

**OWOSSO HISTORICAL COMMISSION**  
**Regular Meeting Minutes**  
**February 20, 2017, 7:00 PM Curwood Castle**

**CALL TO ORDER:** VICE CHAIR JENELLE STEELE-ELKINS CALLED THE MEETING TO ORDER AT 7:04 PM

**PRESENT:** VICE CHAIR JENELLE STEELE-ELKINS, CITY COUNCIL REPRESENTATIVE SUE OSIKA, COMMISSIONER ANNIE LUDINGTON, COMMISSIONER ROBERT BROCKWAY, COMMISSIONER TRACEY PELTIER, COMMISSIONER KAREN KONG, DIRECTOR ROBERT DORAN

**ABSENT:** CHAIR JENNIFER MAHONEY, COMMISSIONER CAROL VAUGHN, COMMISSIONER CAROLYN EBERT, COMMISSIONER HEATHER QUINN DEASON

**APPROVAL OF AGENDA:** CITY COUNCIL REPRESENTATIVE SUE OSIKA MOTIONED TO ACCEPT THE AGENDA, SECONDED BY COMMISSIONER ROBERT BROCKWAY. AYES ALL, MOTION CARRIED.

**TREASURER'S REPORT:** COMMISSIONER ROBERT BROCKWAY MOTIONED TO ACCEPT THE TREASURER'S REPORT, SECONDED BY COMMISSIONER TRACEY PELTIER. AYES ALL, MOTION CARRIED

**APPROVAL OF JANUARY 2017 MINUTES** COMMISSIONER ANNIE LUDINGTON MOTIONED TO ACCEPT THE JANUARY, 2017 MINUTES, SECONDED BY COMMISSIONER KAREN KONG. AYES ALL, MOTION CARRIED.

**CITIZEN COMMENTS:** NONE

**COMMUNICATIONS:** NONE

**DIRECTORS REPORT:**

- New OHC Orientation manual was passed out and reviewed
- The resignation of Commissioner Nick Terek was announced

**OLD BUSINESS**

- It was decided that Patrice Martin would manage the OHC Strategic Planning session, to be held on Sunday, March 19, 8:00 am to 5:00 pm, location to be determined. Patrice's full proposal will be formally voted on during the next regular OHC meeting.
- A new menu for the OHC Web Site was distributed. There will be a live demonstration at the next OHC meeting
- Commissioner Tracey Peltier discussed the schedule for the Downtown Castle and Farmers Markets & Moonlight Market, which will be held on the grounds of the Curwood Castle. The Downtown Castle and Farmers Markets will be held Thursday evenings in conjunction with the concert schedule at the amphitheater. Moonlight Market will be held on the first Thursday in August.

**NEW BUSINESS:**

- Slack – a communication software presented to Executive Directors via the Cook Family Foundation was discussed.
- Review proposal for art lights and new electrical wiring at Castle – an estimate from Ludington Electric in the amount of \$6,500 for the great room and 1<sup>ST</sup> floor turret in the Great Room of the Castle was discussed. **COMMISSIONER TRACEY PELTIER MADE A MOTION TO MOVE FORWARD WITH THE PROJECT AND ACCEPT THE ESTIMATE FROM LUDINGTON ELECTRIC IN THE AMOUNT OF \$6,500 FOR ART LIGHTS, REWIRING OF THE CHANDELIERS AND NEW ELECTRICAL WIRING OF THE GREAT ROOM AND 1<sup>ST</sup> FLOOR TURRET AND AN EXTENSION OF THE CHANDELIER IN THE 1<sup>ST</sup> FLOOR TURRET TO ACCOMMODATE ART LIGHTS, SECONDED BY CITY COUNCIL REPRESENTATIVE SUE OSIKA. AYES ALL, MOTION CARRIED. ANNIE LUDINGTON ABSTAINED.**

- Cook Family Foundation Innovation & Impact Grant was discussed. It was decided at this time to focus on internal structure and strategic planing before we move forward with this grant. Since we are not a 501(c)3, we would not be eligible to initiate participating on the grant process, but would need a 501(c)3 partner. It was decided that next year we would look to partner with SAC in this endeavor.
- The new donor list and member/management software were discussed. We have collected a substantial list of almost 700 possible members/donors and three possible software to begin the process. Members of the Commission agreed to come back to the next regular OHC meeting and bring options for an OHC membership benefits.
- Tablet and Visitor Capture – the commission agreed that visitor capture information is important both to grow our donor/member base and to assess programs and exhibitions. **KAREN KONG MADE A MOTION TO PURCHASE A TABLET AND EXPLORE SOFTWARE TO CAPTURE VISITOR DATA, NOT TO EXCEED \$300, SECONDED BY ANNIE LUDINGTON. AYES ALL, MOTION CARRIED.**
- Trip Advisor – the Commission agreed to market our Trip Advisor status.
- Review 2017 Exhibitions and Partnerships – schedule is as follows:
  - Advanced Placement US History, partnering with Owosso High School, first weekend in June.
  - Movie Exhibition and New Castle Narrative, first weekend in June
  - Downtown Castle and Farmers Markets – June 15, 22, 29, July 13, 20, 27
  - Moonlight Market – August 3
  - Historic Home Tour, third Saturday in September partnering with SAC
  - Castle Painting Unveiling, possible first weekend in November
  - Annual Holiday Party and Silent Auction, Thursday, December 7
- Historical Exhibition for Advanced Placement US History – Commissioner Jenelle Steele-Elkins and Director Robert Doran has created and a full scale curriculum for student led exhibition to be held first weekend in June at Curwood Castle. Curated by Owosso High School students in partnership with the Owosso Historical Commission, this historical exhibition will explore and showcase artifacts from the archives of the OHC. In order to interpret the past, students will gather and analyze local artifacts as a means to create a historical narrative that foots to local, national and world history.
- Curwood Castle Narrative – building on Made in Owosso and the brand of Comstock Pioneer Cabin and the Woodard Paymaster Building, create a permanent narrative for the Castle that focuses on the three main segments of Curwood’s life: Writer; Movie Pioneer; and Outdoorsman/Conservationist.
- Curwood Movie Exhibition – revisit and move the current exhibition from the Gould House to Curwood Castle.
- Castle Paintings – the first two of the Castle Paintings have been at the conservator in Detroit since November of 2017 and will be ready to pick up on March 1. At time three additional paintings will be dropped off.
- Discuss future committees and reports & committee job descriptions
  - Education
  - Merchandising
  - Volunteers
  - Facilities
  - Marketing & Social Media
  - Fundraising
  - Exhibitions and Events
  - Acquisitions

**CITIZEN COMMENTS: NONE**

**ADJOURN: CITY COUNCIL REPRESENTATIVE SUE OSIKA MOVED TO ADJOURN AT 8:23 PM, SECONDED BY COMMISSIONER ANNIE LUDINGTON. AYES ALL, MOTION CARRIED.**