Call to Order: 7:00pm
Tom has chosen to step down.
Introductions of guests: Kathy Mutch, Sue Grifor
Approval of Agenda: Kelly move, Ki 2nd, ALL APPROVED
Approval of Minutes- October 2019: ALL APPROVED
Treasurer’s report -Kim

Kim will be revising the expense report for December to reflect the Wreaths Across Novi Project.

Tammy-Lee request for reimbursement for mileage for Archeology event in Lansing on October 26th. $75 ALL APPROVED

Communications: Chronicle Magazine, held in the Local History Room
Library Liaison Report, Betty Lang

**Tax exempt form** we will now be using the City Tax Exempt form
Kim (Treasurer) will hold on to 1 form
If you need to use it you will “check it out” from Kim and return it back to Kim.
   No need to use tax exempt on small purchases.

**How Budget works for Projects:**
Steps to take:
1. List it as a projected expenditure for Fiscal year 2019-202
2. Revenues are listed as total revenues for the project
3. If you collect more than you projected or needed, list what it would be used for.

Kim needs to meet with Marcia from the library to understand how all of this works.

Since Julie is the Financial Liaison to the City, we need to have in the minutes our projected budgets for special projects in the future.

**Moving the Storage Materials**
We need to decide ASAP
If the items are packed, Corrigan will transfer items at no cost to the Commission to their location.
If we want to move to Corrigan, Marcia will check with *Extra Space* what cancelation of the contract would cost.

The Bound Papers of the Novi News need to be moved from the Library to climate control space.
i.e. our Storage unit

We need to find out what size space we currently have and what size unit we want at Corrigan.
**NEED TO DECIDE QUICKLY** – possibly move in December or February

Tammy-Lee will consider taking this project up when our questions have been answered.

**By Laws/Procedures**
Look at Bylaws again see if we want to make changes
Return to Julie to be reviewed by Attorney
Commission will pay for the review (We need to ask Julie)
We need to hear from Julie if this is going through the City Attorney
Motor City Marker
All that needs to be changed on the sign is the name of the location. We have a call in to the manufacturer to get a quote.

Local History Room Office Hours
Mon. 11/18-6-8pm Kelly
Mon. Dec. 2nd 12-2pm: Rae  Mon. Dec. 16th 6-8pm Kim

Jan. 6th 12-2pm: Kim  Jan 20th 6-8pm: Kelly

“Novi Special” Fall Program…wrap up, Betty
About 48 people in attendance
Good feedback
Acoustics in the Atrium were difficult

Discussion items:
Wreaths across Novi. placement Nov. 23, Kelly & Kim
Event starts at 1 at Novi Road Cemetery. Asking that Commission members be there at 12:30pm.
16 guests

BACK BURNER PROJECTS
Veterans Memorial
Historical sights Brochure, Dhara
Dhara needs contact Tom and get the information from him
Tammy-Lee will work on this with Dhara
Novi Rd. Cemetery Sign- Removal and update
Tammy-Lee has information from Roy Prentice with information about the sign company that Tollgate used.
Memorial sign options sub-committee
We need include this in our 2020-2021 fiscal year budget
Need to decide what it will look like, projected cost, who we want to make it.

HISTORICAL COMMISSION PROGRAMS -2019/2020
10/24 Northville Psychiatric Hospital wrap up
We had close to 100 people in attendance. People seemed interested in the event.
1/23 The 19th Century Evolution of Football Jim Craft
2/27 Guardians of Detroit-Architecture of the Motor City
3/26 Women of the 1913 Copper Miners’ Strike
4/23 The Yankee Air Museum
DISPLAY CABINET DOWNSTAIRS  Volunteer Sue Grifor, Kim Nice
Display for after “Wreaths across Novi”
19th Century Evolution of Football will go in mid December
Need to keep a log of what we have for displays.
Start storing materials at storage unit after the move.

  Status of fixing sliding door?
    Betty needs to follow up on this

City donated 2 official “50th” Light Post flags to the Local History Room

NOTE: Next MEETING: Wednesday, DECEMBER 18, 7pm (Rae will be Absent)

Adjourn: 8:32pm