

**Pentwater Historical Society  
Executive Board Meeting  
85 S Rutledge Street**

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**Minutes - Wednesday, April 27, 2022 – 11:30 A.M.**

1. Call to Order

2. Board Member Roll Call

Board Members present:

Dick Warner, Norm Shotwell, Bart Zachrich, Beth Russell, Deb Deward, Dan Hoekstra, Jim Lambrix, Karen Way

Board Members Absent: Sylvia Warner, Amy VanderZwart.

Guests: n/a

3. Approval of the Agenda

Motion to approve made by Beth R, seconded by Dan H. Approved unanimously.

4. Public Comments on Agenda Items

none

5. Board Meeting Minutes Approval for the April 13, 2022 Meeting.

Motion to approve made by Norm S, seconded by Bart Z. Approved unanimously.

6. ON GOING ACTIVITIES, STATUS REPORTS – Identify any necessary updates from 13th mtg

a. Treasurer's Report - Bart Zachrich updated the financial information for the 2021 annual report.

Account balances:

>Building maintenance fund: \$51,000+. Dropped \$5,600 since January 1, on par with the market.

>Checking: \$16,761.

Motion to approve the 2021 Financial Report, as submitted, for usage in the Annual Report made by Norm S, seconded by Dick W. Approved unanimously.

Question was asked about merchandise sales. Most of the books are sold through Decors by Sandra. The Schrupf book and architectural walking tour book are two very popular items.

b. Museum Activities - Dick Warner

No updates

c. Marketing Plan 2022 Review - Jim Lambrix

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Ad has been put together for Oceana Herald.

Beth asked for references to be made to GLE People Fund in our articles and advertising. We should publicize their grant, given to fund the tuck pointing project, and encourage our readers to use the round-up feature on their bill if they are GLE customers.

d. Museum Operation Report – Dan Hoekstra

Working on the police and fire exhibit. Looking for room to do the Mears State Park exhibit.

Moving things over to the storage shed today also.

Dan will be asking for help to move things out of the red barn. It would be a future exhibit.

Dick is setting up another display case. New cases were provided by Jim L.

Dan will need a trailer and pickup truck to handle moving artifacts.

Dan asked for someone to get rid of the bicycles that are at the back of the museum. No commitment was made there yet.

e. Museum maintenance – Dan

Terry and Dan are trying to get a commitment from Ruggles.

Bart checked with McGee about covering the USS Sequoia. Off site materials should be covered, up to \$25,000. Bart needs a list of items and their value.

Six tickets sold so far for the May dinner.

Regarding the historical dig... Deb now has a contact for archaeology work. The work will be on the property of Mike Flynn, an original homestead cabin.

f. Review action items from last meeting – Beth

**Action Item – Jim L** write the PTW ad with input from Dan Hoekstra

**Action Item – Amy V.** – check on status of postcards being mailed out about the website.

**Action Item – Bart Z.** – research insurance options for the USS Sequoia model, especially in the case that it is outside of our property for some period of time.

## 7. INITIATIVES

a. Fundraising – plan

- i. Case for Support text
- ii. Next Fundraising group meeting
- iii. Formal kick off date & agenda
- iv. Titles for positions

Dick W – check on thank-you note cards. Get more printed

Should the float be a model of the red barn?

The float and homecoming parade might be the place to announce our fundraising campaign publicly. Maybe next year we could build a “tiny house” tiny barn that could be sold as a donation to the museum. Probably for this year it should be a small model of the Red Barn.

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b. Focus groups

i. School interface

The high school is going to bring a group over, but they are running out of time. Recommendations have already been made as a result of the focus group meetings held last fall.

As we get into design features of the new building we should keep students and teachers involved.

Could volunteering in June count for service hours in the next school year?

Deb could use help for the garage sale. Bart confirmed that the students need 50-60 hours of community service time. It should be okay for them to do service hours in June. Bart will check with the school to verify. Deb needs help on Thursday, Friday, and Saturday for the garage sale.

Jim would like to see more involvement with the school and the museum. What if they did a research project on something like Charles Mears? Then they could give a presentation at the dinner. We could also video their talk at the Spring dinner and display it in our "theater."

Dick confirmed that this has happened in the past. It's a good idea to do it again.

Deb confirmed that the younger kids loved Bob Childres.

ii. Building Design

This group will meet again at the end of May, or early June. Norm has four members on this team. Bill Gigowski, George Mikulyuk, Bill Bluhm, and Steve Bass. Their goal is to get ready for hiring the architect / engineer as we do final design. One goal of Norm's is to have a column-free exhibit space. Wall design should be considered also so things can be put up on the walls without constantly looking for studs. Dick W suggested Mike Castor also. Norm will contact Mike C, who was an electrical engineer by profession.

iii. Walnut Tree - capture wood or accept an offer for limited cost removal?

The tree should come down. It requires a lot of cleanup every year.

A contractor is coming in to give an estimate for taking it down. Norm is looking for a second contractor to give an estimate also. Some of the contractors don't have tall enough equipment to handle the tree.

Pricing is based on capturing the wood. Mark Trierweiler has mentioned that he would like the wood. He would dry it naturally, then sell the wood to local artisans.

It needs to dry out for 2-4 years before it can be used for building materials. It has to be mechanically dried out if you want to use it before then.

No promises have been made to Mark T. yet.

Mark T. would leave the stump. It would be our cost to get the stump removed.

Norm will get estimates of what the tree is worth.

One cross-section of the tree would be saved to be used as an exhibit in the museum.

**Action Item:** Norm will get two prices and will have it on the agenda next month to give an update.

c. Grants

i. Membership in the AASLH

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ii. List of potential grants

A list of grants and their status was provided to the board. The NEH challenge grant application was rejected. The major reasons listed that caused the rejection was a) whether or not our collection was worthy and historically unique and b) the reviewers commented that we have an enthusiastic base but they were skeptical about our ability and skill in maintaining a collection and a museum.

It was suggested that training for volunteers / board members would assist in giving us additional credibility. AASLH would be one vehicle that we could use to get that training at a relatively low cost. Grants for education might be approved.

Grants to consider include:

- MACC Capital Improvement. Project must be shovel-ready, and funds must be used within 12 months. \$50 application fee.
- MACC Operational Support. Due June 1
- ARPA American Rescue Plan, up to \$50,000, local organizations impacted by the pandemic. We should qualify based on the fact that prices have gone up, and reduced visitor traffic. Due May 31
- MACC – Professional and Organization Development. This could be used for AASLH classes and conferences. Due August 2

Concerns about any grants from Michigan are that the accounting principles that have to be followed are quite strict. Getting Michigan or Federal grants means significant reporting obligations.

A question was raised about whether or not the separate tasks involved in the building of the expansion building could be scheduled and grants applied for to cover each subtask. This would significantly extend the complexity of the project.

Another question came up about whether or not we need a CPA to be handling our books from month to month, not just for an annual audit. See discussion under public comments.

Operations Support grant has a high approval rate, but additional information will be needed to apply on the grant.

Operational Support grant requires a \$50 fee. About 95% of these grant requests are approved. Additional information on our annual expenses will be needed to justify the amount of the grant request.

Dick W made a motion to approve \$50 to apply for the MACC Operational Support grant. Jim L. seconded the motion. Unanimously approved.

**Action Item – Beth** will move forward with the ARPA and MACC – Operational Support grant requests

iii. Membership in AASLH

American Association of State and Local History

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Membership in that organization is listed as \$198. It would allow us to enroll in training classes for our staff and board members. Non-member rates for classes appear to be about \$315 each. Member tuition is discounted. Grants are also available to fund tuition or other expenses. There is a Pentwater Junior Womens Club scholarship that could be applied for, and a MACC grant for educational purposes. AASLH also includes self-assessment for small museums. A self-assessment is another item that would give us more suggestions for improvement and more credibility regarding the management of our collection and the museum.

Norm S. made a motion that we join the AASLH at a cost of \$198. Dick W seconded the motion. The motion was unanimously approved.

**Action Item – Beth** will submit membership to the AASLH

iv. Grant writing person – John Wilson?

John Wilson has met with Beth R. He has given advice on the NEH challenge grant and the ARPA grant. He is willing to advise, but does not have the time to write our grants.

8. Public Comments

Another question came up about whether or not we need a CPA to be handling our books from month to month. This would give us additional capability to handle the accounting requirements of a large project and state/federal reporting requirements.

Dick opened up a discussion about possible changes in board members. He started by asking Norm S. if he would be willing to transition from VP to Trustee in charge of the expansion project.

He also asked Beth and Bart if they would be willing to switch positions. Beth might replace Sylvia as trustee to handle development duties. Bart could make a move to VP if we find a financial adviser that is willing to take on the treasurer tasks. Norm, Beth and Bart all expressed willingness to change positions as listed if a suitable replacement is found. Dick expressed support for the changes as well. Bart noted that there is work for the accounting discipline every day.

Dick W recommended that Bill G. will be invited to attend the May 11 meeting. If he is agreeable, we will make a motion to bring him on as a board member.

An election in August would be needed to confirm the changes in the board positions.

Dan H. suggested that Bill Gigowski come on to the board before the August meeting. It was noted that he spends the winters in Indiana, but other members of the board also spend winters elsewhere. Ellen Gigowski might be willing to help coordinate the fundraising work, a non-board position.

Numbers on the fundraising brochure, size of current and old building, need to be clearer. It's confusing right now. Norm S. will verify numbers and send to Beth via email.

Cemetery cleanup.... We are advertising for it on social media, but we are not the original sponsor. Board members and PHS members may sign up by contacting Sharnnon Larson.

Beth R. is on the agenda of several organizations around town to make sure they are aware of our  
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summer plans. Organizations include Service Club (4/28), Lake Association (5/16), DDA (6/08), and Pentwater Women's Club (6/10 and 9/09).

9. Adjournment

Motion to adjourn made by Dan H at 12:45pm, seconded by Norm S. Approved unanimously.

Scheduled 2022 Wednesday Meetings 11:30 A.M.:

Via Zoom, January through April

11 May (at First Baptist Church)

24 May (dinner will be on the 25<sup>th</sup>)

08 June

22 June

14 July

28 July

10 August

23 August (dinner on the 24<sup>th</sup>)

14 September

28 September

12 October

26 October

09 November