

**PENTWATER HISTORICAL SOCIETY
EXECUTIVE BOARD MEETING
85 RUTLEDGE STREET**

Minutes -Wednesday, Oct 14, 2020 – 11:30 A.M. at FBC Fellowship Hall

1. Call to Order

The meeting was called to order by Board President Dick Warner at 11:30AM.

2. Board Member Roll Call

- a. Present: Dick Warner, Norm Shotwell, Bart Zachrich, Dan Hoekstra, Jim Lambrix, Amy VanderZwart, Beth Russell, Deb Deward
- b. Absent: Sylvia Warner, Mark Shotwell
- c. Guests: Bert Stiphany

3. Approval of the Agenda

Norm Shotwell moved to the approve the agenda, seconded by Dan Hoekstra. Motion to approve the agenda was passed.

4. Public Comments on Agenda Items

It was noted that approval of the minutes for two meetings was needed. The item for the minutes of the September 21 Board meeting was included under item 7 on the agenda "Planning for an expansion of the museum."

MSU has approved PHS keeping the postcard exhibit until August of 2021. Jim and Dick will work on marketing materials.

5. Board Meeting Minutes Approval – Sept 9, 2020

Motion to approve minutes of both September 9 and September 21 board meeting was made by Norm Shotwell, seconded by Dan Hoekstra. Motion was approved.

6. ON GOING ACTIVITIES; STATUS REPORTS

a. Treasurer's Report - Bart Zachrich

i. Standard monthly – refer to Bart's e-mail

Donations in the last month over \$2,000. We received a large anonymous donation and income from the history tour on the water taxi.

We are spending less than normal on expenses due to the pandemic.

Utility expenses have gone up this fall. Heating is only on Thursday through Saturday.

Lights have been found turned on after hours.

Door entry code will be changed after the museum is closed for the season.

The monthly budget was in the black, and overall budget for the year is now in the black also.

ii. Status of membership dues and other income

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iii. Status of CFOC investment

Motion to approve financial statement was made by Beth Russell, seconded by Norm Shotwell. Motion passed.

7. Planning for an expansion of the museum – Norm Shotwell

a. Review and agree Scope Principles (refer to titled note sent by Norm)

A review of the Vision and Mission statement developed in 2018 pointed out that it was sufficiently inclusive to include community groups and events as desired, according to the letter sent in 2014. No updates will be made to the Vision and Mission statement at this time.

b. Review and comment on initial draft site layout

Note: The drawings provided by Bert are preliminary drawings only, and are likely to be changed after consulting with a licensed firm that will do the final design and construction.

Deb Deward provided a list of events over the last 5 years and costs of holding the events, and explained the difficulty in hosting these events that led to her requirements for event space, kitchen space and appliances. She is requesting refrigerator, double ovens, stove top, good-sized counter tops, microwave, and sufficient storage for serving dishes and kitchen equipment. A commercial-grade kitchen is not needed.

The concept drawings developed by Bert Stiphany demonstrate size and placement of a building of estimated cost \$250,000-\$300,000, the assumed feasible target for our fundraising efforts. The draft drawings would support space for dinner events up to 100 people, include a full kitchen, storage area in the basement, main floor artifacts display space, and storage of some artifacts on a second floor. The design of the building and roof is intended to complement the existing church building in size and roof lines, and includes a connector to the current building on both the main floor and basement levels. It also includes an ADA ramp to the basement level on the south side of the new building, sufficient bathroom space to accommodate an event up to 100 people (according to Health Department requirements), a double door entrance across the green space that would lead up to the main floor or down to the event space (basement), outside covered exhibit space, optional temporary dividers in the basement event space, and space set aside for an elevator if desired in the future. Initial design does allow for natural light on all levels of the building.

During the review of the draft layout, discussion ensued on the list of requirements derived from previous documents and discussions, and design options in the new building. The primary discussion points were the kitchen size and appliances, the size and capacity of the event space, the feasibility of splitting dining seating into two locations and then combining all guests for a presentation (not desirable), the feasibility of moving artifacts in order to accommodate events (not desirable), restroom placement and requirements (regulated by the health department), storage space needs and sizing, artifact display requirements, and access requirements.

After discussion, the requirements were reviewed and approved as written, or modified as follows:

- ◆ Main floor basement includes full kitchen (approved – In draft design the kitchen size is 15'6" x

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12'4")

- ◆ Main floor or basement holds up to 120 people for events: this was increased to 140. (approved)
- ◆ Hallway connector between old and new buildings. This was drawn as a connector on both the main floor and basement levels. (approved)
- ◆ Main floor includes bathrooms (approved)
- ◆ Main floor includes fireplace (NOT approved)
- ◆ Basement has windows and doors dividing basement into 2-3 rooms (approved)
- ◆ Basement has bathrooms (approved)
- ◆ Elevator. This was drawn as a space allocation, dry-walled-in cube, to allow future installation of an elevator. (approved)
- ◆ Front porch (approved)
- ◆ Electrical / lighting (approved)
- ◆ Optional upstairs for additional office / meeting space (approved) Note: as per Bert Stiphany, this space as drawn is suitable only for museum storage or internal meetings. Without ADA access it is not appropriate for community use.

Motion was made to get bids from multiple firms. Motion was made by Dick Warner and seconded by Beth Russell. Discussion of this action brought out the fact that a licensed architect / engineering firm is required, with experience and licensing and insurance to design and build commercial buildings of this size. A retired engineer might be a less expensive alternative, assuming they are carrying insurance and their license, but a candidate has not yet been identified. The motion passed, 7-1.

8. Public Comments

Board members expressed their appreciation to Bert Stiphany for his work drafting the concept drawings for the building expansion.

9. Adjournment

Motion to adjourn was made by Bart Zachrich, seconded by Beth Russell. The motion passed.

2020 followup meeting: TBD

2021 Wednesday Meetings 11:30 A.M.: TBD

Action Items:

Norm Shotwell to finalize the concept drawings with Bert Stiphany with ideas discussed during the meeting.

Norm Shotwell to contact engineering firms to solicit bids for work to continue on the building expansion.

Jim Lambrix to develop marketing materials with **Dick Warner**, regarding the Postcard exhibit at the museum in 2021.