

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

Minutes - Wednesday, Nov 4, 2020 – 11:30 A.M. At FBC Fellowship Hall

Call to Order

The meeting was called to order at 11:30am by Norm Shotwell

Board Member Roll Call

Board members present: Dick Warner, Norm Shotwell, Deb Deward, Jim Lambrix, Terry Roach, Beth Russell, Bart Zachrich,

Board members absent: Dan Hoekstra, Mark Shotwell, Amy VanderZwart, Sylvia Warner

Approval of the Agenda

Motion to approve the agenda was made by Terry R, seconded by Jim L.

Public Comments on Agenda Items

Board Meeting Minutes Approval – Oct 14, 2020

Motion to approve the minutes from the October 14 meeting was made by Dick W., seconded by Terry R.

ON GOING ACTIVITIES; STATUS REPORTS

Treasurer's Report - Bart Zachrich

Total income for the past month was \$1,712.

Unusual expenses for the last month included payment to an engineering firm to review the expansion plan drawings to check on zoning and permitting compliance. 2 hours of their time was billed.

Marketing expenses included an annual subscription to the West MI Tourist Association.

Also included was \$1300 for museum-quality framing of two items.

Total expenses for the last month was \$2,318, leaving us in the red for the month, by approximately \$600.

Checking balance is currently \$7,295. Savings account and endowment balances are unchanged.

Forecast income for the year was ~\$22,000.

Actual income for the year was ~\$17,000

Expenses were approximately \$600 less than budgeted expenses.

It was noted that the end of the year is a good time for membership renewals and donations. We should be able to finish in the black.

Dick W. made a suggestion that board members submit budgets in December, so they can be presented in January. Budget planning will assume a normal year, and adjustments as the pandemic continues will be made later.

Additional costs for fundraising for the expansion will be included in the budget estimates.

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Beth R moved to approve the financial reports as submitted, Jim L seconded. Approved.

Planning for an expansion of the museum – Norm Shotwell

Review and comment on final draft site layout

During discussion it was noted that additional questions remain among board members. Norm S advised that the drawings completed so far are for getting rough estimates of costs and fundraising requirements. There will be opportunities in the future to provide more specific input regarding details of the design.

Review options for architectural services.

Three options for choosing an architect were reviewed:

- Norman Dodds is an architect that had an office in Pentwater at one time, and is building a reputation in the Great Lakes area. Mr. Dodds has offered to handle our project pro bono.
- Kevin Motyka is an architect based in Ludington. His pricing for pre-fundraising was \$5,000.
- Bert Stiphany is willing to continue advising on our project. Norm S recommended an hourly consulting fee for Bert S while another architect acts as the primary on our project.

A motion to accept the offer of Norman Dodds to handle the project on a pro bono basis was made by Beth R, seconded by Terry R. Motion passed.

Review and approve “Working relationships for the Expansion”

Discussion resumed on what to expect in the coming months regarding the expansion. Once the architect starts working there will be frequent working meetings with a small group (Norm S, Bert S and Mr. Dodds), and less-frequent but regular working meetings with the board as well.

Tentative plans are for the first meeting with the small group to occur on November 18, and the next meeting with architect and full board to occur on December 9. The date selected will be dependent on Mr. Dodds’s availability.

There may be additional meetings that need to be scheduled. Norm S recommends scheduling meetings for the winter months of 2021, and Dick pointed out that there may be additional meetings needed, especially for fundraising.

Norm is still in contact with other architects. If Bert S. is engaged as a consultant it is expected that he would be compensated at \$75 per hour going forward.

Motion to approve the working relationships document made by Dick W, seconded by Jim L. The motion passed.

Public Comments

Several points were made during additional discussion:

- There needs to be more focused discussion about fundraising planning.
- Fundraising should be discussed at each meeting. This will make it more visible
- The committee chair for a fundraising committee will have to be selected, as well as the members of the fundraising committee.

Dick will send thank you to Joan for managing the volunteers this year.

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The next meeting is tentatively scheduled for December 9.

Adjournment

Motion to adjourn was made by Jim L at 12:05pm, seconded by Norm S. Motion passed.

Scheduled 2021 Wednesday Meetings 11:30 A.M.: 13 Jan; 10 Feb; 10 Mar; 14 Apr; 12 May; 16 Jun; 14 Jul; 11 Aug; 8 Sept; 13 Oct.