

**OWOSSO HISTORICAL COMMISSION**  
Regular Meeting Minutes  
December 10, 2018, 7:00 PM Curwood Castle



**CALL TO ORDER:** MEETING WAS CALLED TO ORDER AT 7:02 PM BY CHAIR CAROL VAUGHN

**PRESENT:** Commissioner Carol Vaughn, Chair; Commissioner Karen Marumoto, Vice Chair; Commissioner Elaine Greenway, Commissioner Paul Rogers, Commissioner Sara Adams; Commissioner Dave Acton, Commissioner Carolyn Ebert, Robert Doran, Director

**ABSENT:** Commissioner Debbie Gilbert, Commissioner Heather Jacobs

**OTHERS PRESENT:** None

**APPROVAL OF AGENDA:** Agenda Item for discussion-Winter Castle Hours added to Agenda under New Business. Commissioner Acton Motioned to approve agenda with New Business Item. Motion Supported by Commissioner Greenway. Ayes all, motion carried.

**APPROVAL OF NOVEMBER, 2018 REVENUE AND EXPENDITURE REPORT**  
Commissioner Adams Motioned to approve the November, 2018 Revenue and Expenditure Report. Motion Supported by Commissioner Rogers. 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 November 2018 Meeting Minutes.

Director Doran has requested that the Dashboard Report be removed from the Consent Agenda to allow for in-depth as an individual line item.

November 2018 Meeting Minutes were corrected to change Old Business, Next Fund Raising Target Painting Exhibition to be held June 7, 2019.

Commissioner Greenway Motioned to approve the Consent Agenda, Supported by Commissioner Marumoto. Ayes all, motion carried.

**CITIZEN COMMENTS:** NONE

**COMMUNICATIONS:** NONE

**OLD BUSINESS:**

- **Gould House Ceiling Update:** - A resolution and memo is being prepared for council to approve expense to start repair January 16, 2019.
- **Holiday Fund Raiser update** – The event was successful with increased revenue over 2017 event. The board’s participation was excellent. The baskets created a profitable silent auction.
- **Nonprofit Update** – Waiting for IRS approval of 501(c)3 status. Supportive City Manager, Director Doran is included in department meetings.

- **Santa Express/Christmas Extravaganza: December 21 & 22 – The Steam Railroad Institute** has an event to find Santa. Santa will be making 3 stops in Owosso. Volunteers will be directing passengers to various stores downtown. The Castle will be Santa’s last stop with the Ice Princess. Free admission will be provided to those with the maps to Castle. Volunteers are needed.
- **Smithsonian River Exhibition** – Student Exhibition at the Castle An art Contest will be done at Middle School and exhibited at the Castle. Awards will be presented. The exhibit will be held February 23, 2019 thru April 7, 2019. More information to come.

**NEW BUSINESS:**

- **2018 – Successes and “not so great”**  
Millage passing will positively affect OHC in future.  
Process of filing for 501(c)3 status was effective with a solid foundation.  
Positive relationships built with City Hall.  
Movie Exhibit was a resounding success.  
OHC organization is now a part of the Big Picture.  
Weakness was revealed in Strategic Planning or launching of the plans.
- **Restructuring Committees**
  - **Exhibitions and Special Events/Marketing & Social Media**
  - **Education**
  - **Archiving and Acquisitions**
  - **Museum Stewardship/Facilities**
  - **Governance/Finance/Membership**
  - **Volunteers** – no longer a committee-becomes a job function of the Director & Head Docent
- **Implement Quarterly Goals**
- **Take the Dashboard off the Consent Agenda – Discussion**
- **Implement Fundraising Goals** – Committees to present goals. Sponsorship is key for fund raising.
- **Carol Vaughn – THANK YOU! She has been an integral part of the growth of board and organization as a whole. Commissioner Carolyn Ebert has accepted the Chairman role.**
- **Winter Castle Hours** – Closed January, 2019 into February, reopen February 23<sup>rd</sup> and March on Saturday and Sundays only 12:00 PM – 4:00 PM. Tours may be arranged by appointment.  
**Motion made to change Winter Castle hours by Commissioner Adams, Supported by Commission Rogers. Ayes All, Motion Carried.**

**CITIZEN COMMENTS:**

The next monthly meeting will be held the third Monday of January on **January 21, 2019** to allow new committees to meet and develop goals. Commissioner Acton shared in total transparency that he is interested in obtaining the block of homes auctioned by Baker College including the Hoddy House.

**ADJOURN:**

**Commissioner Rogers motioned to adjourn at 8:20, Supported by Commissioner Marumoto. Ayes All, Motion Carried.**