



### **EEP2 Annex 5-Action Items**

#### **Item 54 Review the outline for a Seminar**

Seminar should take into account that a number of Seminars being organised by National Parks Service with the support of USCG amongst others, are taking place in 2003 and 2004 covering all aspects of this work.

**Attached for study** is the Program of the first US Seminar to be held in November 2003.

Comparison on the technical detail of the Seminar will assist WG5 in its work to organise the Seminar and finalise some of the Guideline(s) on this topic.

**National Parks Service (USA)** issued the Historic Lighthouse Manual in 1997. This is now being reissued, and it would be prudent to discuss with USCG updating this manual, as part of the overall work by WG5 on Guidelines for Preservation of Historic Lighthouses.

Particularly, the Manual and Guidelines needs updating regarding the techniques used for restoring and maintaining unmanned lighthouses, and the use of longer life maintenance free materials and finishes, as well as requirements for using original materials, due to heritage listing and/or registration of redundant lighthouses, which public bodies may want to maintain.

Roger Lea  
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<div><div>DAY ONE</div><div>Tuesday, November 11, 2003</div></div>			
<div><div>time</div><div>session</div><div>presenters</div></div>			
5.00-8.00 registration open			
1A	6.00-9.00	Welcome and Keynote address. Reception	<div>welcome_____</div> <div>keynote 1_____</div> <div>keynote 2_____</div>

Senator Bill Nelson is on tap. Veterans' ceremoney honoring lifesaving in all its forms...

<b>DAY TWO</b> <b>Wednesday, November 12, 2003</b> <i>time session name presenters</i>			
2A	9.00-10.15	<b>The National Historic Lighthouse Preservation Act</b> - why it exists, what the law says, how it works, changes, obstacles, covenants of the act	moderator _____ speaker 1 <u>GSA</u> speaker 2 <u>NPS</u> speaker 3 _____
2B	10.15-11.30	<b>Light Station Preservation</b> - Working with your SHPO, following DOI standards, and completing an historic structures report	moderator <u>Cullen Chambers</u> speaker 1 <u>SHPO</u> speaker 2 _____ speaker 3 _____
	<b>11.30-1.00</b>	<b>LUNCH &amp; Speaker</b>	speaker _____
2C	1.00-2.15	<b>Restoration Contractors</b> - how to chose a contractor and how to work with your contractor once the restoration begins	moderator _____ speaker 1 <u>Joe Jakubik</u> speaker 2 _____ speaker 3 _____
2D	2.15-3.30	<b>Aids to Navigation &amp; Fresnel Lenses</b> - private or Federal, active or inactive; lens restoration, maintenance and display	moderator _____ speaker 1 <u>Joe Cocking</u> speaker 2 <u>ATON</u> speaker 3 _____
2E	3.30-4.45	<b>Light station maintenance</b> - how to keep your light station going from day to day: inspections, planning, repairs, costs	moderator _____ speaker 1 <u>NPS</u> speaker 2 _____ speaker 3 _____
	5.30-?	Evening activities	history theme

*"An Act To amend the National Historic Preservation Act for purposes of establishing a national historic lighthouse preservation program."*

*a. Property Description/Baseline Data - 1) discuss the historical value of this particular property (I.e. integrity of workmanship, materials, character, role, and setting, 2) a copy of the National Register of Historic Places nomination form or Determination of Eligibility.*

*b. Preservation and Maintenance Plan - Provide plans for the preservation and maintenance of the historic light station property. . .for each element of the property, describe how it will be repaired, rehabilitated, restored or preserved--include the impacts of new utilities, handicap accessibility, utilities, parking and other modifications. . . list the increments and time schedules for phased work and the estimated cost of each increment; and describe preservation and maintenance planning experience at this and other similar sites managed by your team.*

*"Maintenance of aid to navigation.--Any eligible entity to which a historic light station is conveyed under this section shall not be required to maintain any Federal aid to navigation associated with a historic light station, except any private aids to navigation permitted under section. . ."*

*b. Preservation and Maintenance Plan - Provide plans for the preservation and maintenance of the historic light station property. . .for each element of the property, describe how it will be repaired, rehabilitated, restored or preserved--include the impacts of new utilities, handicap accessibility, utilities, parking and other modifications; for archeological areas describe security and maintenance to stabilize the site, control vegetal growth, or avoid damage; describe the cyclical maintenance plan; list the increments and time schedules for phased work and the estimated cost of each increment; and describe preservation and maintenance planning experience at this and other similar sites managed by your team.*

<b>DAY THREE</b> <b>Thursday, November 13, 2003</b>			
	<i>time</i>	<i>session name</i>	<i>presenters</i>
3A	9.00-10.15	<b>Governance</b> - Forming and sustaining a not-for-profit lighthouse organization, establishing a vision, mission and core values	moderator _____ speaker 1 _____ speaker 2 _____ speaker 3 _____
3B	10.15-11.30	<b>Operations</b> - management plan, legal issues, staffing, volunteers, daily operations	moderator _____ speaker 1 _____ speaker 2 _____ speaker 3 _____
	<b>11.30-1.00</b>	<b>LUNCH &amp; Speaker</b>	speaker _____
3C	1.00-2.15	<b>Relationship Building</b> - incorporating your light station as part of the local community, sensitivity to your impact on the surrounding area and/or neighborhood, partnerships with other historical sites in your area	moderator _____ speaker 1 _____ speaker 2 _____ speaker 3 _____
3D	2.15-3.30	<b>Fiscal Responsibilities</b> - Financial planning, budgeting, cash flow, recurring and on-going maintenance and restoration costs, insurance, audits, capital investments	moderator _____ speaker 1 <u>Wachovia Bank</u> speaker 2 _____ speaker 3 _____
3E	3.30-4.45	<b>Fundraising</b> - through admissions, retail, donations, programs, rentals, grants, foundations, partnerships	moderator _____ speaker 1 _____ speaker 2 _____ speaker 3 <u>Harbour Lights</u>
	5.30-?	Evening activities	maritime theme

*e. Management Plan - 1) describe the organizational structure, 2) describe the relationship with supporting agencies, municipalities, or other organizations, 3) evidence of qualifying non-profit 501(c)3 status, corporate by-laws, corporate officers*

*c. Use Plan - describe in detail the planned use of the light station - 1) describe the educational, park, recreation and/or cultural use of the property, 2) establish the suitability of the property for the proposed uses and the compatibility of the proposed revenue producing activities with the historical and/or architectural character of the property, 3) differentiate between public-use activities and revenue-producing activities, 4) compare the planned use of this site with work your organization has performed in the past*

*a. Property Description/Baseline Data - 1) describe the relationship of the property to the*

*Use Plan - 1) establish the suitability of the property for the proposed uses and the compatibility of the proposed revenue producing activities with the historical and/or architectural character of the property*

*d. Financial Plan - Demonstrate the financial ability to acquire, develop, maintain, and operate the property for the proposed use. The financial plan must include: analysis of current assets and cash flow--identify projected income from all sources, including income from fundraising, specific grants, cash and in-kind matching funds with specific dollar amounts and projected expenses for repair, rehabilitation, recurring maintenance, insurance, and administration and operation; discussion of past financial record and the most recent audited financial statements, if applicable; budget summaries for five years, describing the restoration and on-going maintenance costs needed to bring the property to optimal condition and to maintain it in that condition; and identification of any capital already invested in the operation and maintenance, preservation or educational use at this or any other historic site.*

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<b>DAY FOUR</b> <b>Friday, November 14, 2003</b>			
	<i>time</i>	<i>session name</i>	<i>presenters</i>
4A	9.00-10.15	<b>Lighthouse case studies - Issues &amp; Opportunties:</b>	1) moderator _____ speaker 1 <u>Charlotte-Rose Island</u> speaker 2 _____ speaker 3 _____
4B	10.15-11.30	<b>Interpretation and Presentation</b> - Telling your story to the public through research, education, programs, and exhibits	moderator _____ speaker 1 _____ speaker 2 _____ speaker 3 _____
	<b>11.30-1.00</b>	<b>LUNCH &amp; Speaker</b>	speaker _____
4C	1.00-2.15	<b>Accessibility</b> - Blending public access with safety and providing programs and/or access to persons with disabilities	moderator <u>Kathy Fleming</u> speaker 1 <u>Don Terras</u> speaker 2 _____ speaker 3 _____
4D	2.15-3.30	<b>Marketing and Promotion</b> - Heritage tourism, effective marketing and incorporating your lighthouse into the economic foundation of your community	moderator _____ speaker 1 _____ speaker 2 _____ speaker 3 _____
4E	3.30-4.15	<b>Long range planning</b> - how to create a long range plan that you can use, with input from your board, staff, volunteers and community	moderator _____ speaker 1 _____ speaker 2 _____ speaker 3 _____
4F	4.15-5.00	<b>NHLPA</b> - How to use the guidelines presented in the seminar to fill out your own application	speaker 1 _____ speaker 2 _____
	5.30-?	Evening activities	fun theme

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