

## **PENTWATER HISTORICAL SOCIETY**

### **Board Meeting Minutes – January 10, 2018**

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, Norm Shotwell, Joan Gehringer, Mike Castor, Jim Lambrix, Ed Bigelow, Mark Shotwell, Sally Ouweneel, Debbie Deward, Amy VanderZwart and Bob Childers

**Approval of Agenda:** Mike Castor made a motion to move #7 on the agenda regarding the upcoming newsletter to the #1 position. It was seconded by Jim Lambrix and was unanimously approved.

There was no public comment on the agenda items.

**Approval of Minutes:** A motion to approve the minutes of the meeting held on November 1, 2017 was made by Mike Castor and seconded by Ed Bigelow. The minutes were unanimously approved.

### **ON GOING ACTIVITIES STATUS REPORTS**

**PHS Newsletter Report:** Amy VanderZwart reminded everyone that the deadline for any articles for the upcoming newsletter should be in by February 1, 2018. Amy also stated that Bill O'Donnell and Jim Pikaart are getting quotes from different printers to see if they can get a better price on printing the newsletters. She is still looking for information on the history of area B & B's, hotels, campgrounds, etc.

It was decided by the board that Mark Shotwell could email a letter to all of the members for whom we have email addresses saying that they can sign up for an electronic version of the newsletter in lieu of the physical copy to reduce postage costs. It will also appear in the upcoming newsletter to the same effect to capture those that we do not have email addresses for. We will not stop the physical mailings unless the member asks us to.

Amy had emailed the board members a list of special event ideas that other museums have successfully used for fund raising prior to the meeting. It was given to Jim Lambrix and Debbie Deward to see if any of the ideas are feasible for us to do. Everyone agreed the biggest issue was getting enough volunteers to implement them.

Amy suggested a scavenger hunt which could be set up on the computer. Mark Shotwell said he will look into scavenger hunt apps to set up.

**Treasurer's Report:** Mike Castor emailed a copy of the 2017 Financial Highlights (November and December), the 2017 Operating Budget and the 2018 Proposed Budget to all board members prior to the meeting. Mike stated that several board members had not given him their proposed budget yet.

A motion to approve the Treasurer's report was made by Norm Shotwell and seconded by Jim Lambrix. It was unanimously approved.

Mike reported that the end of the year donation appeal to members brought in approximately \$1,000.

Mike also said that he is having a problem with the Immersion program for 3<sup>rd</sup> graders that he has been trying to implement at the museum. He can't get a chairperson for it. It was suggested that he write up what is expected of the chairperson and appeal to the members in the upcoming newsletter. He said he would do that and send it to Amy for the newsletter.

**Membership Report:** Sally Ouweneel reported the following:

There is a total of 362 members. Of that there are 172 life members, 6 patron members, 150 annual members and 34 sustaining members.

Many members have not paid. Sally, Mark Shotwell and Mike Castor will get together to come up with an updated list for our next meeting.

**Museum Activities:** Dick Warner said he had no report at this time.

**Special Events:** Debbie Deward sent an email on the status of upcoming events for 2018 to all members prior to the meeting. She reported the following:

Spring Dinner – Wednesday, May 23, 2018

- a. VFW secured for 5-23-18 for 5:30 p.m.

- b. Ric Mixer secured at a cost of \$450
- c. Email sent to Ric regarding November Gale presentation

5<sup>th</sup> Anniversary Celebration – Saturday, May 26, 2018, noon to 3 p.m.

- a. Working on give-away item (possibly pens). Would like to do playing cards but probably too costly.
- b. Called PHS school and Dan Root is retired. A sub will be hired by 1-22-18. Hope to secure PHS band for 5<sup>th</sup> anniversary celebration.
- c. Color Guard secured from 12 – 1 p.m. per Jim Calson (letter sent)

Garage Sale – Saturday, June 9, 2018

- a. Three drop off dates: Friday, June 1st, Thursday, June 7th and Friday, June 8<sup>th</sup> from 10:00 a.m. to noon.
- b. Will set up boxes in basement for various categories

Pancake Breakfast – Sunday, June 24, 2018 from 9 a.m. to noon

- a. Called Chris Cakes and secured date
- b. Check for \$200 mailed to Chris Cakes on 1-8-18
- c. Will secure Friendship Center in case of rain

Summer Dinner - Wednesday, August 22, 2018.

- a. VFW secured for 8-22-18 for 5:30 p.m.
- b. Speaker -TBD

The museum will be open for Founders Day (May 5, 2018). Time still to be determined.

Placemats to be ordered from Oceana Graphics. Debbie would like to use pictures by Fred Seaman instead of the barn that has been used in the past. The quote she got for 900 placemats in colors is \$140. The board agreed that she could go ahead with the order as stated above.

The Sesquicentennial book from last year is still not published. Andy Skinner is not with Oceana Herald anymore. Debbie had been working with him in the past. She recently met with Jim Johnson. His quote to print them is \$912 for the first printing and \$792 for the second printing. That would be a total of \$1,704 for 400 books. The books are already paid for by the patrons that are in the book.

Debbie asked if we wanted to sell the books at the museum at \$5 each? The board decided that we should.

We will also be selling, "Poems of Frenchtown" and our walking tour book from last year at \$10 each.

Debbie also stated that she needs help with the planters that have been set around town with the historical signs in them. She said that it's too much work for her to continue doing alone. She has asked the Pentwater Garden Club to help, but they have not responded yet.

**Marketing:** Jim Lambrix reported that our brochures are in various places around the state and our museum ad is in several magazines.

Jim wondered if the foosball project should continue? It will cost approximately \$800 to build. Volunteers to build and run it would be a problem.

Dick Warner asked is we needed new membership brochures printed in the near future and should membership dues be raised before any new ones are printed? It would possibly be in effect for 2019. We will discuss it more at our next board meeting.

**Museum Operation:** Ed Bigelow reported that our gutter work on the museum would be done in the spring by "Affordable Gutters, Inc." at a cost of \$420.

Ed also reported that Ted Resser's son and daughter-in-law, Tave and Leslie Resser, have donated paintings done by Ted to the museum. Tave will give Ed a detailed description of each painting. They also have donated two antique chairs. Ed said we will have a special day at the museum memorializing Ted and highlight all of the paintings at that time. The memorial donation from the Resser family is still in the works.

Pentwater school has loaned us many old trophies. Research needs to be done to get a picture from each yearbook to go with each of the trophies before they can go on display.

**Future Building/Land Use Planning:** Norm Shotwell emailed the board a future building and land use planning proposal prior to the meeting.

## **Milestones**

- I. Agree on Mission & Vision Statements and Goals
- II. Agree on principles
- III. Agree on Outline Plan
- IV. Develop final plan and funding strategy (April)
- V. Present to general meeting (August membership dinner)

The following was discussed and voted on:

**Mission Statement** - Pentwater Historical Society seeks to connect people to the history of Pentwater by collecting, preserving and sharing information and artifacts. **Ed Bigelow moved that we accept this Mission Statement. It was seconded by Debbie Deward and unanimously approved.**

**Vision Statement** - The vision of the Pentwater Historical Society is to enrich lives through access to local history, engaging members, residents and visitors alike. **Norm Shotwell moved that we accept this Vision Statement. It was seconded by Mark Shotwell and unanimously approved.**

**Goal** - Our goal for the museum is to establish and maintain a place and institution that:

- a. Is a welcoming place where people are drawn together to share their passion and interest in our history and sense of community.
- b. Creates and maintains educational programs and exhibits that are professionally presented and inspiring.
- c. Has collections that provide a continuing source of inspiration and learning.

**Dick Warner moved that we accept this Goal. It was seconded by Mike Castor and unanimously approved.**

## **Criteria –**

1. Meets the PHS Mission & Vision & Goals
2. Comprehensive, with 15-20 year forward look
3. Realistic (funding, staffing, maintenance, etc.)

## Principles -

1. There will be no building or area memorials. All items donated as memorials will be moveable and non-site specific.  
(Wording on #1 discussed further at next meeting)
2. Any new construction must meet ADA criteria.
3. Any food must be cooked elsewhere.

Jim Lambrix moved that we accept #2 and 3. There were 10 “ayes” and one “nay” vote. Debbie Deward wanted it stated in the minutes that she thinks that the board will regret it in the future if we don’t include a kitchen.

## Tasks to achieve in any case –

1. Replace the ADA ramp – requires an immediate funding drive, including grant requests. Bruce Korndyke gave an estimate of \$32,000. (Will be looking into getting grant for it. Also, will need to find someone to be the chairman of the fund drive).
  - a. Include an information kiosk. Cost is extra to the \$32,000.
  - b. Include improved parking on First St.
2. Continued maintenance of the existing asset.
3. Establish digital records for our artifacts, to enhance research, understanding and access. Defer to 2019, but develop approach now.

## Outline of Future Plans –

Based on the input received to date, a broad outline of a future plan would be:

1. Add to the existing building on the west end then to the north, creating sufficient space to:
  - a. House two current large exhibits (fire hose dolly and boat) and provide addition storage for other small exhibits.
  - b. Provide space for educational programs and presentations
  - c. Provide support facilities for catering for events
  - d. Allow for weddings or similar celebrations or functions on the property (Agreed in general but whether alcohol consumption will be permitted depends on the cost of permits and insurance)
2. Landscape the remaining property to provide for outdoor events and to include a small garden with provision to honor various past and future members.

Work on more details of the future plan will proceed after the ADA ramp has moved forward. **Norm Shotwell moved that we accept this outline. It was seconded by Sally Ouweneel and was unanimously approved.**

**Building and Grounds:** Ed Bigelow reported that he hasn't been able to get with any of the Pentwater school kids on helping with our spring cleanup yet so has been unable to set a date for the cleaning. He will have more information on it at our next board meeting.

A motion to adjourn the meeting was made by Norm Shotwell and seconded by Debbie Deward. It was unanimously approved and the meeting was adjourned at 3:30 p.m.

Respectfully submitted,

Joan Gehringer - Secretary