

OWOSSO HISTORICAL COMMISSION
Regular Meeting Minutes
March 12, 2018, 7:00 PM Curwood Castle



CALL TO ORDER: CHAIRPERSON CAROL VAUGHN CALLED THE MEETING TO ORDER AT 7:00 PM.

PRESENT: CHAIRPERSON CAROL VAUGHN, COMMISSIONER SARA ADAMS, COMMISSIONER KAREN MARUMOTO, CITY COUNCIL REPRESENTATIVE ELAINE GREENWAY; COMMISSIONER ROBERT BROCKWAY; COMMISSIONER CAROLYN EBERT; COMMISSIONER ANNIE LUDINGTON; COMMISSIONER DAVE ACTON; ROBERT DORAN, DIRECTOR

ABSENT: COMMISSIONER CAROLYN EBERT, COMMISSIONER HEATHER QUINN, COMMISSIONER DEB GILBERT

APPROVAL OF AGENDA: COMMISSIONER DAVE ACTON MOVED TO APPROVE THE AGENDA, SECONDED BY COMMISSIONER KAREN MARUMOTO. AYES ALL, MOTION CARRIED.

CONSENT AGENDA:
January 19 Meeting Minutes; OHC Revenues and Expenditures, OHC Check Register, OHC Balance Sheet, March Castle Financials, March Castle Gift Shop, March Castle Comparison

CITY COUNCIL REPRESENTATIVE ELAINE GREENWAY MOVED TO APPROVE THE CONSENT AGENDA, SECONDED BY COMMISSIONER ANNIE LUDINGTON. AYES ALL, MOTION CARRIED.

CITIZEN COMMENTS: N/A

COMMUNICATIONS: N/A

OLD BUSINESS:

- **Review Board Agenda 12 Month Planning Guide** – 12 month planning guide reviewed by board.
- **Review revised IT Proposal** – Director Doran continues to implement the IT solutions suggested from the consultant provided by the Cook Family Foundation. Doran indicated that by the next OHC meeting he would have implemented G Suite.
- **Review OHC Website** – Director Doran solicited feedback from the board on the launch of the new OHC website www.owossohistory.org Board and community feedback has been very positive. Doran explained that this is phase one of the website, and that moving forward there were additional components that will be added over time during the next 6 to 12 months. Several sections will be predicated on the launch of the new 501(c)3.
- **501(c)3 status** – Chair Carol Vaughn and Director Doran gave a brief report on the status of the 501(c)3.
- **Home Expo results** – Director Doran gave a brief report on the OHC's participation in the Home Expo.

NEW BUSINESS:

- **Committee Reports – Strategic Planning Activities for 2018**
The following committed gave their monthly reports:
 - Finance – Annie Ludington
 - Governance – Carol Vaughn
 - Philanthropy and Giving –Karen Marumoto
 - Exhibitions & Education – Robert Brockway and Elaine Greenway
 - Facilities – Sara Adams
 - Marketing, Advertising & Social Media – Robert Doran
 - Archiving & Acquisitions – Robert Doran for Heather Jacobs. The Board discussed the purchase of a computer and scanner for the archiving efforts. The cost would be \$1,500 for a laptop and \$1,000 for a scanner, for a total of \$2,500. **CHAIRPERSON DAVE ACTON MOTIONED THE APPROVAL AND EXPENDITURE OF \$2,500 FOR THE PURCHASE OF A LAPTOP AND SCANNER FOR THE PURPOSE OF ARCHIVING. CITY COUNCIL REPRESENTATIVE ELAINE GREENWAY SECONDED, AYES ALL, MOTION PASSED.**
 - Volunteers – Robert Doran
- **Review proposed dashboard reports and Curwood Castle dashboard report** – Chair Carol Vaughn explained to the board the new dashboard reporting structure using the recently implemented Castle 16-17-18 yearly comparison report as an example. Vaughn indicated that at the next meeting she will present the new reporting structure. She solicited – via email – the board for examples of the data they would like to see on the new report.
- **Review Bus Tours Proposal** – Director Doran presented to the board a grant proposal to the CVB for \$2400, in partnership with the SRI, SAC and DUSI. The grant consists of a part time person working 4 hours a week to solicit leads and bring bus tours to Curwood Castle Park, Owosso, Durand Union Station and Shiawassee County.
- **Talk about fundraising** – Chair Carol Vaughn and Director Doran discussed the importance of the entire board being fully engaged in fundraising. Some of the topics discussed were a fundraising seminar for the board and a undetermined financial obligation for each board member. The board agreed to continue the discussion at the next OHC meeting.
- **We are currently looking at the City Budgets, will have a full report to the board at the April 9th meeting.** Chair Carol Vaughn and Director Doran will present the 18/19 OHC/City Budget and the working document budget for our new 501(c)3 organization at the next full meeting of the board.
- **Power thought of the day!**

CITIZEN COMMENTS:

N/A

ADJOURN:

CITY COUNCIL REPRESENTATIVE SARA ADAMS MOTIONED TO ADJOURN THE MEETING AT 8:09 PM, SECONDED BY COMMISSIONER ROBERT BROCKWAY. AYES ALL, MOTION CARRIED