

PENTWATER HISTORICAL SOCIETY

Board Meeting Minutes – March 1, 2017

The meeting was called to order by board president, Dick Warner at 1:00 p.m. in the lower level of the museum.

Board Members Present: Dick Warner, Roger MacLeod, Michael Castor, Joan Gehringer, Ed Bigelow, Jim Lambrix, Mark Shotwell, Sally Ouweneel, Debbie Deward, Bob Childers and Bill O'Donnell

Approval of Agenda: A motion to approve the agenda was made by Mike Castor and seconded by Sally Ouweneel. The agenda was unanimously approved.

Approval of Minutes: A motion to approve the minutes of the meeting held on January 4, 2017 was made by Sally Ouweneel and seconded by Mike Castor. The minutes were unanimously approved.

ON GOING ACTIVITIES STATUS REPORTS

Treasurer's Report: A copy of the 2017 operating budget and the 2017 financial highlights of January and February (February 26th cutoff) were emailed to all board members by Mike Castor prior to the board meeting. Bill O'Donnell had several questions and Mike said he would check his spread sheet and get back with him.

A motion was made by Ed Bigelow and seconded by Mark Shotwell to approve the Treasurer's report. The report was unanimously approved.

Membership Report: Sally Ouweneel reported that we have 359 total memberships. Of those, we have 335 paid. There are still 21 annual and 3 sustaining memberships that are not current at this time. Sally stated that Karen Way has contacted most of the delinquent members.

A motion was made by Ed Bigelow to drop any memberships that are 18 months past due. It was seconded by Mike Castor and unanimously approved.

Susan Castor is taking on the job of recruiting new members and is coming up with a plan to do that.

The membership report was unanimously approved.

Museum Activities: Dick Warner reported that he has had no response from Consumers Energy regarding the display being put together. He will keep trying. Dick is still planning to bring back the "Lost and Found Ships" display.

Dick has contacted the president of the lighthouse association of Michigan. He is very knowledgeable on lighthouses and is hoping to get a display of sorts for the museum. Nothing has been finalized with him yet.

Dick also stated that he has been working on the floor plan for the museum for the 2017 season. Also, he is finalizing work on the donor board.

Special Events: Debbie Deward reported that all is ready for the spring dinner (May 24th) except for the caterer. She will hopefully have one by next week. The hall is reserved as well as securing Lee Murdoch, the entertainment, for that night. Karen Way is providing a room at The Abbey for Lee and his wife on the night of the dinner. An email blast will be sent out to all members by Mark Shotwell prior to the dinner.

Debbie wanted to be sure we advertise the garage sale sign-up sheet along with information on getting people to assist in working on the float along with walking in the parade to pass out bags and to ride on the float at the dinner.

For the 4th anniversary (May 27th) it was decided to do one large cake donated from Hansen's and also purchased cookies from Sam's Club. We will serve coffee, tea and have small water bottles.

Debbie is still working on the fan idea for giveaways. Jim Lambrix is going to approach Adams Heating & Cooling to see if they will

donate them. Debbie is also going to check with Lyndsey Blamer to see if he can get them any cheaper if Adams decline sponsorship.

Chris Cakes has been secured for the pancake breakfast (June 25th). The Friendship Center still needs to be reserved for a back-up plan in case of rain. It was decided that we will pre sell the tickets before the event. Adults will be \$8, children 12 and under will be \$5 and children 2 and under are free.

We will sell the tickets at the museum and at Decors by Sandra. Debbie will check to see if Fair Trade will sell them for us, too. Also selling tickets will be Debbie Deward, Sue Castor and Joan Gehringer.

The float for the parade will be handled by George and Cyndy Mikyluk. Debbie stated that she would like to advertise for help on it at the spring dinner.

Museum Report: Ed Bigelow stated that April 29th will be clean-up day at the museum. All board members were asked to bring cleaning supplies as well as vacuums, too, for cleaning furniture on stage. We will start at 9:00 a.m.

Dick Warner and Ed Bigelow looked at some items available for sale at the library yesterday. They were interested in the following: 2 rolling computer chairs, storage cupboards, 4 laminated shelves, 18 upholstered chairs, a 4 foot oak table, a 2 and 4 drawer filing cabinet and a computer stand. The total to buy all of the items would be \$379. They would be available to us on March 11th. A motion to buy the furniture from the library was made by Ed Bigelow and seconded by Mark Shotwell. It was unanimously approved.

Building and Grounds: The mini-split will be installed on Thursday or Friday of this week by Adams Heating & Cooling. They refigured the job and made a reduction in price of almost \$1200 for a grand total of \$4800. The electrical work was done by Mike Castor earlier in the week.

The masonry work on the exterior of the building will be done at the end of May, hopefully before we open to the public.

Web Site Management: Jim Lambrix is working on the signs. He needs input on the choice of colors and fonts to be used. Mike Castor told Jim that there is already money in the budget to replace the sign at the museum. Jim also told the board that an upgrade has been done with the West Michigan Tourist Association.

Mark Shotwell will make a presentation to the board about the advantages of having a Facebook page at the next board meeting.

Newsletter and Walking Tour Booklet: Bill O'Donnell stated that any correspondence about the newsletter should be emailed to Amy VanderZwart at amydentwater@hotmail.com. The cutoff for anything going in the newsletter is April 23rd. The newsletter should be in the mail 2 weeks prior to the spring dinner. Mike Castor asked if articles not used in the newsletter were saved or if they have to be resubmitted. Bill said that anything that goes in the newsletter is saved (original and edited version), but if not used should be resubmitted.

The tour book will be \$10 plus \$3 shipping if mailed. They will be available for purchase at the spring dinner and also at the museum as well as possibly a few other places in town. The books will be advertised in the upcoming newsletter, newspaper, website and an email blast will be sent to all members. Jim Ege offered to handle mailing out the books that need to be mailed.

Bill stated that several errors were made by the printers, but they were caught by Bill and the printer will reprint them plus extras as a good will gesture.

Ted Resser Family Memorial Donation Planning: Roger MacLeod told the board that the family was still interested in donating in Ted's name, but still doesn't know what the amount will be. Norm Dodd, the landscape architect, has some questions on the plan. He would like to have a conference call with Dick Warner, Ed Bigelow and Roger MacLeod. Roger suggested doing the plan in

phases since we don't know exactly how much the donation will be. Jim Lambrix suggested that we have legal documentation on exactly when it would be done and how much each phase will be.

INITIATIVES

Function of a Board: Bill O'Donnell stated that the by-laws say that if a special meeting is called then **all** members should be notified, whether it is by email or otherwise.

At a physical meeting the board chairman has to have control of the oversight of all the committees.

If we decide to go to "virtual" meetings by way of emails, we have to set up rules to follow the same patterns as a physical meeting. All the information from all committees should be sent to all board members ahead of time for review so that we would all be kept in the loop.

It was agreed that we still need to have regular meetings to discuss everything and not leave it completely up to the individual committees to make the big decisions, especially if there would be large expenditures. The individual committees need to make more of the decisions as a committee and bring those decisions to the board rather than the board micro-managing everything.

Roger asked if we had a statement of purpose when applying for a 5013C. Mike Castor said that the statement of purpose does not state the function of the board.

It's strictly the reason for being the society. He said we also have several mission statements.

Sally Ouweneel asked for a copy of the by-laws. Joan Gehringer said she would provide copies of the by-laws to all members.

2017 Sesquicentennial Planning & Information Booth: Debbie Deward questioned whether or not we want to move the old information booth that is now sitting at Snug Harbor to the Village Green to keep brochures, etc. in. Ed Bigelow doesn't think that Jack Witt, who is the owner of Snug Harbor, would give it up at this point. Debbie said the paperwork was presented by Don Palmer at one of the Sesquicentennial planning meetings she attended that

shows the PHS still owns it. Bill O'Donnell stated that we need to get a copy of the original agreement between Jack Witt and PHS. Debbie said she would try to get it.

Debbie said that the Chamber told her that they cannot sell the Sesquicentennial booklet that is coming out soon because they are a non-profit organization. It was brought up that the PHS is also a non-profit organization, but we are able to sell things. Debbie has a meeting tomorrow with them and she will find out more. The price of the book will be a "suggested" amount of \$5.

PHS – Spring Garage Sale: Debbie Deward said that the flyer for the garage sale, which will be held on June 10th, is ready to go. Mark Shotwell will do an email blast in early May to remind everyone about when to drop off donations and of the garage sale date.

Sextant: Dick Warner said that Judy Levich has been in contact with him about a sextant that her father, Cal Levich, owned. Cal regularly taught children how to use it to navigate by the stars. She wondered if we would be interested in purchasing it for the museum.

Ed Bigelow moved to spend up to \$500 to purchase the sextant. It was seconded by Dick Warner. The motion was approved with 10 members for it and one member opposed.

Dick Warner then stated that he and his wife, Sylvia, would donate \$1,000 for the purchase of the sextant and the furniture we are buying from the library.

Third Grade History Initiatives: Mike Castor sent out an attachment to all board members prior to the meeting describing an immersion program that was done by the Lowell Area Historical Museum. He has talked to the 3rd grade teacher in Pentwater. She was excited about it and would like to initiate parts of it with her class. Mike thought that we could get a grant for it through the Michigan Arts Council.

Mike Castor moved that we find an individual in the area to initiate an immersion program and work with the Pentwater 3rd grade teacher to plan a program for possibly 2018. It was seconded by Bill O'Donnell and unanimously approved.

On a final note, Mike Castor requested that if we need to purchase something for the museum that we either get a bill or a quote so that he can issue a check for the item rather than using a personal credit card and then wanting reimbursement. The IRS has questioned it in the past.

A motion to adjourn the meeting was made by Bob Childers and seconded by Mark Shotwell. It was unanimously approved and the meeting was adjourned at 3:16.

Respectfully submitted,
Joan Gehringer - Secretary