

Owosso Historical Commission

Regular Meeting Notice Monday, April 13, 2015, 7:00PM Gould House

Minutes

- Call to order:** Meeting was called to order at 7:00PM
- Present:** Elaine Greenway, Chair; Jennifer Mahoney, Vice Chair; Robert Brockway; Dennis Mahoney; Adrian Montague; Robert Doran, Director
- Absent:** Nicholas Pidek
- Guests:** Tracy Peltier & Dean Ebert
- Approval of Agenda:** Dennis Mahoney moved to accept the agenda. Robert Brockway supported. Motion passed unanimously.
- Treasurer's Report:** Dennis Mahoney moved to accept the Treasurer's Report. Jennifer Mahoney supported. Motion passed unanimously. Commission was briefed on the "endowment fund" and whether it is a true endowment. It is unclear because of lack of documentation.
- Approval of March March minutes:** Dennis Mahoney motioned to approve the March minutes. Robert Brockway supported. All supported.
- Citizen Comments:** No comments.
- Communications:** Charlie & Arlene Wascher from the Owosso Historical Society came to the Gould House with a packet full of archival architectural plans for Memorial Hospital and several other Owosso buildings. They thought the Owosso Historic Commission would make good use of the gift. Robert will follow up with a thank you card.
- Directors Report:**
- Robert has been attempting to change the Owosso Historic Commission budget structure. Additions to budget line items include but not limited to: marketing/branding, social media/promotion, exhibitions, grants, education curriculum, and rent/special events. The financial structure additions would support a better infrastructure & efficiency when looking over the overall budget. Currently, all of the above is listed in a misc bucket & makes things very difficult.
- Robert Doran briefed us on the new contracts, policies & procedures for Castle/Gould House events, concerts, functions, weddings, etc. He stated it now needs to go to the city attorney and city manager for guidance and approval.
- Robert Doran suggested for the OHC to revisit the charter & bylaws since they have not been significantly reviewed since 2003. He said there would be a special meeting scheduled to address this topic.
- Robert Doran announced that the stumps on the north lawn of Gould House had been removed, the holes filled and grass had been planted.
- Robert Doran announced that we are now officially members of the Cook Family Foundation Non-Profit Capacity Building Initiative.
- Robert Doran announced that the following non-profit historical entities in Shiawassee County have agreed to meet the last Wednesday of every month to discuss ideas and the possible sharing of resources and future collaborations. These are The Shiawassee Historical Society, The Steam Railroading Institute, Corunna Historical Village, Durand Union Station Michigan Railroad History Museum, Main Street and the Owosso Historical Society. We have already met two times, first at

Gould House, and then at Durand Union Station. The second meeting was attended by Kim Springsdorf of the Shiawassee County Visitors Bureau. Piper Brewer from the Shiawassee Arts Center will attend the next meeting, which will be held on Wednesday, April 29 at the Shiawassee Historical Society. In the last meeting we agreed to work on a post card that has some basic branding for the Shiawassee Historical entities and social media information.

Robert Doran shared that the Curwood Festival is quickly arriving that that the entire Commission will need to volunteer to keep all the historical buildings open during the entire event – June 4, 5, 6 & 7. He also shared a new volunteer manual he is creating & the leave behind flier to get involved with the OHC. Adrian Montague suggested a different title than the one listed on the flier. Current title is "Want to help you community but not sure how? You can Volunteer for the Owosso Historical Commission". She thought that there should be an emotional connection to volunteering & suggested language that would make Owosso residents feel like they belong to something greater. Robert Doran asked the commission to suggest a new title ASAP. Tracy, Dean, Adrian, and Elaine agreed we should explore the possibility of changing the wording of the title of the flier.

Robert Doran described in detail his and Denice Grace's amazing visit to the Henry Ford Museum and Greenfield Village at the invitation of Jeanine Head-Miller, The Curator of Everyday Life. will visit Owosso on Wednesday, May 27th for the entire day. At 3pm she will be speaking at the monthly Shiawassee County nonprofit historical director/manager meetings Robert has initiated. Robert will be showing her all of the historical properties Owosso has to offer, the OHC exhibit setup, The Ivan Conger Archive Room, and the rest of Shiawassee County's historical assets. Robert has encouraged all on the OHC to make time to meet her that day.

Robert Doran updated the OHC that 2 interns from Baker College will be starting in June. They will be involved with marketing, archiving, and the display of the historical exhibitions.

Growing Up Historically – Adrian Montague moved to make a motion to have Growing Up Historically Fund Raiser for the Owosso Historical Commission at Elaine Greenway's house on August 15th with food, alcohol, and music. Jennifer Mahoney supported. Motion passed unanimously.

Michael Boudro, the archivist from Durand Union Station, donated 12 hours to jump starting our Past Perfect archiving process instead of charging us. OHC is extremely grateful for the volunteer hours & his generosity. Robert Doran will send a thank you note next week on behalf of the OHC.

Robert Doran spoke briefly about Charlie & Arlene's framed posters of Curwood Castle. He suggested that the OHC could borrow the posters, create a joint collaboration, and share profits/cross promotion of community events that showcase their posters.

Robert Doran asked for \$500 at his disposal for marketing, promotional material, posters, postcards, etc. for the rest of the year. Robert Brockway motioned to approve his request. Jennifer Mahoney supported. Motion passed unanimously.

Robert Doran asked for \$250 for panels, display repairs, lights, etc. for the historical exhibitions. Jennifer Mahoney motioned to grant Robert \$300 for the exhibition needs. Robert Doran also stated there will be long term, residual benefits from this investment. Robert Brockway supported. Motion passed unanimously.

Robert Doran showed the Commission members a packet of mostly outdated marketing materials that he indicated we need to work on. Doran will come back with first passes of new materials during subsequent meetings.

Robert Doran discussed the 2015 Home tour, and indicated that he, Elaine Greenway and Jennifer Mahoney had a final list of homes for the tour.

Jennifer Mahoney brought up Robert Doran's broken cell phone & raised the question as to whether the commission should partially cover his cell phone bill. Robert Doran stated that 70% of his use on his cell phone is OHC related. The OHC did not come to a conclusion during that discussion. Elaine Greenway was hesitant to use OHC funds for Robert Doran's phone bill. **Dennis Mahoney moved to make a motion to have Robert repair his phone and having the OHC pay of the repair. Jennifer Mahoney supported.** Dennis Mahoney moved to make a motion to have Robert's cell phone bill on

the next OHC meeting's agenda to look into the possibility of paying for part of Robert's monthly bill because of the use of OHC business on his personal phone.

Robert Doran will move forward with alarming Gould House and fixing cameras and adding a DVR to the Curwood Castle security system. This initiative was approved at the November 2014 Owosso Historical Commission meeting.

Robert Doran announced the resignation of Erin Powell from Owosso Historical Commission and Lois Whalen as Curwood Castle Docent.

Robert Doran announced that he will attempt to attend all the upcoming monthly MMA Workshops at \$50 per workshop.

Old Business:

Robert Doran put forth following schedule for OHC:

High School Honors Volunteer Orientation – Jennifer Mahoney requested to change the April 19th meeting to April 26th. Meeting changed to April 26th. She also stated this meeting would be only for students, no adults.

April 25th – Curwood Festival Clean Up – Robert Doran will be volunteering time to clean up around Curwood Castle from 10am-12pm that day. He encouraged the rest of the commissioners on the OHC to also volunteer time on April 25th, if their schedule allows. Robert Doran also mentioned that he would like to purchase OHC crew shirts at some point in the near future.

May 16th – Prince & Princess Party (Saturday) – Jennifer Mahoney explained what the party will entail & who would be encouraged to participate. The children (kindergarten & 1st grade) will be doing crafts (building crowns & wands), snacks will be provided, and there will be an opportunity to meet a prince & princess. Tickets will be \$15 a child & by reservation only. Robert Doran will send out a press release. Adrian Montague suggested that the OHC should look into photo releases for parents to sign if we plan to post pictures of event on social media because kids are under the age of 18.

June 4, 5, 6 and 7 – Curwood Castle Festival – Elaine Greenway stated she will be unable to attend that Friday. Robert Doran would like everyone at the parade. Robert Doran also stressed the importance of having a lot of volunteers & docents. Robert Doran stated that he is in the process of making the commission a board-like structure & that boards are responsible for bringing volunteers to events.

Branding & logo updates – Burning Media Group – has been chosen to develop and launch the new OHC website as well as our new branding/logo, with an end of June delivery date. Robert Doran stated that if we have everything in place by August that he will be happy. **Dennis Mahoney moved to make a motion to pay half (\$2,500) of the fee to Burning Media Group now for the website and the other half (\$2500) upon completion of the project. Robert Brockway supported. Motion passed unanimously. Jennifer Mahoney moved to make a motion to pay Burning Media Group for their logo design. She stated that we should pay Burning Media Group half (\$500) up front and the other half (\$500) upon completion. Robert Brockway supported. Motion passed unanimously.**

Kettering University intern idea scrapped for the time being. The OHC wants a full engineering survey done on all of the historical properties. This discussion was tabled for the time being.

New Business:

Robert Doran asked for \$600 dollars to use toward the purchase of museum cases for OHC's ongoing historical exhibitions initiative. Jennifer Mahoney motioned to allocate the \$600 for the museum cases. Robert Brockway supported. Motion passed unanimously.

Acquisitions Committee and Budget – Robert Doran suggested we look into an acquisition budget.

The OHC discussed pictures at the castle/historical properties. Robert Doran suggested we charge for anyone who wants to use the Castle for indoor photos due to the resources, time and energy put into these events. Robert suggested we put forth Michael Paine as our "official" photographer. Adrian

Montague suggested we charge \$50 to the individual and they can also bring in their desired photographer to take pictures or if they go with Mike, they could have a potential discount. This was tabled for the time being.

Gould House and Curwood Castle Gardens – Dennis Mahoney to contact MSU extension to take back the historical gardens. Robert Doran to contact Owosso Garden Club for possible involvement.

Citizen Comments:

Adjourn: Dennis Mahoney made the motion to adjourn at 10:00 PM. Motion carried unanimously.