



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

February 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. January 12, 2023 - Regular Meeting
- V. Financial Report**
- VI. Bills**
- VII. Report from the Chair***
- VIII. Old Business**
 - a. Continued Discussion -- Book Supply / Storage
 - b. Continued Discussion – Bylaws
 - c. Continued Discussion – Projects, Goals, Priorities
 - d. Continued Discussion – CCHC web-site
- IX. New Business**
 - a. CC Historical Society Collaboration – Ron McAdam
- 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: January 12, 2023

Time: 5:30 p.m.

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

Also present: No others were present.

Chair Bernie Williamson called the meeting to order at 5:30 pm

Approval of the Agenda: A motion was made by Allen Butchbaker to approve the agenda for the January 12, 2023 meeting, seconded by Darren Bettinger motion carried.

Approval of Minutes: A motion was made by Nate Robinson to approve the minutes of December 8, 2022, seconded by Allen Butchbaker and motion carried.

Financial Report: Chair Bernie Williamson reported that she had met with Deputy Finance Director James Tito to seek clarification and to obtain answers to questions that board members had brought forward about the Historical Commission's financial reports. She learned that bills are paid bi-weekly, that funds not spent are carried over to the following year, that the Commission has restricted and unrestricted funds, and that per diem amounts allocated to board members that are not taken will revert to the Historical Commission's account.

Bernie intends to inquire whether the Historical Commission can receive copies of the invoices that the county receives for the Commission before the bills are actually paid. She would also like copies of contracts that the Commission has with services such as Wrightway Lawn Services.

A motion was made by Darren Bettinger to approve the financial report, seconded by Allen Butchbaker seconded and motion carried.

Bills: A motion was made by Allen Butchbaker to approve payment of the January bills, seconded by Nate Robinson and motion carried.

Old Business:

- a. Discussion of meeting start times/days: Chair Bernie Williamson reported

the recent survey of board members regarding the meeting start times and days showed consensus around leaving the time and day as they are and perhaps considering a later start time in the summer.

- b. Discussion of Book Supply and Storage: Chair Williamson reported that she is investigating the possibility of storing the Commission's books and records at the Local History Branch of the Cass District Library in lieu of the present space in the courthouse annex. Board members expressed support for this effort.

Nate Robinson and Jane Bergman agreed to visit the storage room to organize the files that were removed from the file cabinet in the office. They will do this in advance of any move to a new location.

- c. Discussion of Bylaws: Chair Williamson distributed copies of the draft amendment of the bylaws with changes highlighted in yellow. Board members felt that the changes are sufficient and accurately reflect current procedures.

Nate Robinson pointed out that Article II, Number 5 should be modified to allow for a more generous policy on missed meetings. Chair Williamson will find out what the county's current policy is on virtual attendance.

Article V that outlines the duties of the Secretary/Treasurer will be amended and require the Secretary/Treasurer to maintain a binder containing each of the monthly financial reports produced by the County Finance Director's office.

- d. Discussion of Projects, Goals, Priorities: Board members discussed their continued interest in creating a forum for organizations involved in preserving aspects of Cass County history. They agreed that they would like to identify potential participants and lay the groundwork for the forum by mid April 2023.

Darren Bettinger pointed out that the Log Cabin will be celebrating its 100 year anniversary in 2023.

New Business:

- a. Proposed Development of a Cass County Historical Commission website: Following discussion, Chair Williamson agree to contact Amy Davidhizar and Melissa Bettinger to determine what current social media sites are being used by the Historical Commission and the Historical Society. They will explore avenues to increase the organizations' presence on the internet and discuss the possibility of a website.

Darren Bettinger reported that the Historical Society had applied for a grant to cover expenses related to the Fall Festival.

Privileges of the Floor:

Darren Bettinger inquired about progress made in obtaining the information that Commissioner Jeremiah Jones requested on the Engle Street property.

Allen Butchbaker inquired if the Historical Commission might want to establish criteria for identifying properties of historical significance. Darren Bettinger commented that the recent survey of members of the Historical Society indicated that their members were not interested in taking responsibility for new properties.

The meeting adjourned at 6:35 p.m.

Secretary,

Jane L. Bergman



CASS COUNTY HISTORICAL COMMISSION

CASS COUNTY, MICHIGAN

BYLAWS

(DRAFT AMENDMENT – FEBRUARY 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 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 – February 2023