

**OWOSSO HISTORICAL COMMISSION**  
Regular Meeting Minutes  
February 19, 2018, 7:00 PM Curwood Castle



- CALL TO ORDER:** CITY COUNCIL REPRESENTATIVE ELAINE GREENWAY CALLED THE MEETING TO ORDER AT 7:03 PM.
- PRESENT:** CITY COUNCIL REPRESENTATIVE ELAINE GREENWAY; COMMISSIONER ROBERT BROCKWAY; COMMISSIONER CAROLYN EBERT; COMMISSIONER ANNIE LUDINGTON; COMMISSIONER HEATHER QUINN; & ROBERT DORAN, DIRECTOR
- ABSENT:** CHAIRPERSON CAROL VAUGHN, COMMISSIONER SARA ADAMS, COMMISSIONER KAREN MARUMOTO
- APPROVAL OF AGENDA:** Commissioner Annie Ludington MOVED TO APPROVE THE AGENDA, SECONDED BY COMMISSIONER ROBERT BROCKWAY. AYES ALL, MOTION CARRIED.
- CONSENT AGENDA:**  
January 8 Minutes; Revenues and Expenditures, OHC Check Register and OHC Balance Sheet
- COMMISSIONER ANNIE LUDINGTON MOVED TO APPROVE THE CONSENT AGENDA, SECONDED BY COMMISSIONER ROBERT BROCKWAY. AYES ALL, MOTION CARRIED.
- CITIZEN COMMENTS:** N/A
- COMMUNICATIONS:** Director Doran introduced Deb Gilbert, who attended the meeting as a potential board member.
- OLD BUSINESS:**
- Discuss and review where we are in the non-profit process:
    - Director Doran reviewed the time for the implementation of the 501(c)3, indicating two possible starting dates; November 1, 2018 or January 1, 2019
    - Director Doran discussed a final decision on the name of the new organization. The omission agreed to Castle City Museums in a non-binding show of hands.
  - Review Exhibitions and Events
    - Director Doran handed out a final sheet with dates and commitments for the entire OHC 2018 season

- Follow-up: Budget and timeline of IT proposal:
  - Director Doran handed out a preliminary proposal for IT software and hardware anticipating the new organization. Director Doran will continue to work on the proposal and will have a more complete document at the next regular meeting of the OHC.
- Review Board Agenda 12 Month Planning Guide
  - Director Doran reviewed the 12 month planning guide and the board, keeping on track with the monthly schedule.

**NEW BUSINESS:**

- Committee Reports – Strategic Planning Activities for 2018
  - The following committed gave their monthly reports:
    - Finance – Annie Ludington and Carolyn Ebert
    - Governance – Robert Doran
    - Philanthropy and Giving – Robert Doran for Karen Marumoto
    - Exhibitions & Education – Robert Brockway and Elaine Greenway
    - Facilities – Robert Doran for Sara Adams
    - Marketing, Advertising & Social Media – Robert Doran
    - Archiving & Acquisitions – Heather Jacobs
    - Volunteers – Robert Doran
- Outline City of Owosso budgeting process:
  - At the time of the meeting, the Financial Director had yet to hand out the 18/19 OHC proposed budgets
- Submit to Board ED Review Format with Goals for 2018 along with 6 and 12 month reviews:
  - Director Doran handed out a proposed RD review and discussed with the board. The board will review the handout and bring feedback to the next meeting. A EED review process will begin in June, 2018
- Power thought of the day

**CITIZEN COMMENTS:**

N/A

**ADJOURN:**

**CITY COUNCIL REPRESENTATIVE ELAINE GREENWAY MOTIONED TO ADJOURN THE MEETING AT 8:10 PM, SECONDED BY COMMISSIONER ANNIE LUDINGTON. AYES ALL, MOTION CARRIED**