

PENTWATER HISTORICAL SOCIETY
Board Meeting Minutes – May 8, 2019

The meeting was called to order by board vice-president, Norm Shotwell, at 1:00 p.m. in the lower level of the museum.

Board members present: Norm Shotwell, Joan Gehringer, Mike Castor, Nancy Zielinski, Jim Lambrix, Mark Shotwell, Debbie Deward, Sally Ouweneel, Amy VanderZwart and Bob Childers

Board member absent: Dick Warner

Approval of Agenda: It was brought up that an incorrect date was put on the agenda for item #6-g, #3. Pentwater school's third grade class is not coming to the museum on May 26th as stated. The date is still pending. Also, Tammy Carey from CFOC was going to speak to the board, but she was ill and not able to come to the meeting.

A motion was made to approve the updated agenda by Mike Castor. It was seconded by Mark Shotwell and unanimously approved.

There were no public comments on any agenda items.

Approval of Minutes: Debbie Deward stated that the time given for Ed Bigelow's memorial on her report at last month's meeting was incorrect. It should have been from 1:00 to 3:00 p.m., not 1:00 to 4:00 p.m.

A motion was made by Jim Lambrix to approve the updated minutes from our last meeting on April 10th, 2019. It was seconded by Debbie Deward and unanimously approved.

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

Mike went on to report that there are 323 current members at this time. It was decided by the board that we will go back to sending out an invoice when the yearly dues are due again. It wasn't done last year and it was felt that it would be easier for the members to remember to pay their yearly dues if a bill was in front of them.

When someone pays using PayPal, there is an additional 3% fee that we have been paying. Should we continue to pay it or add the additional fee on to their total? It was decided after discussion by the board that we will not add the extra fee to their total at this time, but will discuss it again later in the year.

Membership Report: Sally Ouweneel reported that Karen Way will not be sending out thank you notes to new members. Sally will now be doing it.

Sally said that she would put our new updated brochures in the Chamber of Commerce and Village offices and other businesses around town when they are done.

Mark Shotwell reported that he is working on the updated brochures. It was suggested that he put “information or new member information” on the front of the brochure. Mark also wants to put our mission and vision statements in the brochure, as well. Norm Shotwell said he will send Mark the latest version of both statements.

Museum Activities Report: Dick Warner was not able to be at the meeting, but will update us at our next meeting.

Special Events Report: Debbie Deward sent all board members an email showing all of the events planned for this summer. They are as follows:

1. Spring dinner - Wednesday, May 22nd
2. Garage Sale – Saturday, June 8th (will collect Wed. & Thurs. from 10-12 and on Friday from 10 to 2)
3. McVoy Birthday Party – July 14th
4. Memorial for Ed Bigelow – July 28th from 1 to 3 p.m. at museum
5. Thank-you Celebration for all volunteers – August 18th from 1 to 3 p.m.
6. Summer dinner – Wednesday, August 28th

Debbie asked for ideas on what to serve at the thank you celebration. Also, she asked Nancy Zielinski to ask Amy LaBarge if she was still planning on paying for the thank you party and what would the budget be?

Marketing Report: Jim Lambrix reported that he will be putting our signs up next week.

He said he has been trying to get actual Indian dancers to be part of our float for Homecoming.

He feels that all that Amy VanderZwart has been putting on Facebook has been very helpful.

Jim said he was going to start approaching businesses to see if he can get them to support the Pentwater Historical Society. It will be \$250 per business and that will get them listed as supporters of the museum in our newsletter and the PTW.

Nancy Zielinski volunteered to sit at our PHS table at the "Start of Summer" party on June 2nd. She will be passing out brochures and Dick Warner will gather artifacts for display on the table. There will also be a picture of the rifle that will be raffled off at our Summer dinner in August. She will be selling tickets for the raffle as well as tickets for the McVoy home tour.

Museum Operation Report: Nancy Zielinski said the museum clean-up is scheduled for Friday, May 10th. There will be 5 students coming to help us from Pentwater School. Also, an email blast will be sent out asking for help from all of our members.

Joan Gehringer reported that she expects to get most of the docents scheduled for June at the Spring dinner. She will make sure all members know about the longer hours starting July 1st and going through August 10th before they commit to working in that time frame.

Nancy reported that she is still waiting to hear from the 3rd grade teacher at Pentwater School as to when they will be coming to the museum.

The museum will be opening to the public on Saturday, June 1st.

Nancy is going to send an email asking if any of the members would be willing to be the museum handyman. They would be responsible to Nancy.

It was agreed by all of the board members to take over some of the many jobs Ed Bigelow was doing. The list is as follows:

1. Coordinating with Ryan Patterson on overseeing of grounds – Nancy
2. Cleaning Bathroom – Joan
3. Vacuum museum floor ever 2 weeks – Dick
4. Dust for cobwebs once a month – Dick
5. Recyclables and garbage – Nancy
6. Set grandfather clock every 3 days – Dick and Joan
7. Coordinate with Dick on donations to museum master list – Dick
8. In house photographer – Jim

9. Agenda for the board meeting – Norm
10. Responsible for guest book – Joan and docents
11. Attendance record – Joan
12. Ordering of cleaning and correspondence supplies – Debbie
13. Coordinated with Dick on item signing for museum – Debbie
14. Handyman and maintenance for everything in museum – Nancy emailing members for volunteer
15. Responsible for faucets on winter drip – Mark
16. Opening door under the bathroom in the winter – Mark
17. Turning on and off water heater or cooler beginning/closing of season
18. Cleaning water cooler - Mark
19. Mailing newsletter – Debbie
20. Third grade tours – Bob and Nancy

Norm Shotwell informed the board that the village sewer hook-up will be \$4,000. It can be paid over time, though. There will also be the cost of hooking it up from the building to the sewer line. Mike Castor is getting an estimate from Malburg's to do that. Norm Shotwell asked Mike to come up with a recommendation. He recommended that we pay no more than \$1,000 per year to pay it back.

The new Guide by Cell was demonstrated to the board members by Nancy Zielinski. Nancy will have instructional cards at each station. There will be 35 stations. Nancy said that Mary Beth Crain will be writing an article in the Oceana Herald and the PTW telling about our new addition at the museum.

Nancy recently got a call from Pamela VanderPloeg, who is an architectural researcher, photojournalist and the founder of "Architectural Grand Rapids". She conducts walking tours in Grand Rapids and wondered if she could do something like that for us? She is now a part-time resident of Pentwater. The board gave full approval of her doing that.

Norm Shotwell will ask at the Baptist Church if we can use their meeting room from January through April rather than turning the heat up in the museum just for our monthly meetings.

Nancy said that State Senator, Jon Bumstead, recently visited the museum with Juanita Pierman to get some vintage photos for his office. He was able to take pictures of the pictures he wanted so he didn't have to take anything from the museum with him.

Technology Report: Any records such as secretarial and treasurer's records should be sent to the email address that Mark Shotwell gave us for that purpose. He will oversee those emails.

Newsletter: Amy VanderZwart reminded everyone that June 1st is the deadline to get any articles or information to her for the next newsletter. Amy said that any information or stories about Ed Bigelow would be helpful as the upcoming newsletter is dedicated to Ed.

Grant Writing: Mike Castor will share what he has learned on grant writing from the recent seminar he attended. Anyone interested should come at 12:30 before the next board meeting on June 12th. Norm Shotwell suggested that we try to get grants for a possible Curator, special displays, to create an asset data base, an access ramp, and speakers for our dinners.

INITIATIVES

Nancy Zielinski is working with Bart Zachrich to coordinate interviews with long time Pentwater residents. Lucas Quinteros, a student at Pentwater School will be conducting the interviews. Each interview will be about 15 minutes. There are quite a few on their list to interview, but let Nancy know if you have more to add.

The memorial for Ed Bigelow will be held on July 28th from 1:00 to 3:00 on the museum grounds. We will be advertising it in the upcoming newsletter, Facebook and flyers around town.

A permanent plaque will be placed in the foyer to commemorate Ed. Amy VanderZwart will work on the wording for it. It should be done before the memorial.

Debbie Deward reported that the future benches and planters in memory of Ed are being done by the Artisan Center.

A motion to adjourn was made by Mike Castor and seconded by Mark Shotwell. The meeting was adjourned at 2:55 p.m.

The next regular board meeting will be held on June 12th.

Respectfully submitted,

Joan Gehringer – PHS Board Secretary

