

Communication Plan and Memorandum of Agreement Between

Unity Temple (Unity Temple Unitarian Universalist Congregation and Unity Temple Restoration Foundation); Frederick C. Robie House (The University of Chicago and Frank Lloyd Wright Preservation Trust); Hollyhock House (City of Los Angeles); Taliesin (Frank Lloyd Wright Foundation and Taliesin Preservation, Inc.); Fallingwater (Western Pennsylvania Conservancy); Jacobs House (James M. Dennis); S. C. Johnson, Inc. Administration Building and Research Tower (S. C. Johnson, Inc.); Taliesin West (Frank Lloyd Wright Foundation); Price Tower (Price Tower Arts Center); Solomon R. Guggenheim Museum (The Solomon R. Guggenheim Foundation); Marin County Civic Center (Marin County Board of Supervisors); and Frank Lloyd Wright Building Conservancy

I. Background

In 2011, the U. S. Department of the Interior approved a serial proposal of Frank Lloyd Wright sites for nomination to the UNESCO World Heritage List. The proposal, compiled by the Frank Lloyd Wright Building Conservancy, includes Unity Temple, the Frederick C. Robie House, Hollyhock House, Taliesin, Fallingwater, Jacobs House, the S. C. Johnson & Son, Inc. Administration Building and Research Tower, Taliesin West, Price Tower, the Solomon R. Guggenheim Museum, and Marin County Civic Center. Each of these eleven sites is sometimes hereinafter referred to as a “Member Site.” These properties represent the most iconic, intact, representative, innovative and influential of the more than 400 Frank Lloyd Wright (1867-1959) designs that have been erected. They span almost sixty years of his efforts to create an architecture that integrates buildings with nature and dramatically melds form with space. All aspects of design, from siting to furnishings, reinforce this concept. The properties include houses, places of business, places of worship, educational institutions, museums, and government facilities.

World Heritage listing is a significant honor, one that recognizes a site’s outstanding universal value. The addition of this group of sites to the World Heritage List is a great honor for each of the sites and further formalizes these buildings’ international importance. Another benefit is the publicity afforded by World Heritage listing, which frequently leads to increased tourism and a corresponding economic impact to surrounding communities. Finally, because inclusion on the World Heritage List indicates a commitment to preservation, international organizations, governments, and foundations often give priority to World Heritage sites through financial and technical assistance.

II. Purpose

Understanding that all the parties share certain core values and a desire to preserve our shared legacy, the purpose of this Memorandum of Agreement (MOA) is to establish an open forum for communication and coordination among the eleven sites to ensure that the management of all the Member Sites share a common set of objectives for preservation. As part of a World Heritage serial proposal, each of the eleven sites impacts the listing as a whole. Therefore, the Member Sites desire to establish a functional, effective method that facilitates an ongoing exchange of ideas about the preservation of these internationally significant properties. To accomplish this goal, a special council will be established. Called the Frank Lloyd Wright World Heritage Council (FLW World Heritage Council, or alternatively, the Council), this group will serve in an advisory capacity and function as the primary network for communication among the eleven Member Sites.

The Council will consist of one representative from each of the eleven Member Sites, along with the executive director of the Frank Lloyd Wright Building Conservancy. The structure of the Council is discussed in the attached appendix, entitled “Structure of the FLW World Heritage Council.” The appendix is hereby incorporated by reference in this MOA and is subject to all terms thereof.

III. Collaboration

The Council’s role is not one of management oversight; each property shall work within its own management structure to promote long-term preservation. The Council’s primary function is to serve as a resource to help all sites meet the shared objectives for preservation, and to assist Member Sites by providing a network for property managers and owners to discuss best practices.

The Department of the Interior’s National Park Service is required to provide periodic updates to the World Heritage Committee on the preservation status of World Heritage sites in the United States. Through its annual reporting, the FLW World Heritage Council will supply the National Park Service with these required updates for the World Heritage Wright Site.

Therefore, as a member of the FLW World Heritage Council, each Member Site agrees to the following:

- 1.) Active involvement in the FLW World Heritage Council;
- 2.) Participation at an annual meeting of the Council and submission of a simple, standardized annual report in form and substance acceptable to each Member Site in its sole and absolute discretion;
- 3.) Willingness to aspire to best practices as defined by the *Secretary of the Interior’s Standards for the Treatment of Historic Properties*;

- 4.) Sharing of preservation practices and non-confidential, non-proprietary reporting on intended alterations, additions, or major repairs within the designated World Heritage boundary;
- 5.) Exhibiting a commitment to ongoing documentation of the site and appropriate archival storage of those records;
- 6.) Communication of non-confidential, non-proprietary information regarding activity in buffer zones, or areas adjacent to the designated World Heritage site boundary, that the Member Site feels may materially impair the preservation of the site. This is undertaken with an understanding that the site may or may not have control over its buffer zone.
- 7.) Maintaining confidentiality of information identified as sensitive by any Member Site.

IV. Advisory Function

The FLW World Heritage Council will function as the primary forum for open discussion between the sites and will serve only as an advisory body—its recommendations do not supersede individual site management plans or local, state, or national preservation laws, ordinances, or regulations.

Furthermore, it is important to point out that neither UNESCO nor the World Heritage Committee have the judicial authority to compel the United States, this Council, or property owners to take specific actions. The purpose of the World Heritage Committee is to serve as an advisory body promoting international cooperation.

This MOA and the attached appendix are strictly for internal use by the FLW World Heritage Council and its participating parties. It is not a legally enforceable contract between the parties and shall not be construed to create any legal obligation on the part of any of the parties.

V. Modifications, Termination, Duration

This MOA is to take effect upon signature of all Member Sites. It may be amended at any time by the mutual consent of the parties. Since inclusion on the World Heritage List is in perpetuity, the FLW World Heritage Council shall review this MOA annually to determine whether it should be revised, renewed, or cancelled. A Member Site may terminate its participation in the FLW World Heritage Council by providing written notice to the other participants at least five days in advance of the desired termination date. Such withdrawing Member Site's duties, obligations and rights under this Agreement shall terminate effective upon the termination date.

VI. Signatures

This Agreement may be executed in any number of counterparts, each of which when so executed shall be deemed an original, but all such counterparts shall constitute one and the same instrument.

_____ Date: _____
Unity Temple Unitarian Universalist Congregation

_____ Date: _____
Unity Temple Restoration Foundation

_____ Date: _____
Frederick C. Robie House
The University of Chicago

_____ Date: _____
Frederick C. Robie House
Frank Lloyd Wright Preservation Trust

_____ Date: _____
Hollyhock House
City of Los Angeles

_____ Date: _____
Taliesin
Frank Lloyd Wright Foundation

_____ Date: _____
Taliesin
Taliesin Preservation, Inc.

_____ Date: _____
Fallingwater
Western Pennsylvania Conservancy

_____ Date: _____
Jacobs House
James Dennis

_____ Date: _____
S. C. Johnson & Son, Inc. Administration Building and Research Tower

_____ Date: _____
Taliesin West
Frank Lloyd Wright Foundation

_____ Date: _____
Price Tower Arts Center

_____ Date: _____
The Solomon R. Guggenheim Foundation

_____ Date: _____
Marin County Board of Supervisors

_____ Date: _____
Executive Director
Frank Lloyd Wright Building Conservancy

Appendix

Structure and Operations of the Frank Lloyd Wright World Heritage Council

The following operating procedures will govern the FLW World Heritage Council.

Section 1: Purpose, Organization, and Operation

The purpose of the FLW World Heritage Council is to serve as a collaborative resource for the preservation of the eleven sites included in the Frank Lloyd Wright World Heritage serial nomination. This 12-person council will consist of one representative from each of the eleven sites (each, a “Site Representative”) and the executive director of the FLWBC. The eleven Site Representatives will be voting members, and the FLWBC executive director will serve in an ex officio, non-voting capacity.

The Frank Lloyd Wright Building Conservancy will provide for the administrative tasks required by this council.

It is the responsibility of the FLWBC staff to maintain communication with all Site Representatives, organize meetings, maintain records of all reviews and proceedings, and communicate with the U.S. National Park pursuant to the directive of this Council, regarding World Heritage status. The FLW World Heritage Council will meet annually at locations to be determined by a majority vote of the Council. In preparation for this annual meeting, each site will submit an annual report in form and substance approved by each such Member Site for circulation to all FLW World Heritage Council Member Sites. These written reports will serve as progress reports on activities reported at the previous annual meeting, as well as indicate any new issues or approaches related to site preservation. The format for this written report will be standardized and approved by all the Member Sites, and the FLWBC staff will manage report gathering and circulation.

Section II: Members and Officers

The eleven Site Representatives for the FLW World Heritage Council hold the voting power for the council. These representatives are appointed by the individual Member Sites. Vacancies are handled in the same way as initial appointments and each Member Site shall maintain an appointed representative on the Council at all times during its membership. A Member Site will communicate promptly to the Council secretary any change in its appointed representative. FLWBC staff is responsible for orienting new representatives to the purpose and responsibilities of the Council. The current executive director of the FLWBC is automatically placed on the Council as an ex officio, non-voting member. Ex officio members have the right to participate in discussion but do not have the ability to raise a motion or vote. From time to time experts may be called in with the approval of the chair to address specific topics of interest to the group.

The FLW World Heritage Council shall elect a chair, vice chair and secretary for the council, and they shall serve for a term of 2 years.

There shall be no limit to the number of terms an officer may serve.

Section III: Meetings

A. General:

The Council will meet annually at locations and dates to be determined by majority vote of the council. The chair of the Council will preside at all meetings of the Council, with the vice chair presiding in his/her absence. The presiding officer of the Council may specify the use of rules of parliamentary procedure consistent with Robert's Rules of Order. Subject to such reasonable guidelines and procedures as the presiding officer of the Council may adopt, members may participate in a meeting by means of conference telephone or similar communications equipment if all members can hear one another at the same time. Each Member Site may designate an alternative Site Representative (a "Designated Alternate") to represent such site at any meeting by delivering written notice of such designation to the FLWBC staff not less than 5 days prior to the date of meeting.

If an urgent situation arises affecting one or more of the Member Sites, a special meeting of the FLW World Heritage Council can be called by any voting member of the Council with approval of the chair, subject to the notice requirements set forth in Section III.B.

B. Notice:

The FLWBC staff will notify the representative of each Member Site of the annual meeting at least 30 days before the meeting date. The notice will include 1) the name of the Council; 2) the time, date, place, and purpose of the meeting; 3) a copy or summary of the agenda; 4) copies of annual reports from each of the eleven Member Sites; and 5) the name and telephone number of the FLWBC staff member who may be contacted for additional information concerning the meeting.

C. Agenda:

The chair of the Council in consultation with the executive director of the FLWBC will draft an agenda for each meeting sufficiently in advance of the meeting to permit a copy or summary of the agenda to be published with the notice of the meeting. The FLWBC staff will distribute the approved agenda to the members before each meeting and will make available copies of the agenda to members attending the meeting. Items for the agenda may be submitted to the chair by any member of the Council.

D. Quorum:

A quorum will consist of eight voting members (including the presiding officer and any Designated Alternate) then serving on the Council, excluding ex officio members.

E. Voting:

A member or his or her Designated Alternate must attend a Council meeting either in person or by approved remote method to cast a vote. No proxy voting shall be permitted. When a decision or recommendation of the Council is required, the presiding officer will request a motion for a vote. Any member, excluding ex officio, may make a motion for a vote, second a motion, and cast a vote. Any and all council action based on a vote requires the greater of (i) six votes; or (ii) the votes of a majority of the members attending the meeting, in each case cast at a meeting at which there is a quorum.

F. Minutes:

The FLWBC staff will prepare minutes of each meeting and submit them to the secretary of the Council for certification of their accuracy. The minutes must be certified within 90 days of the meeting to which they relate. The FLWBC staff will distribute copies of the certified minutes to the members. The minutes will include a record of persons present (including members, FLWBC staff, and invited expert guests); a complete and accurate description of matters discussed and conclusions reached; and copies of all reports or other documents received, issued, or approved by the Council at the meeting. Comments or corrections to the minutes may be proposed by any member, and shall be put to a vote at the next meeting for approval or rejection of such changes.

Section IV: Officials

A. Chair

The chair of the Council is elected by the Council by a simple majority of the voting members and serves to perform the duties specified in these operating procedures. The chair's primary role is to preside over meetings and establish the meeting agenda.

B. Vice Chair

The vice chair of the Council is elected by the Council by a simple majority of the voting members and serves to perform the duties specified in these operating procedures. The vice chair will provide assistance to the chair and will in the absence or incapacity of the chair, perform the duties of the chair as specified by these operating procedures.

C. Secretary

The secretary of the Council is elected by the Council by a simple majority of the voting members and serves to perform the duties specified in these operating

procedures. The Secretary's primary role is to record the actions of the Council by certifying the minutes of the meetings.

D. Support Staff

The FLWBC executive director will appoint staff of the FLWBC to be responsible for organizing meetings, recording minutes, distributing meeting notices and associated materials, maintaining all Council records, and collecting and distributing site reporting.

Section V: Records

All documents, reports and other material prepared by or submitted to the Council shall be maintained by the FLWBC at its corporate offices and made available to any Council member upon request. Annual site reports are considered part of this record and will be made available to the National Park Service if requested.

Section VI: Expenses

Expenses related to the operation of the Council will be managed by the FLWBC. To fund the operations of the Council, each of the eleven Member Sites will pay an annual membership fee not to exceed \$500.

The Frank Lloyd Wright Building Conservancy will provide the following deliverables for the members, annually:

- Organization of one (1) in-person meeting
- A minimum of one (1) coordinating conference call
- A minimum of one (1) electronic update to the members
- One (1) annual report of the state of the sites to Council and Department of Interior
- Periodic reports as required by UNESCO World Heritage Centre

Each site shall be responsible for its own expenses in connection with attending meetings, correspondence, and performing duties and responsibilities expected of membership in the Council.

Section VII: Amendments

These operating procedures may be amended from time to time by the affirmative vote of the voting members per the provisions contained in Sections III.D and III.E above.