

**Morgan-Manning House Policies**  
**500 - HOUSE USE AND COMMUNITY RELATIONS**

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**Morgan-Manning House Policies**  
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**500.10**

**Business Correspondence and Publications**

The following information will be clearly visible on correspondence and publications.

Name: Western Monroe Historical Society  
Address: 151 Main Street, Brockport, NY 14420  
Tel: 585-637-3645

The following information may also be included if appropriate.

Web site: [www.morganmanninghouse.org](http://www.morganmanninghouse.org)

email: [morganmanninghouse@gmail.com](mailto:morganmanninghouse@gmail.com)

Office hours: Monday-Friday 9:30 - 1:30

Tours by appointment.

One-time events should have the year (ex. 2009) clearly stated on the publications.  
Recommended Tag line: This society is a non-profit organization dedicated to maintaining the Morgan Manning House, a historic house listed on the National Register of Historic Places.

Official stationery will be updated each year to reflect changes to the Board of Trustees

All correspondence related to the workings of the WMHS should be on official stationery.

All requests for clerical work by the WMHS office shall require at least a two week notice, where possible.

A picture of the Morgan Manning House, clearly labeled, will be included where practical.

The House Business Manager will maintain a folder (hard and electronic) of House pictures to be made available when needed.

It will be the responsibility of the WHMS Officers, Board of Trustees, and Staff to ensure that everyone adheres to these regulations.

Approved: *October 13th, 2009*

500.11

### **Directory Information/Privacy**

The Society will collect, for its own **exclusive** use, the following information on its members only;

Name  
Address  
Telephone contact number (home and/or work)  
email address

Other information may be compiled for archival or historical research, but will not be considered part of the operational sector of the Society.

Directory information will be kept confidential, and shall be released only under the most compelling circumstances, by written Board resolution.

The Society will utilize the above information for its own purposes, only where the Society has an interest or will derive a clear benefit. Distribution for commercial or political purposes is strictly prohibited. From time to time, the Society may distribute information on behalf of outside organizations to the membership only at the discretion of the Board or, if time is of the essence, the Executive Committee.

Membership information may not be sold under any circumstances.

Approved: *September 14th, 2010*