

OWOSSO HISTORICAL COMMISSION
Regular Meeting Agenda
August 10, 2020 – 6:00 p.m. to 7:30 p.m. at the Gould House



OWOSSO HISTORICAL COMMISSION
THE CURWOOD COLLECTION

Call to order: *Chairman Acton called meeting to order at 6:05 pm*

Roll call:

Present: *Acton, Osika, Erickson, Galloway, Wilson, Flayer*

Absent: *Rogers, Quinn, Adams*

Agenda and Minutes:

Review and motion to approve the 7/13/2020 minutes: *Correction suggested - "Wilson (Not Martenis) moved approval of minutes from 3/9". Flayer moved approval with this correction, Erickson supported. Approved unanimously.*

Chairman Acton inquired about meetings getting posted on the website. Director Martenis stated he will check with the city on this, Mayor Pro-Ten Osika agreed to do the same.

Review and motion to approve the 8/10/2020 agenda: *approval of the agenda moved by Erickson to add comments with regard to facilities, Osika supported. Passed unanimously.*

Financial Review and Discussion:

Budget vs actual at close of fiscal year June 30, 2020 – will be reviewed pending City reconciliation
- *Chairman Acton emphasized that the year was ended in the black and discussed the importance of fiscal responsibility.*

- *Director Martenis provided an update on spending for the year and the fiscal position of the organization.*

Approved 2020-21 fiscal year budget – available, previously reviewed, and unchanged

Review check register(s): *Commissioners noted reviewed in their packets*

Visitor comments: *None*

Commissioner comments: *None*

Executive Director report:

Director Martenis stated that operations, process, exhibits, and maintenance are moving on target. He is meeting with Head Docent Grace once weekly. He provided that the exhibition is 90% completed, and will be done when Carl Ludington can install display lighting.

An update was provided by Director Martenis regarding the James Oliver Curwood mini-documentary. Director Martenis stated that quotes are being collected.

Director Martenis closed the ED report stating that if any commissioners would like a 1 on 1 regarding the plan for 2021, he is open. Pro-Team Osika inquired as to when the Castle may be open. Director Martenis stated that there is no date as of yet, and laid out several benchmarks for when this will be considered.

Chairman Acton inquired as to whether everything possible is being done to display on all possible websites that the Castle is currently Closed. Director Martenis stated that a subcommittee is needed headed by someone with the specialized skills to make such updates. Chairman Acton asked the commission if there was any objection to having the Director and Chairman handling this, there were none.

Committee Reports:

1. **Facilities – Mark:** *Commissioner Erickson provided an update on the following items:*
 - *Commissioner Flayer inquired on the Sovis invoice/order request. He inquired about the disparities between the liability insurance for the Gould House and the Castle. Director Martenis provided that it's by project, not time spent.*
 - *Commissioner Flayer inquired about the lighting in the turret - "are we replacing just fixtures?". Director Martenis stated it would be a full replacement.*
 - a. **Maintenance purchases (from budget – things that get replaced)**
 - i. **Repair of a/c for apartment 2**
 - ii. **Grounds maintenance (No Mow Problems)**
 - b. **Aviator Jane event recap**
 - i. **Close loop on payment – did we get the \$250? - Director Martenis stated this would be follow up for the Finance Committee**
 - c. **Capital purchases (from bond – things that stay)**
 - i. **Jordan Sovis drone video – Purchase requisition complete and approved by Finance Committee**
 - ii. **Ludington – Purchase requisition complete and approved by Finance Committee**
 - iii. **EPS (security company) – in Finance Committee for analysis**
 - iv. **DayStarr – Purchase requisition complete and approved by Finance Committee**
 - d. **Castle window and Castle washing quote received – in Finance Committee for match to fiscal year budget line item – scheduled for late August or early September**
2. **Finance – Dave:**
 - a. **Committee has defined and is using the Purchasing process**
 - b. **Committee is managing account spending according to approved fiscal year 2020-21 budget**
3. **Governance – Dave:**
 - a. **Committee is reviewing the following for compliance and eventually to suggest changes:**
 - i. **Ordinance**
 - ii. **By-laws**
 - iii. **Purchasing Ordinance**
 - iv. *Mayor offered to run a "Robert's Rules boot camp". Chairman Acton added this as an action item.*
4. **Volunteers – Need Commissioner to lead this Committee:** *Commissioner Flayer welcomed Betsy to the commission. He stated he thought she would be a great addition to archiving. He stated that the library has purchased software called "Studio in a box" for item archiving. He also updated the commission that currently the library is actively researching, finding, and purchasing Curwood movies. He would like to see this dovetail to efforts made by OHC. He stated 50 Curwood movies have been purchased to date.*
5. **Archiving – Steve:** *Commissioner Flayer laid out the beginning of efforts for extensive archiving of OHC artifacts. He stated he will lead the group to pioneer this process.*
6. **Education – Sarah:** *None/Absent*
7. **Inventory – Albert/Betsy:** *Commissioner Galloway stated that she is looking forward to this project. Director Martenis stated that this came about by questioning the items owned by OHC and what would happen if there was a loss of inventory - ex: how would the insurance company be advised of what was lost and its value? He laid out a potential process for inventory. Commissioner Wilson questions by what means members of the public will be able to access this material. Commissioner Flayer answered that it would be up to the commission - it could potentially be digitized and put online. Director Martenis stated that it was the goal to digitize all pieces in order to clear the back log. He further stated there was a goal of creating value for the release of information as well as making it public.*

Commissioner Acton created an action item; Wilson and Flayer meet to weave their plans/resources together. Commissioner Flayer will reach out to Commissioner Wilson.

Commissioner Wilson shared his vision of a "preservation community" which exists in relation to other communities which are geared toward preservation, bringing people together in workshops in order to educate people on how to properly preserve their properties.

Chairman Acton added action item: Governance committee will begin a work plan on the "Preservation Community Resources" project.

Visitor Comments: *None*

Commissioner Comments: *None*

Adjourn: Motion at 7:26 p.m from Flayer, supported by Osika. Passed unanimously.