

PENTWATER HISTORICAL SOCIETY
Board Meeting Minutes – June 12, 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, Norm Shotwell, Joan Gehringer, Mike Castor, Nancy Zielinski, Jim Lambrix, Mark Shotwell, Debbie Deward, Sally Ouweneel and Bob Childers

Board member absent: Amy VanderZwart

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

Approval of Minutes: A motion was made to approve the minutes from the May 8, 2019 board meeting by Mike Castor. It was seconded by Mark Shotwell and unanimously approved.

ON GOING ACTIVITIES STATUS REPORTS

Treasurer's Report: Mike Castor emailed a copy of the financial highlights for May, 2019 along with the 2019 budget to all board members prior to the meeting. A motion was made by Norm Shotwell to approve the Treasurer's report. It was seconded by Mark Shotwell and unanimously approved.

It was reported that there are currently 323 members. There were no new memberships this month. There are still 67 members that have not paid. Mark Shotwell will get the QuickBooks file from Mike to get a list of the members who have not paid. Norm Shotwell suggested that all of the board members participate in calling the unpaid members to see if they are going to pay or not.

Debbie Deward requested a credit card for all that she has to buy for special events as well as supplies and paper products for the museum. Dick Warner suggested a cash card starting in January. Debbie will see what her expenditures are for this year and then decide on the amount needed.

Mike then passed around an envelope for donations that could be inserted into the newsletter. The board thought that would be a good idea.

Mike announced that he won't be running for treasurer again. He will be done as of August 31, 2019. He has been the treasurer since 2011. Dick Warner thanked him for his service and dedication through the years.

Tammy Carey from the Community Foundation of Oceana County (CFOC) was at the meeting to talk to the board about managing the PHS fund.

Tammy said that she was first asked the question if there was a grant available for hiring an intern for the museum. That got her thinking about the PHS fund.

She went on to say that our building project ended in 2013 with about \$30,000 left in the fund that was given on behalf of the campaign. Since that time another \$27,000 has come into the fund primarily in memorials and honor gifts.

The fund should be looked at in a new way in order to create income back to the museum. The fund type could be changed to an agency endowment fund. We could designate in the fund agreement that there is \$30,000 that was given for the purpose of a building project. That would be held until we felt we could move forward with another building project. The remaining \$27,000 and the amount for building can operate as an endowment fund. Every year 4% of that can be withdrawn. Then when the PHS feels that it can do more building or renovating, we can withdraw part or all of the \$30,000. Before that is done, Tammy advised that if there is any money we need right now that this is the time to take it out before we convert it to the agency fund.

The issue is that we need to get out of the project fund. Funds can't be held there forever. It is not the purpose of that kind of fund.

Dick Warner asked if we had a major maintenance repair, like replacing the roof, could the money be withdrawn out of that fund? Tammy said she will check on that.

Norm Shotwell moved that we change from a building fund to an agency endowment fund pending approval of the funding agreement which will be worked out between the PHS board and the CFOC. It was seconded by Mike Castor and unanimously approved.

Dick Warner moved that future memorial money and honorary donations go into our checking and saving accounts. It was seconded by Norm Shotwell and unanimously approved.

Tammy said that she will take care of the paperwork.

Membership Report: Sally Ouweneel reported that she is waiting for our new brochure. She is going to get information on anyone new in Pentwater from the Village and send the brochures out to them. Dick Warner said that Sylvia Warner would be glad to send out letters to new residents for Sally if she would get the information to Sylvia. Sally said that she would.

Museum Activities: Dick Warner reported that the historic home plaque program has been on hold. Dick has the information on what has to be done to get the plaque and will put it in the desk drawer of the museum if anyone asks about it.

Dick said that there are only 40 walking tour books left. Bill O'Donnell will be ordering 130 more.

The Schrupf books are also getting low. There may be more upstairs in the Village Hall. Someone will have to check that out.

Dick wants to run an ad advertising the table and 4 chairs that are in the museum. Debbie Deward offered to take a picture of them and send to Amy VanderZwart to put on Facebook.

Dick wanted to sell our books and rifle raffle tickets on the Village Green at the summer events in Pentwater. Norm Shotwell pointed out that we have to get prior permission from the village first. Dick said we will plan on doing that next year. He wondered if we could sell the McVoy home tour tickets and the rifle raffle tickets at the museum? It was suggested that we put a picture in the museum of the rifle with information on how to contact Mark Shotwell to buy a ticket.

Nancy Zielinski is being interviewed for an article by Mary Beth Crain for the Oceana Herald soon and will mention the rifle raffle in the interview and give Mary Beth the information for contacting Mark for tickets.

Dick also had suggestions for the garage sale next year. He thinks we should do the following:

1. Advertise for the sale to be Friday from 9 to 3 and Saturday from 8 to 3
2. Accept no clothes
3. Open hot dog stand on Saturday at 9:00 a.m. and have regular chips only
4. Drop off would be Wednesday and Thursday 10 to 2

We need the following:

1. 3 more regular tables

2. 1 small table
3. 3 more tarps
4. 6 volunteers Thursday 2 to 5 to price and set up
5. 6 volunteers Saturday 3 to 5 to take down, clean up and store

Barbara Sims from Storybook Village in Pentwater came to the board meeting and gave us a presentation on doing storytelling at the museum. She is the head of United Way in Oceana County. She pointed out that 82% of 4th graders in this county are not proficient in reading.

Nancy Zielinski said that she has been in touch with a recent Shelby High School graduate that is interested in interning at the museum this summer. His name is Hayden Best. He is majoring in history this fall in college. He is not expecting to get paid but Nancy suggested paying his gas money. He could help with archiving, filing, possibly filling in as a docent, too. Dick said he doesn't want to get into the Past Perfect with him.

It was decided that he could start on July 9th and work from Tuesday through Friday for four hours per day. We will compensate him for gas money.

Special Events: Debbie reported that the garage sale brought in \$1,916.89 in sales. The food sales totaled \$247. Only 169 hot dogs were sold this year compared to 250 sold last year.

Approximately 43 tickets have been sold so far for the McVoy home tour which is on July 14th. The special events committee will be meeting on June 25th to finalize plans.

We will be having the celebration of Ed Bigelow on July 28th from 1 to 3:00 p.m. on the museum grounds. Appetizers, desserts and coffee are planned. Tents, tables and chairs will be set up for it.

The volunteer appreciation party will be on August 18th from 1 to 3:00 p.m. on the museum grounds. We will be having hot dogs and beer along with pop and chips. Tents and tables will be set up for it. Nancy Zielinski is looking for a "thank you" gift for all of the docents.

The summer dinner is planned for August 28th at 5:30 p.m. The speaker from the United States Coast Guard has been confirmed as well as the VFW hall. Debbie asked the board which caterer they preferred for the dinner and it was decided that she could make that decision.

It was decided to showcase the artwork of Renee Berggren-Connoy at the volunteer event on August 18th and then they will be sold at the summer dinner, possibly by auction. Larry Konopka offered to speak at the dinner about Renee if we wanted him to.

Marketing Report: Jim Lambrix reported that the new signs for the museum look good.

There will be an ad in the PTW for the new “Guide by Cell” system in the museum.

The design of the float for the Homecoming Parade will be a take-off on the car driven by the Flintstones. It will instead be the “Pentstones” and he is looking for volunteers to dress up like the Flintstones and ride in the car for the parade.

Jim has contacted 25 businesses about being a sponsor for the museum. He has \$1,000 committed, so far. The businesses will be listed in the newsletter and our ad in the PTW. The donor board will be changed to add the new businesses sponsoring us.

Jim will be talking to the new recruits hired by the village police about Pentwater and the history of it. That is scheduled to take place in the museum on June 21st.

Museum Operation Report: Nancy Zielinski reported that the museum clean-up at the museum took place with five students and their teacher from Pentwater School.

It was decided not to have a table at the Start of Summer party again. It was held at the marina in Pentwater. We only sold one book and one rifle raffle ticket.

The Pentwater 3rd graders came to the museum on June 3rd. There were about 15 students along with their teacher, Lucy Macher. Bob Childers and Nancy were there to host and felt it was very successful.

Joan Gehringer reported that the docent scheduling for the museum is done for June. Many people asked if they could do just half of the shift (2 ½ hours) instead of the full 5-hour shift when we increase our hours starting on July 2nd. So, in many cases there will be a first shift from 11:00 a.m. to 1:30 p.m. and then the second shift will be from 1:30 p.m. to 4:00 p.m. Some agreed to do the whole 5-hour shift. It’s been marked accordingly on the calendar on the desk in the museum.

Nancy said that now that school was out in Pentwater that the long-time Pentwater resident interviews will be starting. The scheduling of it will be starting

next week. Lucas Quinteros, who is a Pentwater student, will be conducting the interviews. Bart Zachrich has been helping Nancy with the planning.

Karen Way sent Nancy information on Terry Roach who said he would be willing to be our maintenance person for the museum.

It was decided that there would be no charge for the walking tour that Pamela VanderPloeg has offered to do several times this summer. Norm Shotwell made the motion to move forward with the walking tours this summer. It was seconded by Dick Warner and unanimously approved. Nancy said she would also mention it when she is interviewed by Mary Beth Crain of the Oceana Herald this week.

The Morrison wedding that took place on the museum grounds on May 26th went well. Father Sam Morrison gave his deposit back as a donation to the museum.

Newsletter: Amy VanderZwart was not able to be at the meeting, but sent an email to let everyone know that the newsletter is in the final stages and will then be sent to Debbie Deward to mail out. The articles for the next newsletter will be due on October 1st.

Other Miscellaneous Business: Jim Lambrix said that Jack Witt, owner of Snug Harbor wants us to paint the old information booth that is sitting on his property. He said that was what was agreed upon in the original contract when it was moved there. We actually own it. Joan Gehringer said that she would send a copy of the contract to Dick Warner to look over.

Jim Lambrix suggested that we approach the English teacher at Pentwater School this fall to have the students write articles for the museum for extra credit.

Norm Shotwell agreed to work on the wording for Ed Bigelow's plaque. Jim Lambrix will then order it. We hope to have it done in time for the memorial for Ed on July 28th. It will then be hung in the foyer of the museum honoring Ed's contributions to the museum.

The meetings for 2020 are as follows: January 8th, February 12th, March 11th, April 8th, May 13th, June 10th, August 12th, September 9th and October 14th

A motion to adjourn was made by Norm Shotwell and seconded by Sally Ouweneel. The meeting was adjourned at 3:20 p.m.

Respectfully submitted,

Joan Gehringer – PHS Board Secretary

