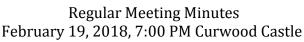
OWOSSO HISTORICAL COMMISSION





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
 - o 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:
 - o Finance Annie Ludington and Carolyn Ebert
 - o Governance Robert Doran
 - Philanthropy and Giving Robert Doran for Karen Marumoto
 - Exhibitions & Education Robert Brockway and Elaine Greenway
 - o Facilities Robert Doran for Sara Adams
 - Marketing, Advertising & Social Media Robert Doran
 - Archiving & Acquisitions Heather Jacobs
 - o 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:
 - O 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