

## **CHARTER OF WESTTOWN TOWNSHIP'S OAKBOURNE MANSION COMMISSION**

The Westtown Township Board of Supervisors believes that the Mansion Building at Oakbourne Park should be a centerpiece of community activity for its residents. The Board also recognizes that the Mansion will require repairs and improvements to make it viable for greater public use. Therefore, the Board of Supervisors is creating the Oakbourne Mansion Commission to assess the building's suitability for specific uses; to determine what improvements are needed to allow such activity to take place; to plan and execute fundraising activities to renovate and maintain the Mansion; to develop partnerships and sponsorship programs with outside organizations that can further fund Mansion improvements; and to monitor and manage the use of the Mansion according to policies developed by the Board. The specific charter for the Oakbourne Mansion Commission is as follows:

### **A. Assessment of Current Conditions**

#### **1. Market Study**

Evaluate economic viability of Mansion. Determine the area-wide demand for such a facility.

#### **2. Condition of Mansion**

Investigate physical improvements/repairs that should be made to the building and its environs. Consider changes to the Mansion and/or the conditions of its use that will enhance its value as a community resource.

#### **3. Policy**

Review the current Township policies on the use of the Mansion and prepare recommendations to the Board of Supervisors on possible changes.

#### **4. Report**

As to the current status and the future needs, issue a report to the Township Board of Supervisors along with any recommendations for changes. Such a report will be prepared by July 31 each year in time to be considered for the Township budget.

### **B. Improvements**

Upon the issuance of the report on current conditions and after receiving approval from the Board, the Commission shall undertake the following:

**1. Mansion Renovations**

Develop a set of plans that will provide the basis for the physical renovations of the building.

**2. Policy**

Assist the Board of Supervisors in the preparation of policy documents that will implement approved recommendations.

**C. Operations**

**1. Business Plan**

Prepare a plan for approval by the Board of Supervisors that includes types of events and activities that will produce revenue for the repair and renovation of the Mansion or that will indirectly further the goal of making the Mansion a community asset.

**2. Fundraising Events**

Based on the approved plan, execute fundraising events for the repairs/renovations of the Mansion. Such fundraising options include the staging of fundraising events and the establishment of partnerships with outside organizations.

**3. Community Events**

Based on the approved plan, execute community-oriented events that indirectly further the goal of making the Mansion a community asset. Such community events may include the establishment of partnerships with outside organizations.

**4. Scheduling and Coordination**

Coordinate its schedule of events with the Township staff, who will maintain a schedule of all uses of the Mansion and its grounds to avoid conflicts with events in the Park.

**D. Monitoring**

Once the recommendations of the Commission are implemented, it will perform an ongoing monitoring function in order to assure that the Mansion will continue to operate as effectively as possible. Their monitoring activities shall include the following:

- Evaluate the ongoing use of the Mansion along with future possible uses of the Mansion.

- Develop and maintain a recommended fee structure for the use of the Mansion.
- Report on changes or improvements to the Mansion that may become necessary due to either natural “wear and tear” or changing demands.

In undertaking the above activities and where appropriate and practical, the Commission shall do so in coordination with other Township affiliated agencies. However, the Oakbourne Mansion Commission shall be the Board’s primary agency in all matters having to do with the Mansion and its operation.