

POLICY SUMMARIES

Loan Policy (2008-1)

“It is the general policy of the Historical Society to discourage loaning of any Historical Society items of property.”

This policy establishes that AIHS generally **discourages loaning Society property**, except for limited exceptions to island organizations and AIHS members. Permitted loans include items such as tables, folding chairs, tents, ladders, and expendable supplies, while certain items—like padded chairs and power equipment—may never be loaned. All borrowed items must be returned in original condition, and borrowers must repair or pay for any damage. The loan period should not exceed three days unless otherwise agreed.

Image Reproduction Policy (2008-2A)

“AIHS retains all rights to its images, including the right to grant or refuse others permission to reproduce the images.”

This policy governs how individuals and organizations may reproduce AIHS photographs and still images. AIHS retains full rights and grants only **non-exclusive, one-time use**, requiring proper credit and prohibiting alteration without permission. Users must assume responsibility for copyright and privacy issues and must provide AIHS a complimentary copy of any publication using the images. Fees for prints and digital copies are listed in Appendix A.

Anti-Harassment Policy (2008-3)

Harassment occurs when conduct “is likely to interfere significantly with an individual’s work or participation in AIHS projects or events.”

This policy defines harassment as conduct creating a hostile environment based on protected characteristics such as race, religion, sex, disability, or sexual orientation. AIHS prohibits all forms of harassment and requires officers, directors, coordinators, and members to maintain a safe environment. Complaints may be made orally or in writing and should include details, respondent names, and witnesses. Officers and directors must report any conduct that may constitute harassment.

Anti-Discrimination Policy (2008-4A)

Decisions “will not be based on race, color, national origin... or other status protected by law.”

AIHS prohibits discrimination in membership, volunteer roles, board service, and all organizational activities based on protected characteristics such as race, gender, age, disability, or religion. Reasonable accommodations will be provided as required by law. Complaints of discrimination follow the same reporting process as harassment complaints, and the Board must investigate and act appropriately.

Loan Policy for Items Loaned to AIHS (2008-5)

“No items of any monetary, historical or personal value be accepted on a loan basis... unless the Society is protected from loss or damage.”

AIHS does not insure its museum contents and therefore **does not accept valuable items on loan** unless the lender provides protection through insurance or a signed release. Items may only be accepted with Board approval and must be documented via a deed of gift, proof of insurance, or a liability release. Although AIHS will make reasonable efforts to protect loaned items, it cannot guarantee their safety.

Business Contingency Plan (2008-6)

A terminal event is one that results in “the inability of the Society to continue to carry out its mission.”

This policy outlines AIHS procedures for responding to minor, major, and terminal events affecting operations. Minor events disrupt a single activity or building and are handled at the President’s discretion. Major events disrupt normal operations for an extended period and require Board action to protect assets and continue the mission. Terminal events result in dissolution, with property conveyed to the Anderson Island Park & Recreation District or, if necessary, the State of Washington.

Conflict of Interest Policy (2009-7)

“No member of the Board shall participate in any discussion or vote on any matter in which he or she... has potential conflict of interest.”

Board members must not participate in discussions or votes where they or immediate family members have a material economic interest. Members must declare conflicts and leave the meeting during related discussions. The President must inquire if a conflict appears to exist but has not been disclosed.

Member Protection / Whistleblower Policy (2009-8)

“The society will not retaliate against a member who in good faith... has made a protest or raised a complaint.”

Members who believe AIHS is violating laws or regulations must file a written complaint with the Board President. Members are protected from retaliation only if they report concerns in good faith and allow AIHS an opportunity to investigate. AIHS prohibits retaliation against members who disclose unlawful activities to supervisors or public bodies.

Cooperative Events Policy (2009-9)

This policy governs events held at Johnson Farm by outside organizations working cooperatively with AIHS. The hosting organization assumes full responsibility for damage, cleanup, permits, and returning all farm property to its proper condition. Smoking, fires, fireworks, and removal of farm equipment are prohibited, and an AIHS Sponsor must be present throughout the event. A detailed checklist ensures proper cleanup, safety, and facility care.

Weddings & Similar Events Policy (2009-10C)

“The purpose of this policy is to assure that the AIHS recovers all associated costs... and assures the safety of organizing personnel and their guests.”

This policy defines requirements for weddings and similar events at Johnson Farm, ensuring cost recovery, safety, and minimal disruption to farm operations. It outlines roles (AIHS Sponsor, Event Sponsor, Event Coordinator), required deposits, permitted use of facilities, and strict rules regarding alcohol, smoking, fire, and cleanup. Events are limited to 8 a.m.–10 p.m., and extensive checklists and fee schedules ensure proper facility management.

Paid Volunteer Policy (2010-11)

“It is not the intent of the Society to compensate any individual volunteer... for services rendered.”

AIHS is an all-volunteer organization and does not compensate volunteers for services. If specialized work is required beyond volunteer capability, AIHS may contract services formally and with Board approval. This policy applies to all service categories, including maintenance, entertainment, consulting, and construction.

Services Policy (2010-12)

“It is not the intent of the Anderson Island Historical Society... to provide services beyond those that support the activities of the Society.”

This policy allows AIHS to provide limited emergency assistance to island organizations or individuals, including reproduction services, sign engraving, cold-room use, and other

equipment. All services must be scheduled in advance, follow strict guidelines, and are subject to fees listed in Appendix A. The Society provides no quality guarantees and requires requestors to follow all usage rules.

Emergency Procedures Policy (2010-13)

This extensive policy defines emergency response procedures for a wide range of incidents, including violence, chemical threats, earthquakes, fires, flooding, and utility loss. It outlines emergency levels, immediate response actions (e.g., “Duck, Cover and Hold,” “Shelter in Place”), and detailed step-by-step procedures for each scenario. Multiple emergency teams are defined, including Incident Command, Crisis Intervention, Fire/Rescue, First Aid, and Security.

“Emergencies can be categorized in terms of magnitude... Level 1, Level 2, Level 3.”

Acquisitions Acknowledgement Policy (2010-15)

This policy defines how AIHS acknowledges donations, requiring collection of donor information, item descriptions, dates, and estimated value (if over \$5,000). The Acquisitions Chair ensures donors receive proper acknowledgement and provides year-end records to the Treasurer. Event Coordinators must collect donation information at events, and membership dues lists must also be forwarded.

“Ensure that all donors receive the required acknowledgement... and give the list to the Treasurer.”

Alcohol Service Policy (2012-16B)

“Alcohol service is allowed... as long as it is approved... and adheres to the requirements set forth in this policy.”

This policy ensures compliance with Washington State Liquor Control Board regulations for events serving alcohol at AIHS facilities. Event sponsors must complete reservation forms, obtain proper licenses, verify insurance coverage, and follow strict rules for designated servers and service areas. AIHS may impose stricter rules than state law, and intoxicated individuals must not be served. The policy includes detailed licensing requirements and legal responsibilities.

Archival Building Rules (2017-16)

This policy defines the purpose, usage rules, access procedures, restrictions, and storage guidelines for the Archival Building. AIHS activities have priority, but other organizations may use the building under strict conditions and with Board approval. Prohibited items include guns, fireworks, recreational drugs, and any open flames; users must leave the

building clean, secure, and undamaged. Storage by non-AIHS entities requires Board approval and liability releases.

“The facility shall never be made available for any purpose that is illegal or contrary to the established policies of the AIHS.”

Archival Building Fee Schedule (2018-17F)

This policy establishes fees, deposits, and coordinator charges for use of the Archival Building by members, organizations, and non-members. AIHS-sponsored events are free, while other uses incur janitorial fees, rental charges, deposits, and coordinator fees depending on event type and size. A detailed fee table outlines costs for meetings, memorials, private events, and weddings.

“The primary and always priority usage... shall be to further the mission of the Historical Society.”

Acquisitions Policy (2018-18)

This policy governs acceptance, documentation, and deaccessioning of artifacts and documents. Items must support AIHS’s mission and focus on Anderson Island history; low-value items may be accepted by staff, while higher-value items require Board approval. Donors must sign a Deed of Gift, receive acknowledgement, and may request return of items if deaccessioned within 25 years. All donations must be entered into PastPerfect.

“All potential acquisitions should be evaluated based on the article’s fitness to serve the Mission of AIHS.”

Archival Building Usage Policy (2018-19)

This policy defines approved users, scheduling rules, occupancy limits, and usage restrictions for the Archival Building, including Stephenson Hall and the McGoldrick Library. It requires Event Sponsors, Coordinators, and Firewatch personnel for certain events, and mandates compliance with food safety, alcohol regulations, and AIHS rules. Detailed appendices outline rules, fees, fire watch requirements, and coordinator duties.

“The purpose of this policy is to define the specific usage, restrictions and rules... for the Archival Building.”

Internship Policy (2019-20)

This policy establishes an internship program for students interested in museum operations, artifact care, and collection management. Applicants must submit credentials,

a statement of interest, and two recommendations to the AIHS Board. Internships are awarded case-by-case based on qualifications and alignment with AIHS's mission, with interns supervised by a designated Board member. Compensation is limited to **no more than \$599 per year**.

"The purpose of this policy is to enable a program wherein the Anderson Island Historical Society makes available internships..."

Major Spending Policy (2019-21)

"Any project exceeding the 'major spending threshold' shall require board approval."

This policy defines procedures for any capital improvement project costing more than **\$7,500**, referred to as the "major spending threshold." Projects exceeding this amount require Board approval and must include **three written estimates** with a recommendation. The Board may waive the three-estimate requirement under extraordinary circumstances, such as limited vendor availability.

State Grant Requests Policy (2019-22)

This policy outlines the process for preparing and submitting Washington State Legislative Grant requests. It requires early planning, inclusion of the project in the AIHS capital budget, and documentation showing sufficient funds to complete the project. If approved, the grant is administered by the State Commerce Department, which requires extensive reporting, including readiness surveys, archaeology reviews, insurance verification, and ongoing expense documentation.

"Requests for Washington State Grants require careful preliminary planning..."

Financial Policy (2020-23)

"The purpose of the financial policy is to provide guidelines... for the planning and implementation of all financial matters."

This policy establishes financial governance standards for AIHS, including budgeting, accounting procedures, audits, and compliance with nonprofit regulations. The Board is responsible for financial planning, tax compliance, account oversight, and maintaining positive cash operations. Capital and operating budgets must remain balanced, and the Society must avoid debt unless approved by voting members.

Theft Policy (2022-24)

"AIHS membership may be revoked or denied based on evidence of theft, vandalism... or threatening behavior."

This brief policy states that AIHS membership may be revoked or denied if a member engages in theft, vandalism, harassment, or threatening behavior on Johnson Farm property. It establishes a clear standard for protecting the organization and its facilities.

Memorial Policy (2023-25)

“A memorial is any modification of AIHS property that is made to remember or commemorate an AIHS member or contributor.”

This policy defines memorials as permanent or temporary modifications to AIHS property intended to honor members or contributors. It applies only to physical memorials, not memorial services or events, which are governed by other policies. Permanent memorials must be approved by the Board.

Reimbursement for Damage to Personal Property Policy (2024-26)

“AIHS may reimburse... for costs incurred due to damage of their personal property while working on approved projects.”

This policy allows AIHS to reimburse volunteers for damage to personal equipment used during approved projects when AIHS equipment is unavailable. Reimbursement is entirely at the Board’s discretion and cannot exceed the lesser of repair or replacement cost. Requests must include detailed documentation of the incident, damage, and verified costs.

Board Member & Staff Code of Conduct (2026-27)

“AIHS Board members... are expected to uphold the highest standards of professionalism, respect, and integrity.”

This policy outlines expectations for professionalism, respect, safety, and integrity for AIHS Board members and contracted staff. It requires calm communication, adherence to safety procedures, responsible use of resources, and confidentiality when appropriate. Violations may result in corrective action or termination.

Conflict Resolution & Reporting Procedure (2026-28)

This policy establishes a structured process for resolving conflicts among volunteers, staff, contractors, and Board members. It emphasizes prompt action, respectful communication, confidentiality, and protection from retaliation. The procedure includes direct conversation, formal reporting, fact-finding, Board review, corrective action, and follow-up.

“Conflicts should be addressed as quickly after the incident as possible.”

Volunteer Code of Conduct (2026-29)

“Volunteers are essential... To ensure a safe, respectful, and productive environment... all volunteers agree to the following standards.”

This policy defines behavioral expectations for volunteers, including respectful communication, safety compliance, teamwork, reliability, and responsible use of AIHS property. Harassment or discrimination is strictly prohibited, and concerns must be reported promptly. Violations may result in coaching, reassignment, or removal from volunteer service.