

**OWOSSO HISTORICAL COMMISSION**  
Regular Meeting Minutes  
October 08, 2018, 7:00 PM Curwood Castle



**CALL TO ORDER:** MEETING WAS CALLED TO ORDER AT 7:02 PM BY CHAIR CAROL VAUGHN

**PRESENT:** Commissioner Carol Vaughn, Chair -Welcomed New Member Commissioner Paul Rogers. Commissioner Karen Marumoto, Vice Chair; Commissioner Sara Adams; Commissioner Dave Acton; Commissioner Elaine Greenway, City Council Representative; Robert Doran, Director

**ABSENT:** Commissioner Gilbert; Commissioner Carolyn Ebert

**OTHERS PRESENT:** Alex Stechshulte, Diane Cutler

**APPROVAL OF AGENDA:** Commissioner Elaine Greenway Motioned to approve agenda. Motion Supported by Sara Adams. Ayes all, motion carried.

**APPROVAL OF SEPTEMBER, 2018 REVENUE AND EXPENDITURE REPORT**  
Commissioner Jacobs Motioned to approve the September, 2018 Revenue and Expenditure Report. Motion Supported by Commissioner Dave Acton. 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 September 2018 Meeting Minutes. Commissioner Greenway Motioned to approve the Consent Agenda, Supported by Commissioner Marumoto. Ayes all, motion carried.

**CITIZEN COMMENTS:** NONE

**COMMUNICATIONS:** NONE

**OLD BUSINESS:**

- **Review Board Agenda 12 Month Planning Guide:** This guide has been a great tool, allowing future planning.
- **501(c) 3 status** – Confirmation of receipt of application from IRS. If application is complete, will be accepted within 90 days, January, 2019. If additional review needed, it may take 180 days. **A Motion was made to authorize consultation fee of \$1,750 to Patrice Martin for the preparation of the IRS application by Commissioner Adams, Motion supported by Commissioner Jacobs. Ayes All, Motion Carried.**
- **Follow-up on Fund Raising Meeting** – Chair Carol Vaughn shared the donations she received. Materials were provided that will be utilized to promote fund raising. Goal set for \$1,000 each.
- **Museum and Parks Millage** – 300 envelopes addressed for “Vote Yes” and an additional 1,000 will be mailed to active democrats and independent voters. A list is being developed to demonstrate how millage monies will be spent on capital improvements.

- **Gould House Crisis Intervention** – October 19, 2018 event was discussed and is on target to be a success. Two Hundred and Fifty Invitations have been sent. Donations have been received to cover expense of hors d'oeuvre and drinks. Director, Robert Doran will be speaking at Chamber A.M. to share the event. Show need beyond \$15,000 including education center. Goal for perfection and restoration. Core Competencies - Education, Exhibition, Archiving and Acquisition
- **Review schedule** – Events are listed on website.

**NEW BUSINESS:**

- **Committee Reports**
  - **Finance:** A volunteer, Shawn Cobalt has agreed to maintain financial records.
  - **Governance:** No meeting was held.
  - **Philanthropy, Giving & Membership:** Entire board is participating in implementing membership program.
  - **Exhibitions & Education:** Developing Education Suitcases working with teachers and curriculum.
  - **Facilities:** Roof repair scheduled, fumigation of cabin in 2 weeks.
  - **Marketing, Advertising & Social Media:** Facebook pages have ramped up and increased membership.
  - **Archiving & Acquisitions:** Attending workshop with helpful information of processing materials and protecting acquisitions.
  - **Volunteers:** Docent recognition party is scheduled for November 15, 2018.
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- **Review Non Profit – Castle City Museums time and initiatives** IRS designation is excitedly looming in the near future.
- **Power thought of the day** – Legacy creation is a team sport.

**CITIZEN COMMENTS:**

NA

**ADJOURN:**

**Commissioner Adams motioned to adjourn at 8:21, Supported by Greenway. Ayes All, Motion Carried.**