**OWOSSO HISTORICAL COMMISSION**

Regular Meeting Minutes

September 10, 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; COMMISSIONER KAREN MARUMOTO, VICE CHAIR; COMMISSIONER SARA ADAMS; COMMISSIONER DAVE ACTON; COMMISSIONER CAROLYN EBERT; COMMISSIONER ELAINE GREENWAY, CITY COUNCIL REPRESENTATIVE; ROBERT DORAN, DIRECTOR**

**ABSENT:** **COMMISSIONER GILBERT; COMMISSIONER JACOBS; COMMISSIONER LUDINGTON**

**APPROVAL OF AGENDA:** Chair Carol Vaughn requested an addition under Old Business-501(c)3 & IRS Application Status Report: Check authorization and approval**.**

**Commissioner Adams Motioned to approve agenda with change to Old Business. Motion Supported by Commissioner Greenway. Ayes all, motion carried.**

**APPROVAL OF AUGUST, 2018 REVENUE AND EXPENDITURE REPORT**

**Commission Acton Motioned to approve the August, 2018 Revenue and Expenditure Report with updates to follow. Motion Supported by Commissioner Greenway. 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 August 2018 Meeting Minutes.**

**Commissioner Ebert 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**: On Target
* **501(c)3 status** – Completed Application will be received, signed and submitted. Application Fee is $600.00. **Commissioner Greenway** **motioned to approve $600.00 expenditure request. Supported by Commissioner Adams. All ayes. Motion carried.**
* **Follow-up on Fund Raising Meeting – Next Steps**

Materials were reviewed that will be utilized to promote fund raising. Director, Robert Doran shared his success in raising funds.

* **Museum and Parks Millage – Next Steps**

Mayor Chris Eveleth will be contacted to take the lead in strategy planning to obtain vote.

**NEW BUSINESS**:

* **Committee Reports**
	+ **Finance:** No meeting, 2019 rough draft budget to be presented at next meeting. Submission of budget requests of committees needs to be turned in. Financial advisor being sought.
	+ **Governance:** 501(c)3 application submission to occur. Strategic plan is to be completed September in spreadsheet format for quick reference.
	+ **Philanthropy, Giving & Membership**: Promotional Materials were presented as developed by Director Robert Doran. Preparations are being done for October 19th event.
	+ **Exhibitions & Education**: Junior Historical Commission to be developed. Assisting with 2nd grade curriculum.
	+ **Facilities:** Bill Brooks will assist with facilities.
	+ **Marketing, Advertising & Social Media**: See Promotional Materials. A list of 20 names with addresses was requested from each commissioner.
	+ **Archiving & Acquisitions**: Materials received, sorted and implemented by Heather Jacobs and Michael Payne.
	+ **Volunteers:** Ramping up for Docent recognition party.
* **Change October 19 Painting Exhibition to Gould House Crisis Intervention.**
* **Reviewed New Membership and Sponsorship in Gould House.**
* **Power thought of the day –** As soon as anyone starts to tell you to be realistic, cross that person off your invitation list.

**CITIZEN COMMENTS: NA**

**ADJOURN: Commissioner Adams motioned to adjourn at 8:02, Supported by Marumoto. Ayes All, Motion Carried.**