

## **ILLINOIS HERITAGE ASSOCIATION TECHNICAL INSERTS GOVERNANCE, ADMINISTRATION, AND MANAGEMENT**

-----*Technical Insert 77* (Sept.-Oct. 1995): "Governance, Security, and Perpetuity: Establishing Regular Security Reviews," Part 1, by David Liston.

-----*Technical Insert 78* (Nov.-Dec. 1995): "Governance, Security, and Perpetuity: Establishing Regular Security Reviews," Part 2, by David Liston.

-----*Technical Insert 90* (Nov.-Dec. 1997): "The Agony and the Ecstasy: Developing an Annual Fundraising Program," Part 1, by Carol Norris Vincent.

-----*Technical Insert 91* (Jan.-Feb. 1998): "The Agony and the Ecstasy: Developing an Annual Fundraising Program," Part 2, by Carol Norris Vincent.

-----*Technical Insert 96* (Nov.-Dec. 1998): "Max It! Making the Most of Professional Meetings," by Patricia L. Miller.

-----*Technical Insert 97* (Jan.-Feb. 1999): "Apples, Oranges, and Tangerines: Artifacts, Books, and Archival Materials in Museums," by Patricia L. Miller.

-----*Technical Insert 108* (Nov.-Dec. 2000): "Risk Management and Insurance for Nonprofits," Part 1: "Risk Management," by Patricia L. Miller.

-----*Technical Insert 109* (Jan.-Feb. 2001): "Risk Management and Insurance for Nonprofits," Part 2: "Insurance," by Patricia L. Miller.

-----*Technical Insert 113* (Sept.-Oct. 2001): "Volunteerism: Gifts of Time and Talent," Part 1, by Patricia L. Miller.

-----*Technical Insert 114* (Nov.-Dec. 2001): "Volunteerism: Gifts of Time and Talent," Part 2, by Patricia L. Miller.

-----*Technical Insert 117* (May-June 2002): "Media Relations for the Not-for-Profit Professional," by Meredith Zelewsky.

-----*Technical Insert 119* (Sept.-Oct. 2002): "Curatorial Safety Messages," by Steve Floray.

-----*Technical Insert 121* (Jan.-Feb. 2003): "Meeting the Challenge of Trusteeship," by Patricia L. Miller.

-----*Technical Insert 127* (Jan.-Feb. 2004): "Still Not a Good Idea," Part 1, by Patricia L. Miller. (Museum practices with detrimental consequences.)

-----*Technical Insert 128* (Mar.-Apr. 2004): "Still Not a Good Idea," Part 2, by Patricia L. Miller. (Museum practices with detrimental consequences.)

-----*Technical Insert 133* (Jan.-Feb. 2005): "Linking Commemorative Events and Publications: Making the Most of the Moment," by Patricia L. Miller.

-----*Technical Insert 138* (Nov.-Dec. 2005): "Disaster Planning and Survival in Illinois," Part 1, by John Weck. (Especially for small government organizations.)

-----*Technical Insert 139* (Jan.-Feb. 2006): "Disaster Planning and Survival in Illinois," Part 2, by John Weck. (Especially for small government organizations.)

-----*Technical Insert 141* (May-June 2006): "A Little Waxed Paper and String: Designing a Press Kit to Catch Attention," by Linda Olson.

-----*Technical Insert 145* (Jan.-Feb. 2007): "Understanding Parliamentary Procedure," by Amber Kauffman.

-----*Technical Insert 149* (Sept.-Oct. 2007): "Resources for Achieving Standards and Best Practices in Museums," Part 1, by Patricia L. Miller.

-----*Technical Insert 150* (Nov.-Dec. 2007): "Resources for Achieving Standards and Best Practices in Museums," Part 2, by Patricia L. Miller.

-----*Technical Insert 151* (Jan.-Feb. 2008): "Resources for Achieving Standards and Best Practices in Museums," Part 3, by Patricia L. Miller.

-----*Technical Insert 154* (July-Aug. 2008): "Hiring a Consultant, the 'Outside Expert,'" by Kathryn V. Dixson.

-----*Technical Insert 156* (Nov.-Dec. 2008): "Museum Branding: It's Not All Hot Irons and Cattle," by Diane Gutenkauf.

-----*Technical Insert 157* (Jan.-Feb. 2009): "Emergency Preparedness in Museums and Historic Sites," Part 1, by Patricia L. Miller.

-----*Technical Insert 158* (Mar.-Apr. 2009): "Emergency Preparedness in Museums and Historic Sites," Part 2, by Patricia L. Miller.

-----*Technical Insert 162* (Nov.-Dec. 2009): "Group Tourism: Is Your Site Missing the Bus?" by Katherine Khalife.

-----*Technical Insert 163* (Jan.-Feb. 2010): "The Green Revolution: An Introduction," by Stephanie Shapiro and Serena Bolinger.

-----*Technical Insert 164* (Mar.-Apr. 2010): "Green: The New Color of Your Bottom Line," by Stephanie Shapiro and Serena Bolinger.

-----*Technical Insert 165* (May-June 2010): "Making a Move," by Michael T. Sama. (Crafting a career change.)

-----*Technical Insert 166* (July-Aug. 2010): "How to Present a Successful Performance," by Chris Vallillo.

-----*Technical Insert 172* (July-Aug. 2011): "The Benefits of Institutional Self-Assessment," by Patricia L. Miller.

-----*Technical Insert 174* (Nov.-Dec. 2011): "Nonprofit Organizations and the Sarbanes-Oxley Act," by Toni E. Moore.

-----*Technical Insert 177* (May-June 2012): "An Introduction to *The Small Museum Toolkit*," by Carol Bolton Betts.

-----*Technical Insert 179* (Sept.-Oct. 2012): "Internships: What's in It for the Intern?," by Patricia L. Miller.

-----*Technical Insert 181* (Jan.-Feb. 2013): "Developing a Social Media Policy," by Patricia L. Miller and Carol B. Betts.

-----*Technical Insert 183* (May-June 2013): "Starting a Pioneer Descendants Program," by C. Ann Staley.

-----*Technical Insert 184* (July-Aug. 2013): "University Students and the Museum World," by Brian L. Hackett.

-----*Technical Insert 186* (Nov.-Dec. 2013): "Why Advocacy Should Be a Best Practice of Museums," by Karen Ackerman Witter.

-----*Technical Insert 188* (Mar.-Apr. 2014): "Social Media Guidelines," by Joe Hoover.

-----*Technical Insert 190* (July-Aug. 2014): "Managing Archives for Small Businesses, by Neil Dahlstrom.

\_\_\_ *Technical Insert 194* (Mar.-Apr. 2015): "Shopping to Support: A Guide to Today's Museum Store," by Katherine Riopelle.

\_\_\_ *Technical Insert 204* (Nov.-Dec. 2016): "Google Resources for the Small Museum," by Brian Failing.

\_\_\_ *Technical Insert 206* (Mar.-Apr. 2017): "Managing Transition and Succession of Leadership at the McLean County Museum of History," by Beth Whisman and Greg Koos.

\_\_\_ *Technical Insert 207* (May-June 2017): "Facng Up to the Long-Term Future of your Genealogy Society," by Dick Eastman.

\_\_\_ *Technical Insert 208* (July-Aug. 2017): "Inexpensive Online Resources for Museums and Libraries," by Brian Failing and Cau;a Wagner.

\_\_\_ *Technical Insert 217* (Jan.-Feb. 2019): “What to do when your Director Dies,” by Philip Mohr.

\_\_\_ *Technical Insert 218* (Mar.-Apr. 2019): “Building Relationships through Marketing and Social Media,” by Katherine Unruh.