

OWOSSO HISTORICAL COMMISSION

Regular Meeting Minutes

MAY 8, 2017, 7:00 PM Curwood Castle

- CALL TO ORDER:** Vice-Chair Tracey Peltier called the meeting to order at 7:00 pm.
- PRESENT:** Vice Chair Tracey Peltier, Commissioner Annie Ludington, Commissioner Carol Vaughn, Commissioner Janell Steele-Elkins, Commissioner Sarah Adams, Commissioner Karen Kong, Commissioner Robert Brockway, City Council Representative Elaine Greenway, Commissioner Carolyn Ebert, Director Robert Doran
- ABSENT:** Commissioner Heather Deason
- APPROVAL OF AGENDA:** Commissioner Carol Vaughn motioned to accept the Agenda, seconded by Commissioner Karen Kong. Ayes all, motion carried.
- TREASURER'S REPORT:** Commissioner Jenelle Steele Elkins motioned to accept the Treasurer's Report, seconded by Commissioner Carol Vaughn. Ayes all, motion carried.
- APPROVAL OF APRIL MINUTES** Commissioner Carol Vaughn motioned to accept the April, 2017 Minutes, seconded by Commissioner Karen Kong. Ayes all, motion carried.
- CITIZEN COMMENTS:** None
- COMMUNICATIONS:** None
- DIRECTORS REPORT:** Director Doran announced that Commissioner Carol Vaughn would accept the role of OHC Chair. Entire Commission agreed by unanimous consent.
- OLD BUSINESS:**
- Commissioners were scheduled for Curwood weekend. Admission was discussed. As in previous years, admission to the Castle for Curwood weekend will be one dollar. It will also be the opening weekend for the Comstock Pioneer Cabin and the Woodard Paymaster Building.
 - Commissioner Tracey Peltier indicated that she and Director Doran had completed their research and were ready to place an order for the Castle Gift Shop. **COMMISSIONER TRACEY PELTIER MOTIONED TO PURCHASE ITEMS FOR THE CASTLE GIFT SHOP IN THE AMOUNT OF \$660.22, PLUS SHIPPING, SECONDED BY COMMISSIONER CAROLYN EBERT. AYES ALL, MOTION CARRIED.**
 - New narrative plaques for Paymaster Building and sign for Curwood Castle will be ready and installed in time for Curwood Festival.
 - Commissioner Jenelle Steele-Elkins indicated that she and Director Doran had begun the implementation of a High School History Exhibition. Director Doran had traveled to Steele-Elkin's classroom three times to present the exhibition to her students and with OHC artifacts. Because of time constraints due to aggressive student extracurricular and testing schedules, they were unable to complete the exhibition and will continue the project with another group of students in the fall. Over the summer Doran and Steele-Elkins will work on two traveling trunk shows for middle and high school students.
 - Director Doran will be working with Gnosis Marketing during the month of May to complete Phase I of the OHC website.
 - OHC and SAC continue to work with the CVB on a mini-grant for marketing materials for Curwood Castle Park.

- Director Doran reviewed Phase I of the Strategic Plan. The Commission decided to meet on Monday, May 22, 6:00 pm at SAC, to select long and short term OHC goals, and to implement those goals.
- Chair Carol Vaughn reviewed the results of the 501(c)3 committee meeting. Progress on this initiative will continue through May. Director Doran passed out a list of possible names for the new organization. Commission members will pick three and pass them in at the next regular meeting of the OHC.

NEW BUSINESS:

- Director Doran is working on a schedule for volunteers to act as docents for the Paymaster Building and the Comstock Pioneer Cabin from June 1 through September 16. He and Head Docent Denice Grace will be working with Kiwanis and other community organizations on this important initiative.
- Commissioner Tracey Peltier discussed the Curwood Castle Farmers Market Festival - a partnership between the OHC, Downtown Farmers Market, SAC and the Owosso Amphitheater - leading up to the Moonlight Market on August 3. The schedule was shared and posters were distributed.
- Carol Vaughn was unanimously accepted as the new OHC Chair – SEE ABOVE.
- **UPON THE RECOMMENDATION OF DIRECTOR ROBERT DORAN COMMISSIONER TRACEY PELTIER NOMINATED THE FOLLOWING COMMUNITY LEADERS TO JOIN THE OHC AS EX OFFICIO MEMBERS: SAC DIRECTOR PIPER BREWER, MAYOR OF OWOSSO CHRIS EVELETH, JENIFER MAHONEY & MAIN STREET MANAGER JOSH ADAMS. CHAIR CAROL VAUGHN SECONDED. AYES ALL, MOTION CARRIED.**
- Director Doran facilitated the discussion of setting up a permanent OHC office at the Gould House along with establishing Director hours for the public. He also indicated that the four gardens at the museum required constant tending and attention. Doran has found a local master gardener who charges \$12 per hour and he is going to look into having her re-establish the gardens for the 2017 season. Commissioner Annie Ludington and Sarah Adams indicated that they would like to form a committee to assist with the gardens.
- As a result of our Strategic Planning meeting, the following Committee Structures have been identified:
 - Philanthropy and Giving
 - Governance
 - Finance
 - Exhibitions & Education
 - Facilities
 - Acquisitions & Archiving
 - Marketing & Social Media

The committees, along with committee job descriptions and responsibilities, will be discussed at the meeting on May 22.

CITIZEN COMMENTS:

ADJOURN: