**OWOSSO HISTORICAL COMMISSION**

Regular Meeting Minutes

June 11, 2018, 7:00 PM Curwood Castle

**CALL TO ORDER: MEETING WAS CALLED TO ORDER AT 7:02 PM BY CHAIR CAROL VAUGHN**

**PRESENT: COMMISSIONER CAROL VAUGHN, CHAIR; COMMISSIONER KAREN MARUMOTO, VICE CHAIR; COMMISSIONER SARA ADAMS; COMMISSIONER DAVE ACTON; COMMISSIONER ROBERT BROCKWAY, COMMISSIONER CAROLYN EBERT; COMMISSIONER HEATHER JACOBS; ROBERT DORAN, DIRECTOR**

**ABSENT:** **COMMISSIONER DEB GILBERT; COMMISSIONER ELAINE GREENWAY, CITY COUNCIL REPRESENTATIVE; COMMISSIONER ANNE LUDINGTON**

**APPROVAL OF AGENDA: Chair Carol Vaughn motioned to move the 501c3 status from old business to new business. Ayes all, motion carried.**

**COMMISSIONER KAREN MARUMOTO MOTIONED TO APPROVE THE AGENDA, SUPPORTED BY COMMISSIONER SARA ADAMS. AYES ALL, MOTION CARRIED.**

**APPROVAL OF MAY, 2018 REVENUE AND EXPENDITURE REPORT**

**COMMISSIONER ROBERT BROCKWAY MOTIONED TO APPROVE THE MAY 2018 REVENUE AND EXPENDITURE REPORT, SUPPORTED BY COMMISSIONER HEATHER JACOBS. AYES ALL, MOTION CARRIED.**

**CONSENT AGENDA:**

**Curwood Castle Dashboard Report, OHC Dashboard Report, Curwood Castle Admissions and Financials, Curwood Castle Gift Shop Sales, OHC Balance Sheet, OHC Check Register; OHC May 14 Meeting Minutes**

**COMMISSIONER SARA ADAMS MOTIONED TO APPROVE THE CONSENT AGENDA, SUPPORTED BY COMMISSIONER CAROLYN EBERT. AYES ALL, MOTION CARRIED.**

**CITIZEN COMMENTS:** **NONE**

**COMMUNICATIONS: NONE**

**OLD BUSINESS:**

* **Review Board Agenda 12 Month Planning Guide**: Commission reviewed 12 month planning guide.
* 501(c)3 status – **Defer this item to New Business under IRS proposal**
* **Curwood Festival Update**: Executive Director Doran distributed preliminary numbers from the Curwood Festival. Numbers were down 60% to 70% from last year. Final numbers will be presented at the nest board meeting.
* **Castle Movie Exhibition update:** Exhibition opened to great reviews from visitors to the Castle during Curwood weekend. There was discussion regarding leaving the exhibition up at least through January, possibly through the next Curwood Festival.
* **Summer schedule update:** Director Doran distributed Curwood Castle marketing post card with OHC schedule for remainder of 2018.

**NEW BUSINESS**:

* Committee Reports – Strategic Planning Activities for 2018
	+ - Summary reports and regularly scheduled meetings
	+ **Finance:** Carolyn Ebert shared four strategic work plans with the Commission: Monthly Budgets and Spending Reports; Move OHC finances from City of Owosso to 501(c)3; Transition Financial Reporting to QuickBooks; and Yearly Budget Work Plan.
	+ **Governance:** no report
	+ **Philanthropy, Giving & Membership**: no report
	+ **Exhibitions & Education**: this committee discussed the Curwood Movie Exhibition and the success of the first History Trunk distributed to four classrooms at Central School.
	+ **Facilities:** no report
	+ **Marketing, Advertising & Social Media**: Director Doran shared some of the success with boosting and cross promoting among other organizations.
	+ **Archiving & Acquisitions**: no report
	+ **Volunteers:** Director Doran shared how proud he was of the OHC volunteer base, which now counts 60 active members. He also shared that during Curwood weekend there were 22 volunteers in the three museums in Curwood Castle Park. He also shared that the Comstock Pioneer Cabin and the Woodard Paymaster Building were open weekends, for tours and for special events through September 22.
* **Fundraising Training** – Through the OHC’s membership in the Nonprofit Capacity Building initiative, funded through The Cook Family Foundation, we have scheduled a Fundraising Training Seminar for the commission on Thursday, July 26, with a follow-up meeting, date to be determined. Director Doran, the consultant from the NonProfit Network and the governance committee will manage the agenda.
* **IT Roadmap Proposal**: Director Doran submitted an IT proposal/ roadmap outlining software and hardware needs for the implementation of an eventual 501(c)3. Final estimate based on State of Michigan contracts to be delivered from City of Owosso IT consultant at time of PO submission.

**COMMISSIONER HEATHER JACOBS MOTIONED TO APPROVE THE EXPENSE OF UP TO $4,000 FOR HARDWARE FOR TWO LAPTOPS AND ONE PRINTER FOR CURWOOD CASTLE; AND UP TO $1,670 FOR SOFTWARE, SUPPORTED BY COMMISSIONER SARA ADAMS. AYES ALL, MOTION CARRIED.**

* **IRS application proposal**: The commission discussed the last phase of the 501(c)3 application process for the implementation of said “nonprofit.” After discussion the board elected to hire a consultant tocomplete the last phase of the paperwork, IRS form 1023.

**COMMISSIONER DAVE ACTON MOTIONED TO APPROVE THE HIRING OF CONSULTANT PATRICE MARTIN TO COMPLETE IRS FORM 1023 IN THE AMOUNT OF $1,750, SUPPORTED BY COMMISSIONER ROBERT BROCKWAY. AYES ALL, MOTION CARRIED.**

* **Capital Improvements - Gould House apartment renovation**: Director Doran submitted an estimate to begin the necessary repairs of the vacant apartment at the Gould House.

**COMMISSIONER DAVE ACTON MOTIONED TO APPROVE REPAIRS OF THE VACANT APARTMENT AT THE GOULD HOUSE, NOT TO EXCEED $4,999.00, SUPPORTED BY COMMISSIONER HEATHER JACOBS. AYES ALL, MOTION CARRIED.**

* **First draft policy board manual:** The first draft of the Board Policy Manual will be sent to the board electronically on 6/15.
* **Executive Director Review**: Chair Carol Vaughn distributed to the commission the first part of a review for Director Robert Doran. The commission will mail review to the chair and a committee consisting of Chair Carol Vaugh, Commissioner Dave Acton and Commissioner Carolyn Ebert will present the results to the Director at a date to be determined.
* Power thought of the day

**CITIZEN COMMENTS: NA**

**ADJOURN: COMMISSIONER CAROLYN EBERT MOTIONED TO ADJOURN AT 8:26, SUPPORTED BY COMMISSIONER DAVE ACTON. AYES ALL, MOTION CARRIED.**