

PENTWATER HISTORICAL SOCIETY
Board Meeting Minutes – June 10, 2020

The meeting was called to order by board president, Dick Warner, at 11:30 a.m. The meeting was via Zoom on line because of being quarantined due to the COVID-19 pandemic.

Board members present: Dick Warner, Dan Hoekstra, Norm Shotwell, Beth Russell, Bart Zachrich, Jim Lambrix, Mark Shotwell, Amy VanderZwart and Terry Roach

Board members absent: Deb Deward, Sylvia Warner

Motion made by Mark Shotwell to approve the agenda as published, seconded by Jim Lambrix. It was unanimously approved.

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

ON GOING ACTIVITIES: STATUS REPORTS

Vote on new secretary: Dick Warner called for a vote on the appointment of Beth Russell as Secretary. The appointment was unanimously approved.

Treasurer's Report: Bart Zachrich sent the financial highlights and the 2020 budget via email to the board prior to the meeting.

Bart reported that he is still waiting to invest the \$30,000 that was designated to be put into a money market account. The \$45,000 endowment is still available for emergencies, currently invested with the Community Foundation.

A motion was made by Mark Shotwell to approve the Treasurer's report. It was seconded by Jim Lambrix and unanimously approved.

Membership Report: Dick Warner has obtained the Pentwater Lake Association member list for comparison to PHS member list. A letter will be drafted and mailed to PLA members that are not currently PHS members.

Membership report sent out by Mark Shotwell shows downturn in membership renewals. A new way to renew existing memberships should be looked at, to be discussed at the next board meeting.

Museum Activities: Dick Warner reported that the contract with MSU for our summer exhibit has been renegotiated to begin June 20, through September 30. Bart Z. will adjust insurance dates for the exhibit.

Steps needed to open during Covid-19 pandemic: Dick referenced steps taken by the Maritime Museum.

At PHS: Discussion ensued regarding whether or not to open, hours, face masks and sanitization of the museum and its exhibits.

Many businesses in Pentwater are requiring masks. Some docents requested that visitors have masks, but this is not enforceable. Some docents will not wear masks, and have stated that if masks are required of docents they will not volunteer this summer. Open windows and pull-through ventilation fan should be used as often as possible. Some exhibits may be removed because of the risk to visitors, i.e. visitors will touch yearbook photos and notebooks and these cannot be sanitized without damaging the articles.

Many hand sanitizer sellers are showing out of stock. Source in Holland, MI has been suggested and is being investigated.

It was suggested that the opening date be moved to July 2 to account for roofing work. Motion made by Dan Hoekstra, seconded by Dick Warner. Motion passed unanimously.

Decisions:

Museum will open Thursday July 2. Hours will be Thursday - Saturday, 1pm - 4pm.

Face masks will be required for docents and museum patrons. Dan H. will develop signage to be placed at the entrance to the museum stating the requirement for face masks and hand sanitization. Jim L. will assist in getting the signs made as needed.

Deb D. will purchase sufficient hand sanitizers to place them at the entrance to the museum and around the museum.

Bathroom will not be open for public use.

Disposable masks will be available to visitors that do not have their own. Donations could be requested for anyone that takes a mask.

Terry R. will update the sign at the museum to show updated hours.

Jim L. will update the sign at the post office to show updated hours.

Roof: Roof work due to start around June 15. Actions will be taken to remove or cover some of the exhibits (canoe, historical documents, Ed Bigelow display, etc.) in case of roof leaks or dust/debris. Dick Warner to schedule the manpower to do this the week of June 15. This will be done by June 20.

Special Events Planning: August 21-22 is the expected date of a garage sale for PHS. It will be timed to match a few other organizations that are still planning to have a garage sale. Dan H. to keep the board informed about the changes to the garage sale schedule, in relation to Homecoming weekend and school schedules.

Marketing Report: Jim Lambrix said he will be running the same ad as last year in the PTW as well as the other publications that we normally advertise in.

Dick W. mentioned an organization called "Barn Builders of West Virginia." This

info will be sent to Jim Lambrix for possible ideas surrounding the Red Barn.

Museum Operation Report:

Dick W. to call Joan Gehringer regarding the revised date for museum opening, and the new schedule, for scheduling docents.

Guide by Cell:

Dan H. will be reviewing the system and getting information on how to update it.

The 50+ topics have been listed on Facebook, and will also be in the newsletter.

Sign will be posted on the front door to list the 50+ topics.

Flyer will be posted in the museum to list the topics.

At the summer dinner, placemats will be made with the phone number and 50+ topics. (Dick Warner to discuss with Deb D.)

Phone numbers and topics will be placed in the PTW ad. (Jim L.)

An additional Guide by Cell is planned to be funded for 2021.

Interviews: Bart Z. reported that interviews/recordings are to be done at the summer dinner.

Infobooth: Terry R. planning to paint the Info booth. Currently at Snug Harbor.

Technology/Membership count: Membership report distributed by Mark Shotwell shows decline in memberships over the last three years. Further discussion at the next meeting on how to turn this around.

Newsletter: Amy VanderZwart has the newsletter prepped for layout and printing and will update the newsletter with new dates and hours of opening. Information on requiring face masks will be included. Special events in August will be included as pending information for garage sale, walking tours, etc. Amy needs information about the MSU exhibit as soon as possible. Dick Warner will contact MSU for this info.

Miscellaneous: Repairs are in progress on 4 windows. Dick Warner is working with the personnel doing this work. Storm windows have been recommended. This expense will be budgeted.

List of sanitization tasks for docents to do will be created. Gloves will be provided for docents that do the cleaning and sanitizing.

Yearbooks, class photos and flip charts may be removed or roped off due to sanitation requirements, and/or hand sanitizer placed next to certain exhibits.

Plexiglass shield around the docent's desk is not currently in the plans

Our next regular board meeting is Wednesday, July 8.

Adjournment: It was moved by Dan Hoekstra and seconded by Bart Zachrich to adjourn the meeting, unanimously approved. The meeting was adjourned at 12:40 p.m.

Respectfully submitted

Beth Russell – PHS Board Secretary