

PENTWATER HISTORICAL SOCIETY

Board meeting minutes – January 8, 2020

The meeting was called to order by board vice-president, Norm Shotwell, at 1:03 p.m. in the meeting room at the First Baptist Church.

Board members present: Norm Shotwell, Bart Zachrich, Joan Gehringer, Jim Lambrix, Mark Shotwell, Debbie Deward and Dick Warner (by phone)

Board members absent: Nancy Zielinski, Terry Roach and Amy VanderZwart

Approval of Agenda: A motion was made to approve the agenda by Dick Warner. It was seconded by Bart Zachrich and unanimously approved.

Approval of Minutes: A motion was made to approve the minutes from the October 9th, 2019 board meeting by Mark Shotwell. It was seconded by Bart Zachrich and unanimously approved.

Treasurer's Report: Bart Zachrich emailed the 2019 and 2020 budgets to all board members prior to the meeting. He also sent a five-year financial comparison report and a report showing what merchandise sold throughout the 2019 season. Bart said it was a good year and that the donation envelopes put in the last newsletter have been used by quite a few members.

A motion was made by Debbie Deward to approve the 2020 budget. It was seconded by Mark Shotwell and unanimously approved.

Investment Strategy with CFOC:

Norm Shotwell, Bart Zachrich and Mark Shotwell have been looking into other ways to invest our money if we were to withdraw from the Community Foundation of Oceana County (CFOC). At this time, we could withdraw all of our money and reinvest it elsewhere. The concern with staying in the CFOC was whether we will have access to our funds.

After several discussions and a meeting with the CFOC Director, Norm, Bart and Mark recommended placing a portion of our funds with the CFOC in an Agency Endowment Fund. This fund allows us to place our money there, benefit from their investment prowess and be able to withdraw, in a managed process with the CFOC funds we have placed there as long as a minimum of \$5,000 is maintained. Our action is to establish the amount of funds we would leave with the CFOC. Any funds placed in the Agency Endowment by others are restricted to a

maximum 4% per annum distribution. We need to make sure our members make contributions directly to the PHS, unless it is their intention to add to the PHS Organization Endowment Fund supporting our long-term existence.

The investment strategy team will bring a definite plan to the February meeting.

Membership Report: Mark Shotwell reported that he is emailing all members a letter reminding them that dues for 2020 are now due. He had 18 letters ready to be mailed, as he does not have email addresses for them.

Mark reported that there are 267 members at this time. There are 180 active members and 87 members that still have not paid their 2019 dues.

Dick Warner asked Mark to please go back three years to see when our annual membership started dropping and report back at our February meeting.

Mark suggested dropping dues altogether and just ask for donations, but after discussion, this idea was dropped. We've made more in donations in December than we've collected in dues from annual membership.

Dick added that Sylvia Warner will become the membership director in place of Sally Ouweneel if the board wants her to. She will not be attending any of the board meetings. If someone else steps forward to fill that position, she will step down but will continue to send all of the thank-you letters.

Sylvia will be sending out welcome letters to new residents in April.

Museum Activity: Dick Warner said that there were no updates on displays yet for the museum.

The idea of charging an admission to get into the museum had been discussed in the past, but he doesn't think we should do it.

Special Events: Debbie Deward reported on the following events for this season:

1. Spring dinner on Wednesday, May 27, 2020
 - a. Bart Zachrich and Lucas Quinteros will present the DVD interviewing long time Pentwater residents
 - b. VFW secured for dinner
 - c. Theme to be a Hawaiian Luau
2. Garage sale – June 12th and 13th with setup on Weds., 6/10 and Thurs., 6/11

- a. Debbie will talk to Jean Russell to see if the trailer used last year can be used again this year to store items in that are going to be sold. She will also ask if we could acquire the trailer.
 - b. We will also sell hot dogs, chips, etc.
 - c. An email will be sent to members to start saving items for our garage sale and to remind them that it is a big fund-raiser and they can get a receipt for their donations.
3. Lee Murdock fund raiser for PHS building on Fri., July 10th, 2020
 - a. Charging \$350 plus one-night stay (will talk to Karen Way)
 - b. Will be under a big tent with appetizers. It will be BYOB
 - c. Stage and sound system needed (Jeff or Dan Nugent)
 4. Summer dinner, Wednesday, August 26th, 2020
 - a. Speaker – TBD
 - b. VFW hall secured
 5. Cemetery Historical Tour, Friday, October 9th, 2020
 - a. Presentation to Village Council needed
 - b. Connie at Common & Gentry Stables would charge \$700 or \$800 for one wagon pulled by horses.

Dick Warner said that we need to check with our insurance as to what the liability would be for us to do the cemetery tour.

Marketing Report: Jim Lambrix said that he would continue to approach area businesses to be our annual sponsors.

Museum Operation Report: Nancy Zielinski reported that the wedding that was going to be held on the museum grounds this summer is not going to happen now. They have found another location.

Nancy got the 2019 Pentwater yearbook and will put it with the other ones in the museum.

Nancy said that she has purchased new guestbooks for the museum. We will possibly use an iPad for guest sign-in eventually.

Joan Gehringer reported that there were 1430 visitors in the museum during the 2019 season.

Bart Zachrich sent a preview of the “Pentwater Memories” video to all board members prior to the meeting. Norm Shotwell suggested that the intro to the video have more about the historical society than on the village. Bart was asked if

there would be any more interviews in 2020? He said that possibly it can be done. He said he will check with Lucas Quinteros.

Maintenance Report: Terry Roach reported that there were three bids to do the roofing project. XYZ Roofers were chosen to do the work. Their bid was not the lowest bid, but Terry and Janet Swanson of Janet's Roofing, thought it was the best overall. Janet has been the consultant working with Terry to go through the bids. Norm Shotwell moved to accept the XYZ bid and Mark Shotwell seconded it. It was put to a vote and all of the board members voted in favor of XYZ doing the work except one, who said he was not prepared to vote at this time. The project will be started as soon as possible.

Affordable Gutter won the bid for the gutter work that needs to be done on the museum. Dick Warner also wants to be sure we have gutter guards put on.

At our February meeting, we will discuss getting with the village to start the sewer hook-up so that it will be done before the museum opens. An anonymous donor has donated enough money to replace the roof, gutters and do the sewer hook-up.

Technology: Dick Warner said he is sending Mark Shotwell some things he would like to be updated on our PHS website.

Newsletter: Amy VanderZwart said that the deadline for articles to be in the next newsletter will be February 1st.

Red Barn:

Norm Shotwell and Debbie Deward recently met with the State regarding the Red Barn. Norm said that the bottom line with the State is that the barn has to go. Where it is sitting is no longer acceptable. The Wildlife Department does not maintain buildings that are not related to their operations. The State park is also done with the barn. It was suggested that the State talk to the 2030 group in Pentwater.

Another suggestion was to move the barn. The Wildlife people suggested a site closer to the Trading Post. Norm didn't think that was an appropriate spot. It also would be very expensive to move.

Norm suggested possibly selling the materials in the barn or even to use some of the lumber for our expansion project.

Dick Warner asked Jim Lambrix if he would volunteer to be in the 2030 group to represent the museum and keep the board updated on their future plans.

Grant Writing:

Norm Shotwell reported that the wish list that we submitted to the CFOC is still unfunded. One of them being under \$500 and the other one over \$500. Tammy Carey of CFOC, told Norm that on the 15th of the month the CFOC board will look at it. They have \$15,000 that was recently donated to them by the Oceana County “Women Who Care”. They are going to go through their list and decide how they are going to apply it. If after that, our items are not funded, we have received a donation from Dick and Sylvia Warner specifically for a tent, new tables and tarps. Norm and Rhonda Shotwell have also donated funds recently, so we are covered in what we have “wished” for. Dick Warner told Debbie Deward to be sure and get a tent that will be large enough for the events that Debbie is planning for the future.

Miscellaneous:

Board members were reminded to bring their job descriptions to the February meeting.

Our next meeting will be held a week early which will be on February 5th, 2020 and will be held in the meeting room of the First Baptist Church.

Dick Warner moved that we adjourn the meeting. Debbie Deward seconded the motion and it was unanimously approved.

The meeting was adjourned at 3:00 p.m.

Respectfully submitted,

Joan Gehringer – PHS Board Secretary

