

## **Process and Topics for Discussion with Lincoln's Cultural and Historic Institutions**

### **Process**

- The first contact will (most likely) be by phone or e-mail with a leader of the institution.
- Check website, if available, for background information.
- The main purpose will be to determine willingness to be interviewed and the preferred method and to set up a time for call or meeting.
- This will be a good time to ask whether the institution has already been contacted by another LRP subcommittee and, if necessary, to avoid duplication.
- Once willingness to be interviewed has been ascertained, this would be a good time to request any organizational or planning documents that might help us to better understand the institution.
- Subsequent interview(s) might be by phone, face-to-face interviews, or focus group.
- In the fall, we may decide to ask all institutions to complete a questionnaire. Interviews during the summer will help us a lot to identify questions that are common to all, or some types of, institutions.

### **Questions**

1. Mission, governing principles, and core values of institution
2. Objectives, structure, size, and financing
3. Successes achieved
4. Challenges faced and how these have been /are being dealt with
5. Previous interactions with the Town's staff or boards – favorable or otherwise
6. What support would you like the Town to provide that it hasn't to date.
7. Collaboration with or competition from other local or regional organizations
8. Plans for the future – near-term and longer-term
9. Stage of implementation of these - anticipated challenges/barriers
10. How would future plans impact the Town? The region?
11. What, if any, town boards could help/facilitate your intent?

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