**OWOSSO HISTORICAL COMMISSION**

Regular Meeting Minutes

August 13, 2018, 7:00 PM Shiawassee Art Center

**CALL TO ORDER: MEETING WAS CALLED TO ORDER AT 7:00 PM BY CHAIR CAROL VAUGHN**

**PRESENT: COMMISSIONER CAROL VAUGHN, CHAIR; COMMISSIONER KAREN MARUMOTO, VICE CHAIR; COMMISSIONER DAVE ACTON; CITY COUNCIL REPRESENTATIVE ELAINE GREENWAY; COMMISSIONER CAROLYN EBERT; COMMISSIONER HEATHER JACOBS; ROBERT DORAN, DIRECTOR**

**ABSENT:** **COMMISSIONER SARA ADAMS; COMMISSIONER DEB GILBERT;**

**COMMISSIONER ANNE LUDINGTON**

**APPROVAL OF AGENDA:** Additions to Agenda were requested: Apartment renovation update – Old Business; Smithsonian Waterways Exhibit – New Business**.**

**Commissioner Elaine Greenway motioned to approve Agenda with additions, supported by Commissioner Karen Marumoto.**

**AYES ALL, MOTION CARRIED.**

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

Discussion occurred around the end of year adjustments to be audited

September, 2018**.**

**Commissioner Dave Action motioned to approve the July 2018 Revenue and Expenditure Report, Supported by Commissioner Carolyn Ebert.**

**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 July 9, 2018 Meeting Minutes.**

**Commissioner Karen Marumoto motioned to approve the Consent Agenda, supported by Commissioner Heather Jacobs.**

**AYES ALL, MOTION CARRIED.**

**CITIZEN COMMENTS:** **NONE**

**COMMUNICATIONS: NONE**

**OLD BUSINESS:**

* **Review Board Agenda 12 Month Planning Guide**: Planning is on schedule with no stand out items.
* **501(c)3 status** – Articles of Incorporation and Policies to be approved during **Inaugural Board Meeting** of the **Castle City Museums** after adjournment of this Owosso Historical Commission meeting. Financial reports to be completed. 30-Hour Consulting Grant from Cook Family Foundation denied.
* **Follow-up on Fund Raising Seminar – Next Steps**

Meet as a group to share work plans to compile individual ideas to clarify how to raise $1,000 funds per person and launch of Membership package. Summary packet of training yet to be received; Fund generating activities to be included in strategic planning. Ideas exchanged to generate donations.

* **Museums and Parks Millage – Next Steps: PR Campaign**

Language provided of proposal to be on November ballot presented**.** Capital improvement projects to be shown for 2-year period**.** A press release will be produced to announce plans for levying of millage. A committee will be formed to work on PR Campaign.

* **OHC Schedule Review – Important Dates**
1. September 8 Owosso Art Walk
2. October 19 Painting Exhibition
3. October 27 Curwood Highlander
4. November 1 Decorate Castle for Holidays
5. November 15 Docent and Donor Recognition Awards
6. December 6 Holiday Party and Silent Auction
7. December 21 & 22 Christmas Extravaganza

A review of activities was provided by Director Doran.

* **Apartment renovation update** – Contractor will be contacted

 to accomplish the renovations needed to begin renting again.

**NEW BUSINESS**:

* **Committee Reports**
	+ **Finance:** No meeting held – IRS application will be reviewed with Jim Demis.
	+ **Governance:** Worked on IRS Application, Discussed 5-Year Agreement with the City of Owosso regarding the relationship between the Owosso Historic Commission and Castle City Museums. Questions were outlined to address with City.
	+ **Philanthropy, Giving & Membership**: No meeting held
	+ **Exhibitions & Education**: Painting Exhibition, Offerings for next year including a review of products and services. Spoke with an individual that owns a large collection of Owosso Memorabilia Exhibit - possible fund raising event.

**Smithsonian Waterways Exhibition –** February 2019 SAC will receive exhibit. Owosso chosen as one of 6 cities chosen out of 25 applied. Ancillary exhibits, educational components will include Owosso Middle School poster contest and displayed at The Castle with a focus on “What does the Shiawassee River mean to me.”

**Motion was made by Commissioner Dave Acton to participate with SAC in the Smithsonian Waterway Exhibition with Castle Involvement, supported by Commissioner Heather Jacobs.**

**All Ayes. Motion Carried.**

* + **Facilities:** Contractors were contacted to begin work at the Comstock Cabin as previously reported.
	+ **Marketing, Advertising & Social Media**: Work plans were developed on Exhibitions with focus on increasing visitors at the Castle, both new and returning visitors.
	+ **Archiving & Acquisitions**: Archiving has begun - Software will be on the computer by August 31st. Materials have been ordered to begin archiving the materials designated in the Great Room totaling $330 to be done by December 2018. Past Perfect Software support cost discussed.
	+ **Volunteers:** Term volunteer changed to Docents. Strategies developed to increase docents.
* **Paintings & October 19 exhibition** – Discussed.
* **Sponsorships –** Discussed.
* **Memberships –** Discussed.
* **Power thought of the day – Involvement encourages commitment.**

**CITIZEN COMMENTS: NA**

**ADJOURN: Commissioner Dave Acton motioned to adjourn at 8:20, motion supported by Commissioner Heather Jacobs.**

**AYES ALL, MOTION CARRIED.**

**NOTE: Inaugural Board Meeting** of **Castle City Museums** heldimmediately after adjournment of this

Owosso Historical Commission meeting.