



TENTATIVE agenda

**City of Boyne City**  
Founded 1856

319 N. Lake Street

Boyne City, Michigan 49712  
www.cityofboynecity.com

Phone 231-582-6597  
Fax 231-582-6506

## **BOYNE CITY HISTORICAL COMMISSION MEETING**

Monday March 27 2017, 6:30 p.m.

City Hall

### **I. CALL TO ORDER**

### **II. ROLL CALL**

### **III. APPROVAL OF THE MINUTES**

Approval of the December 19, 2016, February 27, 2017, March 9, 2017 Boyne City Historical Commission Board meetings.

### **IV. OLD BUSINESS**

A. Discuss coffee mug order for Lafrance celebration.

### **V. NEW BUSINESS**

- A. Review board application to fill vacancy
- B. Review museum process check list.
- C. Budget review.



### **VI. CITIZEN COMMENTS**

### **VII. COMMUNICATIONS**

### **VIII. NEXT MEETING, June 19, 2017**

### **IX. ADJOURNMENT**

WRF/jl:shellyshistoric1996.agd

PLEASE CONTACT ME IF YOU ARE UNABLE TO ATTEND THIS MEETING SO WE KNOW IF WE HAVE A QUORUM. 231-582-0335.

BOYNE CITY HISTORICAL COMMISSION

Minutes of December 19, 2016

7:00 pm

Boyne City Hall Commission Chambers

CALL TO ORDER: 7:02 PM

PRESENT: Kelts, Barden, Sansom, Hewitt.

ABSENT: Lazarz, Alexander

GUEST: Kecia Freed, Syrina Dawson

**APPROVAL OF MINUTES:** Minutes of the September 19, 2016, October 17, 2016, November 10, 2016 meetings, Kelts approved all as written, Hewitt second, all ayes.

**OLD BUSINESS:**

LaFrance updates.

Barden fixed changes to invitation for other fire departments to bring their antique fire trucks, only need deadline for reply. Respond by May 31<sup>st</sup>, 2017 by contacting Michele Hewitt.

Coffee mug design, Kecia will call for price and type of print. Want to be sure it print does not come off and is dishwasher safe.

Postmark, Kecia to have design by mid-May looking for line art work. Sansom recommended Apps she found online that are free. Google 1917 LaFrance firetruck. Maybe use a more simple design for stamp and badge or hat. Syrina suggested we give a mug to each fire department that attends our event with their antique fire truck. Thank you letter and agenda to follow up.

Kecia to contact Kim- main street photographer to get pictures she took of the fire department.

Barden suggested we have the event listed on our local calendars and visitors guide. Get info to Chamber so they can add it with the annual Antique car show info. Hewitt to contact Ashley at Chamber about adding our information, include on Chamber website.

Barden suggested ads in Detroit, Grand Rapids Areas. Main Street uses the Traverse Magazine for events.

Advance advertising, hit all the free spots as possible.

**GOOD OF THE ORDER:**

Sansom wished us all a Happy Holiday.

Kelts will be absent until end of March.

**Next Meeting:** Special meeting January 16, 2017 tentative date if needed at 5:00.

**Adjourned:** 8:30 pm.

DRAFT

SPECIAL  
BOYNE CITY HISTORICAL COMMISSION

Minutes of February 27, 2017  
5:00 p.m.  
Boyne City Hall

CALL TO ORDER: 5:15pm

PRESENT: Hewitt, Sansom, Dawson, Lazarz, Barden

ABSENT: Kelts, Alexander

GUEST: None

**Review and Approval of Museum Planning & Design Bid**

Reviewed the bid proposal from Projects Arts & Design as presented.

Motioned by Dawson to accept the proposed bid from Project Arts & Design for Phase 1 cost not to exceed \$16,400 and to be completed by early July. Second by Lazarz, all ayes with a recommendation to the city commission for final approval.

Adjournment: 5:50pm

MUSEUM  
CREATIVE INPUT SESSION  
BOYNE CITY HISTORICAL COMMISSION

Minutes of March 09, 2017  
5:00 p.m.  
Boyne City Hall

CALL TO ORDER: 5:02pm

PRESENT: Hewitt, Sansom, Alexander, Dawson

ABSENT: Kelts, Lazarz, Barden

GUEST: Scott Mackenzie, O.J. Atkins, Chris Faulkner, Ward Collins, Bob Morgridge ( and spouse), Georganna Monk, Monica Kroondyk, Cliff Carey, Mark Kowalski, Patrick McCleary, Kecia Freed.

SPEAKER: Joe Hines

Staff: Michael Cain, Barb Brooks

**Museum Creative Input Session**

Hewitt did an introduction for Joe Hines from Project Art & Design.

Joe explained the Conceptual Masterplan (Phase 1) which will involve Space Planning, Content Development and a Schematic Design. Joe will research the history to put together the story that will be shared with our visitors in our new museum location. Expected completion is by the first of July.

Adjournment: 7:40pm

# CITY OF BOYNE CITY

319 North Lake Street Boyne City, MI 49712 (231) 582-6597



## BOARD MEMBER APPLICATION

The City understands you are interested in becoming a member on one of the City Advisory Boards/Commissions. We appreciate your interest and future dedication to Boyne City. In order for the City to have information on file as reference when the next board has an opening, we ask you please complete the following and return to City Hall.

Name: April Raycraft  
Address: 520 S. East St Boyne City MI 49712  
Telephone: 231 758 0149 (daytime) Same (evening)  
Email: Raycraft99@gmail.com  
Occupation: eMarketing Manager

Please check any Advisory Board or Commission you may be interested in.

- |   |   |
|---|---|
| <input type="checkbox"/> Airport Advisory Board           | <input type="checkbox"/> Economic Development Corporation |
| <input checked="" type="checkbox"/> Historical Commission | <input type="checkbox"/> Main Street / DDA Program        |
| <input type="checkbox"/> Planning Commission              | <input type="checkbox"/> Parks and Recreation Commission  |
| <input type="checkbox"/> Board of Review                  | <input type="checkbox"/> Housing Commission               |
| <input type="checkbox"/> Local Development                | <input type="checkbox"/> Zoning Board of Appeals          |
| <input type="checkbox"/> Finance Authority                | <input type="checkbox"/> District Library Board           |
| <input type="checkbox"/> Historic District Commission     |   |

Reason(s) you wish to serve: Noticed there is 2 positions open and would like to help.

Other community or civic service activities:

Founding board member of Boyne Arts & Tot Collective, non active currently. Participated in the 2009 Cultural Economic Development plan. During that process i came up with the Name Boyne Appetit tag name that is use today

Signature:  Date: 1/17/17



AMERICAN LA FRANCE



BOYNE CITY FIRE DEPT

Michele Hewitt

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**From:** Kecia Freed <kecia@twin-valley.net>  
**Sent:** Tuesday, January 24, 2017 11:14 AM  
**To:** Michele Hewitt  
**Subject:** Fwd: Re: Boyne City firetruck mug

Hi Michele, here are mug costs from the Trophy Case. Our cost would be just under \$6 each, but I think with the higher quality mug and colors (including metallic gold) we could price them at \$12 or \$15 and make a nice profit.

Kecia

---  
K E C I A F R E E D design  
8198 Horton Bay Rd  
Petoskey, MI 49770  
(231) 622-2492 NOTE: This is my new primary phone number.  
[kecia@twin-valley.net](mailto:kecia@twin-valley.net)

[www.KeciaFreedDesign.com](http://www.KeciaFreedDesign.com)

$300 \times 6.00 = 1,800.00$

$250 \times 6.00 = 1,500.00$

----- Original Message -----

**Subject:**Re: Boyne City firetruck mug  
**Date:**2017-01-24 10:15  
**From:**Mike Piehl <trophycase.mike@gmail.com>  
**To:**Kecia Freed <kecia@twin-valley.net>

hey there

I've received all my quotes and replies from my suppliers....

Looks like \$5.85 ea. @ 288 qty..... includes all setups and shipping charges.... Mug price will remain the same cost up to 1980 qty..... only the shipping costs would change.

Base price on the mug is \$4.09 each.

I just want to double-check the imprint as being 3 colors, not four..... I assume the red can be the mug color.

I will need to know with PMS color in gold you're looking for.... and they will try to match as close as possible....

Let me know if you are submitting new artwork to help the possible registration shift....

On Wed, Jan 18, 2017 at 12:01 PM, Kecia Freed <[kecia@twin-valley.net](mailto:kecia@twin-valley.net)> wrote:

OK, I'll do that!

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K E C I A F R E E D design  
8198 Horton Bay Rd  
Petoskey, MI 49770  
(231) 622-2492 NOTE: This is my new primary phone number.  
[kecia@twin-valley.net](mailto:kecia@twin-valley.net)

## **Determine plan, stages and budgets**

Getting a concept masterplan and clear vision in place will give us a better idea of our funding needs and projections. A suggestion is to have a conceptual masterplan in place by late spring/early summer. That would give us a platform to develop strategies, branding direction and fundraising.

## **Get key support people in place**

Maybe this is a pre-board of directors — a founding group to offer advice on finances, business, strategic planning and to help suggest board members.

## **Develop fundraising plan and materials**

There is a very successful program called “Funding Logic” used for nonprofits. This plan includes a very detailed process and pieces. Packet and samples attached.

## **Arrange for longer-term storage for artifacts**

Until we have a clear exhibit floorplan, we should keep the museum area open so we don't spend money on construction that does not fit into our ultimate plan. We would most likely need a year or so to raise funds before we start construction on the permanent exhibits.

## **Set up temporary exhibits in museum space**

We could set up a temporary exhibit for the LaFrance in time for this summer's 100th anniversary celebration. We could also set up a temporary exhibit in the museum space that showcases the museum plan and fundraising materials.

## **Put together a board of directors**

The board can help with strategic planning, fundraising and plans to hire an executive director. Members experienced in history, finance, marketing, technical, legal, entrepreneurial, educational, and community fields would be helpful.

## **Hire executive director**

Once we have financials determined and enough money raised to sustain the program for a determined time, then go ahead and hire the director. The director would then explore more grants and more ways of planning, fundraising, etc.

# Museum process

1. Research other museums and find examples of what our museum could be

2. Community support and what they want (*Is there enough interest?*)

3. Sell the idea to key people who can support, guide and provide seed money

4. Establish a Board of Directors

5. Determine business status (*nonprofit friends group for fundraising?*)

6. Write museum bylaws

7. Mission, purpose and guiding principles

8. Business plan

9. Strategic plan

10. Exhibit assessment and planning

11. Branding

12. Fundraising (*see Funding Logic attachment*)

13. Hire executive director/support staff

14. Collections management plan

15. Exhibit design and installation

16. Programming/services planning

17. Operations — hours, staffing

18. Ongoing measuring and evaluating

19. Ongoing scheduled strategic thinking and planning