

Pentwater Historical Society  
Executive Board Meeting  
85 S Rutledge St.

Date: July 12, 2023

Call to Order; 11:30 by Dick Warner

**Board Members Present:**

Dick Warner  
Beth Russell  
Dan Hoekstra  
Sylvia Warner  
Mike Waidelich  
Amy VanderZwart

Karen Way  
Norm Shotwell  
Bart Zachrich  
Dan Girvan  
Jim Lambrich

**Not Present:**

Sylvia Warner

**Reports :**

**Treasurer:** Mike Waidelich

The amount in the checking account is up due to a grant from the CFOC

A motion was made to accept the financial reports. It was seconded and approved.

The financial reports are attached

**President:** Dick Warner

There are 6 new members for the year and 2 for the month of June.

**Marketing:** Jim Lambrich

The float is available but it will need some repair and new tires prior to using it in the parade of August 16 . Costumes are also available but someone will need to organize the event.

**Director:** Dan Hoekstra

He will have new tires and wheels installed on the society trailer this weekend.

Dan has received a trophy from the 1903 Pentwater harness racing event, which will be added to the museum collection.

The flexible screen for the front door did not work because it was opened by the wind. He will initiate an effort to install new screen doors.

**Trustee:** Karen Way

The Michigan State hall has been reserved for the dinner of August 23, 2023

She is working on the program.

She is working with Gloria Ann Catering for the dinner.

The rental fee for the hall is \$400.00 and the cleaning fee is an additional \$275.00

Dan Hoekstra questioned the amount of the cleaning fee. He felt that he and other board members did enough cleaning that the fee was excessive.

**Building fundraising:** Beth Russell

Beth suggested that she could schedule a meeting with potential donors on the Pentwater marine taxi.

Beth asked individual board members to think about contacts and potential donors and refer their contact information to her.

Beth met with and received a letter from Valery van Heest of Lafferty van Heist, concerning the possibilities and associated costs of using a professional display Design and construction firm. The letter was reviewed by the board and Beth was asked to direct them to hold for now.

**Museum Expansion:** Norm Shotwell

The building committee has not met since the last board meeting

Norm advises that the board should start communicating with the surrounding Neighbors concerning the plans to expand the museum. This would reduce the surprise component of the potential changes in the neighborhood.

It was recommended that the museum formalize their agreement with the Baptist church for overflow parking.

Jim Lambrix suggested that we should check the zoning status of the open lot next to the museum. It may need to be rezoned to permit the planned expansion.

## **New Business:**

Beth suggested that Bart attend this year's conference of the Michigan Museum Association. A short discussion followed and it was voted that Bart should attend.

Dan Hoekstra is working on a source for the 100 year plaques and he has digitized the application forms so that they can be down loaded from the museum website.

Beth is interested in interviewing graduating high school seniors over a 10 year period as a study to understand how opinions and experiences change with time. She is asking members of the board to submit potential questions.

Beth suggested that we consider doing a "Pirate History" cruise as an event.

## **Meeting adjourned:**

A motion was made that the meeting be adjourned. It was seconded and approved at 12:46 pm.

## **Agenda – Tuesday, July 12, 2023 – 11:30 At Museum**

1. Call to Order
2. Board Member Roll Call
3. Approval of the Agenda
4. Public Comments on Agenda Items
5. Board Meeting Minutes Approval – June 14, 2023
6. **ON GOING ACTIVITIES, STATUS REPORTS –**
  - a. Treasurer’s Report - Mike
  - b. Museum Activities – Dick
  - c. Membership – Dick
  - d. Marketing - Float
  - e. Museum Operation Report – Dan H
  - f. Museum maintenance – Dan H
  - g. Event Planning – Karen
7. **INITIATIVES -**
  - a. Fundraising – Board
  - b. Museum design/costs – Norm
  - c. An exhibit proposal from Valerie – Beth

## **8. ADJOURNMENT**

**Future meetings:** In person at Museum

July 26

August 9, 22 (Tuesday) September 13, 27

October 11, 25

ACCOUNT TOTALS AT 7/7/23

	<u>Balance</u>	<u>Change</u>
Shelby Bank main checking account	\$17,933	+ 1,838
Shelby Bank account for PayPal transactions	\$115	- 17
Shelby Bank savings account	\$9,817	+ 1
Vanguard money market account	\$40,544	+ 168
PayPal account	\$0	0
CFOC endowment fund (incl int & div thru 5/31)	\$45,894	- 690
CFOC building expansion fund (incl int & div thru 5/31)	\$393,892	- 692

2023 Operational Income & Expenses---Actual vs Budget				
	PENTWATER HISTORICAL SOCIETY			
			Jan - July 7	
	ACCOUNT		2023	2023
			Actual	Budget
<b>Revenue</b>				
	Contributions			
	Unrestricted		3,640	5,000
	Donations Jar		354	2,000
	Cruises			1,250
	Tours			150
	Restricted (excludes bldg fund)			0
	Grants			
	Corporate		1,000	0
	Foundation		1,000	1,000
	Government		4,675	8,000
	Membership Dinners			
	Tickets		2,900	5,150
	Raffles		152	350
	Costs		(3,366)	(5,325)
	Special Events			0
	Garage/Surplus Sales Net		3,511	4,400
	Membership Dues		1,578	5,500
	Newsletter Sponsorship			
	Sponsorship Revenue		2,500	4,000
	Newsletter Printing & Postage Costs		(633)	(2,000)
	Merchandise Sales		647	750
	Cost of Goods Sold		(264)	
	Miscellaneous Income		11	25
	Investment Income		548	3,300
	In-Kind Contribution Income		120	
	Total Revenue		18,375	33,550
<b>Expenses</b>				
	Administration			
	Bank, Card, PayPal & Stripe Fees		118	150
	Postage and Delivery		178	500

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	Professional Fees---consulting		3,220	3,000
	---accounting			0
	Office Supplies			200
	Info Tech		2,297	773
	Dues and Subscriptions		198	125
	Insurance			
	Building & Liability		1,241	1,400
	Trailer		0	80
	Directors & Officers			850
	Licenses and Permits			20
	Printing		603	1,000
	Travel			500
	Training		465	640
	Museum			
	Collection Acquisitions---general			3,740
	---Sequoia		392	2,500
	Framing			500
	Furnishings		120	0
	Archival Supplies			500
	Exhibition Rental			0
	Storage Rental		912	1,747
	Building Operations			
	Building Maintenance		558	300
	Exterior Care		171	800
	Improvements			0
	Operational Supplies		51	200
	Utilities			
	Electric		726	1,300
	Gas		991	1,200
	Water & trash		229	460
	Marketing			
	Print Advertising		2,194	3,700
	Supplies & Giveaways			0
	Association Memberships		100	150
	Society special events			0
	Contract Labor			0
	Miscellaneous Expense			500
	Total expenses		14,763	26,835
	Net Income before depreciation		3,612	6,715
	Depreciation of building (non-cash expense)		2,026	4,053

7/9/2023