



Cass County Historical Commission

Officers: Chair – Bernie Williamson, Vice Chair – Darren Bettinger, Secretary/Treasurer – Jane Bergman, Members-at-Large: Amy Davidhizer, Dianna McGrew, Ann File, Jean Schultz, Nate Robinson, Allen Butchbaker

MEETING AGENDA

CASS COUNTY COUNCIL ON AGING

(Arts Room)

60525 Decatur Road

Cassopolis, Michigan 49031

March 9, 2023 – 5:30 p.m.

- I. Call to Order – *Chair, Bernie Williamson*
- II. Roll Call
- III. Approval of the Agenda
- IV. Approval of Minutes
 - a. February 9, 2023 - Regular Meeting
- V. Financial Report
- VI. Bills
- VII. Report from the Chair*
- VIII. Old Business
 - a. Continued Discussion and Vote – Bylaws
 - b. Continued Discussion – Projects, Goals, Priorities
- IX. New Business
- X. Committee Reports
 1. Current/New Committees

2. Outreach

a. Newton House

XI. Privileges of the Floor

XI. Public Comment

XII. Adjournment

***ZOOM invitation will be e-mailed to Commission Members and supporters currently on the e-mail list. Anyone not on the e-mail list can request the link by contacting Bernie Williamson at 269-445-9100, or by e-mailing – CCHistoricalCommission@gmail.com.*

CASS COUNTY HISTORICAL COMMISSION MEETING MINUTES

Date: February 9, 2023

Time: 5:33 p.m.

Board Members present: Bernie Williamson X , Allen Butchbaker X, Jane Bergman X, Darren Bettinger X, Amy Davidhizar Z, Annie File X, Dianna McGrew ___, Nate Robinson X, Jean Schultz __.

Also present: Patricia Butchbaker, Zane Lankford (Zoom).

The meeting was called to order by Chair Bernie Williamson at 5:33 p.m.

Approval of the Agenda: A motion was made by Allen Butchbaker to approve the agenda, seconded by Annie File and the motion carried.

Approval of Minutes: A motion was made by Darren Bettinger to approve the minutes from January 12, 2023, seconded by Allen Butchbaker and the motion carried.

Financial Report: Chair Bernie Williamson noted that the financial report had been emailed to board members earlier that afternoon and it was unlikely that members had had time to review it. She pointed out two issues of concern the first being the monthly debit of \$9.76, and second, the fact that money allocated by the Board of Commissioners had not appeared in our account. Ron McAdam and Nate Robinson believe that the monthly debit is likely to be the fee for the security light at the Red Brick School.

A motion was made by Annie File to approve the financial report. Seconded by Nate Robinson and the motion carried by a roll call vote with all in favor.

Bills: A motion was made by Nate Robinson to approve payment of the February bills. Seconded by Darren Bettinger and the motion carried.

Report from the Chair: Chair Bernie Williamson explained that she had forwarded board members an email from Madeline Stowe who is seeking information on the history of her ancestors in Cass County. Bernie offered to forward any information we collect that might be relevant to Ms. Stowe's search.

Old Business:

- a. Continued Discussion – Book Supply/Storage: Bernie relayed that the Cass Library, while they will continue to sell our publications, have expressed no interest in storing our materials. Ron McAdam said that, because the publications are county property, they may need to be stored in a county facility.

- b. Continued Discussion – Bylaws: Chair Bernie Williamson reviewed the wording of each of the amendments that had been proposed in prior meetings. She asked board members to review the changes and be prepared to vote next month to approve the bylaws.
- c. Continued Discussion – Projects, Goals, Priorities: These topics would be addressed under New Business.
- d. Continued Discussion – Cass County Historical Commission Website – Board members had nothing new to report regarding the proposed website.

New Business:

- a. Cass County Historical Society Collaboration: Ron McAdam, of the Cass County Historical Society was in attendance to address opportunities for collaboration between the Historical Commission and the Historical Society. Ron expressed interest in working long term on an organized bus tour of points of interest in the county and, more immediately, on initiating a forum involving organizations involved in preserving county history.

Members of the board expressed enthusiasm for establishing the forum. Chair Bernie Williamson suggested we work toward having an initial meeting in April 2023. Members felt that a Saturday would be the best day of the week for the forum and Bernie agreed to explore the possibility of scheduling a date with the Cass County Council on Aging.

Committee Reports:

- a. The Historic Newton House: Nate Robinson has continued to check on the house and reported that no problems were evident.
- b. Outreach: The outreach committee has suspended activity while the Historical Commission is reorganizing.

Privileges of the Floor:

Allen Butchbaker announced that he would be giving a presentation on the history of Wakelee on March 22, 2023 at the Marcellus Library.

Chair Bernie Williamson described an event that is held in South Bend, An Evening in White, that is well attended. She also mentioned a tea that Darlene Lowe held at Diamond Lake. She mentioned these as examples of events that might be appropriate to be held at the Newton House.

Public Comment:

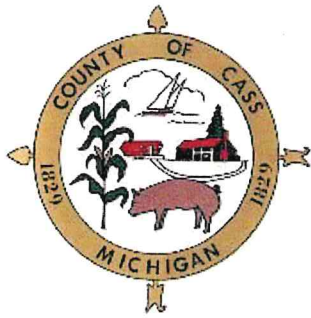
Zane Lankford expressed interest in possibly organizing a garden party to be held at the Newton House.

Ron McAdam suggested that it might be advisable to obtain a more detailed contract from Wrightway Lawn Services that would break out charges for each specific service.

The meeting adjourned at 6:32 p.m.

Secretary,

Jane L. Bergman



CASS COUNTY HISTORICAL COMMISSION

CASS COUNTY, MICHIGAN

BYLAWS

(DRAFT AMENDMENT – MARCH 2023)

ARTICLE I – NAME

The name of this commission shall be the CASS COUNTY HISTORICAL COMMISSION, hereafter referred to as the COMMISSION.

ARTICLE II – OBJECTIVES

The objectives of this commission shall be:

1. To promote and foster an understanding and appreciation of Cass County and to identify the heritage of Cass County.
2. To interact with the local Historical Society, historic preservation departments and County departments in order to promote interest in and preserve Cass County's rich history and heritage.
3. Identify local preservation concerns.
4. To educate and encourage Cass County residents about the benefits and importance of preserving this history of Cass County for future generations.
5. To reprint or create materials illustrative of the history of Cass County and to distribute or sell same materials to the public.
6. Seek funding such as grants and endowments (501C3) in conjunction with the Cass County Historical Society.

ARTICLE III – MEMBERSHIP

1. The Commission shall be composed of nine members with staggered three-year terms.

2. Members shall be appointed by the Cass County Board of Commissioners, as recommended by the Cass County Historical Commission.
3. A member's term shall end on June 30th, and begin on July 1st, of each third year.
4. Members are subject to compensation, as per the rules established by the Cass County Board of Commissioners. Members may decline compensation (in writing), with the understanding that unused funds will remain in the CCHC fund and may be redirected for other uses by the Cass County Historical Commission.
5. Members shall not miss more than four (4) consecutive regularly scheduled meetings. If a member becomes unable to attend meetings on a regular basis, he/she will inform the Historical Commission Board Chairperson; at which point the Board shall review the circumstances surrounding the absences.

If it is determined that the absences will be short-lived, and do not excessively limit the Board's ability to function, the Board may vote to accommodate the absences for an additional period of time. If the absences will be excessive, and/or it is determined that they will limit the Board's ability to function, the Board may decide that replacement is in order, and shall direct the Chair to begin a candidate search.
6. Vacancies on the Board shall be appointed by the Cass County Board of Commissioners as recommended by the Cass County Historical Commission.
7. The Commission shall be responsible for the inventory and sales of publications.

ARTICLE IV – MEETINGS

1. Dates – Meetings shall be held on the second Thursday of each month.
2. Time – Meeting times shall be established on an annual basis, but are subject to change as deemed necessary by the Historical Commission. Dates and times shall be publicly posted as required by the Open Meetings Act.
3. Quorum – Five members shall constitute a quorum. Motions shall require a majority vote of the members present.
4. Annual Meeting – An Annual Meeting shall be held in August. Officers shall be elected at this meeting.

ARTICLE V – Officers

1. Terms – officers shall be elected for one-year terms, but may be re-elected for successive terms. Terms shall begin at the first meeting after the Annual Meeting.
2. Titles – Officers elected shall be Chairperson, Vice Chairperson, and Secretary/Treasurer.
3. Duties of Officers –

A. Chairperson –

- a. The Chairperson shall preside at all meetings using parliamentary procedures as described in Robert’s Rules of Order, and shall perform all duties ordinarily incident to the office. These shall include appointment of committees and recommendations of such actions as he/she deems proper.
- b. The Chairperson shall be an ex-officio member of all committees, and shall represent the Commission at meetings of the County Board of Commissioners to present an annual report, and when otherwise requested to do so.
- c. The Chairperson will prepare an Annual Budget request and submit it to the Cass County Board of Commissioners.

B. Vice Chairperson

- a. The Vice Chairperson shall act in the capacity of the Chairperson in his/her absence – including all duties typically assigned to the Chairperson. These duties include, but are not limited to generation of agendas, chairing of all meetings, and corresponding on behalf of the Board. While the Chair is present, the Vice Chair shall assist the Chairperson in the performance of his/her duties.

C. Secretary/Treasurer

- a. The Secretary/Treasurer shall prepare and keep minutes of the Commission.

- b. He/She shall assemble and maintain records of Historical Commission financial activity as provided by the County Finance Director – including but not limited to records of all monies budgeted by the Board of Commissioners, monies collected and deposited from sales and/or donations, and expenditures made on behalf of the Cass County Historical Commission.

Article VII – Offices

1. The Commission will maintain an office in the Cass County Building, 120 N. Broadway, Cassopolis, Michigan.
2. Such office shall provide a physical place of contact for members of the public to communicate and interact with the Commission.
3. At the discretion of the Historical Commission, Commission's collections, publications, and records may be housed in varying quantities (as determined by the CCHC) at the County Building, as well as other approved locations – in order to support easy access and dissemination.

Article VII – Amendments

1. These bylaws shall be adopted, amended, or rescinded by a 2/3 majority vote of the members present having voted at any duly called meeting of the membership at which a quorum is present.
2. Correction of typographical and/or grammatical errors (assuming no change in meaning or intent) shall not require a vote of the Board. However, such changes shall be brought to the attention of the Board at the next scheduled meeting.
3. Notice of any proposed changes in the Bylaws shall be distributed to the members at least seven (7) days prior to voting.

Last Adopted – November 2018
Proposed Amendment – March 2023