

**OWOSSO HISTORICAL COMMISSION**  
**Regular meeting**  
**Monday May 9, 2016**  
**Curwood Castle**

- CALL TO ORDER:** CHAIR ELAINE GREENWAY CALLED THE MEETING TO ORDER AT 7:08 P.M.
- PRESENT:** CHAIR ELAINE GREENWAY, COMMISSIONER NICK PIDEK, COMMISSIONER ROBERT BROCKWAY, COMMISSIONER TRACEY PELTIER, COMMISSIONER JENELLE STEELE-ELKINS, COMMISSIONER CAROLYN EBERT, HISTORICAL FACILITIES DIRECTOR ROBERT DORAN.
- ABSENT:** VICE-CHAIR JENNIFER MAHONEY, COMMISSIONER DENNIS MAHONEY, COMMISSIONER CHRIS EVELETH
- GUESTS: HEAD DOCENT DENICE GRACE; TOM WILLIAMS FROM THE NON PROFIT GROUP
- APPROVAL OF AGENDA:** COMMISSIONER PELTIER MOTIONED TO ACCEPT THE AGENDA AS PRESENTED, SECONDED BY COMMISSIONER BROCKWAY. AYES ALL, MOTION CARRIED.
- TREASURER'S REPORT:** COMMISSIONER BROCKWAY MADE A MOTION TO ACCEPT THE TREASURER'S REPORT, SECONDED BY COMMISSIONER STEELE-ELKINS. AYES ALL, MOTION CARRIED.
- APPROVAL OF APRIL 2016 MINUTES:** COMMISSIONER BROCKWAY MADE A MOTION TO ACCEPT THE MONDAY, APRIL, 11 2016 MINUTES, SECONDED BY COMMISSIONER EVELETH. AYES ALL, MOTION CARRIED.
- CITIZENS COMMENTS:** NONE.
- COMMUNICATIONS:** Director Robert Doran shared the contents of an email from Diane Conger requesting confirmation that the date for the unveiling of the Houghton Lake Curwood Cabin, which is still planned for July 28. He indicated that he would be able to give a better assessment of the project and timeframe at the next OHC meeting.
- DIRECTORS REPORT:** DIRECTOR DORAN DEFERRED DIRECTOR'S REPORT TO OLD AND NEW BUSINESS.
- OLD BUSINESS:** VOLUNTEER DATABASE:
- Chair Elaine Greenway shared that she is building the Volunteer Database for all of the OHC summer, fall, and winter events. She currently has the information of 35 volunteers. Director Doran reminded the Commission that we will need the following volunteers for Made in Owosso: 60 volunteers spread out throughout 12 weeks to act as docents for the Comstock Cabin and the Woodard Paymaster Building, another 15 for the June 24 Grand Opening, another 15 for the Moonlight Market and another 140 for the Historic Home Tour.
- CASTLE CONCERT SERIES:**
- Director Doran distributed a financial report regarding the three concerts. The Commission decided to postpone the May 2016 show to the 2017 season. Until then

then we will revisit and rebrand the event, taking into consideration different pricing, better marketing, and looking at inviting musical groups from outside Shiawassee County. The total net profit for the three concerts was \$953.12.

**MADE IN OWOSSO EXHIBITION:**

Director Doran updated the Commission on the Made in Owosso exhibition. Mr. Doran shared that the Cook Family Foundation had awarded the OHC and the SAC a matching financial grant of \$5,400 for the exhibition, to be released after the OHC and the SAC receive gifts or pledges of an equivalent amount. He stated again that all funds raised by the OHC and the SAC for Made in Owosso will be evenly split between the two organizations, as well as all other associated costs and revenues.

Commissioner Pidek shared how impressed he was with all of the time, research and community leadership that Director Doran has put into making Made in Owosso become a reality. Director Doran also shared that a meeting is to be held on Friday, May 13 with all of the Made in Owosso partners, in order to share information and prepare them for the event.

**IN ORDER TO CLARIFY THE CONFUSION REGARDING A SERIES OF INVOICES THAT WERE SUBMITTED TO THE FINANCE DEPARTMENT ON APRIL 19, THE COMMISSION DECIDED TO MOVE FORWARD WITH THE ESTIMATE FROM LUDINGTON ELECTRIC IN THE AMOUNT OF \$2,000 FOR THE PURCHASE AND INSTALLATION OF ELECTRIC AND LIGHT FIXTURES. COMMISSIONER BROCKWAY MADE THE MOTION TO MOVE FORWARD WITH THE ESTIMATE, SECONDED BY COMMISSIONER PIDEK. AYES ALL, MOTION PASSED.**

**THOSE IN ATTENDANCE UNANIMOUSLY AGREED TO CALL A SPECIAL MEETING OF THE OWOSSO HISTORICAL COMMISSION FOR TUESDAY, MAY 31<sup>ST</sup> AT 7:00 PM AT THE AMOS GOULD HOUSE IN ORDER TO FINALIZE DATES, VOLUNTEERS AND WORK FLOW FOR THE CURWOOD FESTIVAL AND THE MADE IN OWOSSO EXHIBITION. DIRECTOR DORAN WILL PREPARE THE REQUIRED NOTICE FOR THE MEETING.**

**CURWOOD CABIN: UPDATE:**

**IN ORDER TO CLARIFY THE CONFUSION REGARDING INVOICES THAT WERE SUBMITTED TO THE FINANCE DEPARTMENT ON APRIL 19, THE COMMISSION TOOK FORMAL ACTION TO AUTHORIZE PAYMENT TO H2A ARCHITECTS FOR SERVICES RENDERED – CABIN ON-SITE ASSESSMENT AND FLOOR AND FOUNDATION DRAWINGS – IN THE AMOUNT OF \$1,347.50. COMMISSIONER PELTIER MADE THE MOTION TO PAY THE INVOICE AS STATED, SECONDED BY COMMISSIONER STEELE-ELKINS. AYES ALL, MOTION PASSED.**

**OIL PAINTINGS IN THE CASTLE UPDATE:**

Lis Art Conservation completed the analysis of the paintings.

**COMMISSIONER PELTIER MOVED TO PAY LIS ART CONSERVATION IN THE AMOUNT OF \$611.25 FOR THEIR CONSERVATION SERVICES, SECONDED BY COMMISSIONER BROCKWAY. AYES ALL, MOTION CARRIED.**

**2016 HOME TOUR:**

Chair Greenway gave a brief overview of the five homes secured for the Home Tour, and indicated that advertisers were already asking to reserve ad placement for this year's event. Commissioner Pidek and Director Doran spoke about upcoming marketing efforts in the context of not only the Home Tour, but Made in Owosso as well. They will be presenting the preliminary Marketing Plan and Media Kits at the Made in Owosso Partner Meeting to be held on Friday, May 13, 10:00 am at Foster Coffee. The completed marketing plan will be presented to the OHC at the special meeting on Tuesday, May 31, 7:00 pm at Gould House, and will be launched on June 1. Mr. Doran again discussed sponsorships with regard to local realtors sponsoring homes and providing volunteer docents.

**NEW BUSINESS:**

**COMMITTEE REPORTS:**

**MERCHANDISING – COMMISSIONER TRACEY PELTIER:** Commissioner Peltier shared research and recommendations for merchandise to be purchased for sale at the Castle.

**A MOTION WAS MADE BY COMMISSIONER PIDEK TO ALLOT UP TO \$900.00 FOR THE PURCHASE OF MERCHANDISE FOR SALE AT CURWOOD CASTLE, SECONDED BY COMMISSIONER STEELE-ELKINS. AYES ALL, MOTION PASSED.**

**EDUCATION – COMMISSIONER JENELLE STEELE-ELKINS:** Commissioner Steele-Elkins shared her idea to create a "Traveling Trunk" for students filled with facsimiles of OHC artifacts and ephemera. She and Director Doran will be working toward completing three of the trunks for use with next year's classes. They are: Antique Toys, James Oliver Curwood, and Pioneer Life/Comstock Pioneer Cabin. Ms. Steele-Elkins and Mr. Doran will also be developing a curriculum for her honors history students that Doran will teach starting in September titled "Learning the Art of THE Exhibition". The final examination for the class will be a full scale history exhibit curated by the students at one of the OHC museums.

**A MOTION WAS MADE BY COMMISSIONER STEELE-ELKINS TO BUDGET UP TO \$500 FOR THESE PROJECTS, SECONDED BY COMMISSIONER PIDEK. AYES ALL, MOTION PASSED.**

**VOLUNTEERS - CHAIRWOMAN ELAINE GREENWAY:** Please see the statement under Old Business from Ms. Greenway regarding volunteers.

**FUNDRAISING – COMMISSIONER CHRIS EVELETH:** Commissioner Eveleth was absent, but he and Director Doran did have a conversation regarding benchmarks and creating tools for fundraising.

**FACILITIES – COMMISSIONER DENNIS MAHONEY:** Commissioner Mahoney was absent, but sent this note to Director Doran for inclusion in the minutes:

*I was able to have a conversation with Robert Doran, Director. We reviewed the current year's Program of Events. I will develop a systematic process to review all Facilities and Grounds in order to develop a budget for upkeep. The budget will also reflect the needs of the programs for the*

*coming year that will utilize each facility. Changes to the grounds and facilities will work through this committee to ensure that they are cost effective.*

**EXHIBITIONS & SPECIAL EVENTS – COMMISSIONERS ROBERT BROCKWAY, CAROLYN EBERT AND JENNIFER MAHONEY:** Commissioners Brockway and Ebert shared their initial meeting with Director Doran who provided them with benchmarks and guidance on presenting and scheduling events that foot to the OHC’s Mission and Vision. Since this year’s events and exhibitions are already on the calendar, the Commissioners had some ideas for events and exhibitions for 2017. The Commissioners will also be chairing the Made in Owosso Exhibition Opening Gala, scheduled for June 24.

**MARKETING, SOCIAL MEDIA & PR – COMMISSIONER NICK PIDEK:** Commissioner Pidek spoke of his involvement in the Marketing Plan for Made in Owosso, which includes the unveiling of the Houghton Lake Curwood Cabin and the Historic Home Tour. The 16-week long plan will launch on June 1. Commissioner Pidek asked all Commissioners to provide him with any media contacts they may have.

**ACQUISITIONS – DIRECTOR ROBERT DORAN:** Director Doran shared that he is always on the lookout for artifacts that have any historical value to Owosso, the OHC’s four museums, and items that foot to the organization’s Mission and Vision. As part of the on-going internal reorganization, with the assistance from the Non Profit Group and the Cook Family Foundation, Mr. Doran will update the OHC acquisitions policy and procedures for our records.

**CITIZEN COMMENTS:**

Head Docent Denice Grace spoke about the upcoming Curwood Festival and her involvement with the event.

**ADJOURN:**

**CHAIR GREENWAY MADE A MOTION TO ADJOURN AT 8:44 P.M., SUPPORTED BY COMMISSIONER PIDEK. AYES ALL, MOTION CARRIED.**