

**PENTWATER HISTORICAL SOCIETY**  
**Board Meeting Minutes – April 10, 2019**

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, Joan Gehringer, Mike Castor, Nancy Zielinski, Debbie Deward, Jim Lambrix and Bob Childers

Board members absent: Norm Shotwell, Mark Shotwell, Sally Ouweneel and Amy VanderZwart

**Approval of Agenda:** A motion was made by Mike Castor to approve the agenda. It was seconded by Jim Lambrix and unanimously approved. There were no public comments on the agenda.

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

**Treasurer's Report:** Mike Castor emailed a copy of the financial highlights for March, 2019 along with the 2019 budget to all board members prior the meeting. There were no questions asked and the report was unanimously approved.

Mike went to a grant writing seminar prior to the meeting and reported that the cut-off date for the grant application is June 1st if we decide to go for a grant to replace our existing ramp. It was decided that we don't have enough time this year, but we could possibly try for the grant next year. We would have to have matching funds for it.

The question was asked by board member, Mark Shotwell, if an audit had ever been done? Mike said that an audit has never been done. In 2012 he suggested it, but it would have been \$3,000 to \$5,000 for a full audit. It was decided not to have it done at that time. Mike said a yearly review is done by our CPA since he has been treasurer.

It was brought up that someone needed to replace Ed Bigelow as the alternate person along with Mike to be able to sign for our checking and savings account as well as use our safety deposit box. Dick Warner moved that Bob Childers be

added as the secondary signor for all to replace Ed. It was seconded by Mike Castor and unanimously approved.

Mike stated that in 2012 it was decided by the board that memorial and honorary donations were to go to the community foundation (CFOC). It is not in the bylaws as it is an operating procedure. Debbie Deward suggested that we discuss the pros and cons of changing so donations go into the general fund. The board would have to vote to change it. It will be discussed at the next meeting so memorial donations would go into the general fund if someone died in the future. Mike Castor said he will discuss it with Tammy Carey from CFOC and report back at the next meeting.

Mark Shotwell would like to get a back-up of all of the financials from Mike Castor. Mike said he has it on a flash drive. He went on to say that he could send it to an email address, but would have to encrypt it first.

**Membership Report:** According to an email Mark Shotwell sent to all board members prior to our meeting, we have approximately 323 members at this time.

**Museum Activities Report:** Dick Warner reported that there will be no unique display this season. It was not in our budget. Dick questioned whether or not we would be willing to pay from \$1,500 to \$2,000 for one next year? Nancy Zielinski asked if it is possible to do an exchange with other museums? Mike Castor suggested letting other museums know that we would be willing to rent the “ships display” by Valerie VanHeest that we purchased from Zeeland.

Dick also asked the board members to keep September 27th through the 29th in mind. Mason County will be hosting the 145th Michigan History Conference. Dick will get more information on it.

Joan Gehringer asked Dick if more note cards, letterhead and envelopes are needed? She tried to get an estimate for printing of the various things we need from Mission Graphics (formerly Kwik Print), but was unable to ever get one. Dick said he found many note cards in the boxes from Ed Bigelow’s house so doesn’t think we need anything at this time.

**Special Events Report:** Debbie Deward distributed tickets to be sold for the spring dinner, which will be held on May 22nd.

The garage sale will be held on June 8th at the museum in conjunction with the village-wide garage sale. Bob Childers has delivered his trailer to Debbie’s home

for items dropped off prior to the sale. The trailer will be moved to the museum grounds after the Morrison wedding that will be at the museum on May 26th.

Debbie went on to report that two buses from the Oceana Council on Aging have been secured to use for the McVoy 100th birthday home tour on July 14th. The cost for the buses will be \$30 per hour x 4 hours x 2 vehicles for a total of \$240. We also hope to have the Baptist Church bus for a total of three vehicles. We currently have seven volunteers and have sold seven tickets. Debbie will have the article on the history of the home published in the Oceana Herald prior to the tour.

Debbie reported that the “celebration of life” for Ed Bigelow will be held on Sunday, July 28th from 1 to 4 p.m. Linda Fekken has given Debbie Ed’s high school varsity letters and an army uniform for display. We will have appetizers, desserts, punch and coffee.

Dick and Sylvia Warner generously donated a check to cover the cost of two benches and three planters to be put in front of the museum and for a plaque in the museum as a memorial to Ed. We will still keep donation jars out for a possible bench for the Channel Lane Park or the State Park in Ed’s memory, as well.

The VFW is secured for the summer dinner on Wednesday, August 28th.

The following dates have been submitted to the Chamber of Commerce office for their 2020 calendar. The spring dinner will be May 27th, 2020 and the summer dinner will be on August 26th, 2020.

**Marketing Report:** Jim Lambrix reported that he has been working with an artist on the float design. He will be sending out a picture of it soon. The theme this year is “100 years of Michigan State Parks”.

After discussing it at our last meeting, a motion was made by Jim Lambrix to change the museum hours to be from 11:00 a.m. to 4:00 p.m. on Tuesday through Saturday from July 1st to August 10th only. The hours for the rest of the season will be from 1:00 to 4:00 p.m. from Tuesday through Saturday just like it has been in prior years. It was seconded by Mike Castor and unanimously approved.

Dick Warner questioned how Jim will be advertising the new hours set for July 1<sup>st</sup> to August 10<sup>th</sup> on our signs. Jim said he will put a rider on all of them.

New brochures will also be printed with our new hours. The information has been sent to Mark Shotwell for printing.

Also, up for discussion was what amount local businesses should give to advertise in our brochure. They would also be advertised in the PTW, newsletters, website and the display board in the museum as supporters of the museum. A motion was made by Mike Castor to ask local businesses for the set amount of \$250 annually for their support. It was seconded by Debbie Deward and unanimously approved.

**Museum Operation Report:** Nancy Zielinski reported that we now have a two-year contract with Guide by Cell. We were able to get a better deal that way. It should be set up and ready to go by May 18th. Ron Beeber has been working on the recorded narrations including a welcome message along with descriptions of various items in the museum. Mary Beth Crain will do a write-up on it for the Oceana Herald and the PTW.

Amy LaBarge and Ron Beeber suggested having a reception for all donors at the museum. The board agreed that we should wait until later in the year. It was decided to have it on Sunday, August 18<sup>th</sup>.

**Newsletter:** Amy VanderZwart asked that any articles for the upcoming newsletter be submitted by June 1st. She needs someone to write an article about all that Ed Bigelow did for the museum. Bob Childers agreed to write the article. Also, Debbie Deward said she would write up a time-line that would show a day in the life of Ed.

**Other business:** Mike Castor was told by the village that we need to hook up to the village sewer. He will find out what it will cost to do that and report back at the next meeting.

Our next regular board meeting will be on May 8th at 1:00 p.m.

A motion to adjourn was made by Mike Castor and seconded by Jim Lambrix. The meeting was adjourned at 2:42 p.m.

Respectfully submitted,

Joan Gehringer – PHS Board Secretary

