

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



CALL TO ORDER: MEETING WAS CALLED TO ORDER AT 7:06 P.M. BY CHAIR CAROL VAUGHN

PRESENT: Commissioner Carol Vaughn, Chair, Commissioner Karen Marumoto, Vice Chair; Commissioner Sara Adams; Commissioner Dave Acton; Commissioner Carolyn Ebert Commissioner Elaine Greenway; Commissioner Paul Rogers; Commissioner Heather Jacobs; Robert Doran, Director

ABSENT: Commissioner Deb Gilbert;

OTHERS PRESENT: State Representative Ben Frederick, Mayor Chris Eveleth

APPROVAL OF AGENDA: Commissioner Acton, Motioned to approve agenda. Motion Supported by Commissioner Marumoto. Ayes all, motion carried.

APPROVAL OF SEPTEMBER, 2018 REVENUE AND EXPENDITURE REPORT

A discussion took place regarding expenses and accounts to be used. Commissioner Acton, Motioned to approve the October, 2018 Revenue and Expenditure Report. Motion Supported by Commissioner Greenway. 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 October 2018 Meeting Minutes with a notation that Commissioner Jacobs was in attendance shortly after roll call.

Commissioner Rogers Motioned to approve the Consent Agenda, Supported by Commissioner Ebert. Ayes all, motion carried.

CITIZEN COMMENTS: Mayor Eveleth congratulated the board on the successful voter approval of the millage. He shared his appreciation for the effort required to get the job done.

State Representative Ben Frederick also extended his congratulations to the board. He assured the board that the vision of the Owosso Historical Commission is being accepted by the citizens of Owosso. Additionally, he shared his efforts to restore the Historical Tax Credit for homes registered with the Federal Registry.

COMMUNICATIONS: NONE

OLD BUSINESS:

- **501(c) 3 Status Report**
 - **Letter of agreement with City of Owosso**
Moving forward toward a Public/Private relationship
 - **Proforma Budgets**
Millage monies will be available July 1, 2019, Discussions took place with City Finance Director and Manger.
 - **IT and accounting set up**
The OHC will be considered in the budgets for IT. Database management of contacts will be consolidated into software being purchased.

- **Membership Drive – February Fund Raiser**
This is one of the easier ways to raise revenue. Materials are ready to launch as soon as 501©3 classifications is received.
- **Next Fund Raising Target – Painting Exhibition**
To be held June 7, 2018, Friday of Curwood Weekend. Goal is to receive sponsorship of \$5,000 for each painting.
- **Museum and Parks Millage Review** – Discussion took place regarding the responsibility and reward of obtaining millage funds.
 - **Capital Improvements/Millage Targets**
Director Doran presented a list of suggested Capital Improvements for the board’s consideration. Matching Fund Grants will be sought to maximize revenue. It is recommended that a timeline be established.
- **Gould House Crisis Intervention Report**– October 19, 2018 event raised \$11,600 of the \$15,000 required for repairs.
- **Review upcoming 2018 events:**
 - **Volunteer Recognition – Party November 15, 2018**
 - **Holiday Party - Baskets**
Each commissioner is asked to put together 2 baskets themselves, purchased and/or donated for auction, to be dropped off 12/4/18. Businesses will be promoted.

NEW BUSINESS:

- **Committee Reports – Discussion**
Suggestions made to have a compassionate leader of each committee. Members of committees may or may not be on the board. Commissioner Acton offered to coach/mentor process. Recruiting of committee members will take place beyond the board.
 - **Finance**
 - **Governance**
 - **Philanthropy, Giving & Membership**
 - **Exhibitions & Education**
 - **Facilities**
 - **Marketing, Advertising & Social Media**
 - **Archiving & Acquisitions**
 - **Volunteers**
- **Tentative 2019 Calendar**
A list of events was presented. Home Tour was added.
- **National Main Street** – Director Doran invited to speak in Seattle.
A motion was made by Commissioner Roger to purchase airline tickets and accommodations up to \$1,000. Motion Supported by Commissioner Marumoto, Ayes All, Motion Carried.

CITIZEN COMMENTS:

Chair Carol Vaughn shared with the board that her commission is ending in December, 2018. She will not be seeking a second term. She must leave to focus on personal priorities.

ADJOURN:

Commissioner Rogers motioned to adjourn at 8:53, Supported by Marumoto. Ayes All, Motion Carried.