



## Minutes of the Board Meeting

**Monday, February 13, 2017, 5:00 p.m.**

The meeting was called to order at 5:00 p.m.

**Voting Members Present:** Bob Becker, Daryl Cheeseman, Doris Lee Hale, Jim Halliwill, John Higgins, John Resseguie, Bob Spaulding, Heather Wing, Russ Yarger, Sharon Zebrowski

**Absent:** Mike Plaska, Rick Moore & One Board Member Vacancy

**Others Present:** None

**Staff Present:** Dan Patton & Stacey Graham

**Approval of Agenda:** Resseguie moved approval of the February 13, 2017 agenda, and Cheeseman seconded. Motion carried.

**Approval of the Minutes:** Zebrowski moved to approve the Board meeting minutes of January 9, 2017 and Resseguie seconded. Motion carried.

**Limited Public Comment:** Spaulding would like a museum exhibits and artifacts discussion added to the agenda for the March 13, 2017 Board Meeting.

### **Committee Reports & Updates:**

**Park Update:** Patton reported on recent Park activities, including Park Maintenance restoration of the picnic tables and garbage cans. Tree trimming has also commenced. The Park was honored by the Chamber of Commerce at its annual dinner on January 21 as a Distinctive Destination Award nominee. The Farmhouse barn roof project was recently completed. Keith Murphy's stepdaughter and Jan Hartough's husband both recently passed away. Condolences to all families. The 1929 John Deere GP Tractor is being repaired by the Gas & Steam Club. Spectrum Health Pennock and Barry County United Way recently donated an AED to the Park, making 3 available on the grounds. The annual Gerald R. Ford Council Boy Scout Klondike took place February 3-5, hosting 150 to the Park. Graham & Patton met with the Civil War Muster Committee on January 14. Patton made a recent visit to the Gilmore Car Museum regarding the Park's 1909 Buick restoration project. The Charlton Park Foundation met on February 2. The Gas & Steam Club potluck took place on January 21 and a monthly meeting occurred on February 8. A copy of the 2016 Annual Report is included for review in the board packet. Zebrowski motioned to approve the 2016 Annual Report and Resseguie seconded. Motion carried.

**Education & Collections Committee:** Zebrowski reported the committee met on January 18 to deaccession eyeglasses and hats from the Park's collection. Many deaccessioned items are often donated to another museum. The Robinson Log cabin has been moved to the use collection, and from there the Facilities Committee will decide whether to remove

or repair the structure. The World War I exhibit will be installed at the museum in April. The Tri-River Museum Tour will take place on May 6-7. Interviews for a full-time, seasonal, Park intern will take place this week.

Facilities & Properties Committee: Cheeseman reported the committee met on January 24 to review two portable toilet bids for the 2017 season. Kerkstra Services bid \$8,145 and Hall Septic bid \$4,870. The Robinson Log Cabin repair and/or demolition options were discussed. Resseguie noted his recent inspection of the structure and expertise with log cabins.

Executive Committee: Becker reported the committee met February 1 to review funding options for the Park. The Park's Strategic Plan and Bylaws are being reviewed. 2017 Park Committee appointments were set.

#### **Old Business:**

Budget Report: Graham distributed the month ending January, 2017 Park revenue and expense report, including year to date totals. Yarger motioned to accept the budget report for January, 2017 and Wing seconded. Motion carried unanimously.

#### **New Business:**

2017 Portable Toilet Contract: The Facilities Committee met recently to review two bids for portable toilet service at the Park. Committee recommends accepting the low bid of Hall Septic in the amount of \$4,870 for the 2017 season. Motion by Resseguie, seconded by Zebrowski to approve Hall Septic as the 2017 Portable Toilet vendor. Motion carried.

2017 Park Committee Appointments: The 2017 appointments to the Park Executive, Facilities and Collections/Education Committees have been set and were distributed.

Park Mission, Vision, Values Statements: Becker noted that each Board Member received a copy of the Park's Mission, Vision and Values statements which should be kept in mind as the Board conducts Park business.

**Round Table:** Graham noted that fundraising for Charlton Park Day has begun and distributed an event sponsorship form to each Board Member, along with the 2017 Board Member Contact information sheet.

Resseguie made the motion to adjourn, Becker supported. Meeting adjourned at 5:45 p.m.

**Next Meeting:** Monday, March 13, 2017 at the Upjohn House at 5:00 p.m.

Respectfully Submitted,

Dan Patton

DP: sg