

OWOSSO HISTORICAL COMMISSION
Regular Meeting Minutes
November 13, 2017, 7:00 PM Curwood Castle



CALL TO ORDER: Carol Vaughn called the meeting to order at 7:00 pm.

PRESENT: CAROL VAUGHN, CHAIR; TRACEY PELTIER, VICE CHAIR; CAROLYN EBERT; ELAINE GREENWAY, CITY COUNCIL REPRESENTATIVE; ROBERT BROCKWAY; ANNIE LUDINGTON; SARAH ADAMS; KAREN MARUMOTO

ABSENT: HEATHER QUINN; JENELLE STEELE-ELKINS

APPROVAL OF AGENDA:

CONSENT AGENDA:

October 2 Minutes; Treasure's Report: Revenues and Expenditures, Curwood Castle Admissions and Financials, Curwood Castle Gift Shop Sales, OHC Check Register and OHC Balance Sheet

DUE TO OUTSTANDING ISSUES WITH THE FINANCIALS AS THEY RELATE TO THE PAYMENT FOR THE CASTLE PAINTINGS, THE COMMISSION WILL NOT APPROVE REVENUE AND EXPENDITURES OR THE BALANCE SHEET REPORTS UNTIL THEY MEET WITH CITY MANAGER AND FINANCIAL DIRECTOR; FUTURE MEETING TO BE DETERMINED.

ALL OTHER ITEMS IN CONSENT AGENDA APPROVED. VICE CHAIR TRACEY PELTIER MADE THE MOTION, SECONDED BY CAROLYN EBERT. AYES ALL, MOTION CARRIED.

CITIZEN COMMENTS: NONE

COMMUNICATIONS: NONE

OLD BUSINESS:

- **Review 2017 Holiday Party & Silent Auction, Thursday, December 7** – The Holiday Party Committee gave its report on the upcoming Holiday Party & Silent Auction. Director Doran raised \$1,000 in corporate donations to pay for the event from the following: Gilbert's Hardware, O'Day-Raymond James, Swartz Funeral Home and Woodworth Commercial. Invitations, post cards, posters and FB graphics have been ordered. Hand written invitations will be in the mail the week of November 20. Each Commission member is responsible for a "basket" worth \$100. Commission Members and Director Doran will seek further donations from merchants and other members of the community. The Holiday Party Committee will meet the week of November 27. The success to this event is attendance!
- **Review Curwood Highlander** – The first Curwood Highlander was a tremendous success for the OHC and Curwood Castle. The event brought over 200 new visitors to the Castle and the Comstock Cabin.
- **Update on Financials:** Please see consent agenda above.
- **Review name for OHC: Owosso Historic Museums and Collections** is the start-up name for the new organization. More names will be considered.
- **Robert Doran – contract** – Director Doran discussed his reluctance in signing the new contract. He wanted assurances from each Committee member that they were fully vested in the amount and that they were committed to raising funds not only for the salary, but that their fundraising efforts would meet and exceed expectations for the 2017/2018 budget. Each Committee member unanimously agreed and further urged Doran to sign the contract. Chair Carol Vaughn gave Director Doran until December 1 to make his decision.

NEW BUSINESS:

- **COMMITTEE REPORTS – PLEASE SEE ATTACHMENT FOR ALL COMMITTEE REPORTS.**
 - Finance
 - Governance
 - Philanthropy and Giving
 - Exhibitions & Education
 - Facilities
 - Marketing, Advertising & Social Media
 - Archiving & Acquisitions
 - Volunteers
- **OHC Donor and Volunteer Awards Ceremony:** For the first time the OHC will be honoring and recognizing volunteers and donors. The event will be held on Tuesday, November 14, 7:30 pm, at Curwood Castle. All Commission members are urged to attend this important OHC and community event
- **OPEN ENDED: Where are we next year?** – Each Committee member gave a positive word statement on where they would like to see this organization at this time next year. The meeting ended in a very positive manner!

CITIZEN COMMENTS:

NONE

ADJOURN:

VICE CHAIR TRACEY PELTIER MADE THE MOTION TO ADJOURN AT 8:25 PM, SECONDED BY CITY COUNCIL REPRESENTATIVE ELAINE GREENWAY. AYES ALL, MOTION CARRIED.

Archive and Acquisition Committee

Meeting date: Friday, November 10, 2017, 4:30 pm, Curwood Castle

Attendees: Heather Jacobs-Chair, Michael Paine, Denice Grace, Robert Doran-Brockway

Timeline of work: 1st quarter of 2018

Budget to be determined as committee will actively be seeking 2 sponsors for the initiative.

1. Robert suggested the first thing the committee needs to do is go through all of items which have collected and stored at the Gould House
 - a. We will sort through all items and decide which are relevant for archival purposes
 - b. All items to be archived will be saved in professional grade paper, acid-free covers (for paper items) and all will be stored in archival boxes
 - i. All members have archival goods magazines at their disposal to research what we may need and what it will cost
2. All items for archiving which are on display at Curwood Castle, the Paymaster Building, Comstock Cabin and Gould House will be left on display but entered into our archiving software along with the non-display items
3. A budget for the A&A Committee needs to be developed
 - a. Robert believes we have \$5,000 set aside for archival purposes
 - b. We are looking into finding sponsors for the budget to help us buy items we need such as a new computer and archival storage items
4. Heather has the Past Perfect software at home with her in order to get familiar with it
 - a. She has experience with this kind of software from her time at MSU working with archaeological finds in Greece – should be able to learn this software fairly quickly
 - b. Heather will also take ownership of installing the software on whatever computer we use as she has years of experience in IT
5. We will eventually look into acquiring items for the Curwood Castle which fit with the original time period (as found in images of the castle at the time JOC was using it)
6. A&A will also look into acquiring items from other places that have relevant pieces of Owosso's history which might be used for temporary exhibits at the castle or Gould House
7. We would like to turn the Gould House into a proper museum with rooms dedicated to specific exhibits as one would see at a larger museum elsewhere
8. Lastly, this winter the main focus will be sifting through all the material being stored at Gould House

Next meeting: TBD

Exhibition and Education Committee Meeting
October 27, 2017 – 6:30 pm

Committee: Robert Brockway and Jenelle Steele-Elkins-Co-Chairs, Elaine Greenway, Jeff Deason, Deb Gregoricka, Robert Doran

In Attendance: Robert Brockway, Elaine Greenway, Robert Doran

Exhibitions Budget 4K

The Committee agreed that the Commission would seek out sponsors for all Exhibitions and Educational programs and initiatives

2018 Initiatives

1st and 2nd Quarter Exhibitions and Initiatives

- New Sign for exterior of Gould House - \$500

- Comstock Pioneer Cabin and Woodard Paymaster Building to remain open for third year running; Saturday and Sunday, June 7 for Curwood Festival through September 30

- Permanent Castle Narrative – the James Oliver Curwood Story –

Members and VIP Opening Saturday, June 2; open to the public Thursday, June 7 in conjunction with the opening of the Curwood Festival – Budget \$2500

- Narrative to match Comstock Cabin and Woodard Paymaster Building
- Welcome sign in entrance
- Narrative in Great room – Curwood the Novelist
- Narrative in 1st floor turret – Curwood the Movie Pioneer
- Narrative in 2nd floor turret – Curwood the Conservationist
- New lighting in 2nd floor turret
- Narrative in 3rd floor turret – Curwood’s life story
- Lower level – semi permanent exhibition of original Castle Blueprints and rotating exhibitions

- New Outdoor Lighting for Castle and Curwood statue
 - Budget TBD – Waiting for estimate; entire project to be sponsored

3rd Quarter Exhibitions and Initiatives

- Curwood Collection Paintings Exhibition – Grand unveiling of the 2-year painting restoration at Curwood Castle – Saturday, September 8 through November 11, in conjunction with Owosso Art Walk - \$1,000
 - Permanent Plaques for paintings indicating artists, literary attributions, donors, etc.
 - Before and during photos of the restoration
 - Borrow original Curwood art and artifacts for duration of exhibition

Education Report pending

- Education budget – 2K

Next meeting: TBD

Facilities Committee

Josh Adams, Carl Ludington, Bill Brooks, Randy Woodworth, Sarah Adams, Kris Poag, Robert Doran

Saturday, November 11, 2017 – 9:00 am Curwood Castle

In attendance: Sarah Adams-Chair, Carl Ludington, Kris Poag, Josh Adams, Robert Doran

2017/2018 Fiscal year Maintenance Budget:

- Curwood Castle, Comstock Pioneer Cabin and Woodard Paymaster Building – 7K
- Gould House – 5K
- Gould House rental properties – 1K

Our Goals:

- We will meet once a month beginning in January
- Create a long- and short-term general maintenance checklist for our four museums: The Gould House, Woodard Paymaster Building, Comstock Pioneer Cabin, Curwood Castle, and all corresponding grounds. After a checklist is made we will use it on a regular basis to ensure that our museums are, and will remain, structurally sound.
- We want to maintain a standard of professionalism in our museums' physical structures and historical accuracy. (Example: we do not want to put a tin roof and vinyl siding on the Paymaster)
- Determine a short and long term capital expenditure needs
- Develop Best Practices for each museum. We want to set achievable standards and guidelines for the maintenance of our museums that future individuals can adhere to. These museums are our community's legacy and we want to care for them with excellence
- Determine how to manage grounds and gardens (i.e. low maintenance perennials, etc.)
- We discussed some pending maintenance on all four of our buildings.

What do we do with the Gould house? How do we best utilize this building Continue to seek out suggestions and ideas.

Next meeting: first week in January

Finance Committee Agenda Meeting

Annie Ludington & Carolyn Ebert-Co-Chairs, Susan Montenegro, Robert Doran

November 17, 2017

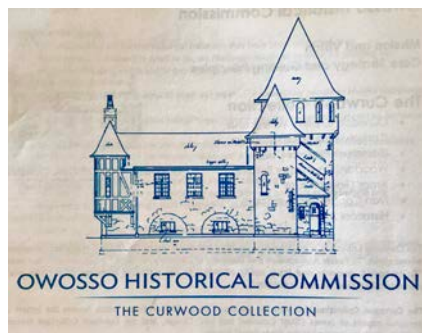
1:30 pm Gould House

- Committee Introductions
- Briefly discuss future plans for OHC as it pertains to the formation of a 501(c)3
- Discuss creation of Administrative, Accounting and Investment Policies
- Discuss software and hardware needs to implement new policies
- Discuss adherence to nonprofit best practices
- Discuss our current finances and relationship with City of Owosso, and what that looks like as a nonprofit
- Create timeline(s) for all of the above

Committee agreed to:

- Review Administrative, Accounting and Investment Policies (AAI) from the Nonprofit Capacity Building Group and appropriately edit for new organization.
- Review current P&L and submit suggestions for new line items
- Review current versions of QuickBooks for Nonprofits to determine which version fits the needs of the new organization
- Robert to meet with the IT consultant from the Cook Foundation to help determine software and hardware needs for new organization
- Robert to contact Deanne Biondi as possible accountant consulting

Next Meeting: December 28, 6:30 pm, Gould House



AGENDA
Governance Committee
Owosso Historical Committee
November 8, 2017

- A. Status and Completion of 2018-19 Strategic Plan
- B. Application of 501(c)3 and target completion dates
- C. Development of Board Policy Manual
- D. Select quarterly Board Education Topics
- E. Fill Board Member vacancies

Meeting Summary:

Present were Carol Vaughn, Dave Atkin, Don Crawford and Robert Doran-Brockway. We reviewed a quick organization history and the committee responsibilities and the committee strategic plan goals. Actions determined included:

- Complete the Strategic Plan in form and function by 1-31-18. Carol & Robert
- Have all forms required and submit IRS Form 1023 by 1-31-18. David & Robert
- Finalize on what template source we will use for creation of the Board Policy Manual by 12-1-17 and complete the manual by 6-30-18. Carol & Robert
- Create a Board Meeting Agenda Planning Guide for the cyclic, repeatable agenda items that are critical to Board function. By 12-1-17. Carol
- There is one vacant board seat and this will be an agenda item on the committee's 12-7-17 agenda.
- The committee will select 4 Board education topics to be delivered quarterly in 2018. Topics to be determined at 12-7 committee meeting. All.

Next meeting is 12-7-17 at 9:00am at the Castle

Marketing, Advertising & Social Media –

Tracey Peltier-Chair, Chris Eveleth, Robert Doran

Thursday, November 9, 6:30 pm

2017/2018 Fiscal Budget – 5K

- Chris presented a mass text idea to invite people or find available volunteers.
- Castle Ticket created, like us on Facebook and become entered into a drawing as a way to grow and foster our FB page.
- New Guest Book Created for sign in similar to the SRI in order to create a user friendly data base.
- Robert will reach out to Nick one last time in regard to completion of the website before the end of the 2017.
- Committee will meet in January in order to create marketing schedule in conjunction with exhibitions, educational programs and other OHC initiatives to create time frames and budgets so for M&A campaigns. This will help us be on target and focused at the right times.
- Put together a press kit with contact info for newspapers, radio, television, (possibly ask Loraine Austin to assist) this might be great to share with other non-profits as well.
- Chris will get a list of stakeholders to invite to an event at the castle where we can engage them. A classy, candlelight party.

Next meeting: TBD

Philanthropy and Giving

Meeting: November 10, 5:30 pm, Curwood Castle

Karen Marumoto-Chair, Gordon Pennington, Robert Doran

Discussion was geared towards the growth stages of our organization and at what point are you able to grow fundraising through:

- Package for offerings
- Individual and corporate gifts
- Memberships – what that looks like and levels
- Grants and foundations
- Marketing and positioning of organization is critical to success of all fundraising initiatives
- Create PRESERVATION – EDUCATION – INTEGRATION – PEI as a baseline and metrics for all fundraising initiatives
- Gordon discussed inviting fundraising specialist Tod Nichols to Owosso to discuss strategic fundraising

- Short term goal: create Membership for new organization in time for December 7 Holiday Party

Next meeting: TBD