



## HCA SERVICE RECOGNITION POLICY

Heisey Collectors of America, Inc. (HCA) established the Heisey Glass Museum to collect, preserve, display and promote Heisey glassware and related artifacts for the benefit of HCA members and the general public. The extensive collections that have been assembled, the state-of-the-art facilities that house them and the valuable research based on these materials are the products of the outstanding services that HCA members have provided over the years. HCA has mechanisms in place to recognize monetary contributions from members and the general public. This policy applies to the process of recognizing significant and outstanding non-monetary contributions.

- Only HCA members, either past or present, living or deceased are eligible for service recognition.
- HCA employees are not eligible for service recognition for the work they do as part of their job description. However, they are eligible for consideration of their contributions as members of HCA outside of their job description.
- Examples of service contributions include, but are not limited to:
  - Volunteering time to execute the business processes of HCA and the Heisey Museum (e.g. working critical events or accomplishing special projects).
  - Providing content expertise and quality services to support necessary business functions (e.g. writing articles for Heisey News, designing publications, or accurately cataloging glassware and other assets).
  - Contributing to the study and promotion of Heisey glassware (e.g. producing new and original research that significantly expands knowledge).
- Proposals for recognition require the support of a minimum of three current HCA members.
- Proposals must be submitted to the HCA Board of Directors for approval and implementation.
- Proposals must be in writing and fully document the nature of the contributions to HCA and the study and promotion of Heisey glassware.

- There are two categories of service recognition: Significant and Outstanding.
  - Significant refers to contributions that are above what is generally considered normal in their nature and value. Agreement on the applicability of this designation is by a simple majority of the HCA Board of Directors.
  - Outstanding refers to contributions that are remarkably above and beyond in quality and/or duration. The extraordinary value of outstanding contributions must be self-evident. Agreement on the applicability of this designation is by a two-thirds majority vote of the HCA Board of Directors.
- Significant service contributions are recognized on a service recognition board name plate prominently displayed in the Heisey Glass Museum, an article in Heisey News, an E-GRAM to HCA membership and posts on the Heisey Glass Museum’s social media accounts.
- Outstanding service contributions are recognized with the naming of an HCA facility or event, an article in Heisey News, an E-GRAM to HCA membership and posts on the Heisey Glass Museum’s social media accounts. A named facility is appropriately marked with a dedicatory plaque. A named event is marked by appropriately modifying the event name.
- Facilities with naming opportunities include but are not limited to the individual galleries, the Annex, the Administration Building, the administrative offices, the warehouse, the courtyard, the gift shop, the multi-purpose room, the color room (King House), the cutting room (King House), the fake/reproduction gallery and the archives.
- Events with naming opportunities include but are not limited to the Spring Benefit Auction, the Heisey Heritage Auction and the Annual Glass Show and Sale.
- The library has already been named in honor of Louise Ream and the reception desk in honor of Susan Bruah. The Fall Select Auction has been named in honor of Dave Spahr and the annual fall weekend event is named after Percy and Vivian Moore.
- The naming of a facility is to be distinguished from the acknowledgement of a contribution within the Heisey Glass Museum (e.g. the factory display is acknowledged as a contribution from Heisey Collectors Club of Michigan. Likewise, donations of glassware or other items are usually **acknowledged with an appropriate notice on the item’s** descriptive name plate).
- Service recognition, including facility and event naming is intended to be permanent. However, HCA reserves the right to modify or remove a recognition or naming. Agreement on such an action is by a two-thirds majority vote of the HCA Board of Directors.

## Revision History

Date	Version	Description	Author
12/20/2024	1.0	Create document	David G. Malick
12/31/2024	1.1	Updated with feedback from Eric Tankesly-Clarke	David G. Malick
1/11/2025	1.2	Updated with feedback from Martha McGill and David DeVito.	David G. Malick
1/23/2025	1.3	Approved by the HCA Board of Directors	David G. Malick