

LOUISIANA STATE PENITENTIARY MUSEUM FOUNDATION
ANNUAL REPORT
Fiscal Year July 1, 2016 – June 30, 2017

Our Mission

The mission of the Louisiana State Penitentiary (LSP) Museum Foundation is to support the LSP Museum in the efforts to promote its historical, educational, and cultural activities with the public in order to preserve the history and development of the justice system in Louisiana.

Core Values

Integrity:

The LSP Museum Board values honesty and ethics. We are accountable for our decisions and actions.

Open and Inclusive:

We are committed to transparency in our operations; we are open to ideas; information and knowledge, and communicate truthfully regarding our efforts and activities.

Excellence:

We value quality in everything we do and how we do it -- and we are recognized for our achievements.

Learning:

We are committed to investing in the education of our members and the community and leaving a footprint for others to follow.

Innovative:

We envision what might be and encourage creativity in the pursuit of our mission.

OFFICERS OF THE FOUNDATION

Sheryl M. Ranatza, President

*Chairman, LA Board of Pardons & Parole
Baton Rouge, LA*

Dr. Huey Perry, Vice-President

*Retired, Professor and Graduate Faculty Advisor
in the Public Policy Ph.D. Program, Southern
University A&M College
Baton Rouge, LA*

Ronnie Jett, Treasurer

*Retired, Assistant Warden, Louisiana State
Penitentiary
Norwood, LA*

Michael Wynne, Secretary

*Retired, District Manager, Louisiana Division of
Probation & Parole, Alexandria District
Alexandria, LA*

Stephanie Lamartiniere

*Assistant Warden/Health Services
Louisiana State Penitentiary
Angola, LA*

Jan Lanoue (Ex-officio member)

*Administrative Director
Louisiana State Penitentiary
Angola, LA*

C. B. Owen

*Retired, Vice-President and Chief Technology
Officer, USG Corporation
St. Francisville, LA*

Stephanie Perrault

*Cultural Resources Manager
Baton Rouge, LA*

Patricia Haynes-Smith

*Louisiana State Representative, District 67,
Baton Rouge, LA*

BOARD OF DIRECTORS

Bruce Dodd (Ex-officio member)

*Deputy Warden/Operations
Louisiana State Penitentiary, Angola, LA*

Cathy Fontenot

*Warden, Lafayette Parish Sheriff's Office
Lafayette, Louisiana*

Dr. Marianne Giorlando

*Retired, Professor of Criminal Justice
Grambling State University
Ruston, Louisiana*

Jason Kent

*Warden, Dixon Correctional Institute
Jackson, LA*

Perry Stagg

*Deputy Assistant Secretary/Adult Services
LA Department of Public Safety & Corrections
Baton Rouge, LA*

Darrel Vannoy (Ex-officio member)

*Warden, Louisiana State Penitentiary
Angola, LA*

Hal Ware

*Retired, Judge, 20th Judicial District, East and
West Feliciana Parishes, LA*

Gary Young

*Assistant Warden/Programming
Louisiana State Penitentiary
Angola, LA*

ADVISORY BOARD MEMBERS

The Foundation's Advisory Board is a collection of individuals who bring unique knowledge and skills which complement the knowledge and skills of the formal Board members in order to more effectively govern the organization. The following is a listing of advisory board members.

Landry Bonnette

Retired, Classification Manager
Elayn Hunt Correctional Center
St. Gabriel, LA

David Burton

Retired, District Attorney
36th Judicial District
Deridder, LA

J. Austin Daniel

Sheriff, West Feliciana Parish
St. Francisville, LA

Billy D'Aquila

Mayor, Town of St. Francisville
St. Francisville, LA

Leroy Harvey

Businessman, Activist, Entrepreneur
Jackson, LA

David Norwood

Retired Artist, *The Advocate*
St. Francisville, LA

Betty Phelps

Realtor
Baton Rouge, LA

Anne Shoemake

Retired, Louisiana State Penitentiary
Tunica, LA

Nadine Tanner

Retired, Louisiana State Penitentiary
St. Francisville, LA

E. Cole Thornton

Retired
Local Activist in West Feliciana Parish
St. Francisville, LA

Richard L. Stalder

Retired, Secretary
LA Department of Public Safety & Corrections
Zachary, LA

Sue Turner

Philanthropist, Activist for Historic Preservation
Baton Rouge, LA

Robert Vehock

Program Consultant
LA Dept of Public Safety & Corrections
Baton Rouge, LA

This fiscal year was filled with challenges as the State of Louisiana experienced the great flood of 2016. In August, prolonged rainfall in southern parts of the state resulted in catastrophic flooding that submerged thousands of houses and businesses. Twenty parishes in Louisiana were designated as federal disaster areas by FEMA in the aftermath of the floods.

Museum operations were also impacted by the flooding, as the newly established museum annex, the Reception Center, was re-opened as an offender housing area. Female offenders from the Louisiana Correctional Institute for Women located in St. Gabriel, Louisiana were evacuated from that flooded facility to Louisiana State Penitentiary at Angola. By necessity, they were segregated from the male offenders and were housed at the Museum's Reception Center (RC). This also necessitated the closure of the Big House Café operations which had become a promising revenue stream for the museum. Museum staff worked closely with the penitentiary staff to preserve the exhibits at RC.

In March, the female offenders were transferred to another housing facility in south Louisiana. The penitentiary returned the use of the facility to the museum. Tours Café operations were not immediately resumed due to staffing issues, but a resolution is currently in progress. It is anticipated that both the café and tours will resume normal operations at the beginning of fiscal year 17-18.

This annual report contains the year in review of activities of the Museum Foundation and its progress toward achieving goals set forth in its strategic plan.

Goal 1: Funding – Increase funding to sustain an efficient level of operations and improve future growth and quality of programs.

Objectives and Strategies: Improve oversight of finances and increase funding

FY 16-17 Activity and Accomplishments:

- Engaged the services of an independent accountant firm to perform accounting and bookkeeping functions for the Foundation
- Received information at quarterly meeting from the Louisiana Association of Non-Profit Organizations regarding non-profit status
- Issued a Request for Proposal for an engagement of an external auditor for a financial review for the fiscal year ended 6/30/2015; entered an engagement contract for this service to be performed
- Issued a Request for Proposal for an engagement of an external auditor for a financial audit for the fiscal year ending 6/30/2016; entered an engagement contract for this service to be performed
- Developed and enhanced procedures and practice for improved inventory control of gift shop merchandise
- Developed a strict inventory control practice and procedures for rodeo sales and inventory control
- Revised policies regarding procurement activities
- Worked with independent accountant on inclusion of inventory in accounting software
- Purchased equipment and software to improve efficiency and automation of sales

- Issued request for proposal for gift shop inventory that required vendor to include bar code on each item so that individual items can be scanned into inventory software
- Established an inventory system to monitor food inventory at the Big House Café
- Began the development of a system to improve profit margin of food sales

Goal 2: Accreditation – Achieve and maintain accreditation with the American Alliance of Museums

Objectives and Strategies: Prepare the museum for the next accreditation review by AAM

FY 16/17 Activity and Accomplishments:

- All committee chairs worked on the strategic planning process; the 2017-2020 Strategic Plan document was approved at the board’s annual meeting
- Prepared Museum Code of Ethics in preparation for accreditation
- Reviewed and updated core documents for the accreditation
- The Museum Director for Programs & Development met with and reviewed pertinent questions with the American Alliance of Museums staff
- The Museum Director for Programs & Development attended two training sessions on accreditation

Wrote

Goal 3: Recruitment and retention of an inclusive and well trained board

Objectives and Strategies: Recruit a “working” board

FY 16/17 Activity and Accomplishments:

- The Nominating Committee worked to solicit interest from potential board members who are interested in the Museum Foundation’s Mission and who would be willing to be actively involved with the organization.
- Three current board members were re-elected to the board of directors in at the 2016 annual meeting.

Goal 4: Education – Enhance the visitor’s local and distance educational experience

Objectives and Strategies: Create a research center for academics, genealogists, and the public

FY 16/17 Activity and Accomplishments:

- Planned, developed, and hosted a successful and well-attended Music Symposium
- Continued to work on building the resource library at the RC facility

Goal 5: Plan for appropriate staff development and retain a skilled, inclusive staff

Objectives and Strategies: Provide an inclusive, skilled staff

FY 16/17 Activity and Accomplishments:

- Joined the Louisiana Association of Nonprofit Organizations (LANO) which provides monthly training opportunities for the Museum Directors

- Provided funding for the Museum Director of Programs and Development to attend the annual conference of the American Alliance of Museums
- The Museum Directors are invited to regular meetings of the penitentiary's Assistant Warden/Programming to stay informed about special events at the penitentiary and to coordinate museum tours.
- Training meetings are scheduled with staff on an as needed basis
- The Museum Director of Operations and Public Relations conducts meetings regularly with the museum's staff to plan for upcoming events, provide information about new items in the gift shop, and to provide updates of current information about Angola so that the information can be shared with visitors to the museum.

Goal 6: Volunteers

Objectives and Strategies: Attract and recruit dedicated trained volunteers for meaningful involvement

FY 16/17 Activity and Accomplishments:

- **Prepared list of potential volunteer opportunities that will be further developed during the coming fiscal year**
- **Invited two groups of potential volunteers to tour museum and penitentiary**

Goal 7: Marketing

Objectives and Strategies: Increase awareness and enhance the image of the museum

FY 16/17 Activity and Accomplishments:

- Hosted another successful Justice Hall of Fame event; re-organized the format for the event for the convenience of inductees
- The Board Chair appointed a Marketing Committee and developed a schedule for regular meetings in 2017
- Developed and approved a Charter for the Marketing Committee, outlining its purpose and duties and responsibilities of its members
- Began the work of improving the museum's website
- Successfully promoted the Museum's bi-annual symposium

Goal 8: Museum Awareness Campaign (see Goal #7 above)

Goal 9: Policy and Procedure

Objectives and Strategies: Every board committee should review policies and procedures every 3 years.

FY 16/17 Activity and Accomplishments:

- Policies were updated and revised as necessary. The formal policy review should occur in FY 2017-2018

Goal 10: Facility Upgrade

Objectives and Strategies: Develop capital improvement plan. Allocate space and use it to meet the needs of the collections, audience, and staff, while maintaining it to ensure the safety and security of people, the collection, and the facility

FY 16/17 Activity and Accomplishments:

- Completed the annexation of the Reception Center (RC) to be included as part of the Museum
- Worked with Louisiana State Penitentiary on the installation of climate control in exhibit and other public areas utilized at RC
- Partnered with the penitentiary in repairing flooring in the main museum and equipment in the RC facility
- Installed several exhibits at RC and opened for public tours
- Developed a standard script for tour guides

Goal 11: Accession/Deaccession – Update accession policies consistent with current MOUs between the Museum Foundation and the Department of Corrections

Objectives and Strategies: Update donor forms

FY 16/17 Activity and Accomplishments:

- It is anticipated that strategies to accomplish this goal will be incorporated into the strategic plan for 2017-2020 and that work will begin in 2017.