



Thank you for your interest in The Oakwood Historical Society!

The Oakwood Historical Society is a diverse organization operated entirely by talented volunteers. The historical society was founded in 1985 to promote and preserve Oakwood's history. Each year we host several successful programs including partnerships with Dayton History and Wright Library. In 2014 we had overwhelming attendance to our *Wright at Home: Oakwood 1914*, *Classics on the Lawn Car Show*, sold out children's programs and garden club. We also created a new website that is easier to use and accepts credit cards (trust me that is a big deal!!).

In the last several years our mission has grown to include a strong community outreach component. We feel that sharing the history of our city with the community helps to enhance our appreciation of Oakwood.

The society's ongoing success depends on our board, volunteers, members, and sponsors. We hope that you will volunteer for one of our open positions. There are so many ways to get involved and we need a diverse set of talents to continue to grow.

The contents of this packet will answer many of your questions about the historical society, but please don't hesitate to call any of our active board members if you have any questions (a list of our current board is included at the end of the packet).

Thank you,

The 2015 Nominating Committee

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— *Make History With Us* —

### **What is the Oakwood Historical Society?**

The Oakwood Historical Society is a diverse organization. We are both a non-profit business that cares for a house museum and an active archive that collects, catalogs, and shares information with residents and researchers. We also have several program opportunities and fundraising events that foster a better understanding of our unique community.

### **How is the society structured? (board and officers)**

The Oakwood Historical Society has elected officers and committee chairs that make up the Executive Committee of the Society and its governing board. It serves the public interest as it relates to the Long-Romspert House Museum, and should consider itself accountable to the public as well as the Society.

Each Officer and Executive Committee member must devote time and attention to the affairs of the Society to assure that no policies or activities jeopardize the non-profit status of the organization or reflect unfavorably on it as an institution devoted to public service.

The Executive Committee includes president, vice president, treasurer, assistant treasurer, secretary, and business manager.

### **How often does the board meet? (and where)**

Our board meets monthly from January to November, usually on the third Monday of the month from 7pm to 8:30pm. The meetings are held at both the Long-Romspert House Museum and the Oakwood City Building. Attendance at these meetings is encouraged. In addition, you can expect to have committee meetings as well as volunteering obligations at various functions throughout the year. Your volunteer time can be flexible depending on the role choose.

### **How long are the terms?**

A typical term on the board is two years.

### **What will my involvement (time commitment) be?**

Your involvement is based on your personal interests and time commitments. However, all volunteering time is appreciated and essential to our organization. We have volunteers that daily have small tasks involving historical society business to volunteers that give one to two days a year. And most of us—are somewhere in between. But all these roles are important and greatly appreciated. Currently, we have volunteer opportunities that require minimal time commitments but are still very important to keeping our organization running well. We also have other volunteer opportunities that need individual leadership and planning. Please read over the volunteer positions currently available to see what interests you and what talents you have to offer to our organization.

**Are there other opportunities besides serving on the board?**

Yes! We have lots of committees that need volunteers. See the descriptions of our ongoing committees. If a board position is not what you are looking for—please review the list of open positions and committee descriptions and fill out the questionnaire in the back listing what you would like to work on.

**How do I volunteer to help with one or two events?**

Just let us know what event(s) you are interested in working on and we will connect you to the committee chairperson. We are finding that this is our most successful way to get volunteers and we hope that you will consider working on something that interests you and learning more about our organization.

**Is there a financial obligation?**

Your financial support of the historical society will vary from year to year. We hope that all our volunteers are members of the historical society. There are several membership levels and we encourage you to choose the one that best serves your situation. You will always be expected to attend an event or two throughout the year and some of these events are free and others are fundraisers that may require additional support through ticket purchases. Past obligations have included inviting friends to purchase tickets to annual events like the Wine Tasting or to help solicit or buy items for our silent auction table at our annual Membership Drive dinner. There are other times when you will be asked to donate items or materials to help enhance a display or help fill an appetizer or dessert table.

**The Oakwood Historical Society  
Open Board Positions****Treasurer**

Like to manage household finances? We need someone to pay our bills, balance our bank account and budget for the future of the historical society. Prepares monthly reports for the Board and works closely with the Assistant Treasurer, Business manager and Board.

**Assistant Treasurer**

Our organization separates its financial collections and disbursements. The Assistant Treasurer is responsible for collections, which includes, checking the mail at the Homestead on a regular basis for new memberships, making the deposits and creating a monthly deposit summary report. Deposits are made via checks and credit card. The Assistant Treasurer is also responsible for processing any manual credit card charges that are made off site, and reviewing the credit card payments, which are included in the monthly deposit summary.

## **The Oakwood Historical Society Open Volunteer Positions**

**Holiday at the Homestead Committee**--We are looking for people to help put a new face on an old event. Each December to wrap-up our year we host an open house at the Long Romsper House Museum. This year, Phyllis Miller our resident artist would like to put a new spin on the program. We need help organizing a do-it-yourself ornament making weekend in late November, decorating our house museum for the event, working with local florists on silent auction centerpieces for the event, and organizing sponsorship and food. But there is plenty more to think about on this one! So if you are ready for a creative challenge and like ringing in the holiday season—then let us know!

**Library Display Coordinator** -Are you creative? Please help us promote our upcoming events through our display case at Wright Memorial Library. Responsibility--bimonthly or more depending on the season--this display needs to be designed to showcase the historical society's upcoming events. Support will come from our graphic designer on posters, and our archivist with images.

**Advertisements**--Are you good with catchy slogans? Do you like to design flyers? We need help keeping our look and message consistent. Several times a year we need flyers developed for email blasts to membership. We would love to have someone interested in designing these flyers help. The event details will come for the event's chairperson and the creativity will come from you! Support from the entire organization.

**Sponsorship Solicitor**--Every year the historical society needs to build our business sponsorship support. Business sponsorship helps us print our newsletter and create ongoing programming for free or reduced prices. We need help soliciting businesses to support our organization. Support will come from our business manager, membership, and treasurer.

**Wine Tasting**--Do you like to throw a party? Our wine tasting is our May open house and fundraiser. Please help us coordinate this party that showcases our facility and raises money that we use for maintaining the Long-Romsper House Museum. Support from wine tasting chairperson, public relations, and vice president.

**Walking Tour Coordinator**--Interested in local history? The historical society hosts a neighborhood event every year that highlights the history of our city. Please help us coordinate the volunteers and advertising for this event. Support from research and outreach.

## **The Oakwood Historical Society Open Volunteer Positions**

**Membership Table**--Throughout the year we attend our events as well as local events to spread the word about all the stuff that the historical society does and sells. Need volunteers to work the membership table including setting-up the table, passing out membership brochures, and selling our merchandise.

**Membership Mailings**--Looking for volunteers who can assist with the quarterly mailings – print letters and inserts, and coordinate the mailing. Usually, our quarterly mailings are less than 50 letters. The Database Manager will print-off name and address labels for the envelopes. Knowledge of mail merges and access to a printer is helpful.

**Far Hills Speaker Series**--We have partnered with the Wright Memorial Library to host the Far Hills Speaker Series. The series runs in February, March, and April and then again in October and November. During these months we organize six free-to-the-public speakers/presentations. The subject matter varies but is mostly based around topic important to Oakwood and the Miami Valley. We need a coordinator to schedule the speakers before the first of the year. The coordinator would be responsible for writing up short advertising paragraphs for each program that we can use for promoting the event and for coordinating the speakers needs to the library. The library takes care of audio/visual equipment set-up/clean-up and promotion.

**Newsletter Facilitator**--Help us get the word out 3 or more times a year! Once the newsletter is printed. It needs picked up and made into a mailing packet. The packet needs address labels printed from the most recent spreadsheet (using mail merge) stamps purchased, and mailing tabs made available. Then this packet is dropped off to our volunteer that does the mailing. All materials are reimbursed. Support newsletter chairperson, membership, and treasurer.

**Children's Programs**--Like working with kids? Like history and do-it-yourself crafts? How about gardening? We have lots of opportunities and would love volunteers to help. The Children's Programs have been selling out for years now and the majority of our membership has come from families. We want to continue being innovative and affordable and keep these programs growing.

**Teen Volunteers** --Do you know a lot of JR and SR High Students in need of volunteer hours? Help us organize our students to fulfill their requirements and our needs. Three times a year we need 3-4 students to clean the inside of the Long-Rompsert House Museum. We attend the Oakwood Farmers Market twice a year and need student workers to help with hands-on crafts. And we have more ideas too! Support grounds and facility, business manager, and interior design consultant.

## **The Oakwood Historical Society**

### **Description of Committees**

#### Children's Educational Programming

The Children's Educational Programming Committee is responsible for the development of educational programs for primary and secondary grade school children. The programs include hands-on activities, lectures, and demonstrations and are intended to teach listeners and participants about Oakwood history in both the large and small contexts. This committee works closely with other society committees and, as directed by the board, may also work with organizations/groups outside of The Oakwood Historical Society.

#### Research and Outreach

The Research and Outreach Committee is responsible for researching the history of Oakwood through primary sources, documenting the information and developing programs for the public. This committee works closely with other Society committees as well as private citizens and other organizations in Oakwood and the Dayton area.

#### Fundraising and Special Events

The Fundraising and Special Events Committee is responsible for developing, organizing, and planning events for Society members and the general public. This includes as stated in the bylaws two general membership meetings and the annual meeting. The chair works closely with the vice-president of the Society.

#### Archives, Acquisitions and History

The Archives, Acquisitions and History Committee is responsible for collecting, preserving, and displaying documents and other artifacts for Society and public use. This committee is also responsible for developing the Society collection policy, and with board review and approval, uses this policy as the guideline for collection development. It also maintains and staffs the Society resource library.

#### Facilities and Grounds Management

The Facilities and Grounds Management Committee is responsible for the upkeep and repair of the Homestead buildings, both inside and out, any improvements/renovations to the buildings, and serves as the Society representative with tenants and visitors at both 1945 and 1947 Far Hills. This committee also promotes the involvement of the community in improvements to the Homestead and schedules use of the Homestead and summer kitchen for groups wishing to use it for various functions. This committee is also

responsible for facility rentals and for historically accurate landscape maintenance and improvements, using paid and/or volunteer help. This committee works closely with the business manager.

#### Newsletter/Publications

This committee is responsible for producing The Oakwood Historical Society newsletter, *Quarterly*, and the Annual Report. This newsletter is the primary way we share information with our members and other neighboring historical societies. This committee is responsible for providing the Website Committee with information to post on The Oakwood Historical Society website concerning upcoming events and feature stories about Oakwood. This committee will also oversee all publications including invitations, note cards, membership letters, and the like to ensure that all publications have a uniform look.

#### Website

The Oakwood Historical Society has a website known as [oakwoodhistory.org](http://oakwoodhistory.org). This site allows the Society to connect with both local members and also broader interest groups. There is also a Facebook page for the Society that features upcoming events. The website chair is responsible for posting information that is provided by other committees. The website and Facebook page are often the first point of contact for incoming requests and the chair is responsible for reading these and forwarding them to appropriate board members.

#### Promotions Coordinator

The promotions coordinator is responsible for assisting committee chairs with promotion and advertising of events. The person chairing the event will provide the information.

## Current Board Members Contact Information

Carol Holm	671-6673	<a href="mailto:lawholm@gmail.com"><u>lawholm@gmail.com;</u></a>
Debra Schenk	643-3476	<a href="mailto:schenk@wrightlibrary.org"><u>schenk@wrightlibrary.org;</u></a>
Harrison Gowdy	c 416-5991	<a href="mailto:stammgowdy@sbcglobal.net"><u>stammgowdy@sbcglobal.net;</u></a>
Harry Ebeling	293-0611	<a href="mailto:hebeling@aol.com"><u>hebeling@aol.com;</u></a>
Jacqueline Housel		<a href="mailto:jhousel@woh.rr.com"><u>jhousel@woh.rr.com;</u></a>
Joan Milligan	479-1000	<a href="mailto:Milligan_joan@yahoo.com"><u>Milligan_joan@yahoo.com;</u></a>
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Leigh Turben	293-1494	<a href="mailto:lturben@woh.rr.com"><u>lturben@woh.rr.com;</u></a>
Linda Pearson	648-9702	<a href="mailto:lindapinoh@gmail.com"><u>lindapinoh@gmail.com;</u></a>
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Date: \_\_\_\_\_

OAKWOOD HISTORICAL SOCIETY VOLUNTEER APPLICATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone (h) \_\_\_\_\_ (c) \_\_\_\_\_

Business or Profession and how that might benefit your interests with us:

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\*Present or Previous Community Activities and how these experiences will benefit us:

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Skills/Interests, Both general interests but also any specific volunteer position that has already been posted or explained to you which is of interest:

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If applicable, do you know someone already involved with Oakwood Historical Society:

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