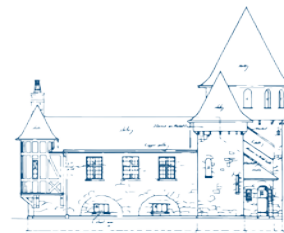


**HISTORICAL COMMISSION - Regular Meeting Minutes**  
**March 9, 2020**  
**Curwood Castle**  
**6:00 p.m. to 7:30 p.m.**



OWOSSO HISTORICAL COMMISSION  
THE CURWOOD COLLECTION

**Call to order** - Chair Elaine Greenway called the meeting to order at 6:00 p.m.

**Roll call**

Present: Chair Elaine Greenway, Vice-Chair Dave Acton, Commissioner Mark Erickson, Commissioner Steve Flayer, Commissioner Gary Wilson, Executive Director Albert Martenis, Head Docent Denice Grace

Absent: Commissioner Sara Adams, Commissioner Paul Rogers, Commissioner Heather Jacobs

**Agenda and Minutes**

Review and approval of the 3/9/2020 agenda – Commissioner Flayer made the motion to approve the 3/9/2020 agenda, seconded by Commissioner Wilson, Ayes all motion carried.

Review and approval of the 2/10/2020 minutes – Commissioner Flayer made the motion to approve the 2/10/2020 minutes, seconded by Commissioner Wilson, Ayes all, motion carried.

**Financial Review**

**Review YTD budget vs. actual spending from July 1, 2019 through January 31, 2020:**

Executive Director Martenis distributed copies of the fiscal year budget report and summarized that as we are about 60% of the way through the budget year, our expenditures should be at about 60% of budget and they are.

Based on further review of the report, the Commission projected that we would finish the year within budget.

**Review January 2020 check register:**

Executive Director Martenis provided each Commission member with a copy of the check register.

The Commission concluded that the checks written were appropriate.

**Welcome visitor(s) and visitor comments**

Chair Elaine Greenway introduced guest Betsy Galloway who is excited to help the OHC as a Commissioner and/or a member of the Archiving Committee.

**Commissioner comments**

Commissioner Flayer reported that he met with Executive Director Martenis a couple of weeks ago and noted that the ED attended the February Historic Shiawassee meeting and was well received.

Commissioner Erickson reported that the Facilities Committee met and reviewed the capital improvement plans and priorities: they will meet again on Wednesday morning, March 11<sup>th</sup> to move the plans forward so that bid packages can be issued to contractors.

Commissioner Wilson informed the commission that Phil Hathaway has joined the Facilities Committee.

He also suggested that ED Martenis attend the Michigan Historic Preservation Network Conference (more information will be obtained about the Conference and attendance by the ED will be a topic on the April OHC agenda).

### **Executive Director Communications report**

Executive Director Martenis reported that he met with the Masons at the Gould House and the Masonic lodge.

They discussed ways the Masons could collaborate with the OHC, and there will be follow up meetings to further discuss collaboration opportunities.

Executive Director Martenis is going to meet with Kim Springsdorf of the Steam Railroading Institute to propose a collaboration strategy that could generate funds for the OHC and make the November/December SRI excursions even more attractive to the 1225 riders.

He met with the owner of Myrtles about making chocolate shaped castle suckers that we could sell during Curwood Weekend.

He has also met with Piper Brewer at the Shiawassee Arts Center to discuss collaboration opportunities.

Executive Director Martenis stated that he has met with Linda Beeman regarding the Grants the OHC will apply for.

The MCACA had a glitch in their system which will change the grant deadlines.

Linda Beeman will be paid by the hour.

He hasn't signed a contract with her yet but are working on the same contract as last year.

### **Old Business**

1. Policy review on renting OHC facilities – Commissioner Flayer distributed updated copies of the Policies and Procedures for renting the properties. Commissioner Erickson asked that OHC be spelled out, so people know that it stands for Owosso Historical Commission. It was decided to take out the paragraph on Alcohol and Gambling which will be addressed later. Vice-Chair Acton made a motion to accept the amended policies and procedures, seconded by Commissioner Wilson, Ayes All, Motion Carried.
2. Decision on renting Castle grounds to Aviator Jane – Head Docent Grace will send the amended Policies and Procedures just approved to Main Street Manager and Ex-Officio Commissioner Josh Adams who will negotiate the contract with Aviator Jayne.
3. Modify Committee structure – Further discussion is needed on the committee structures. Commissioner Wilson's historical preservation committee will become a subcommittee under Commissioner Erickson's Facilities Committee. Neither Commissioner Greenway or Commissioner Erickson want to be on the

Finance and Philanthropy committee. It was discussed whether Archiving and Acquisitions should be one committee or two; no conclusion was reached so no change will be made at this time (additional discussions on the Committee structure will occur when the Governance Committee updates the strategic plan. Commissioner Greenway of the Events committee talked about the possibility of having a pond and garden tour and reminded the Commission that they did not have a volunteer award ceremony last year. There will be one later this year.

4. Chair for the Volunteers Committee – Executive Director Martenis and Head Docent Grace will handle volunteers. The Commission agreed that a Commissioner Chair is not needed for this committee at this time.
5. Update on purchase of upright and hand-held commercial vacuums – Executive Director Martenis will go to Lansing to talk to the owner of Lam’s Sweeper Shop in Lansing about the purchase of commercial vacuums.
6. Update on router installation at Castle – The router is in. Jeff Tish will install it when his schedule permits.

### **New Business**

Update on OHC purchasing process – Executive Director Martenis wants the Commission to think about how to improve the purchasing process.

One of the questions that he would like to have addressed: “is there an appropriate amount that the ED can approve without approaching the Commission for permission?”. This question will be considered by the Finance Committee and a recommendation will be presented to the Commission.

City Manager Nathan Henne is working on obtaining an OHC credit card.

**Visitor Comments** Betsy Galloway reiterated how excited she is to work with everyone. She will meet with Commissioners Flayer and Adams at a date to be determined to see where she can be the most help.

**Commissioner Comments** – none

### **Adjournment**

Commissioner Flayer made the motion at adjourn at 7:31 p.m., seconded by Commissioner Erickson, Ayes All, meeting adjourned.