

**Ortonville Community Historical Society
Meeting on October 29, 2024 at 6:00pm
Brandon Township Public Library Meeting Room**

MINUTES

“The Ortonville Community Historical Society shall work with local government, businesses, organizations and citizens of all ages to research, collect and safeguard our local heritage through living displays and authentic educational experiences.”

1. Call to Order - The meeting was called to order by the President, Alan A. at 6 PM
2. Pledge of Allegiance
3. Roll Call – All members present: Alan, Shauna, Carol E, Scott, Kathy G, Kathy T, Ken B, LuAnn, Mary K, Mary Ellen
4. Approval of Agenda – approved with the addition of one new item to “New Business” relating to the handyman.
5. Approval of Minutes, September 4, 2024 Board Meeting - approved
6. Executive Officer Reports
 - a. President – Alan A. reported the following:
 - Attended the Genesee County Small Museum group semi-annual meeting (with Kathy Gauthier and Mary Kassuba)
 - Emailed a press release to community partners announcing the election
 - Attended the public meetings of the Brandon Township Library Board, the Ortonville Downtown Development Authority, and the Village of Ortonville. I announced our election results and our desire work collaboratively with those organizations.
 - Met 1:1 with Matt Jenkins, Executive Director of the DDA and discussed our potential participation in several projects including the Farmer’s Market 2025, architecture design services from Oakland County Main Street to assess potential design changes to refresh the west end of our building and historical displays (remote vignettes) in empty storefronts in downtown Ortonville.
 - b. Vice President – Shauna reported that she had cleaned up the membership list, responded to some queries at the website and has been working with our newsletter editor
 - c. Secretary - Carol E. had no report
 - d. Treasurer - Scott B. reported he has asked the village to put OCHS on the list to get Halloween candy
7. Trustee Reports
 - a. Kathy G.- went to the meeting at Genessee with Alan and Kathy
 - b. Kathy T. nothing to report
 - c. Ken B.- getting ready for Dec 9 Christmas decorating
 - d. LuAnn M.- nothing to report
 - e. Mary K.- reported that she went to the meeting with Alan and learned we are in good shape based on reports of others. She also felt everyone seemed positive at the meeting.
 - f. Mary Alice S. reported that she looked up the vintage Christmas cards relating to village history which she owns. She suggested that OCHS might want to duplicate some them. She reminded the Board that this is a family collection that is over 100 years old.
8. Operational Officer Reports
 - a. Office Manager - Mary K. reported that she has been working in the office and may soon have some ideas about what might need changing.
 - b. Security Administration - Alan A shared a list of people who have access to the mill as well as information as to who has access to Mann School and the Blacksmith Shop. He also reported that he had recently checked the access log to make sure there was nothing unusual relating to people trying to get into the mill.
9. Committee Reports

- a. Finance Committee - Scott B. reported that he is waiting for the agreement with the village which will allow him to know more about our cash flow, etc.
- b. Nominating Committee- Mary K reported that we have one opening for a trustee. After some discussion it was decided that there is no rush to fill this spot at this point

10. Event Reports (*Limited to any Board actions; full reports given at General meetings*)

- a. Oct 31 – Halloween - Scott B. was given permission to purchase more candy for OCHS to distribute if he feels it is necessary – Mary K. offered to buy more with society funds
- b. Nov 9 Christmas Decoration Day - Ken B. reported that everything is ready for this including a tree and decorations
- c. Dec 6,7 Christmas in the Village - no board actions needed at this time
- d. Jan 14(?) Winter Banquet - Alan A. suggested that instead of the traditional afternoon event the Board should consider an evening event instead to be held at the library. Discussion followed regarding pros and cons of the change. It was decided to bring up the idea at the general membership meeting to see if people are interested
- e. May 3 Vintage Sale - Alan A. reminded the Board that this event was done last year in collaboration with the M15 garage sale and that he would like to pursue it again this year. Board members were fine with this.

11. Project Reports (*Limited to any Board actions; full reports given at General meetings*)

- a. Winter School Classroom Visitation - Alan A. offered a report from Judy Miracle who recently met with district social studies teachers.

12. Unfinished Business

- a. Village Council Agreement - Alan A. reported that he had met with Matt Ryan recently but it appears that he has many other things to deal with right now considering he is so new to the position. Therefore, there is no update regarding the agreement

13. New Business

- a. Strategic Planning – Using a set of ‘slides’ (see attachment) Alan A. went over his thoughts regarding a suggested ‘four pillar’ approach to strategic planning for OCHS. There was great discussion during his presentation and Board members were very favorable regarding the approach. An ‘around the room’ activity generated many ideas from Board members including the possibility of pursuing grants, the need to confront the issue of people not being interested in history, ways to increase membership, the possibility of bringing back events that were successful in the past, etc. Alan A. asked Board members to think about specific actions for each of the four pillars on the plan so that OCHS can move into the action phase of strategic planning.
- b. Basement Door Pushbar - Mary K. reported that she had met with someone regarding the pushbar and received a quote of approximately \$300 to install it. A motion was presented and approved to spend up to \$400 to install it.
- c. Establish Policy and Bylaw Review Committee - Alan A. suggested the formation of this committee based on a need to refine some of the bylaws. Scott B. will head this committee and members will include Alan A. and Kathy T. Alan A. made a motion to form the committee which Scott B seconded. The motion was approved by the Board.
- d. Modify names on Bank Accounts - Alan A. reminded the board of the need to modify names on OCHS bank accounts based on recent changes in elected officers. Scott B. reported that he has talked to the bank but he needs the approved minutes from the last membership meeting in order to change the names.
- e. Establish annual membership fees for 2025 - Alan A. suggested that a review of the bylaws is needed regarding how fees are set.
- f. Establish future Board Meeting Schedule - Alan A. suggested the need to establish a schedule for board meetings and recommended that meetings be held every two months. Board members were in agreement. Alan will create a schedule for review.
- g. Handyman Issue – There was discussion regarding what is being done by the handyman and the fact that we need to make sure he stays under \$600 for the year. It was agreed that he will be done by November 15 and Scott will make it clear that he is done for the year.

14. Roundtable - Time constraints did not allow for this activity

15. Announcements – Alan A. will be giving a presentation on “Ortonville and the Civil War” in the spring at the library.

16. Adjourn- a motion for adjournment was made by Mary K, seconded by Mary Alice and approved by Board members.



Ortonville Community Historical Society
Old Mill Museum

Strategic Planning
 10/29/2024

Primary Board Powers and Responsibilities

Powers and Responsibilities	Bylaws Ref.
Develop mission and goals. Conduct strategic planning; plan for the future.	5.A.4, 5.B.1, 5.B.6
Ensure continuity of mission, mandate and purpose.	5.B.2
Control all financial assets. Conduct financial planning; ensure financial stability.	5.A.1, 5.B.1, 5.B.7
Advocate for public involvement. Contact and collaborate with other organizations. Provide prior approval of correspondence / statements.	5.A.2, 5.A.3, 5.B.3
Create committees and appoint the chair.	5.A.5
Create policies and monitor implementation.	5.A.6
Provide for security and preservation of collection.	5.B.4
Provide for safety of staff and visitors.	5.B.4

Ortonville Community Historical Society

Our Purpose

The Ortonville Community Historical Society shall work with local government, businesses, organizations and citizens of all ages to research, collect and safeguard our local heritage through living displays and authentic educational experiences.

From the Bylaws, 2.A.2

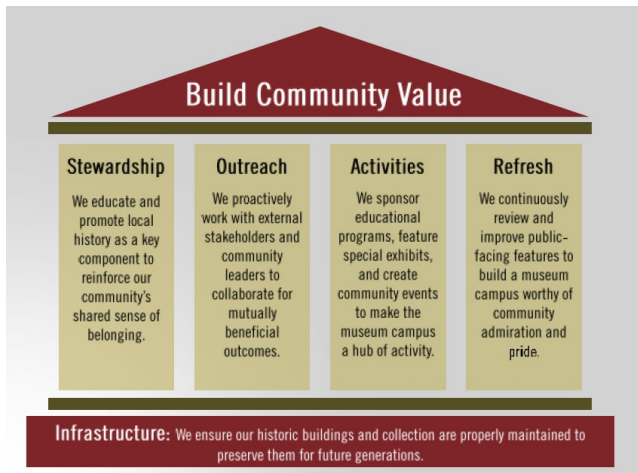
- ### External Risks, Issues and Threats to our Continuity of Mission
- **Old Buildings** need continuous upkeep and will deteriorate if not maintained.
 - **Adverse Environmental Conditions** in our building are detrimental to our collection.
 - **Reduced Membership** results in fewer working volunteers.
 - **Ambiguous Relationships** with External Stakeholders creates difficulties for future planning.
 - Heavy reliance on a low number of **Financial Sources**.
 - **Competition** for our public's attention results in reduced community support.
- Ortonville Community Historical Society

Primary Strategy to ensure continuity of purpose:

“Build Community Value”

If our community views OCHS as a vital need:

- Our membership and visitor count will increase, creating more volunteers.
- Philanthropy will increase.
- Our clear value proposition will encourage external stakeholders to continue to support our mission.



- ### Next Steps /Ask
- Adopt the Strategy and Tactics in the Pillar diagram
 - Provide thought leadership to develop five **Action Plans** – one to support each Tactic. Each Action Plan can contain:
 - **Projects** we could implement - which could include financial investment, either ours or grant money
 - **Operational Procedures** we could create, adapt or eliminate
 - **Operational Offices** we could create, adapt or eliminate
 - **Campaigns** we could implement
 - Present action plans to the Board at subsequent meetings for review and potential adoption (either in whole or by line-item).