

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

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**Minutes - Wednesday, May 12, 2021 – 11:30 A.M.**

1. Call to Order

Meeting called to order at 11:30 AM by Dick Warner

2. Board Member Roll Call

Board Members present:

Dick Warner,  
Norm Shotwell,  
Bart Zachrich,  
Dan Hoekstra,  
Deb Deward,  
Terry Roach,  
Beth Russell

Board Members Absent: Sylvia Warner, Amy VanderZwart, Jim Lambrix, Mark Shotwell

3. Approval of the Agenda

Motion to approve the agenda made by Terry Roach seconded Norm Shotwell by . Approved unanimously.

4. Public Comments on Agenda Items

none

5. Board Meeting Minutes Approval – April, 2021

Motion to approved made by Dan Hoekstra , seconded by Norm Shotwell . Approved unanimously.

**6. ON GOING ACTIVITIES; STATUS REPORTS**

a. Treasurer's Report – Bart Zachrich

\$750 has been received from local businesses for newsletter donations this month. (3 businesses)

\$1600 in donation was received this month, and membership dues of ~\$400. \$2083 total income this month. \$983 admin expenses so far, property and insurance. Myra's pest control has been paid for the season. For the month, expenses are \$1639, and net income is \$444. The value of the endowment fund has gone up another ~\$1000. The fund could contribute about \$60,000 to the expansion and would still leave us about 2 years of operational expenses.

Fire inspection also occurred in the past month.

Total income for the year is \$7,300, almost \$3,000 to the good YTD. Membership dues income has really helped us.

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A board member asked if an audit due this year: A full audit or a cursory audit could be done. A full audit costs about \$300. 2020 account data has been given to our accountant, which she will format to return to the attorney general for reporting purposes, amounting to a cursory audit.

Museum opening, garage sale, and spring dinner should bring in more money as these events occur.

A board member asked, how long is a membership fee good for? A membership fee late in the year is good for the next calendar year. It was suggested that possibly if someone is delinquent in the past year, but then doesn't pay up in the 4<sup>th</sup> quarter, they should probably be removed from the rolls. For practical purposes, people are left on the rolls for at least two years. That has been the agreed limit in the past.

Motion to approve the treasurer's report as given was made by Beth Russell, and seconded by Norm Shotwell. Approved unanimously.

b. Membership report – There have been eight new members added since the start of the year.

c. Museum Activities

What are the docents expected to do regarding the pandemic? Should they wear masks the whole time they are there? Or wear a mask when there are people in the museum? That would be about 20% of the time that a volunteer is there. After some discussion, it was agreed that signage should say "Please wear a mask." Last year the door said "mask required for entry." There may be another announcement at the state level before we begin.

Most years we have allowed the third graders to come over for a field trip at the end of the school year. Will that happen this year? Need to have a cleanup day before the school children are allowed in? It's unknown whether or not the school will want to schedule a field trip to the museum for the kids, but we need a cleanup day before the museum opens.

Possibly students from the high school will participate in the cleanup day.

Girl scouts are another option to assist on cleanup day. There are three troops now in Pentwater.

Board cleanup day will occur before student assistance.

Storage area will be available on May 20.

Another small organ has been donated, and needs to be stored until there is room in the museum.

PTW will be in the museum taking photos before the season opens, and will run different photos each week. There will be no additional charge over our normal ad payments, but text for our ad will change depending on what photo they use. A different ad, without photos, will have to be placed for the last two weeks of the PTW publication.

Dates for the cleanup? Steeple work will be going on the week of May 24, all week. Cleanup day will be May 20. Message to the members is needed. Need vacuum cleaners, buckets and materials for washing the cases. 9am – 3pm.

Note: do not wipe the inside window sills... just vacuum them. The pest control chemicals have already been spread there. Request will be made for Mark S. to send out an email to members. The message should say first priority inside, outside is second priority. Bring rags, vacuums, and other cleaning supplies.

Dan H. will be there in the afternoon. Dick and Norm will also be there for part of the day. Beth can also be there for part of the afternoon.

**Action Item:** Terry R to invite girl scout troops for cleanup day. It is expected that they will need

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to do the work after school hours.

**Action Item:** Deb to invite the high school students (they may be able to do the cleanup during school hours)

**Action item:** Beth to draft email for Mark S. to send to members.

**Action item:** Mark S. to send email to members to request help with cleanup day.

Other items: The bathroom will remain closed during the 2021 museum season, available only for emergency needs.

d. 2021 Events Planning

50/50 Raffle has been approved, dinner plans set for May 26. Stars of the show will be sitting together. Dick W will speak briefly, dinner will eaten, Bart will introduce the video and the stars of the video, the stars will walk the red carpet (as they are able), and video will be shown.

9:30 setup on the morning of the dinner will be needed. An email will be sent inviting people to assist.

Bart would like to give Lucas a gift from PHS. It was agreed that a gift card or check is most suitable, and the amount suggested was \$100? This was supported by all members.

e. Marketing Plan 2021 Review

3 business have already contributed for newsletter. Requests have been sent out for the other regular advertisers to make their donation also.

f. Museum Operation Report

Docent response has been good.

The storage shed for excess artifacts will be available May 20

The South Haven maritime museum may have a Pentwater lifesaving boat, and be willing to give it up. **Action Item** - Dan H will check with the Grand Haven to see if a Pentwater lifesaving boat is available.

g. Museum Maintenance

Week of 24<sup>th</sup> – 30<sup>th</sup> will be steeple maintenance. Shingles in place now are 3 different colors, due to fading at different rates on different sides of the steeple.

Janet S is doing the shingling. The shingles have already been primed and stained.

Screens on the inside of the steeple will be done at a later date.

2 bats have been found in the building within the past two weeks.

Mortar needs to be done on the steeple also, as needed.

Tom Blackburn, the stained glass guy, is going to pull out, repair, and replace all windows that need repair. He has the materials to do the work. There will be vents in the plastic coverings also. He will also re-do the caulking on the windows.

Tom B. should be made an honorary life member. Bart will check to see if he is a member.

Sign for info booth still needs to be put up. Terry is going to talk to the marina owner to see if we can go ahead and install it during the month of May. The marina staff will be busy with boat maintenance during that time frame.

h. Technology

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No updates. A board member asked about the number of memberships. According to the latest stats: 279 memberships total. The number of members late with dues 42.

165 lifetime members

6 patrons.

108 annual memberships

66 dues paid this year, up from 42 last year.

i. PHS – Newsletter

Dan will do a one-page article on Campbell Park for the next issue.

Norm will provide an update to Amy regarding the expansion after the May 19 meeting. It won't be the whole design, but will be info on when the fundraising will start.

7. Initiatives

Remove remaining PHS materials from the old Village Hall.

Two large pieces of equipment and approximately 20 boxes of items are slated to be removed for storage and archival with PHS. Norm is recommending that we hire Brandon Maicher, a junior at the high school, with other young workers to bring things down the stairs for us. Materials include ledgers with village records. This will occur after the storage unit is available. All board members agreed that hiring a younger crew would be a good idea.

10' of flooring is to be removed also, after the items have been removed.

Archaeological dig of Flynn property, where the first homestead in the Pentwater area existed.

- No date has been set yet. It's the Mike Flynn property off of Wayne Road.

8. Action Item review

**Bart Z** - check with the "stars" of the show to make sure they would be comfortable showing the movie on the green in addition to at the Spring Dinner, **and** get headcount for their attendance at the Spring Dinner. ---- Bart's feeling is to keep it by invitation, not on a Sunday night, but preferred to do it at the museum. DONE

**Deb D** - contact the village to see if they would be willing to show the movie on the village green. NOT NECESSARY.

**All Board Members**: - give your headcount to Deb D for spring dinner attendance. DONE

**Deb D** - call her archaeologist friends to gather more information and advice regarding the Flynn property and the 19th century homestead site. *No luck reaching them yet. She will look for an email address for them.*

**Dick W.** - to call Jim Egge about identifying grants and applying for them. Results: - J Egge was on the Michigan State arts group, meeting twice a year. Looking for organizations from the western side of the state that need suitable grants. Recommended the railroad terminal museum in Muskegon to get advice, because they do well with grants. Consumer 's Energy will give us grants if we can get the right application in. Additional discussion ensued, Junior Women's group is another potential donor. A possible grant request is to build the cabinet to go around the Sequoia. Must apply in July or so. IN PROGRESS

**Dan H** – find out when boat tours will resume, whether or not additional docents are needed, and the training needed for docents. Result: Lee Price is not yet sure when things will restart. Dan will have to go to the Village Manager to find out. IN PROGRESS

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**Norm S** - contact Tom Blackburn for advice and counsel for repairing the stained glass windows that are still in need of repair. Result: Tom B is going to do the repair at no expense to PHS.  
DONE

**Dan H** – Check costs to digitize microfiche of newspaper articles – IN PROGRESS.

9. Public Comments

Police department items have been requested, including the awning for the police department.

Fire department equipment has been requested, but nothing donated so far.

May 19 meeting will be at 11:30am, but the 3<sup>rd</sup> Wednesday of the month will not work permanently for several members. The timeframe of the recurring monthly meeting regarding the expansion will have to be revisited. This will happen at the May 19 meeting.

Dan H has started a Go Fund Me account for the expansion. It is not activated yet, but is nearly ready to go. It will be activated when we are ready to publish more information about the expansion.

10. Adjournment

Motion to close the meeting was put forward by Norm, seconded by Terry Roach. The motion was unanimously approved. 12:43PM.

Scheduled 2021 Wednesday Meetings, 11:30 A.M.:

19 May (expansion)

9 Jun (board)

14 Jul (board)

11 Aug (board)

8 Sept (board)

13 Oct (board)