

OWOSSO HISTORICAL COMMISSION
Regular Meeting Minutes
February 11, 2019, 7:00 PM Curwood Castle



- CALL TO ORDER:** MEETING WAS CALLED TO ORDER AT 7:01 PM BY CHAIR CAROLYN EBERT
- PRESENT:** Commissioner Carolyn Ebert, Chair; Commissioner Karen Marumoto, Vice Chair; Commissioner Elaine Greenway, Commissioner Paul Rogers, Commissioner Sara Adams; Commissioner Dave Acton, Commissioner Heather Jacobs (7:05)
- ABSENT:** None
- OTHERS PRESENT:** Robert Doran-Brockway, Director; Linda Beeman, Eric Savin
- APPROVAL OF AGENDA:** Agenda Item-Water Ways Exhibition added to Agenda under New Business. Commissioner Marumoto motioned to approve agenda with New Business Item. Motion Supported by Commissioner Greenway. Ayes all, motion carried.
- APPROVAL OF January, 2019 REVENUE AND EXPENDITURE REPORT**
Discussion regarding seasonal budget deficit although fund balance is healthy. Commissioner Acton motioned to approve the January 2019 Revenue and Expenditure Report. Motion Supported by Commissioner Marumoto. Ayes all, motion carried.
- CONSENT AGENDA:**
OHC Balance Sheet, OHC Check Register; Mid-Year Check Up; OHC December 2018 Meeting Minutes. Commissioner Acton motioned to approve the Consent Agenda, Supported by Commissioner Marumoto. Ayes all, motion carried.
- CITIZEN COMMENTS:** Grant Writer, Linda Beeman shared her knowledge/experience of grants available from the Michigan Council for Arts and Cultural Affairs. She offered valuable insight and assistance in obtaining other grants appropriate for OHC.
- COMMUNICATIONS:** NONE
- OLD BUSINESS:**
- **501(c) 3 Status Report – Response delayed due to government shutdown.**
 - **Next Fundraising Target – Painting Exhibition**
Director Doran has set a \$5,000 Sponsorship Goal per painting to be raised. He has a meeting with CEO of Memorial Hospital to request donation for the first painting.
 - **Museums and Parks Millage Review –** After July 1st, money is available for expenditures. It is planned to hold the funds until matching grants can be obtained.
 - **National Main Street Conference – Budget Increase**
Motion made by Commission Rogers to approve an additional \$1,300 for expenses related to the March Conference. Supported by Commissioner Jacobs, All Ayes, motion carried.

- **Gould House Review**
 - **Ceiling** – Initial phase complete.
 - **Apartments** – budget increase of \$400 for renovation
A motion was made by Commissioner Adams to increase the apartment renovation by \$400.00 Supported by Commissioner Greenway. All Ayes, motion carried.
 - **Renovations and Restoration** – Establish a Blue Ribbon Committee to seek guidance of sustainability to improve Gould House.

NEW BUSINESS:

- **Review 2019 12-Month Board Planning Guide** – Meetings will occur over the next 4 weeks to develop budgets. Deliverables will be discussed for individual committees. Board self-assessments will be completed.
- **Review 2019 Schedule of Events** – List presented and reviewed.
- **2019 Owosso Historic Home Tour** - Seeking suggestions from commissioners for at least 2 additional homes to be included. Guidelines are only to architecturally or artistically interesting
- **2019/2020 Budgets** – will have first draft to the board for March meeting.
- **Donation from Preservation Owosso** - \$5,478.00 to be used for archiving. Formal presentation at April 2019 meeting.
- **Curwood Duck Race** – Curwood Committee will share 50/50 of funds raised. Kiwanis will set up for one-time 20% of funds raised. Tickets will be \$5.00 each. Events for fund raising opportunities will be presented at March meeting. Goal to raise \$5,000 Curwood 2019.

Commission Acton motioned to enter into an agreement with Curwood Committee for the “Get Ducked” fund raiser, Supported by Commissioner Jacobs. Ayes All, Motion Carried.

- **5 Year Strategic Plan** – To the board for April meeting.
- **Committee Reports** – Board to Write Job/Portfolio Descriptions.
- **Board Self-Assessments** - to be emailed to the board.
 - **Exhibitions & Special Events – Exhibit Celebrating Women of Owosso.** Committee has been formed. Exhibit to open Mother’s Day 2020. Next meeting March 19th, 6:00 PM at 501 Brandon Ave., Owosso, MI.
 - **Education**
 - **Museum Stewardship**
 - **Archiving & Acquisitions** – Canvassing for new members.
 - **Finance/Governance** – Encouraging members to provide desires/passion for being on the board. Opportunity to reassess interests outlined in a portfolio.

- Philanthropy, Giving & Membership
- **Marketing, Advertising & Social Media** - Increased marketing,, advertising in social media as shown in Facebook postings.
- **Volunteers** – Encouraged members to give 5 names.
- **What do you bring to the OHC?** Discussion of varied interests that could enhance OHC.

CITIZEN COMMENTS:

None

ADJOURN:

Commissioner Adams motioned to adjourn at 8:40, Supported by Commissioner Rogers. Ayes All, Motion Carried.