



OWOSSO HISTORICAL COMMISSION

MEETING AGENDA

January 13, 2025, at 6:00 pm at Owosso City Hall

Call to order:

Roll Call

Present:

Absent:

Agenda and Minutes:

Motion to approve December 9, 2024 minutes

Motion to approve January 13, 2025 agenda

Communications:

Revenue and Expense Report

Community Foundation Fund Report

Cash Balance Report

Castle Financial Reports

Public Comment

Commissioner Comment

Agenda Items:

Planning session with the Nonprofit Network

Next Meeting: Monday, February 10, 2025

Adjourn



Regular Meeting of the Owosso Historical Commission

Minutes of December 9, 2024 – 6:00 P.M. at Owosso City Hall

MEMBERS PRESENT: Chair Little, Vice Chair Adams, Commissioners Mark Erickson, Elaine Greenway, and Bill Moull

MEMBERS ABSENT: Robert Hooper

CHAIRMAN LITTLE CALLED THE MEETING TO ORDER AT 6:00 P.M.

APPROVE MINUTES – November 12, 2024

Motion by Commissioner Erickson to approve the minutes as presented, supported by Commissioner Moull.

Approved by voice vote

APPROVE AGENDA – December 9, 2024

Motion by Commissioner Greenway to approve the agenda with the addition of Home Tour, supported by Commissioner Moull.

Approved by voice vote

ITEMS OF BUSINESS

Strategic Planning: Motion by Commissioner Greenway to contract with the Nonprofit Network for strategic planning, supported by Commissioner Erickson. Approved by voice vote.

Holiday Party: Commissioner Greenway reviewed plans for the holiday party.

Home Tour: Chairman Little and Commissioner Greenway volunteered to serve on the Home Tour planning committee.

FINANCIAL REPORTS:

Amy Fuller reviewed the current revenue and expense report. There was discussion on adding funds to the existing endowment with the Shiawassee Community Foundation. Amy Fuller will arrange for their Director to come speak to the Commission.

PUBLIC COMMENT PERIOD: None.

COMMISSIONER COMMENTS

The group thanked Commissioner Erickson for his service.

NEXT MEETING: Monday, January 13, 2025 at 6:00 p.m.

ADJOURNMENT

Commissioner Little adjourned meeting at 6:50 p.m.

Respectfully submitted by:
Amy Fuller, Assistant City Manager



Owosso Historical Commission

January 13, 2025

6-8pm

1. Welcome & Introductions
 - Name and how long you have served on the commission
 - Professional and Volunteer Experience
2. Overview of purpose of our time together
3. Exploration of the mission of the organization
4. What does this mission require of the board?
5. What assets does the organization utilize to achieve its mission?
6. Homework for next session/Next steps
7. Adjourn

Facilitated by Nonprofit Network, Regina Pinney



SHIAWASSEE

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December 20, 2024

Dear Fund Representative,

Enclosed is the 2024 fiscal year end statement for the **City of Owosso Historical Commission**. This report covers two periods: fiscal year end 2024, covering the period from October 1, 2023, to September 30, 2024; and our current fiscal year 2025, which includes the months of October and November 2024. Please contact me with any questions about your report.

The spendable amount available for the 2025 fiscal year is: \$ **1,134.00**.

The Shiawassee Community Foundation remains dedicated to advancing our strategic plan objectives and supporting our mission. Both the board of directors and committee members are focused on addressing emerging community challenges, including critical issues such as mental health, housing, and childcare. Our Youth Advisory Council (YAC) students have been highly engaged this year, volunteering with local nonprofits and contributing to community initiatives. They just completed their annual Christmas Wishes program which provided gifts for 50 children from low-income families in Shiawassee County who applied through Capital Area Community Services.

Our local Raise Up Shiawassee collaboration is currently in full swing, and we are accepting donations through December 31. Visit raiseUPshiawassee.org or go to the *Raise Up Shiawassee Facebook page* for more information. Our board also recently contributed \$500 to the Hunger Network and \$500 to Durand Loaves and Fishes to support their community food programs. Give where you live!

Our annual report calendar will be completed soon and sent directly to you! Please stop into our office if you would like additional copies. Lastly, we wish you **Holiday Blessings** this season with friends and family!

Sincerely,

Kimberly M. Renwick
Executive Director

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Tax ID: #38-3285624



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Shiawassee Community Foundation FY 2024 and Oct-Nov 2024

	10/01/2023 - 09/30/2024	10/01/2024 - 11/30/2024
24-OWHIST - City of Owosso Historical Commission		
Non-Investment Revenue		
Donor Contributions	\$0.00	\$0.00
Interfund Gifts	\$0.00	\$0.00
Admin Fee Revenue	\$0.00	\$0.00
Grant Refund Revenue	\$0.00	\$0.00
Misc. Income	\$0.00	\$0.00
	\$0.00	\$0.00
Investment Activity		
Interest/Dividends	\$1,080.88	\$300.36
Realized	\$119.98	\$0.00
Unrealized	\$4,700.69	\$360.99
	\$5,901.55	\$661.35
Disbursements		
Grants/Scholarships	\$1,066.00	\$0.00
Interfund Grants	\$0.00	\$0.00
Admin Fees	\$309.35	\$0.00
Investment Fees	\$80.65	\$22.26
Misc. Expense	\$0.00	\$0.00
	\$1,456.00	\$22.26
Total Transfers		
	\$22,862.99	\$27,308.54
BEGINNING FUND BALANCE		
	\$4,445.55	\$639.09
NET SURPLUS/(DEFICIT)		
	\$27,308.54	\$27,947.63
ENDING FUND BALANCE		

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	AVAILABLE	% BGD USED
		AMENDED	BUDGET NORMAL	12/31/2024 (ABNORMAL) NORMAL	BALANCE (ABNORMAL)	
Fund 297 - HISTORICAL FUND						
Revenues						
Dept 000 - REVENUE						
297-000-540.000	STATE SOURCES	0.00		0.00	0.00	0.00
297-000-643.000	SALES	3,000.00		2,003.00	997.00	66.77
297-000-665.000	INTEREST INCOME	2,000.00		1,804.99	195.01	90.25
297-000-665.100	ENDOWMENT SPENDABLE FUNDS	1,066.00		1,134.00	(68.00)	106.38
297-000-667.100	RENTAL INCOME	2,800.00		0.00	2,800.00	0.00
297-000-673.000	SALE OF FIXED ASSETS	0.00		0.00	0.00	0.00
297-000-674.100	PRIVATE DONATIONS	20,000.00		12,406.00	7,594.00	62.03
297-000-674.200	DONATIONS	11,650.00		5,410.66	6,239.34	46.44
297-000-675.000	MISCELLANEOUS	0.00		927.11	(927.11)	100.00
297-000-699.101	TRANSFERS FROM GENERAL FUND	17,500.00		8,750.00	8,750.00	50.00
Total Dept 000 - REVENUE		58,016.00		32,435.76	25,580.24	55.91
TOTAL REVENUES		58,016.00		32,435.76	25,580.24	55.91
Expenditures						
Dept 797 - HISTORICAL COMMISSION						
297-797-702.200	WAGES	15,331.00		9,149.63	6,181.37	59.68
297-797-702.400	WAGES - SEASONAL	0.00		0.00	0.00	0.00
297-797-715.000	SOCIAL SECURITY (FICA)	1,173.00		699.95	473.05	59.67
297-797-716.100	HEALTH INSURANCE	0.00		0.00	0.00	0.00
297-797-717.000	UNEMPLOYMENT INSURANCE	25.00		5.50	19.50	22.00
297-797-719.000	WORKERS' COMPENSATION	61.00		27.47	33.53	45.03
297-797-728.000	OPERATING SUPPLIES	1,000.00		828.02	171.98	82.80
297-797-729.000	FINANCIAL INSTITUTION FEES	1,200.00		505.39	694.61	42.12
297-797-801.000	PROFESSIONAL SERVICES: ADMINISTRATIVE	1,500.00		37.50	1,462.50	2.50
297-797-810.000	INSURANCE & BONDS	2,994.00		3,020.71	(26.71)	100.89
297-797-818.500	AUDIT	814.00		581.00	233.00	71.38
297-797-930.000	BUILDING MAINTENANCE	0.00		980.38	(980.38)	100.00
297-797-961.000	MISCELLANEOUS	6,500.00		3,005.34	3,494.66	46.24
297-797-974.000	SYSTEM IMPROVEMENTS	0.00		0.00	0.00	0.00
Total Dept 797 - HISTORICAL COMMISSION		30,598.00		18,840.89	11,757.11	61.58
Dept 798 - CASTLE						
297-798-702.200	WAGES	500.00		29.07	470.93	5.81
297-798-702.400	WAGES - SEASONAL	0.00		0.00	0.00	0.00
297-798-715.000	SOCIAL SECURITY (FICA)	38.00		2.22	35.78	5.84
297-798-717.000	UNEMPLOYMENT INSURANCE	0.00		0.00	0.00	0.00
297-798-718.200	SOCIAL SECURITY (FICA)	0.00		1.74	(1.74)	100.00
297-798-719.000	WORKERS' COMPENSATION	32.00		2.75	29.25	8.59
297-798-728.000	OPERATING SUPPLIES	2,500.00		2,044.08	455.92	81.76
297-798-810.000	INSURANCE & BONDS	0.00		0.00	0.00	0.00
297-798-920.000	UTILITIES	6,436.00		1,878.94	4,557.06	29.19
297-798-930.000	BUILDING MAINTENANCE	4,000.00		1,162.23	2,837.77	29.06
297-798-940.000	EQUIPMENT RENTAL - BUILDING MAINTENANCE	1,000.00		496.94	503.06	49.69
297-798-961.000	MISCELLANEOUS	300.00		0.00	300.00	0.00
Total Dept 798 - CASTLE		14,806.00		5,617.97	9,188.03	37.94
Dept 799 - GOULD HOUSE						
297-799-702.300	OVERTIME	200.00		0.00	200.00	0.00
297-799-715.000	SOCIAL SECURITY (FICA)	15.00		0.00	15.00	0.00
297-799-716.100	HEALTH INSURANCE	0.00		0.00	0.00	0.00
297-799-716.400	LIFE INSURANCE	0.00		0.00	0.00	0.00
297-799-716.500	DISABILITY INSURANCE	0.00		0.00	0.00	0.00
297-799-718.200	DEFINED CONTRIBUTION	55.00		0.00	55.00	0.00
297-799-810.000	INSURANCE & BONDS	0.00		0.00	0.00	0.00
297-799-920.000	UTILITIES	3,559.00		349.59	3,209.41	9.82
297-799-930.000	BUILDING MAINTENANCE	4,000.00		31.82	3,968.18	0.80
297-799-930.200	BLDG MAINTENANCE	0.00		0.00	0.00	0.00
297-799-940.000	EQUIPMENT RENTAL	500.00		36.81	463.19	7.36
297-799-961.000	MISCELLANEOUS	2,000.00		16,267.43	(14,267.43)	813.37
Total Dept 799 - GOULD HOUSE		10,329.00		16,685.65	(6,356.65)	161.54
Dept 800 - COMSTOCK/WOODARD						
297-800-930.000	BUILDING MAINTENANCE	2,000.00		325.52	1,674.48	16.28
Total Dept 800 - COMSTOCK/WOODARD		2,000.00		325.52	1,674.48	16.28

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	AVAILABLE	% BDT USED
		AMENDED	BUDGET	12/31/2024	BALANCE	
		NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 297 - HISTORICAL FUND						
Expenditures						
TOTAL EXPENDITURES		57,733.00	41,470.03	16,262.97	71.83	
Fund 297 - HISTORICAL FUND:						
TOTAL REVENUES		58,016.00	32,435.76	25,580.24	55.91	
TOTAL EXPENDITURES		57,733.00	41,470.03	16,262.97	71.83	
NET OF REVENUES & EXPENDITURES		283.00	(9,034.27)	9,317.27	3,192.32	

CASH SUMMARY BY FUND FOR CITY OF OWOSSO
FROM 07/01/2024 TO 01/10/2025
FUND: 297
CASH AND INVESTMENT ACCOUNTS

Fund	Description	Beginning Balance 07/01/2024	Total Debits	Total Credits	Ending Balance 01/10/2025
297	HISTORICAL FUND	58,420.25	57,200.86	65,412.74	50,208.37

2024 Christmas at the Castle Financial Report

	Gift Shop Sales	Admissions	Silent Auction	Donations	Totals
Cash	\$22.00	\$190.00	\$170.00	\$600.00	\$982.00
credit	\$5.00	\$20.00	\$150.00		\$175.00
Totals	\$27.00	\$210.00	\$320.00	\$600.00	\$1,157.00
Without Gift Shop		\$210.00	\$320.00	\$600.00	\$1,130.00

November 2024 Curwood Castle Financial Report

NAME	AVERAGE PRICE	# ITEMS SOLD	TOTAL SALES
Admissions			
Admissions - Adult	\$5.00	212	\$1,060.00
Admissions - Child	\$2.00	37	\$74.00
Subtotal		249	\$1,134.00
Gift Shop			
T-shirts - Regular Size	\$15.00	3	\$45.00
Souvenir Book - Souvenir Book	\$5.00	5	\$25.00
Vintage Book - 12.00 Vintage Book	\$12.00	2	\$24.00
Reprint Book	\$12.00	2	\$24.00
Magnets - Large Magnet	\$5.00	3	\$15.00
Reprinted Books	\$12.00	1	\$12.00
Water Color - Water Color	\$10.00	1	\$10.00
Teddy Bear - Teddy Bear	\$10.00	1	\$10.00
Post Cards - 6 Postcards	\$5.00	2	\$10.00
Children Book - Children Book	\$10.00	1	\$10.00
Pint Glass - Pint Glass	\$5.00	1	\$5.00
Post Cards - Single Postcard	\$1.00	1	\$1.00
Subtotal		23	\$191.00
Donations			
Castle Donation - 5.00	\$5.00	1	\$5.00
Subtotal		1	\$5.00
Category Sales Subtotal	\$4.87	273	\$1,330.00

Curwood Castle December Monthly Comparisons 2015 - 2024

	Admits	Admissions	Gift shop	Donations	Totals
2015	108	\$392.00	\$111.00	\$275.00	\$778.00
2016	117	\$417.00	\$88.00	\$103.00	\$608.00
2017	98	\$414.00	\$284.00	\$15.00	\$713.00
2018	836	\$796.00	\$532.00	\$55.00	\$1,383.00
2019	90	\$515.00	\$93.00	\$24.00	\$632.00
2021	109	\$493.00	\$240.00	\$76.00	\$809.00
2022	197	\$1,225.00	\$345.00	\$1,153.00	\$2,723.00
2023	195	\$912.00	\$192.00	\$309.00	\$1,413.00
2024	148	\$627.00	\$445.00	\$1,140.00	\$2,212.00

December 2024 Curwood Castle Gift Shop Report

Item	Price	Number Sold	Square	Cash
Blueprint T-Shirt child S	\$10.00			
Blueprint T-shirt child M	\$10.00			
Blueprint T-shirt Child L	\$10.00			
Blueprint T-shirt Child XL	\$10.00			
New T-Shirt - Adult S	\$10.00			
New T-Shirt - Adult M	\$10.00	1		\$15.00
New T-Shirt - Adult Large	\$10.00	1	\$15.00	
New T-Shirt - Adult X Large	\$10.00	1		\$15.00
New T-shirt Adult 2XL	\$12.00			
New T-Shirt - Adult 3XL	\$12.00			
Book- Bear - reprint	\$10.00	1	\$12.00	
Books -Vintage	\$12-\$20	25	\$168.00	\$92.00
Book -My Adventure to Curwood Castle	\$10.00			
Book - Mystery at Curwood Castle	\$10.00	6	\$30.00	\$30.00
Coaster - Castle Great Room	\$4.00			
Coaster - Curwood statue	\$5.00			
Coaster - Curwood Statue	\$4.00			
Coaster - Winter	\$4.00			
Souvenir Book - Gray	\$5.00	4	\$5.00	\$15.00
Glasses - Comstock Cabin	\$5.00			
Glasses - Curwood Home	\$5.00			
Glasses - Gould House	\$5.00	1	\$5.00	
Glasses - Curwood Castle	\$5.00			
DVD - The Bear	\$20.00			
Postcards	\$1 / \$5	4		\$4.00
Holiday Postcard bundle	\$1.00	4	\$1.00	\$3.00
Curwood Castle Teddy Bear	\$10.00			
Magnets - small	\$3.00			
Magnets - Large	\$5.00	5	\$5.00	\$20.00
Mary Anderson Drawings	\$10.00			
Castle ornament	\$10.00	1	\$10.00	
TOTALS			\$251.00	\$194.00

\$445.00