

PENTWATER HISTORICAL SOCIETY

Board Meeting Minutes - April 6, 2016

The meeting was called to order by President Bill O'Donnell at 1:02 p.m. in the lower level conference room.

Board Members Present: Bill O'Donnell, Dick Warner, Ed Bigelow, Mike Castor, Jim Ege, Debbie Deward, Bob Childers, Jim Lambrix and Joan Gehringer

Board Member Absent: Amy LaBarge

Approval of agenda: An additional item was added to the agenda to discuss the village permit needed for a table at summer events. Revised agenda was approved.

Approval of January 6th, 2016 minutes: A correction on the date of the annual village garage sale was made. The correct date is June 11th, 2016. Also a correction on the spring dinner date was made. The correct date is May 25th, 2016. Also, under "web site" it should have stated that the 990 form is a **mandatory requirement**.

A motion to approve the minutes of the Jan. 6th, 2016 meeting was made by Dick Warner, seconded by Mike Castor and was unanimously approved.

Approval of membership chair: Mike Castor moved that we accept Jim Lambrix as our new membership chair. Ed Bigelow seconded it and it was unanimously approved.

Short updates: Bill O'Donnell stated that Cynthia McGuire was thinking about accepting the marketing position on the board, but decided against it after reading the lengthy job description. Was suggested that the job description be cut down to one or two items so that the person that takes the job can possibly create what needs to be done as they go along. Dick Warner will start from scratch with a new job description.

Mike Castor recently talked to the zoning administrator, Sara Bizon, about the construction of our new outside ramp. The current ramp was not built to code. It should have had a variance. It was decided that as long as the new ramp was ADA compliant that it would be okay to build. Mike also asked about a new building on our existing lot. If we just put an addition on the existing building then we can make it any size we want as long as we observe the setback requirements. Also, it cannot exceed 35 feet in height. Otherwise, we are limited to a 1,000 ft. structure if it is a separate building on our lot. We are zoned residential. Mike suggested that we move ahead and decide what we want to do for future construction.

Jim Ege is going to get a video device that can replay the video shown on channel 13 about the Nov., 1940 storm done by Brent Ashcroft in time to have it running in the museum by Founder's Day on May 7th, 2016.

Bill O'Donnell stated that the deadline for the spring newsletter is April 15th. The newsletter will come out three times yearly.

August 11th is when the ghost tour is scheduled. The house tour booklet will also be available.

Bill O'Donnell asked if the newsletter should be sent to the "Chronicle" magazine. It was decided that it should be and it can be sent electronically. Bill also asked if we are currently getting "The Michigan Historical Review". Dick Warner said that we do get it in the spring and the fall. Also, Bill questioned whether we need to renew our subscription to "Michigan History". Mike Castor said that the subscription automatically goes along with our yearly membership and it is current for 2016. Dick said that all of them are available in the records/reading room.

Many of the "short update" items were discussed at the **Management committee meeting** that was held on April 5th, 2016.

TREASURER'S REPORT:

Mike Castor handed out the 1st quarter budget highlights. He pointed out that the 1st quarter income was slow. Income is behind expenses which is normal for this time of year. Our biggest expense was the attic insulation project. Also, gas and electric which is comparable to previous years.

Planning has been done for the artist room and the project should be started by the end of April. There was \$1,000 funded for it. Jim Ege asked that if there is money left over from that project that it be used to make the picture that was mounted at the back of the stage more permanent.

Also, a new sign is pending and will be made similar to the one used in the drawing by Norm who also made a drawing of the future landscaping. Ed Bigelow has a copy of the drawings and will make them available.

The membership report will be taken over by Jim Lambrix from now on, but stands at 5 new members and 12 delinquent members.

A motion to approve the treasurer's report was made by Dick Warner, seconded by Jim Ege and was unanimously approved.

Grants: Mike Castor said that the UPS grant that was just applied for to build the new ramp has been sent out and we are just waiting to hear back from UPS. The original estimate for the ramp was \$23,800. It is a 100% grant.

Mike is also looking for a grant to make the research center area more comfortable all year round (heating and cooling). It would need to be in the \$6,000 to \$7,000 range and could be public or operational. To apply for an operation grant we would need our yearly operation cost. We could possibly apply for one that would include conferences. Deadlines for operation grants are usually in August and January per Jim Ege. He also stated that an excellent grant writer is on the Ludington Center for the Arts board and will possibly be able to help us write the necessary grants.

Museum prep: Bill O'Donnell has been working with Consumers Power on getting displays and plans from their hydro project.

Dick Warner said that by May 7th (Founder's Day) we will have a milk bottle collection on display.

By May 28th (3rd anniversary), if not Consumers it will be the salt and peppers shaker collection on display.

The Minch model is a new display coming.

Dick suggested having a work session to clean all of the showcases and stage area.

Debbie Deward suggested having some high school students help that still need to get in their service hours to graduate.

Special Events: Debbie Deward reported that there seems to be no interest in the Sesquicentennial cookbooks. She suggested that we do a 2017 calendar. Dick Warner said he would bring in an old calendar from 1989 that we could possible copy. Bob Childers said that he had old recipes from before 1900 and suggested that a new recipe could be put online every month.

Debbie had quotes from Quick Prints for our new PHS pamphlets. The price quoted was \$482 for 1000, \$268.50 for 500, \$169.25 for 250 and \$50.35 for 50 pamphlets. The board thought that was too high and suggested Debbie also get an estimate from Oceana Graphics. It was suggested that the picture on the front didn't need to be in color. Also, that the brochure itself be all one color paper. Debbie will look into it. Jim Lambrix asked if we could print the pamphlets ourselves, but Jim Ege said it would cost more for us to run our own on an ink-jet printer than what the estimate given was. We will decide what to do at the May 6th meeting.

Museum report: Ed Bigelow updated the list of who, what and where donations came from. Plaques are up to date for donations made except for a new donation that was just received. Ed stated that donations are cumulative and can progress up. If possible, we could use a grant for a new plaque display for donations. Jim Ege will help Dan Kelly to put together and possibly update the display in June of each year.

Museum Hosting: Amy will be in charge of scheduling hosting at the museum and also possible get volunteers for new table set-up at summer events.

Building and Grounds: Nothing to report from Glenn Beavis.

Web site: Please let Jim Ege know if there are any suggestions or updates needed for the web site.

Village permit for summer events: It was discussed that if we have a display table at village events, who will host? The table would have our products and brochures, etc. for sale as well as new member and donation information. It would also be a place to advertise our upcoming events for 2016. It would be set up at the Jr. Women's club art fair on July 9th as well as possibly the farmers markets and band concerts all summer. Debbie Deward said she would make a tri-fold sign to list all of the information and costs of everything on the table so that it would be easily transportable to the different events.

Debbie Deward and Mike Castor will be purchasing a new table for this.

Ed Bigelow said that the deadline to apply for permission to do this was this afternoon in order for it to be included in the April village council meeting on Monday.

After discussion, it was decided to apply for all the events and then see which events we can get enough volunteer help to man the table at each event.

Jim Ege brought up the possibility of using Pay-Pal when someone wanted to use a credit card. A special swiper would have to be purchased and could only be used by someone with a "Smart phone". Also, training and special authorization would have to be given to use at each event. The advantage, though, would be that nobody walks away if they only have a credit card to pay with. Discussion followed and was thought to be something to think about for the future.

Fund Raising: The donation policy will be put on the web site. Discussion followed on how to display individual donations. The plaque would have "in memory of person or persons"- not the donator's name.

On June 3rd there is a small museum fundraising workshop in Lansing. After discussion, it was decided that we should send at least two people. A motion was made by Jim Ege to send up to two people at \$39 each to the workshop and to reimburse mileage to and from Lansing at the federal rate. The motion was seconded by Mike Castor and it was unanimously approved. Attendees will follow up with a workshop on what was learned.

Motion to adjourn was made by Dick Warner. It was seconded by Ed Bigelow and was unanimously approved. Meeting was adjourned at 2:47 p.m.

Respectfully submitted,
Joan Gehringer
Secretary