project and project leader for the USS Arizona Memorial visitor studies project. His administrative skills were instrumental in the success of these projects.

The **Curator of Objects Alana Cole-Faber** holds a Master of Arts in Museum Registration and is working on the reinterpretation of the 1821 Mission Houses as well as the inventory of the object collections. At McGill University's Special Collections, she worked to improve storage and care of rare materials, generated image licensing contracts and facilitated digitization projects, and assisted clients with the utilization of special collections for research. Her experience at the Museum of Jewish Heritage included mentoring high school apprentices and managing registration interns. Her administrative and training skills are excellent.

The **Curator of Programs Mike Smola** has a Museum Studies Certificate and is an M.S. Candidate. His extensive scouting experience in handling groups and in education endears him to teachers using the school programs. Prior to his promotion to this position, he recruited and trained all volunteers on the HMH site. He continues to manage the docent and school program personnel and brings excellence in historic research to the docent training program which he conducts at least twice each year.

The **Volunteer Coordinator and Program Assistant Marcia Timboy** has extensive experience in production of arts and Hawaiian cultural events on the Big Island. At HMH she recruits volunteers, assists the Curator of Programs in training and scheduling docents, and assists with program development and implementation. Beginning with the Big Island Dance Council in 1994, she has recruited, trained, and managed others for nineteen years. Her experience includes the development of East Hawaii Dance Festival – Sense of Place and Aloha Sundays, and she was Project Coordinator for Wailea Village Historic Preservation Community Corporation in Hakalau implementing a Tourism Authority County Products grant.

The **Communications Specialist Jermel Quillopo** holds a Master of Arts in Communication and teaches a course in social media at Hawaii Pacific University. She is responsible for our Hawaiian Airlines in-flight video as well as print and radio advertising and social media. A member of the Society of Professional Journalists since 2004, she directed and wrote the Pacific Aviation Museum documentary film which won an Association of Marketing and Communication Professionals (AMCP) Platinum award and coordinated production shoots and technical aspects of PBS Hawai'i's popular show *Na Mele*.

Accountant Gabriela Bonilla who handles all accounts payable as well as financial reporting is a member of the American Institute of Certified Public Accountants. An expert in Excel and QuickBooks, she has taken the time to train interns from Hawaii Pacific University each semester for the past two years giving them hands-on accounting experience so that each has successfully found employment upon graduation.

The **Sales Manager Dianne Ching** who manages, buys for, and staffs the Gift Shop was a buyer for Nordstrom and a store manager for St. Johns and Ralph Lauren. She reorganized and keeps excellent records of the large number of consignment items in the store and has trained an assistant who now can fill in for her from time to time.

The **Development and Society Relations Director Mary Ann Lentz** produced the Prince Lot Hula Festival writing successful National Endowment for the Arts grants as well as local foundation grants, recruiting and training two hundred volunteers, and handling a crowd of eight to ten thousand. Her volunteer recruitment experience includes the successful Junior League cookbook; she managed Central Union Church's support and maintenance staff while supporting the Board of Trustees as Business Manager there; and she taught computer programming and mathematics classes for fifteen years. She has excellent training, budget management, and administrative skills.

The **Office Manager Lisa Solomine**, whose job includes statistical analysis of attendance and admissions and the recording and thanking of all gifts, as well as the more usual office responsibilities, successfully managed an art gallery in London and mounted exhibitions in Germany. She has worked in the fields of museum and art gallery management since 1997. At Andrew Edlin Gallery in New York City, for example, she managed volunteers, designed exhibitions and accompanying print material, and accounted for the financials for this small gallery. She has trained volunteers at HMH to use genealogy software and to keep up the Past Perfect museum database, and to her credit student volunteers have worked beyond the minimum time required for their school service assignments.

The **Housekeeper Quadaupe Amor**, a former manager from Pohnpei, has been trained by the curator and the director in the care and handling of museum objects and has over ten years of experience at HMH. She manages the daily maintenance needs and understands the regular cycle of cleaning both modern and historic buildings and the objects within these.

The on-going expertise of staff maintained at HMH is reflected in the renewal of accreditation by the American Alliance of Museums. HMH has been known for excellence since 1972.

B. Organization Chart – The organizational chart follows.

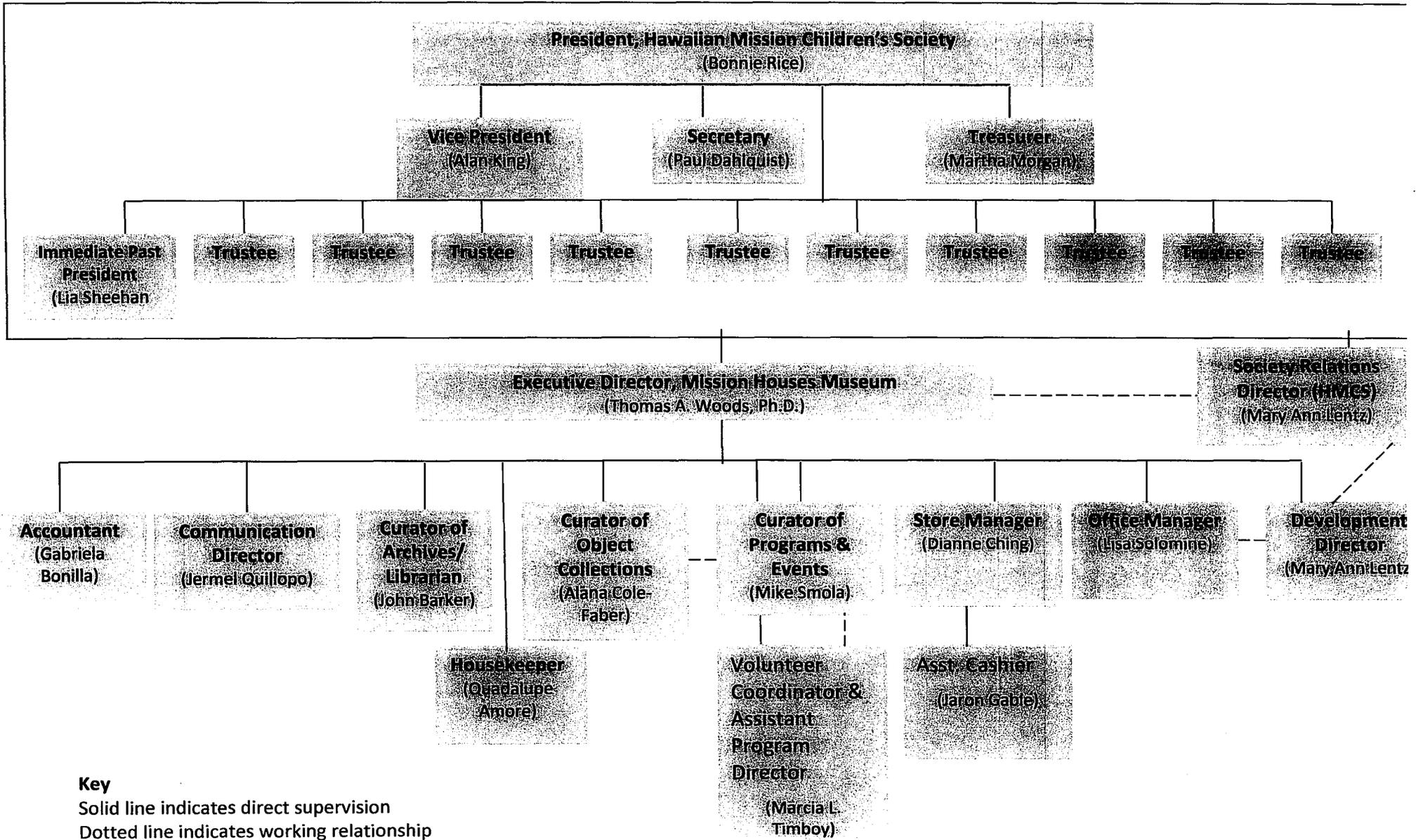
VI. Other

A. Litigation – Not applicable

B. Licensure or Accreditation

Hawaiian Mission Houses Historic Site and Archives is accredited by the American Alliance of Museums (AAM). HMH is part of a National Historic Landmark District in the heart of historic Honolulu. It was one of two Hawai'i museums accredited by the AAM in 1972, the second year of the accreditation program. With recent re-accreditation in 2010, we share the distinction of being the longest accredited museum in Hawai'i with the Honolulu Museum of Art. We are currently one of only four AAM accredited institutions in the state.

HMHSA Staff & the Hawaiian Mission Children's Society's Board of Trustees--2013



BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2013 to June 30, 2014)

Applicant: Hawaiian Mission Houses Historic Site and Archives

BUDGET CATEGORIES	Total State Funds Requested (a)	Direct Contributions (b)	Non-government Grants (c)	Other income, eg. Shop, Investments (d)
A. PERSONNEL COST				
1. Salaries	104,236	195,366	41,368	75,975
2. Payroll Taxes & Assessments	12,494	23,417	4,959	9,107
3. Fringe Benefits	17,823	33,405	7,073	12,991
TOTAL PERSONNEL COST	134,553	252,188	53,400	98,073
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0		0	
2. Insurance	3,058	6,604	0	2,569
3. Lease/Rental of Equipment	0		0	
4. Lease/Rental of Space	0		0	
5. Staff Training	188	404	0	158
6. Supplies	3,825		11,475	
7. Telecommunication	1,530	1,505	2,500	585
8. Utilities	17,360	35,239	0	16,841
9 Contract Service Expenses	5,825		17,475	
10 Computer Hard/Software & Consulting	798	210	2,100	82
11 Postage and Shipping	1,613	3,482	0	1,355
12 Printing/Copying	4,980		14,950	
13 Facility & Equipment Expenses	12,284	26,533	0	10,319
14 Advertising Expenses	1,385	40	4,100	15
15 Business Expenses	4,008	5,778	4,000	2,247
16 Other Expenses	8,593	12,377	8,600	4,812
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	65,447	92,172	65,200	38,983
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	200,000	344,360	118,600	137,056
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	200,000	Name (Please type or print)		
(b) Direct Contributions	344,360	Phone		
(c) Non-government grants	118,600	Mary Ann Lentz	808-447-3922	
(d) Other (Museum shop, investments, etc)	137,056			
TOTAL BUDGET	800,016	Name and Title (Please type or print)		
		Thomas A. Woods, Ph.D. Executive Director		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Hawaiian Mission Houses Historic Site and Archives

Period: July 1, 2013 to June 30, 2014

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director		\$127,308	25%	\$ 31,827
Office Manager		\$36,050	25%	\$ 9,013
Accountant		\$47,741	25%	\$ 11,935
Housekeeper		\$28,411	25%	\$ 7,103
Marketing & PR Specialist		\$33,990	25%	\$ 8,498
Development and Society Relations Director		\$57,034	25%	\$ 14,259
Curator of Objects	\$40,000.00	\$20,000	25%	\$ 5,000
Curator of Archives / Librarian	\$41,803.00	\$29,262	25%	\$ 7,316
Curator of Public Programs		\$43,260	0%	\$ -
Volunteer Coordinator & Program Assistant		\$31,200	0%	\$ -
Museum Store Manager		\$34,650	25%	\$ 8,663
Cashier/Retail Store Associate		\$2,500	25%	\$ 625
TOTAL:				\$ 104,236
JUSTIFICATION/COMMENTS: We request 25% of our non-program operating expenses for the year. We have not included the two program staff in our request.				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Hawaiian Mission Houses
Historic Site and Archives

Period: July 1, 2013 to June 30, 2014

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
NOT APPLICABLE			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ -	
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
NOT APPLICABLE			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ -	
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Hawaiian Mission Houses Historic
Site and Archives

Period: July 1, 2013 to June 30, 2014

FUNDING AMOUNT REQUESTED ---- NOT APPLICABLE						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2011-2012	FY: 2012-2013	FY:2013-2014	FY:2013-2014	FY:2014-2015	FY:2015-2016
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

