

Memorandum of Understanding and Transfer of Responsibilities

WHEREAS, the Smyrna Historical and Genealogical Society (SH&GS) nonprofit on behalf of the Smyrna History Museum (Museum) has accepted numerous donations of historically significant items; and

WHEREAS, said items have been displayed and housed at the Museum under the general oversight of Harold Smith, President of SH&GS; and

WHEREAS, the parties desire to transfer this oversight honoring the building's content and its historical collection, to the City of Smyrna or its assignee; and

WHEREAS, Mr. Smith is willing to assist the City or its assignee in transferring Museum oversight, operation, management, and control to the City of Smyrna. The City greatly appreciates this assistance.

NOW THEREFORE, in consideration of the mutual benefits set forth herein, the parties agree as follows:

- (1) The Smyrna History Museum oversight will honor the building's content and historical collection. It's operation, management, and control is transferred to the City of Smyrna. The SH&GS nonprofit will continue operating as a source of Museum support.
- (2) The City of Smyrna shall in all respects be responsible for management of the Museum from the date hereof forward. The city will hire a full time qualified professional to manage the collection and operate the Museum utilizing its Human Resources procedures with input and suggestions from SH&GS Board Members: Jennifer Dixon, an employee of the Georgia State Historic Preservation Department, and Roberta Cook, who is President of the River Line Historic Area, Inc. nonprofit, in which some Smyrna City limits are located. Scheduling volunteers for the Museum's operation will be included in the curator's responsibilities.
- (3) **Facility sharing.** The Smyrna Historical and Genealogical Society shall be entitled to the nonexclusive use of an office in the Museum facility, and continued use of other City facilities for board, program and business meetings subject to facility's availability.
- (4) **SH&GS assets.** Any equipment or assets purchased by SH&GS, will remain the property of SH&GS. Some of those items include the Research Room computer, printers, monitors, office supplies and other miscellaneous equipment.
- (5) **Fund raising activity.** Money collected from the sale of books, post cards, tapes, discs, etc. and royalties from the sale of copyrighted books such as *Beacon for Christ – A Centennial History of the First Baptist Church of Smyrna, Georgia*, and *Historic Smyrna – An Illustrated History*, or any other books, magazines, articles, catalogs etc. authored by Harold

Smith will be deposited in the account of the SH&GS. Money from the sale of Keep Smyrna Beautiful Jonquil Bulbs or other City organizations will be paid by check from the SH&GS.

- (6) **Deeds of Gifts.** Any and all Deeds of Gifts or other documents donating items to the SH&GS on behalf of the Smyrna Museum are transferred to the City of Smyrna. Disposal procedures for eliminating any items from the Museum collection shall be established by The City and SH&GS. Procedures may involve returning, discarding, selling or other appropriate actions with items of the collection. At a minimum, these procedures shall require an attempt at notifying the owner/donor and offering to return the item and/or giving them an opportunity to designate another organization, city, museum, etc. that will be in accord with requirements of 501 c 3 organizations. If the owner cannot be found or notified after due diligence to do so, or if the owner/donor does not claim the item, the item could be offered to another museum. If the item could not be returned to the owner/donor or relocated to another museum, it could be discarded in the discretion of the city after consultation with a designated representative appointed by the SH&GS Board of Directors.
- (7) **Items on Loan.** All rights of and responsibilities regarding items on loan to the Smyrna Museum or otherwise located at the Smyrna Museum are transferred to the City of Smyrna with the understanding the original donors, their heirs, or designees will be able to remove them with a 30-day notice to the City.
- (8) **Off Site Collection.** In February 2015 The City of Smyrna removed the following items from the historic Hooper-Turner House at 5811 Oakdale Rd., Mableton, Georgia, for preservation: 1 stained glass front door, 1 multi-sectioned glass side door, 3 interior doors, 1 weighted window at front of house, 2 small multi-sectioned glass windows from laundry room, and mailbox. These are stored at the Smyrna Public Works Department area at 2190 Atlanta Road, Smyrna, Georgia. At this location is also a collection of plaques, memorials and other memorabilia from demolished Smyrna buildings, along with a cement time capsule from Smyrna's Centennial Park, which is where Market Village is located today between West Spring Street and Bank Street.

This 16th day of December, 2016.

Smyrna Historical and Genealogical Society


Harold Smith

City of Smyrna

By:

A. Max Bacon