

OWOSSO HISTORICAL COMMISSION
Regular Meeting Minutes
April 9, 2018, 7:00 PM Curwood Castle



CALL TO ORDER:

PRESENT: Commissioner Carol Vaughn, Chair; Commissioner Karen Marumoto, Vice Chair; Commissioner Dave Acton; Commissioner Sara Adams; Commissioner Robert Brockway, Commissioner Carolyn Ebert; Commissioner Deb Gilbert; Commissioner Heather Jacobs; Commissioner Anne Ludington, Robert Doran, Director

ABSENT: Commissioner Elaine Greenway

APPROVAL OF AGENDA: Commissioner Dave Acton moved to approve the agenda, seconded by Vice Chair Karen Marumoto. Ayes all. Motion Carried

CONSENT AGENDA: Vice Chair Karen Marumoto moved to approve the consent agenda, seconded by Commissioner Robert Brockway. Ayes all. Motion Carried

Revenues and Expenditures, Curwood Castle Dashboard Report, Curwood Castle Admissions and Financials, Curwood Castle Gift Shop Sales, OHC Balance Sheet, OHC Check Register; March 12 Minutes

CITIZEN COMMENTS: No citizen's comments

COMMUNICATIONS: No Communications

OLD BUSINESS:

- Vice Chair nomination and vote: **Commissioner Sara Adams moved to nominate Karen Marumoto as Vice Chair, seconded by Commissioner Annie Ludington. Ayes all. Motion Carried.**
- Review Board Agenda 12 Month Planning Guide: **The 12 month Board Agenda planning guide was reviewed. The board is on track with our strategic board goals and initiatives.**
- 501(c)3 status: **Chair Carol Vaughn applied for our and received our EIN number (Employer Identification Number) from the IRS. The next step is to continue to develop the articles and incorporation and by-laws, and simultaneously apply for our 501(c)3 status from the IRS.**
- 2018 Calendar of event – updates: **Director Doran updated the board on our upcoming spring/summer/fall events.**
- Docent Training update: **The packets for the Docent Training sessions on May 6 & 7 have been completed and as of now we have approximately 20 docents signed up.**

- Bus Tour grant update: **The grant from the CVB of \$2,000 has been approved and Robert Doran from OHC, Piper Brewer from SAC, Mary Warner Stone from DUSY and Kim Springsdorf from SRI will all participate starting the process of actively seeing out bus tours. Process will begin in mid-May.**
- Curwood Castle Park Map: **Director Doran shared the new Curwood Castle Park map with the board. The map is currently on the web site under “visit us”**
- Review City Budget VS Proposed Castle City Museum Budget: **Chair Carol Vaughn shared the new financial reports compared to the reports currently supplied by the city. Starting in June we will be presenting the board with both financials through the transition to the 501(c)3.**
- Review updated Key Measurable/Dashboard Reports: **Chair Carol Vaughn created a Dashboard report for 10 of our key measureables. This document will be further refined by the outcome of our strategic plan.**
- Strategic Plan Update: **Dave Vaughn will continue to work on finalizing a first version of our strategic plan which he will present our next board meeting.**

NEW BUSINESS:

- Committee Reports – Strategic Planning Activities for 2018
 - **A summary of committee reports and regularly scheduled meetings given by committee chairs.**
 - Finance – next meeting date April 26
 - Governance – next meeting date April 10
 - Philanthropy, Giving & Membership
 - Exhibitions & Education – April 11
 - Facilities
 - Marketing, Advertising & Social Media
 - Archiving & Acquisitions
 - Volunteers
- IT Update - G Suite: **Director Doran gave an update on G Suite and the implementation of communicating through Gmail folders.**
- Power thought of the day

CITIZEN COMMENTS:

ADJOURN:

05/08/2018

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO
PERIOD ENDING 04/30/2018

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2017-18	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	MONTH 04/30/2018 INCREASE (DECREASE)	04/30/2018 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
Fund 297 - HISTORICAL FUND						
Revenues						
Dept 000						
297-000-600.600	SALES	5,000.00	329.00	3,676.60	1,323.40	73.53
297-000-664.664	INTEREST INCOME	50.00	0.00	83.54	(33.54)	167.08
297-000-664.667	RENTS	2,000.00	500.00	1,000.00	1,000.00	50.00
297-000-664.668	RENTAL INCOME	13,200.00	700.00	10,600.00	2,600.00	80.30
297-000-671.675	DONATIONS-PRIVATE	20,000.00	650.00	17,221.77	2,778.23	86.11
297-000-671.678	FUNDRAISER/MEMBERSHIPS	10,000.00	0.00	0.00	10,000.00	0.00
297-000-671.679	DONATIONS:HOME TOUR	5,000.00	0.00	4,613.70	386.30	92.27
297-000-695.101	GENERAL FUND TRANSFER	33,000.00	2,750.00	27,500.00	5,500.00	83.33
297-000-695.699	APPROPRIATION OF FUND BALANCE	10,000.00	0.00	0.00	10,000.00	0.00
Total Dept 000		98,250.00	4,929.00	64,695.61	33,554.39	65.85
TOTAL REVENUES						
		98,250.00	4,929.00	64,695.61	33,554.39	65.85
Expenditures						
Dept 797 - HISTORICAL COMMISSION						
297-797-728.000	OPERATING SUPPLIES	0.00	4.14	456.75	(456.75)	100.00
297-797-728.200	SUPPLIES-HISTORIC COLLECTION	1,000.00	0.00	711.25	288.75	71.13
297-797-728.300	HOME TOUR PROMOTION	0.00	1,250.00	1,399.99	(1,399.99)	100.00
297-797-801.000	PROFESSIONAL SERVICES: ADMINISTRATIVE	0.00	414.00	465.00	(465.00)	100.00
297-797-810.000	INSURANCE & BONDS	1,250.00	2,649.20	2,649.20	(1,399.20)	211.94
297-797-831.000	BUILDING MAINTENANCE	2,000.00	0.00	62.50	1,937.50	3.13
297-797-856.000	MISCELLANEOUS	6,000.00	119.72	1,298.85	4,701.15	21.65
297-797-869.000	PROMOTION	5,000.00	443.00	2,183.64	2,816.36	43.67
297-797-870.000	EXHIBITIONS	0.00	63.60	473.60	(473.60)	100.00
Total Dept 797 - HISTORICAL COMMISSION		15,250.00	4,943.66	9,700.78	5,549.22	63.61
Dept 798 - CASTLE						
297-798-702.200	WAGES	40,000.00	2,643.64	29,054.02	10,945.98	72.64
297-798-702.400	WAGES - SEASONAL-DOCENTS	12,000.00	777.00	9,936.28	2,063.72	82.80
297-798-715.000	SOCIAL SECURITY (FICA)	3,978.00	261.69	2,982.77	995.23	74.98
297-798-717.000	UNEMPLOYMENT INSURANCE	42.00	8.56	8.56	33.44	20.38
297-798-719.000	WORKERS' COMPENSATION	80.00	68.00	84.00	(4.00)	105.00
297-798-728.000	OPERATING SUPPLIES	1,500.00	0.00	230.99	1,269.01	15.40

297-798-810.000	INSURANCE & BONDS	700.00	0.00	0.00	700.00	0.00
297-798-820.000	UTILITIES	4,000.00	543.06	3,940.30	59.70	98.51
297-798-831.000	BUILDING MAINTENANCE	7,000.00	0.00	1,049.32	5,950.68	14.99
297-798-856.000	MISCELLANEOUS	1,000.00	128.75	2,514.10	(1,514.10)	251.41
297-798-869.000	PROMOTION	0.00	0.00	770.87	(770.87)	100.00
Total Dept 798 - CASTLE		70,300.00	4,430.70	50,571.21	19,728.79	71.94
Dept 799 - GOULD HOUSE						
297-799-810.000	INSURANCE & BONDS	700.00	0.00	0.00	700.00	0.00
297-799-820.000	UTILITIES	4,000.00	620.12	3,460.12	539.88	86.50
297-799-831.000	BUILDING MAINTENANCE	5,000.00	0.00	433.48	4,566.52	8.67
297-799-831.200	BLDG MAINTENANCE-RENTAL	1,000.00	0.00	0.00	1,000.00	0.00
297-799-856.000	MISCELLANEOUS	2,000.00	0.00	752.66	1,247.34	37.63
Total Dept 799 - GOULD HOUSE		12,700.00	620.12	4,646.26	8,053.74	36.58
TOTAL EXPENDITURES		98,250.00	9,994.48	64,918.25	33,331.75	66.07
Fund 297 - HISTORICAL FUND:						
TOTAL REVENUES		98,250.00	4,929.00	64,695.61	33,554.39	65.85
TOTAL EXPENDITURES		98,250.00	9,994.48	64,918.25	33,331.75	66.07
NET OF REVENUES & EXPENDITURES		0.00	(5,065.48)	(222.64)	222.64	100.00
TOTAL REVENUES - ALL FUNDS		98,250.00	4,929.00	64,695.61	33,554.39	65.85
TOTAL EXPENDITURES - ALL FUNDS		98,250.00	9,994.48	64,918.25	33,331.75	66.07
NET OF REVENUES & EXPENDITURES		0.00	(5,065.48)	(222.64)	222.64	100.00

April 2016, 2017, 2018 Castle Comparison

	Total Admits	Total Admission	Gift Shop	Donations	Totals
2016	333	\$934.00	\$292.00	\$25.00	\$1,251.00
2017	342	\$1,309.00	\$164.00	\$9.00	\$1,482.00
2018	178	\$805.00	\$412.00	\$135.00	\$1,352.00

April 2018 Castle Financial Report

Date	Adults	Children	Admissions	Gift Shop	Donations	Deposits
4/1/2018			Easter			
4/2/2018						
4/3/2018	8	4	\$35.00	\$25.00	\$100.00	
4/4/2018	2	3	\$16.00	\$24.00		
4/5/2018	3		\$15.00	\$11.00		
4/6/2018	5	4	\$26.00	\$24.00		
4/7/2018	19	2	\$100.00	\$69.00		
4/8/2018	21	8	\$115.00	\$76.00		\$636.00
4/9/2018						
4/10/2018			\$0.00			
4/11/2018	6		\$30.00			
4/12/2018	2		\$10.00	\$25.00		
4/13/2018			\$0.00			
4/14/2018			\$0.00			
4/15/2018			\$0.00			
4/16/2018						
4/17/2018	5		\$25.00	\$32.00		
4/18/2018			\$0.00			
4/19/2018	4		\$20.00			
4/20/2018	1	1	\$7.00			
4/21/2018	16	8	\$87.00	\$62.00		
4/22/2018			\$71.00	\$12.00		
4/23/2018						
4/24/2018	2		\$10.00			
4/25/2018	4		\$20.00	\$30.00		
4/26/2018	1		\$10.00	\$10.00		
4/27/2018	8		\$40.00			
4/28/2018	16	6	\$91.00			
4/29/2018	13	6	\$77.00	\$12.00	\$35.00	\$716.00
4/30/2018						\$1,352.00
Totals	136	42	\$805.00	\$412.00	\$135.00	\$1,352.00

April 2018 Castle Gift Shop Sales

Item	Price	# Sold	Total
Blueprint - Framed	\$25.00		
Blueprint- Rolled	\$15.00		
Blueprint T-Shirt - 2XL	\$10.00	2	\$20.00
Blueprint T-Shirt - 3XL	\$10.00		
Blueprint T-Shirt - Large	\$10.00	4	\$40.00
Blueprint T-Shirt - Medium	\$10.00	1	\$10.00
Blueprint T-Shirt - Xlarge	\$10.00		
Book - Alaskan	\$10.00		
Book - Back to God's Country	\$10.00		
Book - Baree - Reprint	\$10.00	4	\$40.00
Book - Flaming Forest - Reprint	\$10.00		
Book - God's Country and the Man	\$22.00	2	\$44.00
Book - Gold Hunters- Reprint	\$10.00		
Book - Grizzly King - reprint	\$10.00	3	\$30.00
Book - Isobel - Reprint	\$10.00	1	\$10.00
Book - Kazan - reprint	\$10.00	2	\$20.00
Book - Nomads of the North - reprint	\$10.00		
Book - Phillip Steele- Reprint	\$10.00		
Book - Wolf Hunters- Reprint	\$10.00		
Books -Vintage	Misc	6	\$85.00
Castle Magnets	\$2.00	4	\$8.00
Castle Tin Cups	\$12.00		
Coaster - Castle Great Room	\$3.00	3	\$8.00
Coaster - Curwood Castle	\$3.00	2	\$6.00
Coaster - Curwood Statue	\$3.00	3	\$8.00
Coaster - James Oliver Curwood	\$3.00	2	\$6.00
Curwood Lobby Cards	\$4.00		
Souvenir Book - Gray	\$5.00		
Souvenir Book- Yellow	\$5.00		
Glasses - Comstock Cabin	\$5.00		
Glasses - Curwood Home	\$5.00		
Glasses - Gould House	\$5.00		
Maps	\$10.00		
Nomads of the North - dvd	\$20.00		
Northwest Trail - dvd	\$20.00		
Rin Tin Tin - Skull & Cross - dvd	\$20.00		
River's End - dvd	\$20.00		
The Bear - dvd	\$20.00		
The Trail Beyond - dvd	\$20.00		
Puzzle - Curwood Castle	\$15.00	3	\$45.00
Postcards	\$1.00	4	\$4.00
Yo-yos	\$4.00	4	\$16.00
2014 Train	\$12.00	1	\$12.00
TOTALS			\$412.00

April 9-30 2018 Castle Deposit Report

	Children	Adults	Admissions	Gift Shop	Donations	Deposits
4/9/2018						
4/10/2018			\$0.00			
4/11/2018	6		\$30.00			
4/12/2018	2		\$10.00	\$25.00		
4/13/2018			\$0.00			
4/14/2018			\$0.00			
4/15/2018			\$0.00			
4/16/2018						
4/17/2018	5		\$25.00	\$32.00		
4/18/2018			\$0.00			
4/19/2018	4		\$20.00			
4/20/2018	1	1	\$7.00			
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4/22/2018			\$71.00	\$12.00		
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4/26/2018	1		\$10.00	\$10.00		
4/27/2018	8		\$40.00			\$716.00
4/28/2018	16	6	\$91.00			
4/29/2018	13	6	\$77.00	\$12.00	\$35.00	
4/30/2018						
Totals	78	21	\$498.00	\$183.00	\$35.00	\$716.00

05/08/2018

BALANCE SHEET FOR CITY OF OWOSSO
Period Ending 04/30/2018

GL Number	Description	Balance
Fund 297 - HISTORICAL FUND		
*** Assets ***		
297-000-101.200	CASH - CHEMICAL BANK	28,393.68
297-000-101.250	CASH	45,793.18
297-000-102.100	CASH - RESTRICTED S.C.	20,882.85
297-000-103.000	IMPREST PETTY CASH	100.00
297-000-120.000	ACCOUNTS RECEIVABLE	0.00
297-000-121.000	ACCRUED INTEREST RECEIVABLE	0.00
297-000-170.200	PREPAID INSURANCE	0.00
297-000-184.101	DUE FROM GENERAL	0.00
	Total Assets	95,169.71
*** Liabilities ***		
297-000-202.000	ACCOUNTS PAYABLE	0.00
297-000-214.101	DUE TO GENERAL FUND	19,428.74
297-000-255.200	RENT DEPOSITS	300.00
297-000-255.300	ENDOWMENTS	0.00
297-000-255.400	DESIGNATED FUNDS	0.00
297-000-257.000	ACCRUED WAGES PAYABLE	1,771.95
297-000-258.000	ACCRUED TAXES PAYABLE	135.55
297-000-258.100	FEDERAL INCOME TAX	0.00
297-000-258.200	SOCIAL SECURITY	0.00
297-000-258.300	STATE INCOME TAXES	0.00
297-000-339.000	DEFERRED REVENUE	0.00
	Total Liabilities	21,636.24
*** Fund Balance ***		
297-000-320.000	LOANS PAYABLE	0.00
297-000-338.000	ENCUMBRANCES	0.00
297-000-365.000	FUND BALANCE RESERVED FOR ENCUMBRANCE!	0.00
297-000-366.000	RESTRICTED FUND BALANCE	73,756.11
297-000-368.000	ASSIGNED FUND BALANCE	0.00
297-000-390.000	FUND BALANCE	0.00
297-000-393.100	APPROPRIATION CONTROL	0.00
297-000-393.200	ESTIMATED REVENUE CONTROL	0.00
297-000-393.300	BUDGETARY CONTROL	0.00
297-000-393.400	REVENUE CONTROL	0.00
297-000-393.500	EXPENDITURE CONTROL	0.00
	Total Fund Balance	73,756.11
	Beginning Fund Balance	73,756.11
	Net of Revenues VS Expenditures	(222.64)
	Ending Fund Balance	73,533.47
	Total Liabilities And Fund Balance	95,169.71

05/08/2018

CHECK REGISTER FOR CITY OF OWOSSO
CHECK DATE FROM 04/01/2018 - 04/30/2018

Check Date	Bank	Check	App	Vendor	Vendor Name	Description	Amount
Bank 10 OWOSSO HISTORICAL FUND							
04/02/2018	10	5066	AP	01253	AMERICAN SPEEDY PRINTING	HOME SHOW FLYERS (500)	79.00
04/02/2018	10	5067	AP	03649	DAYSTARR COMMUNICATIONS	APRIL 2018-GOULD HOUSE INTERNET SERVICE	127.24
04/02/2018	10	5068	AP	05710	STAPLES ADVANTAGE	FOLDERS	4.14
04/12/2018	10	5069	AP	06674	CONSUMERS ENERGY	515 N WASHINGTON ST	343.95
04/12/2018	10	5070	AP	38695	OWOSSO-WATER FUND	WATER/SEWER-226 CURWOOD CASTLE DR	215.82
04/30/2018	10	5071	AP	06674	CONSUMERS ENERGY	224 CURWOOD CASTLE DR-3/8/18-4/8/18	306.94
04/30/2018	10	5072	AP	03649	DAYSTARR COMMUNICATIONS	MAY 2017-CASTLE PHONE AND INTERNET	127.26
04/30/2018	10	5073	AP	01159	ROBERT V DORAN-BROCKWAY	TWO VINTAGE SUITCASES	292.36
04/30/2018	10	5074	AP	01617	GNOSIS MARKETING	WEBSITE DEVELOPMENT-FINISH OHC WEBSITE	1,250.00
04/30/2018	10	5075	AP	22109	INDEPENDENT NEWSPAPERS	VISITORS GUIDE	364.00
04/30/2018	10	5076	AP	05640	SHANNON MAGINITY	GOULD HOUSE TEA-HOME TOUR-NOT PAID BY TA	125.00
04/30/2018	10	5077	AP	38631	OWOSSO FARMER'S MARKET	2017 HOLIDAY FUNDRAISER	400.00 V
04/30/2018	10	5078	AP	02229	SPECIALTY SALVAGE LLC	GOULD HOUSE TRASH	41.97
Total of 13 Checks:							3,677.68
Less 1 Void Checks:							400.00
Total of 12 Disbursements:							3,277.68

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Regular Meeting Minutes
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CITIZEN COMMENTS:

ADJOURN: