

Historical Society of Greater Lansing  
October 20<sup>th</sup>, 2014, Creyts Building  
Meeting Minutes

The meeting was called to order at 7:07 PM by President Valerie Marvin

**Attendance:**

Present: Val Marvin, Harry Emmons, Tim Kaltenbach, Bill Castanier, Zig Olds, Anne Wilson, Joan Bauer, Eric Nelson, Roni Sionakides, and Ron Emery

Absent: Jesse Lasorda

**Review and Approve Minutes:**

The following corrections were made to the minutes: Page 2, paragraph one, line 3, “Cathy” instead of “Sue Babcock;” paragraph three, line 5 “Ann” instead of “An”; page 3, first line “Capitol” instead of Capital”. Bill moved and Zig seconded approval of the minutes of the September meeting as corrected. Unanimously approved.

**Treasurers Report:**

Tim provided a written summary of the balances in both the General and Museum funds as of October 20<sup>th</sup>, 2014. The 2-page summary is attached to these minutes. The former has a balance of \$5,042.86; the latter has a balance of \$48,903.33. Tim noted that \$5000 was received from PHP alone and \$250 from Dean Transportation for sponsoring the Silent Auction. Ron moved and Harry seconded accepting and placing the reports on file. Approved unanimously.

## **Exhibit Closing Schedule**

Val distributed a schedule for closing down the Made In Lansing City Hall Exhibit. She solicited volunteers for Tuesday, Wednesday and Thursday from 5 PM to 7:30 PM.

## **Silent Auction**

Val requested approval of an expenditure of up to \$400 for tables and chairs for the silent auction. Harry moved and Anne seconded this and passed unanimously.

Val also distributed a list of Silent Auction job assignments for board members and an Auction Prep Schedule with Auction Time line. Both are attached to these minutes. Jobs included greeters, check-in persons, floaters and closers, persons to check-out, and Ron to run the wine ring toss. Harry agreed to dress up as Santa Claus. Clark Harder, a friend of the HSGL will act as the DJ playing 1950's Christmas music. Val's mother and others will prepare the food. Various board members and others are assigned jobs on this list.

The Auction Prep Schedule calls for volunteers on Oct 31<sup>st</sup> –Nov 3<sup>rd</sup> to move exhibit cases to the Knapp's Bldg, to assemble the exhibits on Tuesday Nov 11<sup>th</sup>, to pick up items and set up tables on Friday the 14<sup>th</sup>, and set up on the morning of the 15<sup>th</sup>. The time line calls for volunteers to arrive at 3 PM, the doors to open at 3:45, bldg tours to take place at 4:15, 6:10 and 6:40, and 2 rounds of bidding to close at 5:30 and then 6 PM, with the live auction to be held at 6:10. Check out will start at 6:40PM.

Val pointed out the importance of having floaters present to make sure that all silent bids are completed at the close of that bidding. This had been a problem on a few occasions in years past.

The check-out procedure with Zig doing the cash payments and Tim doing the credit payments was outlined. Once payment is received, a volunteer will go get the items and help carry them out of Knapp's.

Zig has made little gift boxes in Knapp's wrapping paper with a thank you to PHP on them to give out on Saturday. 300 will be assembled on Sunday November 9th at the Creyts Bldg. Volunteers are needed.

Val ran through the list of items for the live auction and silent auctions. We have more sponsors this year.

The City Pulse will publish an extensive article on the auction and the Knapp's Bldg grand opening.

The HSGL Website will also have a large article devoted to the silent auction.

Board Members will be invited to the November 13<sup>th</sup> Grand Opening.

**Adjournment:**

At 8:41PM on motion by Bill, seconded by Zig. The next meeting will be at Joan's house on a date to be determined.

Ron Emery

Secretary

November 12, 2014