

PENTWATER HISTORICAL SOCIETY
Board Meeting Minutes – March 13, 2019

The meeting was called to order by board president, Dick Warner, at 1:00 p.m. in the conference room at the First Baptist Church.

All board members were present: Dick Warner, Norm Shotwell, Joan Gehringer, Michael Castor, Nancy Zielinski, Mark Shotwell, Sally Ouweneel, Debbie Deward, Jim Lambrix, Amy VanderZwart and Bob Childers

Approval of Agenda: A motion was made by Norm Shotwell to approve the agenda. It was seconded by Mark Shotwell and unanimously approved.

Approval of Minutes: A motion was made by Mike Castor to approve the minutes from our last meeting on February 13, 2019. It was seconded by Mark Shotwell and unanimously approved.

Treasurer's Report: Mike Castor emailed a copy of the financial highlights for February, 2019 along with the 2019 budget to all board members. Norm Shotwell questioned a discrepancy in the income total. Mike will adjust the figure. A motion was made by Norm Shotwell to accept the Treasurer's Report and it was seconded by Mark Shotwell and unanimously approved.

Mike has the two donations made by Nancy Zielinski and Amy LaBarge/Ron Beeber in one check from the Community Foundation of Oceana County (CFOC). He is holding the check until we decide what we are going to use it for and then either return it to the 2 parties making the donations through CFOC or will apply it to the "Guide by Cell" program (see page 4).

Mike is also holding a check for \$100 from a life member. In the memo line on the check it says "annual donation for Ed Bigelow". They have already made a donation so he wasn't sure where it should go. It was decided that it should be considered a memorial for Ed.

Membership Report: Mark Shotwell reported that we have a total of 322 members. There are 150 active annual members. Of those, 69 have paid their 2019 dues and 81 have paid their 2018 dues. Anyone that has not paid their 2017 dues is no longer getting a newsletter.

Norm Shotwell will compose an email to send to anyone still owing for 2019. He will first send out to board members for comments.

Sally Ouweneel is trying to get information on new residents in Pentwater from the village to send out a welcome letter along with our brochure to possibly get some new members. An updated brochure is needed before she can send anything like that out, though.

Dick Warner asked that board members think about a dollar amount to get businesses to support us. Also, what advertising we can do for them? They would be in our newsletter or he suggested advertising their support on the float that will be in the Homecoming Parade. He would like to discuss it further at our April meeting.

Museum Activities Report: Dick Warner reported that we will have the ship display up along with a new display about Ed Bigelow that he and Debbie Deward are working on. Both displays will be left up for the season. He also said that there is a possibility of another display from items donated from the Civil War.

Dick passed out a list of the many things that Ed Bigelow did in the past at the museum that we need to cover. We will decide who will be doing what on the list. Ed always sold many of our tickets for our spring and summer dinner when going to coffee at Goodstuffs every morning. Dick asked Jim Lambrix if he would do that now since he is there every morning. Also, Dick asked Jim if he would take over as our photographer in Ed's place. Jim agreed to do both jobs. Debbie Deward asked Jim to also sell the tickets that we will have for the McVoy house tour coming up in July.

Special Events Report: Debbie Deward sent an email to all board members prior to the meeting updating us on the upcoming events she is planning. They are as follows:

1. Spring dinner planned for May 22, 2019. Debbie has sent in the 50/50 raffle form for a raffle license. The McVoy home tour tickets will be available at the dinner as well as the rifle raffle tickets.
2. Garage Sale planned for June 8, 2019. Dick Warner and Joan Gehringer will be in charge. Hot dogs will also be sold.
3. McVoy 100-year birthday party home tour will be on July 14, 2019 from 1:00 to 4:00 p.m. Debbie is already getting volunteers to be docents as a result of the great article on it that was in our last newsletter. She is still waiting to hear from Oceana Council on Aging regarding the use of their busses. Tickets for the tour will be sold at Decors by Sandra and Pentwater Fair Trade. Debbie, Joan Gehringer and Mike Castor will also have them to sell. They will be available at our Spring dinner, as well.

4. Debbie is still looking into having food trucks on the Village Green on Friday of Homecoming week. She has been talking to Scott at the Chamber office. Is still waiting for him to call her back with additional information.
5. Summer dinner is August 28, 2019. There are no updates on that yet.
6. Fr. Sam Morrison has signed the letter agreeing that no alcohol will be served at his daughter's wedding which will be on May 26th on the museum grounds. Debbie has collected the \$100 deposit check from him.
7. The Ed Bigelow memorial will possibly be held at the museum on July 28, 2019 from 1:00 to 4:00 p.m. She is still checking with Ed's family and will know soon.

Debbie also reported that she has ordered new toys for the prizes at the museum and she will be getting engraved pencils, too.

Marketing Report: Jim Lambrix is still deciding on the theme of our float for the Homecoming parade. He will have it ready for our April meeting.

It was decided that we won't do any of our advertising of upcoming events on the signs at the north and south entrances into Pentwater. We will put up our own signs at the places that we used last year.

It was suggested that we put up a table at the "Start of Summer Party" on June 2nd. We can bring our books that we sell at the museum. Along with that we will be handing out our brochure and have our donation jar there. We will have the rifle that is being raffled off on display, as well. Tickets for the raffle will be available for sale, too. Amy VanderZwart suggested having some artifacts from the museum on display.

Museum Operation Report: Nancy Zielinski told us that the museum clean-up has been set for May 10th with a rain date of May 17th. She has talked to Scott from Pentwater school and he said he will be sending 5 students to help us. We will start between 8:30 and 9:00 a.m.

She also talked to the school about some of the students interviewing long time Pentwater residents about their memories of Pentwater and putting them on videos for the museum. It was thought that one of the students there would like to do that. It would be a summer project, though. Bart Zachrich will be helping Nancy with the project. The PHS will come up with questions for the interview and start a list of residents to interview that have been in the Pentwater area for a long time.

Dick Warner brought up the issue of extending our hours at the museum. He suggested going to 5 hour shifts that would be from 11:00 a.m. to 4:00 p.m. just from July 1st through August 10th, which would take us through Homecoming. He is

hoping that all of the board members will volunteer to host at least two times throughout the season.

Mark Shotwell is going to buy and set up a door sensor that will count traffic entering the museum as well as keep track of the time entered. That way we can possibly track what time of the day that most people come into the museum.

Nancy said there was really nothing new to report on the “**Guide by Cell**” project. Ron Beeber is ready to move forward on it and is willing to spearhead the project.

Norm Shotwell made a motion to move forward on the “Guide by Cell” for the 2019 season. It was seconded by Nancy Zielinski and unanimously approved.

Mike Castor said that the check from CFOC (Nancy Zielinski and Amy LaBarge/Ron Beeber donations) will be cashed and put in the savings account to be used for that purpose when the time comes.

Technology Report: Mark Shotwell reported that it’s felt that our website needs a facelift. He said that there would probably be a charge for that. It was suggested that all board members look ours over and look at other historical museum websites, as well, to get a comparison. We will decide what should be done on it, if anything, at our April meeting.

Newsletter Report: Amy VanderZwart said that articles for the next newsletter will need to be in by June 1st. The whole newsletter is going to be dedicated to Ed Bigelow. Amy is looking for people to write articles about Ed. Dick Warner suggested reprinting the article about Ed that was in the PTW when Ed was voted “Citizen of the Year”. We may have to get permission from the Oceana Herald-Journal, who prints the PTW, to reprint it in our newsletter.

Amy stated that she doesn’t think that a hard copy of the newsletters should be taken away from our members. What else do members get for their \$50? Norm Shotwell thinks that the \$50 paid is to maintain the museum which is a focal point of the community. It’s not paid to get a newsletter, in his opinion.

Mike Castor moved that we furnish 3 hard copies of the newsletter to members each year without an extra cost or we can send it via email, if requested. It was seconded by Norm Shotwell. There were 9 board members that voted yes and 2 that voted no on the motion. The motion was approved.

INITIATIVES

Grant writing – An email was sent to all members to see if anyone would be interested in doing grant writing for us. There have been no responses, so far, but the email was only sent out a week ago.

Dick Warner suggested that we come up with particular items that are needed and apply for grants for those needs. Possibly a curator for a year or maybe to pay for a speaker for our dinners.

Mike Castor said he will go to a grant writing class in April. We will then have a session with the board where he can teach us what he has learned at the class and go from there.

Ed Bigelow's Memorial – Debbie Deward reported that she was told that it would be \$400 to have a bench put in at the State Park for Ed.

After it was discussed, it was agreed that we should keep our memorial at the museum. We will have a plaque made as a memorial to Ed that will be permanently displayed in the museum. We will possibly have a bench outside of the museum, also. It was suggested that we could put a display out at the spring dinner and at the museum for donations that would go towards the bench for Ed. We can be thinking about how we could do that and bring any ideas to be discussed at our April meeting.

A motion to adjourn the meeting was made by Mike Castor. It was seconded by Jim Lambrix and unanimously approved. The meeting was adjourned at 2:58 p.m.

Respectfully submitted,

Joan Gehringer – PHS Board Secretary