

OWOSSO HISTORICAL COMMISSION
Regular Meeting Minutes
July 8, 2019, 6:00 PM Curwood Castle



CALL TO ORDER: MEETING WAS CALLED TO ORDER AT 6:04 PM BY CHAIR CAROLYN EBERT

PRESENT: Commissioner Carolyn Ebert, Chair; Commissioner Karen Marumoto, Vice Chair Dave Acton; Commissioner Sara Adams; Commissioner Jed Dingsens; Commissioner Elaine Greenway (6:15) and Commissioner Paul Rogers.

ABSENT: Commissioner Heather Jacobs

OTHERS PRESENT: Robert Doran-Brockway, Director

APPROVAL OF AGENDA: Commissioner Marumoto motioned to approved the agenda. Motion Supported by Commissioner Adams. Ayes all, motion carried.

APPROVAL OF June, 2019 REVENUE AND EXPENDITURE REPORT with Detailed review of 2019/2020 Revenue and Expenditure Report including itemized miscellaneous expenditure.

Commissioner Rogers motioned to approve the June 2019 Revenue and Expenditure Report. Motion Supported by Commissioner Marumoto. Ayes all, motion carried.

CONSENT AGENDA:

OHC Balance Sheet; OHC Check Register; OHC June 10, 2019 Meeting Minutes.

Commissioner Rogers motioned to approve the Consent Agenda, Supported by Commissioner Marumoto. Ayes all, motion carried.

CITIZEN COMMENTS: NONE

COMMUNICATIONS: NONE

OLD BUSINESS:

- **501(c) 3 Status Report** – Notification received June 11, 2019 of approval 501(c) 3 status for Castle City Museums. The status is retroactive to April 1, 2018. Demis will have nonprofit specialist will set up bookkeeping in Quickbooks. Castle City Museums will continue to be included in City audits.
- **Museums and Parks Millage Review – See New Business.** List of needed repairs, services and upgrade to Curwood Castle, Woodard Paymaster Building, and Comstock Pioneer Cabin was presented.
- **2019 Owosso Historic Home Tour – Date: 9/21/19** – Homes, Museums and Churches included. A Historic Preservation Pop Up at Gould House. Other events taking place throughout downtown Owosso in conjunction with Home Tour.

NEW BUSINESS:

- **Bids for:
HVAC Design and Feasibility Analysis Study**
Director Doran-Brockway distributed copies of bids for HVAC Design and Feasibility Analysis Study by H2A Architects and Dingens Architects of Corunna.

Commissioner Jed Dingens was asked to step out of the meeting as the board discussed the two bids presented. A time for review and recommendation will take place over the next week. **A vote was not taken at this time.**

Three Bids for painting **Gould House Great Room and Paymaster Building** were presented. Greg Hess, Sean Anderson and Xavier Construction.

A motion was made by Commissioner Greenway to accept the lowest bid from Xavier Construction in the amount of \$2,141.00 for Paymaster Building; \$2,642.00 for Great Room of the Gould House. Supported by Commissioner Rogers. Ayes All, Motion Carried.

Agnew Sign Company provided a quote to install signs inside Comstock Cabin, Replacing Castle open sign, and new sign for Gould House in the amount of \$799.00

A motion was made to accept Agnew's Quote by Commissioner Rogers and supported by Commissioner Dingens. Ayes All. Motion Carried.

- **Committee Reports**
 - 1) Exhibitions & Special Event – 2020 Women's Exhibit. - A website is under construction to begin promotion after the Home Tour. A mini grant will be pursued.
 - 2) Education – None
 - 3) Museum Stewardship – State of Art HVAC System analysis will be pursued. Bids have been received.
 - 4) Archiving & Acquisitions – No Report
 - 5) **Finance/Governance** – Upon researching Capital Campaign, a compelling vision must be crystal clear. More research will be collected to discover if it is best to "Do it Ourselves " or hire a consultant.
B. Further inquiry regarding Silent movies revealed that there is only one silent movie museum in the country. Between the years 1898-1929 10,000 movies were made. Less than 1,600 have survived in a restored state able to be seen. It may become a goal to be National High Quality Silent Movie museum year around. Future reports will be made.
 - 6) Marketing, Advertising & Social Media – No Report
 - 7) Volunteers – No Report

ADJOURN:

Commissioner Dingens motioned to adjourn at 7:11 PM, Supported by Commissioner Adams. Ayes All, Motion Carried.