



Call to order: Vice-Chair Acton called the meeting to order at 6:04 p.m.

Roll call: Was taken by Amy Fuller

Present: Vice-Chair Acton, Commissioners Sue Osika, Betsy Galloway, Mark Erickson, and Sara Adams.

Absent: Commissioners Paul Rogers, Steven Flayer, Heather Jacobs, and Gary Wilson

Others Present: Executive Director, Albert Martenis and Assistant to the City Manager, Amy Fuller

Agenda and Minutes:

Approve the 9/14/2020 minutes: Commissioner Adams suggested the following changes to the 09/14/2020 minutes; change the meeting date to September 14, 2020, have the record show Commissioner Adams was present for the meeting, strike Ex Officio Adams from the absent list.

**Motion by Commissioner Erickson to approve minutes with purposed changes. Motion supported by Commissioner Osika. Ayes, all. Motion carried.**

Approve the 10/12/2020 agenda: **Motion by Commissioner Osika to approve 10/12/2020 agenda. Motion supported by Commissioner Adams. Ayes, all. Motion carried.**

Financial Review and Discussion:

Review budget vs actual at the close of the fiscal year June 30, 2020:

Reviewed by Executive Director Martenis. Executive Director Martenis and Vice-Chair Acton will schedule a meeting with the City Manager and Finance Director. The Commission would like a more thorough representation of the finances to accurately prepare future budgets.

Review approved 2020-21 fiscal year budget vs. actual income and expenses:

Reviewed by Executive Director Martenis - no questions

Review check register(s):

Reviewed by Executive Director Martenis. Discussion regarding the DayStarr payment. Executive Director Martenis explained it was an accumulation of several months.

Visitor welcome and comments: none

Commissioner comments: none

Executive Director Report: Executive Director Martenis shared the importance of strategy and policies in planning for the future vision of the organization. Priorities included:

- Exhibition review and editing
- Communication: media, website, phone
- Fall clean-up
- Insect/Pest Control
- Archiving and inventory process at Gould House
- Capital improvements
- Grants
- Events
- Completing goals for the next 3 fiscal years. Along with an outline to allocate responsibilities.

#### Committee Reports:

1. Facilities: Commissioner Erickson shared that the committee hasn't met since the last OHC meeting, they are working on reviewing architectural bids.
2. Historic Assets: Vice-Chair Acton shared the work plan model that has been developed to help with project management. The Historic Assets Committee will be the first to use it.
3. Finance: Vice-Chair Acton shared that he and Executive Director Martenis have requested a meeting with the City Manager and Finance Director to talk about the budget. Specifically to answer the following questions: did the OHC come in under budget for fiscal year 2019-20 and what was the \$10,000 maintenance item on the budget report (the OHC believes that it did not submit purchase requisitions for this amount)?
4. Governance: Vice-Chair Acton talked about capacity and the importance of recruiting at least one new commissioner and reiterated the desired selection criteria:
  - a. The candidate has a passion for the goals and objectives of the Commission
  - b. The candidate has the time to attend Commission meetings and the time to take on committee and other assignments outside of the monthly commission meetings
  - c. The candidate has a skill set or skill sets that align with and ideally enhance the capability and capacity of the Commission.
5. Volunteers: It was discussed that Committee Chairs recruit their own volunteers
6. Archiving/Cataloging: Executive Director Martenis shared updates from Commissioner Flayer which included news that the library was looking into contracting out some data hosting services, this is something the Commission might be interesting in getting more information about.
7. Education: Commissioner Adams reported this is on hold due to COVID

Visitor Comments: none

#### Commissioner Comments:

Commissioner Osika asked about the castle opening. Executive Director Martenis said he met with the City Manager and they decided it was best to leave the castle closed through the remainder of the 2020 calendar year.

Commissioner Adams asked if she should update the website reflecting the castle being closed at least until 12/31/20. The Commissioners agreed that would be best. Commissioner Adams also asked about the procedure for renewing the Executive Director's contract. Vice-Chair Acton stated he would reach out to each Commissioner independently first, then the Finance and Governance Committees would bring forward a proposal to the Commission and then to the Executive Director.

**Adjourn: Commissioner Adams made a motion to adjourn at 6:52 p.m. Motion supported by Commissioner Erickson. Ayes, all. Motion carried.**

