



THE MINNESOTA STREETCAR MUSEUM
COMO-HARRIET STREETCAR LINE
EXCELSIOR STREETCAR LINE

P.O. Box 14467 – University Station
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June 13, 2016

POLICY No. 8.1

NAMING OF MSM PROPERTY AND LOCATIONS

- 1.0 General.** The purpose of this policy is to establish basic rules and procedures for naming of Museum property and locations in honor of individuals or other entities.
- 2.0 Policy.**
- 2.1** The Museum values the support of Museum members and friends and wishes to recognize this support. Recognition in a manner consistent with a donation is an appropriate gesture of acknowledgment and appreciation to those making contributions.
 - 2.2** The Museum wishes to acknowledge the contributions of members for their long and valuable volunteer service to the Museum.
 - 2.3** The Museum also wishes to acknowledge in a significant fashion the major financial or material donations to the Museum.
 - 2.4** Museum property and locations may be named in honor of current or deceased Museum members to recognize their long and valuable service to the Museum or to acknowledge the donation of a significant amount of funds or material to the Museum.
 - 2.5** The Museum's Board of Directors will approve the designation/naming of Museum property and locations in honor of a member or whether a sign or marker will be placed, or some other method of recognition is made, to acknowledge a significant financial or material donation.
- 3.0 Procedures.**
- 3.1** Acknowledging financial or material donations.
 - 3.1.1** A written request is required to have a significant financial contribution recognized by the Museum in memory of a Museum member. The request must be submitted to the Museum Board and will include facts and information that supports the request.
 - 3.1.2** In all forms of recognition, the donor's wishes for anonymity shall be respected.

- 3.1.3** It is preferable to express appreciation for contributions by a letter or certificate or giving something to donors rather than by forms of recognition to be displayed on Museum property or locations.
 - 3.1.4** Memorial donations (gifts made in memory of a person) will be recognized in the same way as other gifts, i.e., by a letter of acknowledgement, a listing in the Museum's newsletter or recognition at a ceremony or Museum member's meeting. It is generally not appropriate to memorialize individuals who did not have a significant contribution to the Museum.
 - 3.1.5** Recognition markers or signs are to be actively discouraged and generally are not to be used to recognize monetary contributions. The Museum Board will approve exceptions will only for major contributions of long-term benefit to the Museum.
 - 3.1.6** Where a physical form of on-site recognition is deemed appropriate, temporary forms of recognition are preferred.
 - 3.1.7** Under no circumstances should either temporary or permanent recognition be affixed to Museum streetcars, historic artifacts or locations where they would intrude on the historic or natural character of the streetcar, artifact or area.
 - 3.1.8** Recognition of corporate donations or sponsorships must not in any way suggest endorsement by the Museum, nor give the impression to visitors of advertising, commercialization or solicitation, or of a proprietary interest in the donating organization.
 - 3.1.9** Permanent recognition markers or signs should be placed only in public areas and preferably inside an existing structure, such as the Linden Hills Station George Isaacs carbarn or the Excelsior carbarn. Markers or signs shall not be affixed to streetcars or on the exterior of a structure that would intrude on the historic or natural character of the building.
 - 3.1.10** Recognition markers or signs should be considered for removal within five years, unless the Board approves a longer period. Donations of a very significant nature may be worthy of the greater recognition.
 - 3.1.11** Donors should be sensitively advised that recognition markers or signs are not intended to be permanent and may be removed at any time, particularly when the structure or area is being renovated or if there are problems of vandalism or other maintenance concerns. These stipulations should be made part of any written agreement or contract.
- 3.2** Acknowledging years of faithful volunteer service or significant financial or material support to the Museum.

- 3.2.1** A written request is required to name Museum property or a location in honor of a Museum member. This request must be submitted to the Museum Board by a Museum member and will include facts and information that supports the request.
- 3.2.2** The Board of Directors will follow the below general criteria when it evaluates the request to honor a Museum member by naming Museum property or a location in their honor.
- 3.2.2.1** A non-historic or new facility, structure or appropriate rooms within a structure can be named for a current or deceased Museum member and/or volunteer if they had a significant and lengthy association with and provided extraordinary support to the Museum.
- 3.2.2.2** The naming of Museum property or an area must consider the contributions of the member/volunteer, i.e., have they demonstrated over the years a willingness to volunteer for leadership positions or work on non-operational related projects in addition to operating the streetcars on a regular basis.
- 3.2.2.3** Reasonable care and consideration should be given to determine if the individual's merit and/or contributions can stand the test of time.
- 3.3** Honorary Lifetime Membership. The Museum may also designate a Museum member as an MSM Honorary Lifetime Member to recognize them for long and exemplary service to the Museum. The Museum may also designate a non-member as an Honorary Lifetime Member for their substantial financial or material support to the Museum.
- 3.1** Nomination of a Museum member or non-member for this special recognition will follow the nomination process found in paragraph 2a above.
- 3.2** The granting of MSM Honorary Lifetime Member status must consider the contributions of the member volunteer, i.e., have they demonstrated over the years a willingness to volunteer for leadership positions or work on non-operational related projects in addition to operating the streetcars on a regular basis.
- 3.3** The benefits of the Honorary Lifetime Membership may be extended to the honorees' spouse or significant other upon the death of the honoree at the discretion of the Museum's Board of Directors.
- 3.4** The benefits of the Honorary Lifetime Membership will not be extended to the honorees' family members other than their spouse or significant other.
- 3.5** The status of MSM Honorary Lifetime Member may also be granted to a person or persons who have made substantial financial or material contributions to the Museum over a period of years.

ATTEST: Approved by the MSM Board on June 13, 2016


James A. Vaitkunas
Corporate Secretary