

OWOSSO HISTORICAL COMMISSION
Regular Meeting Minutes
December 9, 2019, 6:00 PM Curwood Castle



- CALL TO ORDER:** MEETING WAS CALLED TO ORDER AT 6:02 PM BY VICE CHAIRMAN DAVE ACTON.
- PRESENT:** Chairman Elaine Greenway; Vice Chair Dave Acton; Commissioner Sara Adams; Commissioner Mark Erikson; Commissioner Steven Flayer;
- ABSENT:** Commissioner Carolyn Ebert; Commissioner Heather Jacobs; Commissioner Paul Rogers.
- OTHERS PRESENT:** Denice Grace, Curwood Castle Head Docent and Linda Beeman
- APPROVAL OF AGENDA:** Commissioner Flayer made a motion to amend the agenda and supported by Commissioner Adams, **ALL AYES, Motion carried.**
to include additional New Business: 1) Payment Adjustment – Auction Item
2) Commissioner absence due to illness; 3) Steve Flayer – Handouts for future meeting discussion.

APPROVAL OF NOVEMBER, 2019 REVENUE AND EXPENDITURE REPORT:

No reports were available at this time for review. Financial Director at City offices will be contacted to obtain reports for future meetings.

CONSENT AGENDA: OHC Balance Sheet; OHC Check Register were not available for the Commissioner's review. Plans were discussed to have them available at future meetings.

APPROVAL OF MINUTES OF MEETING HELD NOVEMBER 12, 2019 – None, meeting not held due to lack of quorum.

CITIZEN COMMENTS: Linda Beeman informed Commission that grants remain available and extended her services to write grants for the commission.

OLD BUSINESS:

Email rec'd from the Monte Carlo Club requesting to have a daylong meeting 9 a.m. – 3 p.m. display cars outside of castle and have meeting inside. No date specified. – Commissioners recommended follow-up with Monte Carlo Club for more details. Concerns were noted about renting the Castle with no policy in place and liability issues.

Executive Director – Applications due by 12/18/19. Interview dates have not been determined. Interview panel will be developed.

Christmas Party Recap – \$2,950.00 funds were raised, beverage and food costs were low. Previous years raised more; however, expenses were also much higher. The party was a Historical Commission Family Event. It was determined to be a successful event. All of this was accomplished without an employee leading the event. Left over unopened food will be purchased by interested parties reimbursing the Commission for the expense. Receipts will be obtained from the City Finance Department to determine cost.

Suggestions for next year were requested. A recommendation was made for fewer baskets. A total of 44 items were available for auction. Suggestions were made to showcase local business baskets.

Gould House plumbing - issues were discussed. Contact will be made to arrange repairs.

Archiving Update – The commission has requested Steve Flayer thru his capacity as Director of the Library to move forward archiving materials in the care of the Owosso Historical Commission.

Recording Secretary Position – There has been no interest in filling the position. The commission will purchase recorder and offer paid training. Commissioners will continue to seek a replacement.

NEW BUSINESS:

- **Debit/Credit Card Use** – The service was made available for purchases and auction items. The internet service was unreliable and made it impossible to utilize during the Christmas Party. IT suspects a new router is needed for the Castle. One has been ordered. The service will remain available for gift shop purchases.
- **Member Absences** – discussion surrounding Commissioners absences due to illness. Also, absences in general. The bylaws will be reviewed and a decision made at a future meeting.
- **Review of Auction Bids at Christmas Party:** Benches were auctioned separately. The starting bid was not the same. It was determined that both benches should be valued at the same amount. A refund of \$200.00 will be made to Nathan Henne. His check will be returned and he will be asked to reissue a new check in the amount of \$100. **A motion was made by Commissioner Flayer, supported by Commissioner Adams. All Ayes. Motion Carried.**
- **Commissioner Flayer** offered several documents for Commission to review on various topics for future meetings. It is a list that will prove helpful moving forward with strategic planning of the Commission. Appreciation of the documents was expressed. These are items to review once the transition is complete.

ADJOURN: Commissioner Acton motioned to adjourn at 7:18 PM, Supported by Commissioner Adams. Ayes All, Motion Carried.