Questions and Responses

2014 Sunset Hearing
for
James K. Polk Memorial Association

1. *Provide a brief introduction to the association, including information about its purpose, statutory duties, staff, and administrative attachment.*

The James K. Polk Memorial Association's stated purpose is "to operate, maintain, preserve, and restore the Polk Ancestral Home and properties, its grounds and appurtenances, and to perpetuate the memory of the eleventh President of the United States." Chapter 110 in Tennessee Public Acts, 1929 instructs the Association to "restore and preserve" the Polk Home "as a permanent memorial to James K. Polk, Governor of Tennessee and eleventh President of the United States, and as a shrine to American patriotism." The property includes two State-owned historic structures--the 1816 Polk Home (the only surviving residence of President Polk other than the White House) and the 1818 Sisters' House (the site's museum/visitor center)--as well as the exhibit facility Polk Presidential Hall which is owned by the Association. The organization also owns and preserves original Polk artifacts and documents that are displayed in all three buildings.

The Association is a private not-for-profit 501(c)(3) corporation with a constitution, by-laws, and policies. The 16-member board of directors is primarily responsible for policy making, fundraising, and financial management. The board also hires and oversees staff members who operate the site. The staff includes a director, a curator, a part-time maintenance worker, and part-time docents who lead tours through the Polk Home.

2. *Please attach a copy of the association's corporate charter and by-laws and any policies used by the association in carrying out their duties and responsibilities.*

Copies of the James K. Polk Memorial Association's charter of incorporation, constitution/by-laws, and policies are attached.

3. *How many members does the association have at present and what criteria are used to determine association membership?*

The Association currently has 745 members. Article I of the organization's by-laws guarantees that "membership is open to anyone regardless of race, creed, sex, or nationality." Any interested individual or family can join the Association by paying dues.

4. *Provide a list of current members of the association's corporate board of directors. How are members of the board of directors chosen? Does the board's membership include public/citizen members? Please indicate each member's county of residence, race, gender and which members, if any, are 60 years of age or older. Are there any vacancies on the board? If so, what steps have been taken to fill the vacancies?*

A list of the Polk Association's current board of directors is attached. The organization elects its officers at the annual membership meeting in April. The current board is comprised entirely of female Caucasian "public/citizen" members from Maury County. (The Polk Association was originally a women's organization.) There are no vacancies on the board.

5. *How many times did the association meet in fiscal years 2013 and 2014, and how many members were present at each meeting?*

The Polk Association holds an annual membership meeting on the fourth Thursday in April. 110 members attended the 2013 meeting. 108 came in 2014.

6. *How many times did the board of directors meet in fiscal years 2013 and 2014, and how many members were present at each meeting?*

The board of directors meets twelve times annually (on the third Wednesday of every month). During both of the past two fiscal years, an average of eleven members attended each meeting.

7. *How does the association and its related board ensure that members are operating in an impartial manner and there are no conflicts of interest? If there are formal conflict of interest policies, please attach them.*

The board members' volunteer status and their limited terms in office help prevent potential conflicts of interest. The Association's "Collections Policy and Procedures Manual" includes formal policies to ensure that board and staff members do not personally benefit from the acquisition or deaccessioning of Polk Home artifacts. (Copies of these policies are attached.)

8. *What per diem or travel reimbursement do board members receive? How much was paid to board members during fiscal years 2013 and 2014?*

The Polk Association's board members are volunteers who receive no per diem or travel reimbursement.

9. *What were the association's revenues (by source) and expenditures (by object) for fiscal years 2013 and 2014? Does the association carry a fund balance and, if so, what is the total of that fund balance? If expenditures exceeded revenues, and the association does not carry a fund balance, what was the source of the revenue for excess expenditures?*

The Polk Association's fiscal year extends from July 1 through June 30. Copies of the year-end financial reports for FY '12-'13 and FY '13-'14 are attached. As these reports indicate, the Association has a fund balance.

10. *Are the association and the corporate board of directors subject to Sunshine law requirements (Section 8-44-101 et seq., Tennessee Code Annotated) for public notice of meetings, prompt and full recording of minutes, and public access to minutes? If so, what procedures do the association and the board of directors have for informing the public of meetings and making minutes available to the public?*

As a private not-for-profit organization that receives less than 30% of its annual revenue from the State, the Polk Association is not subject to Sunshine law requirements for public notice of meetings. Even so, the organization publicizes its annual membership meeting in Columbia's newspaper and sends copies of its board meeting minutes to the Tennessee Historical Commission.

11. *Does the association have a website? If so, please provide the web address. What kind of public information is provided on the site?*

The Polk Association's website www.jameskpolk.com describes the James K. Polk Home historic site, promotes the museum's public programs and special exhibits, provides historical information on President Polk, and offers educational resources for teachers and students. Although the website focuses on the Polk Home rather than the organization that operates it, the section "Support" briefly summarizes the Association's mission and includes an online membership application and contribution form.

12. *Has the association developed a plan or set goals with regards to the preservation of the Polk Home? Describe the nature and extent of the association's activities and any major accomplishments of the past two years.*

First approved by the Board in 1988, the Polk Association's list of short-range and long-range goals is updated annually. To date, the Association has implemented its restoration and preservation plans (as well as its operational and educational plans) on schedule.

The Association's ongoing preservation work includes preventive maintenance of the site's historic structures, upkeep and improvement of the public facilities, and curatorial care of the Polk Home's collections of nearly 1,300 historical artifacts and

documents. Examples during the past two years have included re-painting the Polk Home and the adjacent Sisters' House, renovating the site's restrooms, and upgrading the storage space for the Home's collection of First Lady Sarah Polk's gowns and fashion accessories. The Association is currently working on a State grant project to repair crumbling brick walkways, illuminate the Polk Home's exterior (for appearance and security), upgrade the interior lighting in the Sisters' House, and renovate a garden shed as an educational facility.

13. Has the association developed and implemented quantitative performance measures for ensuring it is meeting its goals? (Please answer yes or no.)

No. Although the Polk Association annually reviews its success in achieving stated goals, neither the goals nor the evaluation process include quantitative measures.

If the association has not developed quantitative performance measures, proceed directly to question 22.

22. Does the association make annual reports to the Governor as required by Section 4-13-203, Tennessee Code Annotated? If so, please attach copies of the last two reports. Also list and attach any other reports issued by the association during fiscal years 2013 and 2014.

The James K. Polk Memorial Association submits annual reports to the Secretary of State and quarterly reports to the Tennessee Historical Commission. Copies are attached. (Because we did not receive a copy of our 2013 electronic report to the Secretary of State, we have attached a confirmation notice of the report's filing and a copy of our 2012 report.)

23. Describe any items related to the association that require legislative attention and your proposed legislative changes.

The Polk Association does not propose any legislative changes.

24. Should the association be continued? To what extent and in what ways would the absence of the association affect the public health, safety, or welfare?

The James K. Polk Memorial Association should continue to operate and maintain the only surviving home of the eleventh U.S. President (other than the White House). The organization follows professional museum standards to preserve the Polk Home property, and displays its own collections of historical artifacts and documents onsite. To ensure that the Home is "a permanent memorial to James K. Polk," the Association offers exhibits, public programs, and educational materials that convey an understanding and appreciation of Polk's historical significance. Without the Association, the State would have to assume full responsibility for funding and operating the site or risk losing a

significant historical landmark, a popular tourist attraction, and a valuable educational resource.

25. Please list all association programs or activities that receive federal financial assistance and, therefore are required to comply with Title VI of the Civil Rights Act of 1964. Include the amount of federal funding received by program/activity.

At present, the James K. Polk Memorial Association receives no Federal financial assistance.

If the association <u>does not</u> receive federal assistance, proceed directly to question 32.

32. Please provide a breakdown of current association staff by title, ethnicity, and gender.

The Polk Association's two full-time staff members are the Polk Home Director (Caucasian male) and the Curator (Caucasian male). The organization also employs eight part-time docents (a Caucasian male and seven Caucasian females) and a part-time maintenance worker (Hispanic female).

33. Please list all association contracts, detailing each contractor, the services provided, the amount of the contract, and the ethnicity of the contractor/business owner.

Earlier this fall, the Polk Association hired architect George Nuber (Caucasian) to design plans for the grant-funded maintenance project described in Question 12. His contract amount is $8,990.00.

copy

Charter of Incorporation

Be it Known. That we, Mrs. James H. Caldwell, Mrs. E. A. Lindsay, Mrs. Adair Lyon Childress, Mrs. Thos. H. Malone and Mrs. Alex Caldwell ~~are hereby constituted a body politic and corporate by the name and style of the James K. Polk~~ are hereby constituted a body politic and corporate by the name and style of JAMES K. POLK MEMORIAL ASSOCIATION

NOV 23 1938

Lentz Grant

for the purpose of restoring and preserving the ancestral home of James K. Polk

The [illegible] corporation shall be: To sue and be sued by the corporate name; to be and use a common seal, [illegible] If no common seal, then the signature of the name of the corporation by [illegible] gift, bequest, or device in [illegible]

[illegible], or, if necessary, when amount shall be then annually paid, and failure then to pay shall, in the discretion of the Directors, justify the expulsion of said delinquent member. The term of all officers may be fixed by the by-laws, the said term not, however, to exceed three years. All officers hold over until their successors are duly elected and qualified.

The general welfare of society, not individual profit, is the object for which this charter is granted, and hence the members are not stockholders in the legal sense of the term, and no dividends or profits shall be divided among the members. The members may at any time voluntarily dissolve the corporation by a conveyance of its assets and property to any other corporation holding a charter from the State for the purposes not of individual profit, but providing for corporate aims.

A violation of any of the provisions of this charter shall subject the corporation to dissolution at the instance of the State.

This charter is subject to modification or amendment; and in case said modification or amendment is not accepted, corporate business is to cease, and the assets and property, after payment of debts, are to be conveyed, as aforesaid, to some other corporation holding a charter for purposes not connected with individual profit. Acquiescence in any modification thus declared shall be determined in a meeting specially called for that purpose, and only those voting in favor of the modification shall thereafter compose the corporation.

The means, assets, income, or other property of the corporation shall not be employed directly or indirectly for any other purpose whatever than to accomplish the legitimate objects of its creation, and by no [illegible] shall it possess the power to issue notes or currency, deal in currency, notes, or coin, buy or sell [illegible], or engage in any kind of trading operation, nor hold any more real estate than is necessary for legitimate purposes.

Expulsion shall be the only remedy for the non-payment of dues by the members, and there shall be no individual liability against the members for corporate debts, but the entire corporate property shall be liable for the claims of creditors.

We, the undersigned, apply to the State of Tennessee, by virtue of the laws of the land, for a Charter of Incorporation for the purposes and with the powers, etc., declared in the foregoing instrument.

This 3rd day of April, 1920.

Witness to Signatures:

Mrs. E. A. Lindsey

Mrs. James E. Caldwell
Mrs. E. A. Lindsey
Mrs. Adair Lyon Childress
Mrs. Thos. E. Malone
Mrs. Alex Caldwell

State of Tennessee
County of Davidson

Personally appeared before me, Dick Lindsey, Clerk of the County Court of said County, the within named Mrs. E. A. Lindsey, the bargainor, with whom I am personally acquainted, and who acknowledged that he executed the within instrument for the purposes therein contained. And the said Mrs. E. A. Lindsey, subscribing witness to the signatures subscribed to the annexed instrument, being first duly sworn, deposed and said that he is personally acquainted with the within named Mrs. James E. Caldwell, Mrs. Adair Lyon Childress, Mrs. Thos. E. Malone and Mrs. Alex Caldwell bargainors, and that they acknowledged same in his presence to be their act and deed for the purposes therein contained.

This 3rd day of April, 1920.

Dick Lindsey
County Court Clerk

Ernest H. Eastes, Secretary of State, do certify that this Charter, with certificate attached, the foregoing [illegible] copy, was the day recorded and certified to by me [illegible]

County of Davidson
Filed for Registration [illegible]
[illegible] Book No. 38 Page [illegible]
[illegible] and was recorded in [illegible]
Book No. [illegible] Page 157 Fee $.60
Dick Lindsey Register
By E. Duncan D. C.

Fee $28.50

CONSTITUTION
OF THE
JAMES K. POLK MEMORIAL ASSOCIATION
(Updated 1994; Same 2003)

Article 1. The name of the organization shall be: THE JAMES K. POLK MEMORIAL ASSOCIATION.

Article 2. The purpose of the organization shall be to operate, maintain, preserve, and restore the Polk Ancestral Home and properties, its grounds, and appurtenances, and to perpetuate the memory of the eleventh President of the United States.

BY-LAWS
JAMES K. POLK MEMORIAL ASSOCIATION
(Updated November 1, 2006)

ARTICLE I: MEMBERSHIP

Membership is open to anyone regardless of race, creed, sex, or nationality. Membership categories and cost shall be determined by the Board.

Article II: DUES

Annual dues are payable January fifteenth (15th) and become delinquent March first (1st). Only members who are current with their dues shall be eligible to hold office, serve on the Board and receive other privileges of membership.

Article III: ELECTION OF OFFICERS

SECTION 1. Election shall take place at the Annual Pilgrimage Luncheon from the slate presented by the Nominating Committee. Each slate shall consist of officers in one of the following groups, with the office of President-Elect added to the slate in odd years.

Group 1: Third Vice-President (Ways and Means) and Treasurer.
Group 2: First Vice-President (Properties) and Recording Secretary.
Group 3: Second Vice-President (Membership) and Parliamentarian.

SECTION 2. The President-Elect shall serve for one year, and then continue as President for one two-year term. The new President-Elect shall be elected at the end of the current President's first year in office.

SECTION 3. All other terms of office shall be for three years.

SECTION 4. No officer shall be eligible for re-election to the same office for consecutive terms. An appointee filling a partial unexpired term is eligible to be elected to that same position in the following term. (11/03)

ARTICLE IV: BOARD OF DIRECTORS

SECTION 1. The Board of Directors is composed of the Executive Committee and the Chairmen of the Standing Committees. The President shall appoint the Chairmen of the Standing Committees. Each appointed chairman should appoint members of her/his respective committee. The Board of Directors shall meet the second Wednesday of each month. The three immediate past Presidents shall serve as ex-officio members of the Board, but not of the Executive Committee, with the single exception being that the immediate Past President shall serve on the Executive Committee for the year immediately following her/his term as President. The Executive Committee shall be vested with the duties delegated to it by the Board of Directors. (11/03)

SECTION 2. The Chairmen of the Standing Committees shall serve two-year terms on the Board of Directors, to coincide with that of the President who appoints them.

SECTION 3. The Board of Directors shall be responsible for establishing a yearly budget. No major decision concerning expenditure of unbudgeted funds may be made by any officer and/or committee without a vote by the Board of Directors.

SECTION 4. The Board of Directors shall prepare job descriptions and approve salaries of all paid staff.

ARTICLE V: EXECUTIVE COMMITTEE

SECTION 1. The Executive Committee shall consist of the officers of the Association. The immediate past President shall be a member of the Executive Committee for the year following her/his term of office.

SECTION 2. In the interim between meetings of the Board of Directors, the Executive Committee shall have full authority to manage and supervise the business and affairs of the Association, provided that a majority of the members of the Executive Committee are present or polled. (11/03)

SECTION 3. The President shall appoint a member to fill any resigning officer's unexpired term, with the approval of the Executive Committee. (11/03)

ARTICLE VI: DUTIES OF OFFICERS (SEE EXPANDED JOB DESCRIPTIONS ON FILE AT SISTERS' HOUSE) (11/03)

SECTION 1. The President shall preside at all meetings of the Association. She/He shall be an ex-officio member of all standing committees except the Nominating Committee and shall be responsible for the general supervision, maintenance, and operation of the Polk Properties. The President may call a membership meeting as she/he deems necessary or at the written request of ten members. She/He may also call other Board or Executive Committee meetings at her/his discretion.

SECTION 2. The First Vice-President shall perform all the duties of the President in her/his absence. In case of a vacancy, she/he shall fill the office of President until the next election. In assuming the position of First Vice-President, she/he shall also serve as Properites Chairman.

SECTION 3. The Second Vice-President shall perform all the duties of the First Vice-President in her/his absence. In assuming the position of Second Vice-President, she/he shall also be Membership Chairman.

SECTION 4. The Third Vice-President shall serve as Ways and Means Chairman. She/He shall be responsible for coordinating fundraising for the Association. (11/03)

SECTION 5. The Recording Secretary shall keep a correct record of proceedings at all Board and Executive Committee meetings. (11/03)

SECTION 6. The Treasurer shall monitor the financial matters of the Association and report to the Board of Directors at regular intervals about the financial health of the organization. She/He shall oversee and present budgets and financial statements to the Board, ensure that proper accounts and records are kept, and be instrumental in the development and implementation of financial and investment policies. She/He shall oversee the appropriate staff members responsible for the financial activities of the Association. (11/03)

SECTION 7. The Parliamentarian shall serve as Chairman of the Nominating and Constitution Committees.

SECTION 8. The President-Elect shall be an ex-officio member of the same committees as the President.

ARTICLE VIII: ADVISORY COMMITTEES

Advisory committees may be appointed as deemed necessary for special projects. (11/03)

ARTICLE IX: AMENDMENTS

Any article or section of these by-laws may be amended by majority vote at any meeting of the Joint Board, provided that notice of the proposed amendment has been in the notice of said meeting.

ARTICLE X: PARLIAMENTARY PROCEDURE

In all matters not covered by its By-laws, this Association shall be governed by Robert's Rules of Order, Newly Revised.

Definitions

1. Polk Home shall be defined as the main home of James K. Polk only. It shall not include the Sisters' House, Kitchen House, Gardener's Shed, gardens or Polk Presidential Hall.
2. Polk Presidential Hall shall be defined as the building located on 810 South High Street purchased by the Polk Memorial Association in 2005. It shall be referred to in this Policy Manual as "PPH".
3. Polk Properties shall be defined as the Polk Home, PPH, Sisters' House, Kitchen House, Gardener's Shed, Gardens and any and all other buildings located on the property.

Policies for Visitors

The Polk Properties shall be open during the following hours: (9:00a.m. - 4:00p.m. Monday-Saturday, from November through March; 9:00a.m. –5:00p.m. from April through October; Sunday afternoons 1:00 p.m. - 5:00p.m. throughout the year.

The Polk Properties will be closed Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Day.

Effective August 21, 2013: Admission charges for the Polk Home shall be as follows:

Adult	$10.00
Sr. Citizen (60+)	$ 8.00
AAA Members	$ 8.00
Youth (13-18)	$ 7.00
Child (6-12)	$ 5.00
Family	$25.00
Group	$ 5.00 per adult
	$ 2.00 per child

Admission rates for the PPH shall be as follows:

Adult/Sr. Cit.	$5.00
Child/Youth (6-18)	$3.00

Combination tickets to visit both the Polk Home and the PPH shall be as follows:

Adult	$12.00
Sr. Citizen	$10.00
Youth (13-18)	$ 9.00
Child (6-12)	$ 7.00
Family	$35.00
Group	$ 7.00 per adult
	$ 3.00 per child

Children under the age of 6 years old shall be admitted for free to the Polk Home and PPH.

Visitors may pay for their admissions with a credit card.

Tour escorts, bus drivers of commercial tours and adult supervisors of school groups shall be given free admission to the Polk Properties.

Visitors may not use flash cameras inside the Polk Home, PPH or the Sisters' House.

One Sunday in November, near President Polk's birthday, to be designated annually by the Board, all visitors shall be admitted to the Polk Home free of charge. This shall not apply to PPH.

Visitors shall not be allowed to see the Sisters' House Museum and video program without paying the Polk Home admission fee.

The Polk Association does not discriminate on the basis of race, religion, color, age, creed, sex, or national origin in providing services to the public.

No Food or Drink is permitted in the Polk Home or PPH.

Policies for Staff

The Director is primarily responsible for overseeing the Polk Properties daily operations and for implementing Board policy. His/Her diverse duties include the following:

1. Supervising paid and volunteer staff,
2. Training new staff members,
3. Writing grant applications for general operating support,
4. Registering the association as a non-profit organization with the State of Tennessee,
5. Frequently presenting educational programs,
6. Working with the Board committees to develop long-range plans and
7. Approving any and all publications, either printed or electronic.

The Curator shall be responsible for the following:

1. Maintenance, repair, security and general upkeep of the collection for the Polk Properties;
2. Planning both permanent and temporary exhibits for the Polk Properties;
3. Coordinating preservation and conservation projects for the artifacts for the Polk Properties;
4. Cataloging and maintaining accurate records on all museum objects for the Polk Properties, and
5. Acquiring new objects for the Polk Collections and exhibits for PPH with the approval of the Executive Committee.

The Curator shall report each month to the PPH Chairman prior to the monthly board meeting regarding the status of any and all exhibition planning, exhibition calendar and expenses.

The Curator shall be responsible for the following:

1. Any objects loaned for an exhibition shall follow the procedures and policies for the same in the Collections Care Manual including proper transportation, insurance, handling and display.
2. Proper temperature and humidity controls within the exhibit hall and storage/work area will be monitored and maintained.
3. Proper light levels will be maintained at appropriate levels for artifacts within the exhibition space.

The part-time Museum Shop Manager shall be responsible for the general operations of the museum shop, including ordering merchandise related to the museum's purpose, keeping records, maintaining the shop's appearance, etc. She/He will be supervised by the Director, and paid with shop funds.

Schedule for and interpretation by the docents in the Polk Properties are the responsibility of the Director. The Executive Committee must approve any changes in interpretation.

All staff shall be accountable to and the responsibility of the Director, and he/she in turn to the Board of Directors.

The Polk Association does not discriminate on the basis of race, creed, sex, or nationality in hiring.

Membership

Payment of dues is not required of members in nursing homes.

All Polk Memorial Association members will have free admission to the Polk Home only, and will be given a 10% discount on Museum Shop purchases. All Polk Memorial Association members shall receive a 20% discount on admission to PPH

Polk Memorial Association members shall serve as hosts/hostesses at the Polk Ancestral Properties when asked by the Volunteer Chairman and/or chairman of any special events, and shall serve on committees as required by other chairmen. Members will also be expected to support fund raising projects.

The Annual Business Meeting (Pilgrimage Luncheon) is traditionally held the 4th Thursday in April. The chairman for this meeting shall be appointed before the November Board Meeting. Only members will be invited.

The laying of the wreath on James K. Polk's grave to commemorate the birthday of President Polk shall be on or near his birth date, on a date set in consultation with the Office of the U.S. Army in Tennessee or by the United States President.

Non-members may occasionally be allowed to volunteer for Association projects at the discretion of the Director and President.

Life or Regular Membership does not include admission to PPH.

Beginning January 1, 2011, the categories and dues of the Polk Memorial Association membership shall be:

Annual
Family/Individual.....$ 50.00
Family /Individual (ages 62 years and up).....$40.00
PPH Pass (includes admissions to all PPH exhibits) $25.00

Membership applications can be received at any time. There will be no quota on the number of members accepted, and members may submit more than one proposal per year. Upon receipt of the membership application, the Membership Chairman will send the applicant a letter outlining the requirements of membership and inviting the applicant to join.

New members will be expected to:

1. Serve at the Spring Luncheon the year after becoming a member
2. New members will be expected to attend an orientation scheduled by the Volunteer Chairman.
3. Support fundraising projects

Although members are not required to do volunteer work, the Association will offer them opportunities for volunteering their services and talents.

Membership renewal will take place in January of each year. Payment is due by March 1st. Members not renewing by April 1st will become inactive and be required to reapply and fulfill the requirements for new member status.

The First Lady of Tennessee will be invited to become an honorary member of the Polk Memorial Association by the President annually.

The James K. Polk Memorial Association shall not discriminate on the basis of race, creed, sex or nationality.

Polk Properties and the Collection

See Collection and Procedure Manual maintained by the Curator.

A professional photographer's donation (fee) for use of the Polk Gardens , members included, will be $25.00 per photographic session to be paid at the Reception Desk at the time of the photography. In the case of multiple subjects photographed by the same photographer in a single session, a minimum fee of $25.00 will be charged, and $5.00 per subject for any more than five subjects will be added.

No person will be professionally photographed inside the Polk Home or Presidential Hall with the exception of members and visitors for media coverage. All other requests will be handled at the discretion of the Executive Committee.

No weddings may be held on Polk property.

Before any item is placed or planted in the garden area, Board approval is required. (This policy does not apply to annual plantings and ongoing maintenance.)

The pianoforte may be played only with the permission of the Board of Directors.

The Polk Association charges a "reproduction fee" of $50.00 for the publication of images of Polk Home artifacts. The fee may be waived at the discretion of the Curator and/or Director to allow flexibility in special situations. The additional fees are as follows:Publication/Exhibition Permission Fees:

Publication, One Time U.S. Rights	Non-Profit: $20	Commercial: $50
Publication, One Time World Rights	Non-Profit: $25	Commercial: $75
Publication, One Time U.S. Rights, Cover	Non-Profit: $50	Commercial: $100
Publication, One Time World Rights, Cover	Non-Profit: $60	Commercial: $125
Television	Non-Profit: $0	Commercial: $100
Internet	Non-Profit: $0	Commercial: $100
Exhibition	Non-Profit: $0	Commercial: $100

Photographic Reproduction Fees:

8*10 B/W Glossy Print:	$25
8*10 Color Glossy Print:	$25
All prints larger than 8*10:	Case by Case basis
35mm Color Slide	$15
4*5 color transparency rental	$25
High Resolution Digital Scan	$25

General Financial Policies

The President shall ask each Committee Chairman and Board member needing funds for the year or for a specific project to submit a written itemized budget and request for funds prior to the March meeting, so that the budget can be submitted for approval at the April Board meeting.

The Association Treasurer shall disburse all monies, with exceptions being temporary treasurers appointed for and disbursing funds for special events or projects.

Items included in approved committee budgets will not require further Board action before expenditures are made.

The Treasurer shall work with auditors on an annual audit to be done immediately after the end of each fiscal year.

The Association must register yearly with the State of Tennessee as a non-profit organization by the Director.

The President, Director or appropriate chairman must initial a statement before the Treasurer can make a payment.

Routine memorial contributions, unless designated, are to be applied to the General Operating Account. Other donation monies, unless designated, are to be applied to the Endowment Fund or to the Capital Improvement & Reserve Operating Fund at the discretion of the Board.

A 10% discount at the Museum Shop shall be given to all members and staff. (9/03)

The database history of all contributions to the James K. Polk Memorial Association and its projects will only be available for Polk Association use/projects with the President's or Treasurer's approval.

Long Term Money Management Policy
(Includes Endowment, Capital Improvement & Reserve Operating Accounts)

Goals:

1. The primary goal of this policy is to maximize each accounts return through a diverse portfolio while taking moderate risks.

2. In general, fixed income instruments and securities should be purchased with laddered maturities.

    a. Reserve Operating Account: The primary objectives are liquidity and safety. The secondary objective is income. As a general rule, investments should be restricted to ones having maturities of two years or less. Suitable investments could include bank savings accounts, certificate of deposit, money market accounts, and U.S. Treasuries or Agency securities.
    b. Endowment Account: The primary objective is to maximize income while taking moderate risk. As a general rule investments may include intermediate term fixed income securities rated A or better, bank savings accounts, certificates of deposit, money market accounts, U.S. Treasury or Agency securities, highly regarded open end mutual funds, closed end mutual funds, index funds, exchange traded funds, and preferred stocks.
    c. Capital Improvement Account: This account is long term in nature and its goals may be flexible according to current needs of the Association. As a general rule investments may include intermediate term fixed income securities rated A or better, bank savings accounts, certificates of deposit, money market accounts, U.S. Treasury or Agency securities, highly regarded open end mutual funds, closed end mutual funds, index funds, exchange traded funds, and preferred stocks.

Implementation:

1. The Board shall appoint a Professional Financial Consultant who will make recommendations to the Treasurer and will professionally oversee the investments of the Association. This Consultant will serve at the discretion of the Board's Treasurer and the Board. The Financial Consultant shall report directly to the Board on a semi-annual basis in January and July of each year.

2. The Treasurer of the Association, with an appointed committee, shall meet on a quarterly basis with the Professional Financial Consultant, Director of the Polk Home, and the Association President.

3. Executive Committee approval is needed for any change in investment instruments.

4. The Treasurer of the Association shall serve as the Board's Investment Representative.

General Policies for the Board and Executive Committee

Executive Committee and Board meetings shall be held on a monthly basis to be determined by the current President of the Board.

The Executive Committee shall include the following offices:

1. President;
2. Immediate Past President;
3. 1st Vice President, Properties;
4. 2nd Vice President, Membership;
5. 3rd Vice President, Ways & Means;
6. Parliamentarian;
7. Treasurer; and
8. Recording Secretary.

Before holding the office of President, one must have previously served a term on the Board of Directors.

A person may serve as chairman of only one standing committee at any given time.

Records for all special projects, including updated guidelines if necessary, shall be filed in a timely manner.

The Policies shall be updated annually by the Parliamentarian with the help of the President and Recording Secretary and be presented by the Parliamentarian at the March meeting. The date of each update shall be noted with the policy change or addition. The revised Policies shall be available to the general membership at the front desk of the Sisters' House by April 1 of each year.

New Board Member orientation shall be conducted jointly by the Immediate Past President and the incoming President at the May Board meeting. Each outgoing Board member shall do an individual orientation for her/his incoming counterpart and turn over all materials relating to her/his job prior to this date. Each new member of the Board shall receive a packet containing a copy of the Constitution and By-Laws, and updated Policies. She/He should also be encouraged to read old minutes and consultant reports, as well as the Long Range Plan and Budget.

The Immediate Past President shall serve as chairman of the Long Range Planning Committee, and hold a meeting each January to review and update the Long Range Plan. The Long Range Plan shall be presented to the Board at the February or March meeting. The Associations membership list shall not be given out except for the explicit purpose of Polk business.

The Nominating Committee should be comprised of the Parliamentarian and at least three Past Presidents. The Parliamentarian shall present the slate at the annual luncheon in

April of each year for approval by the Members of the James K. Polk Memorial Association.

Special Committee

A permanent Steering Committee shall oversee the Association's biennial fundraiser. The committee's duties include selecting a site for the event, , serving as a liaison between the chairmen and the Board, and establishing guidelines for the fundraiser. The committee's chairman serves on the Association Board of Directors. The President is a member of the Steering Committee.

Steering Committee

This committee was formed as a permanent self sustaining committee to maintain continuity for the Polk Association's major fundraising event. It consists of five to six members, with the Chairman serving as a member of the Polk Association's Board of Directors.

Responsibilities of the committee include:

1. Choosing the site for the Biennial Dinner Dance.
2. Choosing the Party Chairmen, in consultation with the sitting Polk Association President.
3. Obtaining bids for the necessary tents and equipment, and working with the Chairmen on tent placement.
4. Meeting with and advising Party Chairmen on a regular basis.
5. Keeping records from past events to monitor possible changes and improvements.
6. Overseeing the chairman and treasurer of the dinner dance activities.

Polk Presidential Hall Chairman

The chairman shall oversee the operations of PPH. The chairman shall perform the following duties:

1. Serve as a member of the Polk Association's Board of Directors;
2. Confer prior to the monthly board meetings with the Curator with regards to the following:
    a. Current exhibits;
    b. Any and all upcoming exhibits;
    c. Expenses; and
    d. Financing of exhibits.
3. Conduct an overview with the curator of all proposed exhibits prior to Board approval.

4. Coordinate any special events that take place at PPH with the special events chairman and/or hospitality chairman.
5. Present a three year proposed exhibit plan with known expenses at the March Board meeting each year.
6. Appoint a committee to assist.

JAMES K. POLK MEMORIAL ASSOCIATION
2014-'15 BOARD OF DIRECTORS
(All of the current board members are female Caucasians from Maury County. Members who are 60 years of age or older are designated with an asterisk (*).

Executive Committee

President	Dinah Vire*
1st Vice President (Properties)	Ann Baisden*
2nd Vice President (Membership)	Pam Bohon*
3rd Vice President (Ways & Means)	Elizabeth Lovell
Parliamentarian	Maggie Olson*
Treasurer	Beverly Horner
Recording Secretary	Paulette Scoggins
Immediate Past President	Lisa Butler

Standing Committee Chairmen

Corresponding Secretary	Nanette Williams
Biennial Fundraiser Representative	Julia West
Volunteers	Jill Elkins Shannon Stamatis
Garden	Jean Wasson*
Education	Suzanne Parks*
Museum Shop	Beth Sands

Past Presidents

Julia West (listed above as Biennial Fundraiser Rep.)
Tiny Jones*

James K. Polk Memorial Association

Collections Policy and Procedures Manual

The purpose of this manual is to define the collection policies and procedures for the James K. Polk Memorial Association. This manual includes the collection policy covering: collecting objectives; acquisitions; loans; deaccessions; access to collections, records, and library; insurance; and educational collections. Procedures include: acquisitions; accession/registration; incoming and outgoing loans; deacessioning; security; conservation; movement & storage; exhibit rotation; routine housekeeping and recordkeeping for the artifacts.

Charter Purpose:

"... to operate, maintain, preserve, and restore the Polk Ancestral Home and properties, its grounds and appurtenances, and to perpetuate the memory of the eleventh President of the United States."

Collecting Objectives for the Permanent Collection:

The James K. Polk Memorial Association actively encourages the donations of furnishings, personal items, and documentary objects that will serve to authentically restore and interpret the Polk Home and grounds. The Association will collect only those objects that can be accommodated and for which the museum can responsibly care, preserve, store and exhibit. The following criteria shall provide a guideline for acquisition. All objects shall either:

1. have belonged to James Knox and Sarah Childress Polk, or the immediate Polk family;
2. be connected historically or politically with James K. Polk;
3. fill gaps in the interpretation of the Polks' lifestyle.

Acquisition Policy:

Acquisitions to the collections of the James K. Polk Memorial Association, whether by purchase, gift, loan, bequest, or other means, shall be in accordance with the following rules.

1. The present owner must have a clear title.

2. Acquisition by purchase shall be made only after proper financing has been arranged.

3. A separate file arranged by accession number shall be maintained under supervision of the Curator. These files shall contain the muniment or transfer documentation of each acquisition from each source. The transfer documentation shall be of a form that proves the museum's unqualified, legal ownership of items.

4. Acquisitions added to the permanent collection shall be promptly accessioned and registered upon receipt and acceptance under a system approved by the Director.

5. No acquisition shall be appraised by a trustee, staff member, or any other person closely associated with either, but staff may render impartial assistance to donors seeking independent, qualified appraisers. (See U.S. Tax Reform Act of 1984 and Internal Revenue Service regulations relating to the act.)

6. The acquisition must conform to the Association's collecting objectives.

<u>Gift Policy:</u> Any gift offered to the James K. Polk Memorial Association will be accepted on the condition that the donor waives all rights to the object and understands that the gift becomes the absolute property of the James K. Polk Association.

Incoming & Outgoing Loan Policies:

Incoming

The Polk Memorial Association will borrow objects only for exhibit and research purposes. Loans can be from either public institutions or private sources. The Director, Curator or any Board member may propose an incoming loan. All proposals must be presented and approved by the Board of Directors. The Curator shall be responsible for processing all loans and loan forms, preparing objects for travel, notifying the insurance company, and monitoring objects while in possession of the Polk Memorial Association. Objects deemed by the Curator and/or Director to be unable to withstand travel will not be considered for an incoming loan. Only those objects which the Polk Memorial Association can care for in the same manner as its permanent collection will be accepted for loan. The Polk Memorial Association will not accept long-term or "permanent" loans. Final approval for all incoming loans rests with the Board of Directors.

Outgoing

The Polk Memorial Association will lend objects only to similar institutions for exhibit or research purposes, unless otherwise deemed acceptable by the Director and/or the Curator, and the Board of Directors. All loans will be made for a specific period of time, not to exceed one year, but with an option for renewal. Restrictions on a loan can be proposed by the Curator, Director, or Board of Directors. Objects deemed by the Curator and/or the Director to be too fragile to withstand travel, or objects comprising the Association's permanent exhibits, will not be offered for outgoing loans. The Curator shall be responsible for processing all loans and loan forms, preparing objects for travel, monitoring loans, and contacting borrowers' with overdue loans. The borrower shall furnish proof of insurance, description of security, and cover the cost of transportation for the items to be loaned. The Polk Memorial Association will not loan objects on a long-term or "permanent" basis. Final approval for all outgoing loans rests with the Board of Directors.

Deaccession Policy:

No accessioned object or collection in the Permanent Collection shall be removed from the museum's register and physically disposed of except by strict conformity to the following rules.

1. When the Curator and the Director deem it advisable to deaccession any object or collection owned or deposited with the museum and the proposed deaccession is duplicative, superfluous, deteriorated, incompatible, stolen, lost for more than two years, or otherwise found to be disposible, the Curator shall prepare for the Board of Directors a deaccession recommendation.

2. No donated object shall be deaccessioned for any reason for two years after the date of its acquisition. (See U.S. Tax Reform Act of 1984 and IRS regulations.)

3. Loaned objects are deaccessioned as abandoned property upon approval of the Board of Directors and legal council.

4. A complete record of deaccessions shall be maintained by the Curator.

5. A collection fund shall be created to which all net proceeds resulting from deaccessioning are deposited, and from which, with Board approval, withdrawals are made only for collections purchases and conservation.

The manner of deaccession shall avoid conflict of interest. Deaccessioned objects that are to be sold must be done so in accordance with prevailing IRS regulations.

Ethics of Sale: Accessioned materials and objects shall not be given, sold, or otherwise transferred, publicly or privately, to Association employees, officers, directors, their immediate families or representatives.

Access to Collections, Records & Library:

Collections & Records

Members of the general public are allowed access to the collections and collection records following these guidelines: A written request must be submitted to the Curator explaining the reasons behind the request. A prearranged appointment must be made with the Curator or Director. During the appointment the Curator or Director will supervise the visitor at all times. The Curator or Director has the authority to turn down requests for access.

Library

Members of the general public are allowed access to the Polk Home's Reference Library. A visitor may stop by at any time during regular open hours and use the library material. Only the staff or members of the Polk Association may check out books or material from the library.

Insurance Procedures/Permanent Collection:

Items that are deemed significant by the Curator and approved by the Board of Directors will be itemized and covered by the fine arts insurance policy. Objects that are not covered by the fine arts insurance policy, but are located in the Sisters' House are covered by a commercial property policy. The Curator shall be responsible for handling the fine arts insurance policy, including any additions or changes with approval of the Board of Directors. The permanent collection will be appraised approximately. every ten (10) years to provide values for insurance purposes. An items value may also be determined by purchase price or comparison of like items listed for sale by reputable dealers. Objects may be insured for less than the appraised or full value. Outgoing loans will be insured by the borrower for the items full value, as stated by the Curator. Incoming loans will be insured by the Polk Memorial Association, if the lender desires such insurance. The lender will set the value of the objects.

YEAR-END
FINANCIAL REPORT
TO THE
TENNESSEE HISTORICAL COMMISSION
FISCAL YEAR 2012-2013

Recipient: James K. Polk Memorial Association

In accordance with the provision of Section 4-1103 of the Tennessee Code Annotated, We forward the following financial report for the 2012-13 fiscal year:

I. Balance on hand as of July 1, 2012 $ 116,200.49

II. Receipts, July 1, 2012, to date

A. THC annual grant-in-aid $ 39,304.17

B THC grants for research, Planning, restoration, Or development $ _____

C. Admission receipts $ 50,712.00

D. Membership dues $ 17,450.00

E. Gifts or donations $ 21,287.77

F. Gift shop sales $ 26,556.13

G. Rental of facilities $ _____

H. Other $ 181,743.64

TOTA L $ 337,053.71

III, Expenditures, July 1, 2012, to date

A. Salaries $ 148,369.12

B. Employee benefits $ 8,081.40

C. Travel $ _____

D. Printing $ 477.00

E. Phone & Postage $ 12,144.44

F. Utilities $ 15,385.54

SEE OTHER SIDE

YEAR-END REPORT (Cont'd)

G.	Supplies-office		$ 2,950.37
H.	Insurance		$ 8,584.25
I.	Gift shop inventory		$ 10,277.27
J.	Dues		$ 440.00
K.	Maintenance		$ 10,643.00
L.	Site improvements		$
M.	Other (specify)		$ 51,000.29
		TOTAL	$ 268,352.68

IV. Balance in bank or on hand
As of June 30, 2013

A.	Checking		$ 19,276.16
B.	Savings		$ 165,625.36
		TOTAL	$ 184,901.52

Name of person completing form: John Holtzapple

Signature: John Holtzapple

Title: Director

Date: July 29, 2013

*On a separate sheet of paper, itmize all maintenance and improvement projects including description and cost. **(Do not send checks and/or invoices)**

(Excluding Department of Environment and Conservation Maintenance Projects).

Total attendance (if applicable) – July 1, 2012 – June 30, 2013 8,386

YEAR-END FINANCIAL REPORT TO
TENNESSEE HISTORICAL COMMISSION
FY 2012-2013
Grant Recipient- James K. Polk Memorial Association

II.H. OTHER INCOME

Capital Campaign	$ 6,750.00
City of Columbia	$ 3,000.00
Community Fndn. Grant	$ 4,385.00
Investment Income	$ 3,472.51
"Polk Academy" Camp	$ 5,255.00
Special Events/Activities	$154,238.11
Miscellaneous	$ 4,643.02
	$181,743.64

III.K. MAINTENANCE EXPENDITURES

Garden	$ 5,705.60
Repairs/Supplies	$ 4,937.40
	$ 10,643.00

III.M. OTHER EXPENDITURES

Exhibits	$ 16,712.10
"Polk Academy" Camp	$ 4,537.14
Professional Fees	$ 5,110.00
Sales Tax	$ 3,145.00
Special Events/Activities	$ 13,131.03
Miscellaneous	$ 8,365.02
	$ 51,000.29

YEAR-END
FINANCIAL REPORT
TO THE
TENNESSEE HISTORICAL COMMISSION
FISCAL YEAR 2013-2014

Recipient: James K. Polk Memorial Association

In accordance with the provision of Section 4-1103 of the Tennessee Code Annotated, We forward the following financial report for the 2013-14 fiscal year:

I. Balance on hand as of July 1, 2013 $ 184,901.52

II. Receipts, July 1, 2013, to date

A. THC annual grant-in-aid $ 39,304.17

B THC grants for research, Planning, restoration, Or development $ _____

C. Admission receipts $ 50,930.00

D. Membership dues $ 15,962.17

E. Gifts or donations $ 23,108.79

F. Gift shop sales $ 27,325.98

G. Rental of facilities $ _____

H. Other $ 71,230.88

TOTAL $ 227,861.99

III, Expenditures, July 1, 2013, to date

A. Salaries $ 149,116.66

B. Employee benefits $ 7,852.90

C. Travel $ 732.73

D. Printing $ _____

E. Phone & Postage $ 11,067.04

F. Utilities $ 18,430.27

SEE OTHER SIDE

YEAR-END REPORT (Cont'd)

G.	Supplies-office	$ 2,947.25
H.	Insurance	$ 10,009.25
I.	Gift shop inventory	$ 14,087.75
J.	Dues	$ 539.00
K.	Maintenance	$ 11,776.93
L.	Site improvements	$
M.	Other (specify)	$ 42,239.32
	TOTAL	$ 268,799.10

IV. Balance in bank or on hand
As of June 30, 2014.

A.	Checking	$ 4,150.24
B.	Savings	$ 139,814.17
	TOTAL	$ 143,964.41

Name of person completing form: John Holtzapple

Signature: John Holtzapple

Title: Director

Date: August 2, 2014

*On a separate sheet of paper, itmize all maintenance and improvement projects including description and cost. **(Do not send checks and/or invoices)**

(Excluding Department of Environment and Conservation Maintenance Projects).

Total attendance (if applicable) – July 1, 2013 – June 30, 2014 7,694

YEAR-END FINANCIAL REPORT TO
TENNESSEE HISTORICAL COMMISSION
FY 2013-2014
Grant Recipient- James K. Polk Memorial Association

II.H. OTHER INCOME

Capital Campaign	$ 2,148.00
City of Columbia	$ 3,000.00
Investment Income	$ 17,740.19
"Polk Academy" Camp	$ 7,643.10
Special Events/Activities	$ 37,523.67
Miscellaneous	$ 3,175.92
	$ 71,230.88

III.K. MAINTENANCE EXPENDITURES

Garden	$ 4,172.86
Repairs/Supplies	$ 7,604.07
	$ 11,776.93

III.M. OTHER EXPENDITURES

Educational Programs	$ 1,037.05
Exhibits	$ 2,551.11
"Polk Academy" Camp	$ 3,008.72
Professional Fees	$ 5,240.00
Promotion/Tourism	$ 3,438.64
Sales Tax (Gift Shop)	$ 2,531.00
Special Events/Activities	$ 17,950.30
Miscellaneous	$ 6,482.50
	$ 42,239.32

Tennessee Corporation Annual Report Form

File online at: http://TNBear.TN.gov/AR

Due on/Before: 10/01/2014 Reporting Year: 2014

AR Filing #: 04481103
FILED: Oct 3, 2014 11:36PM
DLN #: B0013-0649.001

Annual Report Filing Fee Due:
$20 if no changes are made in block 3 to the registered agent/office, or
$40 if any changes are made in block 3 to the registered agent/office

This Annual Report has been successfully paid for and filed. Please keep this report for your records.

CC Payment Ref #: 158576874

SOS Control Number: 146286
Corporation Non-Profit - Domestic Date Formed: 04/04/1929 Formation Locale: TENNESSEE

(1) Name and Mailing Address:
JAMES K. POLK MEMORIAL ASSOCIATION
PO BOX 741
COLUMBIA, TN 38402-0741

(2) Principal Office Address:
301 W 7TH ST
COLUMBIA, TN 38401-3132

(3) Registered Agent (RA) and Registered Office (RO) Address:
JOHN C HOLTZAPPLE
301 W 7TH ST
COLUMBIA, TN 38401-3132

Agent Changed: No
Agent County: MAURY COUNTY

(4) Name and business address (with zip code) of the President, Secretary and other principal officers.

Title	Name	Business Address	City, State, Zip
President	Dinah Vire	301 W. 7TH STREET, P.O. BOX 741	COLUMBIA, TN 38402-0741
Secretary	Paulette Scoggins	301 W. 7TH STREET, P.O. BOX 741	COLUMBIA, TN 38402-0741
First Vice President	Ann Baisden	301 W. 7TH STREET, P.O. BOX 741	COLUMBIA, TN 38402-0741
Treasurer	Beverly Horner	301 W. 7TH STREET, P.O. BOX 741	COLUMBIA, TN 38402-0741

(5) Board of Directors names and business address (with zip code). ___ None, or listed below.

Name	Business Address	City, State, Zip
Dinah Vire	301 W. 7TH STREET, P.O. BOX 741	COLUMBIA, TN 38402-0741
Paulette Scoggins	301 W. 7TH STREET, P.O. BOX 741	COLUMBIA, TN 38402-0741
Ann Baisden	301 W. 7TH STREET, P.O. BOX 741	COLUMBIA, TN 38402-0741
Beverly Horner	301 W. 7TH STREET, P.O. BOX 741	COLUMBIA, TN 38402-0741

(6) This section applies to non-profit corporations ONLY.

A. Our records reflect that your non-profit corporation is a public benefit or a mutual benefit corporation as indicated. If blank or incorrect, please check appropriately: _X_ Public ___ Mutual

B. If a Tennessee religious corporation, please check here if blank: ___ Religious

(7) Signature: Electronic

(8) Date: 10/03/2014 11:36 PM

(9) Type/Print Name: John C. Holtzapple

(10) Title: Director

Subject: Payment Confirmation - Secretary of State

From: business.services@tn.gov (business.services@tn.gov)

To: jameskpolk@bellsouth.net;

Date: Tuesday, September 24, 2013 4:30 PM

Thank you for your payment to the Tennessee Secretary of State online. Your confirmation details are below. Please save or print this for your records.

Name/Id: Annual Report for CN 000146286
Fee Paid: $42.25
Date: 09/24/2013
Confirmation: 152317750

If you have any questions about this transaction, contact the Secretary of State at 615-741-2286 or business.services@tn.gov

See what else you can do online at http://www.TN.gov/

TN.gov - The official Web site of the State of Tennessee

Tennessee Corporation Annual Report Form

AR Filing #: 03231128
FILED: Dec 8, 2012 8:44PM

File online at: http://TNBear.TN.gov/AR

Due on/Before: 10/01/2012 Reporting Year: 2012

Annual Report Filing Fee Due:
$20 if no changes are made in block 3 to the registered agent/office, or
$40 if any changes are made in block 3 to the registered agent/office

This Annual Report has been successfully paid for and filed. Please keep this report for your records.

CC Payment Ref #: 148013595

SOS Control Number: 146286
Corporation Non-Profit - Domestic Date Formed: 04/04/1929 Formation Locale: TENNESSEE

(1) Name and Mailing Address:
JAMES K. POLK MEMORIAL ASSOCIATION
PO BOX 741
COLUMBIA, TN 38402-0741

(2) Principal Office Address:
301 W 7TH ST
COLUMBIA, TN 38401-3132

Image #: A0146-3164

(3) Registered Agent (RA) and Registered Office (RO) Address:
JOHN C HOLTZAPPLE
301 W 7TH ST
COLUMBIA, TN 38401-3132

Agent Changed: Yes
Agent County: MAURY COUNTY

(4) Name and business address (with zip code) of the President, Secretary and other principal officers.

Title	Name	Business Address	City, State, Zip
President	Lisa Butler	301 W. 7TH STREET, P.O. BOX 741	COLUMBIA, TN 38402-0741
Secretary	Nancy Dale	301 W. 7th Street, P.O. Box 741	Columbia, TN 38402-0741
First Vice President	Kathie Fuston	301 W. 7th Street, P.O. Box 741	Columbia, TN 38402-0741
Treasurer	Dinah Vire	301 W. 7th Street, P.O. Box 741	Columbia, TN 38402-0741

(5) Board of Directors names and business address (with zip code). (___ None)

Name	Business Address	City, State, Zip
Lisa Butler	301 W. 7TH STREET, P.O. BOX 741	COLUMBIA, TN 38402-0741
Nancy Dale	301 W. 7th Street, P.O. Box 741	Columbia, TN 38402-0741
Kathie Fuston	301 W. 7th Street, P.O. Box 741	Columbia, TN 38402-0741
Dinah Vire	301 W. 7th Street, P.O. Box 741	Columbia, TN 38402-0741

(6) This section applies to non-profit corporations ONLY.

A. Our records reflect that your non-profit corporation is a public benefit or a mutual benefit corporation as indicated. If blank or incorrect, please check appropriately: _X_ Public ___ Mutual

B. If a Tennessee religious corporation, please check here if blank: ___ Religious

(7) Signature: Electronic

(8) Date: 12/08/2012 8:44 PM

(9) Type/Print Name: JOHN C HOLTZAPPLE

(10) Title: DIRECTOR

QUARTERLY REPORT
TENNESSEE HISTORICAL COMMISSION
July-September 2012

SITE: James K. Polk Home

1. Total attendance for quarter (where applicable) 2,062

2. Admission receipts for quarter $ 13,774.00

3. Gift shop sales (where applicable) $ 5,470.17

4. Changes in personnel or officers of organization:

5. Activities worthy of note:
Attendance for the Polk Home's off-site/outreach programs was 709 (not included in the quarterly visitor count).

6. Any changes in admission charges or hours of operation:

7. Comments or Suggestions:

SEE OTHER SIDE

QUARTERLY REPORT
TENNESSEE HISTORICAL COMMISSION
October-December 2012

SITE: James K. Polk Home

1. Total attendance for quarter (where applicable) 2,344

2. Admission receipts for quarter $ 11,280.00

3. Gift shop sales (where applicable) $ 8,168.89

4. Changes in personnel or officers of organization:

5. Activities worthy of note:
The exhibit "Sarah Polk, First Lady of Style" opened at Polk Presidential Hall on October 4 and will run through March 31; Tennessee's First Lady Crissy Haslam spoke at the exhibit's preview reception. On Nov. 30-Dec. 1, the Polk Home participated in the local APTA's Christmas Tour of Homes. 194 people attended the Home's off-site/outreach programs (not included in the quarterly attendance)

6. Any changes in admission charges or hours of operation:

7. Comments or Suggestions:

SEE OTHER SIDE

QUARTERLY REPORT
TENNESSEE HISTORICAL COMMISSION
January-March 2013

SITE: James K. Polk Home

1. Total attendance for quarter (where applicable) 1,300

2. Admission receipts for quarter $ 8,416.00

3. Gift shop sales (where applicable) $ 4,679.96

4. Changes in personnel or officers of organization:

5. Activities worthy of note:
The exhibit "Sarah Polk, First Lady of Style" (which was supposed to close on March 31) has been extended through July 28. Quarterly attendance for the Polk Home's offsite/outreach programs was 275 (not included with the attendance listed above).

6. Any changes in admission charges or hours of operation:
New Admission Rates: Adult - $10.00; Sr. Citizen (age 60 & older) - $8.00; Child (ages 6-12) - $5.00; Family - $25.00; no charge for children younger than 6

7. Comments or Suggestions:

SEE OTHER SIDE

QUARTERLY REPORT
TENNESSEE HISTORICAL COMMISSION
April-June 2013

SITE: James K. Polk Home

1. Total attendance for quarter (where applicable) 2,680

2. Admission receipts for quarter $17,242.00

3. Gift shop sales (where applicable) $7,737.11

4. Changes in personnel or officers of organization:

5. Activities worthy of note:
515 people attended the Polk Home's off-site/outreach programs (not included with the attendance total).

6. Any changes in admission charges or hours of operation:

7. Comments or Suggestions:

SEE OTHER SIDE

QUARTERLY REPORT
TENNESSEE HISTORICAL COMMISSION
July-September [redacted] 2013

SITE: James K. Polk Home

1. Total attendance for quarter (where applicable) 1,736

2. Admission receipts for quarter $ 15,206.00

3. Gift shop sales (where applicable) $ 7,334.27

4. Changes in personnel or officers of organization:

5. Activities worthy of note:
159 people attended the Polk Home's off-site/outreach programs (not included in the total attendance)

6. Any changes in admission charges or hours of operation:
The Polk Home added a "youth" category. The current admission prices are: Adult - $10; Sr. Citizen (age 60 and older) - $8; Youth (ages 13-18) - [redacted] $7; Child (ages 6-12) - $5; Younger Child - Free

7. Comments or Suggestions:

SEE OTHER SIDE

QUARTERLY REPORT
TENNESSEE HISTORICAL COMMISSION
October-December [redacted] 2013

SITE: James K. Polk Home

1. Total attendance for quarter (where applicable) 1,839

2. Admission receipts for quarter $ 10,882.00

3. Gift shop sales (where applicable) $ 7,935.67

4. Changes in personnel or officers of organization:

5. Activities worthy of note:
The exhibit "Keeping Time: Clocks from 1795 to 1850" opened at Polk Presidential Hall on October 4 and will run through March 2. The Polk [redacted] Home held its annual Free Admission Day in November and participated in the APTA Maury Christmas Tour of Homes in December. Attendance for the off-site/outreach programs was 215 (not included with the quarterly total).

6. Any changes in admission charges or hours of operation:

7. Comments or Suggestions:

SEE OTHER SIDE

QUARTERLY REPORT
TENNESSEE HISTORICAL COMMISSION
January-March 2014

SITE: James K. Polk Home

1. Total attendance for quarter (where applicable) 1,228

2. Admission receipts for quarter $ 8,720.00

3. Gift shop sales (where applicable) $ 4,279.42

4. Changes in personnel or officers of organization:

5. Activities worthy of note:
The closing date of the exhibit "Keeping Time: Clocks from 1795-1850" was extended from March 2 until April 13. Attendance at the Polk Home's off-site programs was 289 (not included with the quarterly total)

6. Any changes in admission charges or hours of operation:

7. Comments or Suggestions:

SEE OTHER SIDE

QUARTERLY REPORT
TENNESSEE HISTORICAL COMMISSION
April-June 2014

SITE: James K. Polk Home

1. Total attendance for quarter (where applicable) 2,891

2. Admission receipts for quarter $16,122.00

3. Gift shop sales (where applicable) $7,776.62

4. Changes in personnel or officers of organization:
At the James K. Polk Memorial Association's annual membership meeting in April, Dinah Vice was elected president of the organization.

5. Activities worthy of note:
The temporary exhibition "Keeping Time: Clocks from 1795-1850" closed on April 13. The new exhibition "The Face of a President" opened on June 20. 1,090 people attended the Polk Home's off-site programs and annual membership meeting (not included with the quarterly total)

6. Any changes in admission charges or hours of operation:

7. Comments or Suggestions:

SEE OTHER SIDE