

PENTWATER HISTORICAL SOCIETY
EXECUTIVE BOARD MEETING
85 RUTLEDGE STREET

Minutes- Wednesday June 8, 2022 – 11:30 A.M. EDST – at the FBC

1. Call to Order
 - a. Dick W called the meeting to order at 11:30am
2. Board Member Roll Call
 - a. Present: Dick Warner, Norm Shotwell, Bart Zachrich, Beth Russell, Jim Lambrix, Deb Deward, Karen Way, Amy VanderZwart, Mike Waidlich
 - b. Absent: Dan Hoekstra
 - c. Guests None
3. Approval of the Agenda
 - a. Motion to approve made by Dick Warner, seconded by Norm Shotwell. The agenda was amended by Bart Zachrich to discuss a printer purchase for the PHS and to review a PHS portfolio developed by Beth Russell for use in fundraising. Agenda amended and approved unanimously.
4. Public Comments on Agenda Items
 - a. None
5. Board Meeting Minutes Approval – May 24, 2022
 - a. Motion to approve made by Dick Warner, seconded by Beth R. Agenda approved unanimously.
- 6. ON GOING ACTIVITIES; STATUS REPORTS**
 - a. Treasurer’s Report – Bart Zachrich and Mike Waidlich
 - b. Bart reported a pause in the QuickBooks implementation, so no detailed Treasurers Report was available. However, account balances were reported as indicated below.
 - i. Monthly Net Income
 - ii. YTD
 - iii. Supplemental Budget
 - iv. Status of membership dues and other income
 - v. Balances

1. CFO Expansion Fund 51252 (5K donation had been reported in 2 places
2. Checking \$12700
3. Building Fund \$51600 (no update from 5/24 meeting)
- vi. Savings \$49800
- vii. CFOC \$51690
- viii. Building Insurance is \$1155 (no update from 5/24 meeting)
- ix. Trailer Insurance is \$78 (no update from 5/24 meeting)
- x. Mike has undertaken to review the financial policies of the PHS in view of the current expansion plans. These requirements (reporting, controls,)will need to change with the necessary increase in fundraising and expenditures.
 1. Grant requirements: Federal funding flows down through state and local entities and each entity is required to flow down the federal requirements and controls and accounting requirements. There are over 100 pages of these federal requirements.
 2. There are requirements for how we do bids, purchasing, contractor bonds (3 different kinds of bonds for each major contract). We need to list out and recognize these flowed down requirements as we move forward.
 3. When the government funds a building or equipment (through grants or other means) it retains a contingent right to that and can file a lien on that property to the extent of that funding. When the plant or equipment is sold, the government is entitled recover their funding of that property.
 4. Although the government is unlikely to audit a small investment (under 50k?), these rules apply to all grants, independent of the monetary value and our books need to be auditable.
 5. Mike is working on guidelines regarding how we should rationally comply with these requirements through our books, processes, and financial controls.
 6. Mike emailed the PHS board with his Proposed Financial and Accounting Policies on or about June 7 and they were discussed at this PHS Board meeting.
 7. Norm noted it would simplify things if grants were tied to specific work/property to simplify the process.
 8. It was also recognized that the new QuickBooks accounting tool will simplify our financial processes (spending authorization, limits, and approvals), reporting, and transparency.

9. Norm moved that the Board approve the occasional purchase of artifacts by Dick Warner up to \$1000, within his annual budget. Bart seconded the motion and the Board approved unanimously.
 10. The Board then undertook a review of Mike's list of 6 Proposed Financial and Accounting Policies
 - a. Policy 1, 2 signatures on checks. Current signers are Bart, Mike, and Mark S. Beth and Karen will be added to ensure co-signers are available in the Winter months.
 - b. Policy 2 change \$ 100 to 250\$
 - c. Policy 3, Expense reimbursement to individuals. We will require Board President and 1 Board member to approve expense reimbursement. Print purchase evidence.
 - d. Policy 4 Approved as is.
 - e. Policy 5 Approved as is
 - f. Policy 6, Approved as is
 11. The policies were approved by the Board as amended. Mike will send out revised Financial and Accounting Policies
 12. ACTION Mike took an action to send to the Board members a Revised Financial and Accounting Policies statement for review and comment. .
- c. Museum Activities – Dick Warner
- i. Dick resurrected a form/system used to track artifacts that are taken into and out of the museum. Dan and Dick have the action. The Docents will use this form. Dick will coordinate with Jan. 42:42
 - ii. An artifact drop off procedure was discussed. Dan and Dick will define and implement the process.
 - iii. A temporary donation receipt process was discussed
 - iv. Patrons will be requested to record their time entering and leaving the museum
 - v. Norm took an action to evaluate the use of cameras to monitor/record people entering and leaving the museum and the interior of the museum.
 - vi. Past Perfect will eventually be used for artifact tracing.
 - vii. Classes on the use of Past Perfect were discussed as was finding a student/volunteer to record relevant artifact data. Post cards were suggested as a collection to start with. Coursework is available. Beth volunteered to lead this and will report at the next meeting.
 - viii.
 - ix. Jjjj
 - x. Jjjj

- xi.
- d. Marketing Plan – Jim Lambrix
 - i. Deb discussed the garage sale details.
 - ii. Marketing is complete
 - iii. The parade float was discussed
- e. Museum Operation Report – Dan Hoekstra -
- f. Museum Maintenance – Dan Hoekstra
 - i. Tuck pointing in process
 - ii. Window treatment in process
 - iii. Trim painting – trying to locate Bob Cornelius

Other Notes/Discussions/Actions

Mark has list/link of email addresses

Mark has list of donors for Little Green Light – Mark has imported all members and donors

Amy The next newsletter will come out in October – funding is needed

Beth reported on donations 18000 2021, 2022 152000

Initiatives Need contractor bonds

ADA Beth leading compliance efforts. Beth to coordinate with Dan. Must be ADA compliant with the Museum addition

Beth discussed a guest book and a handing out a business card using a QR code for guest information and requesting donations and for guide by cell

Sequoia Plan Cost up to 6000\$. Beth to work out funding off-road with current vendor. Milestones, Funding, and Quality metrics to be determined. Current plan is for \$2000 for first year.

Library open house – Bart working on PHS representation.

Dan/Norm and Mark to investigate purchase of printer and supplies for PHS located at the museum. Color lasers are over 400\$

Norm reported on the availability of a storage facility and how to accommodate a dirt floor with plastic sheeting and/or pallets to store the Pentwater furniture and other artifacts. Current facility is 600/yr.

Fundraising information from Beth were reviewed.