

Collect. Preserve. Educate.
The Campbell County Rockpile Museum tells the story of the Powder River Basin.

Minutes of the CCRM Board Meeting
January 15, 2019
Rockpile Museum, 6:00 p.m.

A. Call to Order and Introductions

I. Call to Order

The meeting was called to order at 6:00PM by Board Vice-President Tami Bishop, presiding officer.

Present: Museum Board Members: Tami Bishop, Sherry Lowell, Kelcie Hughes, and Rita Cossitt Mueller

Museum Staff: Director Robert Henning

Absent: John Daly

Guests: Charlene Busk

II. Introductions

B. Approval of Agenda

Board reviewed agenda and Tami Bishop called for changes or corrections. No changes or additional items were presented. Rita Cossitt Mueller moved to approve the agenda as presented; Sherry Lowell seconded the motion; motion passed unanimously.

C. Consent Agenda

The following consent agenda was presented:

Approval of Minutes

December 18, 2018 Regular Monthly Board Meeting Minutes

Expense Report

As of January 15th, there are 7 purchase orders from the regular budget to be approved and paid totaling \$2,373.10. There are at least two outstanding

invoices from the general museum accounts including First National Bank Visa and Walmart that will need board approval following the meeting.

For the month of December, there were 15 vouchers from our regular accounts totaling \$3,482.03 and three vouchers from the 1% accounts totaling \$620.59.

Board Member Sherry Lowell signed the following vouchers after the regular December meeting:

Rocky Mountain Business Equipment LLC	\$53.47
Gourmet on the Go, LLC	\$92.40
Walmart	\$365.58

Board President John Daly signed the following voucher and 1% request after the regular December meeting:

First National Bank Visa	\$767.38
First National Bank Visa - 1% Youth	\$148.59

Museum Director Robert Henning signed the following voucher after the regular December meeting:

First National Bank Visa - Commissioners	\$21.92
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Tami Bishop asked the board if they wished for any items to be removed from the consent agenda. No items were requested removed. Sherry Lowell moved to approve all items of the consent agenda as presented; Rita Cossitt Mueller seconded the motion; motion approved unanimously.

D. Collections

I. January 2019 Collections Report

There were 8 proposed donations for the board to evaluate this month. Donors included: Jim Edwards, Norman Grams, Elsie Sicks, Ken Geer, Angelina Duffy, Marilyn Bowersox, Susan Callison, and the Campbell County Historical Society. A full report with donors, objects, and recommendations was given to each board member along with two inventories for the Edwards and Duffy donations.

A motion was made by Kelcie Hughes to approve the staff recommendations regarding the donations; seconded by Rita Cossitt Mueller. Motion passed unanimously.

II. Proposed Deaccessions

There was one deaccession this month and it was a copy of *The Life & Sacred Times of Timber Jack Joe* that will be replaced by the other edition that is in better condition and is signed by the author.

A motion was made by Rita Cossitt Mueller to deaccession the one item on the proposed deaccession list as recommended by the staff; seconded by Sherry Lowell. Motion passed unanimously.

III. Wagon Restoration Project

Director Henning updated the board on a project to repair and restore one of the ranch wagons that was deaccessioned in previous years. The plan is to take the best parts of the three wagons to make one complete wagon.

E. Museum Program/Exhibit Report

I. Education Report from Education Coordinator Penny Schroder

Board reviewed report, no discussion.

II. Visitation Report – The museum served **631** guests in December which was 115 under last December for a decrease of 15.4%.

For the year, visitation increased from 13,269 to **13,576** for a small increase of 307 or 2.3%. Visitation has grown four years in a row and this year set a new 23 year high. The only year unsurpassed is 1995 when the museum had 14,845 visitors. The full attendance chart by categories that Ms. Schroder prepared, and the 1990-2018 visitation chart were handed out to the board.

Slower this December than last year, but the year had growth. Possible reason that 1995 had higher visitation is because there were more programs. We would like to get more programs going when we hire the new Museum Educator.

III. Exhibitions Update

Director Henning updated the board on exhibit work. *Campbell County in the Great War* ends this upcoming Saturday. *Dear Folks: Letters Home* is the next exhibit in our gallery space. The letters will be read by a family member and recorded so once the phone is picked up a recording plays the audio letter.

IV. Schedule

- Jan. 17 – RMA Board Meeting (John Lutz Presentation), 2:30 p.m.
- Jan. 17 – Greg Bennick presents “America in the Great War” – 6:00 p.m.
- Jan. 18 – County Winter Gathering at CAM-PLEX – 5:30 p.m.
- Jan. 19 – Board Strategic Planning Workshop – 10:00 a.m.
- Jan. 19 – Final Day for *Campbell County in the Great War*
- Jan. 21 – CLOSED for MLK Equality Day
- Jan. 22 – CC Historical Society Meeting – Guest Kathy Downey – 6:00 p.m.
- Jan. 31 – RMA Newsletter Submission Deadline
- Feb. 1 – Coffee with the Director
- Feb. 14-22 – Director Henning’s Trip to Haiti
- Feb. 19 – CCRM Board Meeting
- Feb. 26 – *Dear Folks: Letters Home* Exhibition Opening Event – 6:00 p.m.

F. Old Business

I. Strategic Planning Update – Sherry Lowell and Robert Henning

An updated draft of the strategic plan has been produced. Sherry and Robert gave the board copies for Saturday’s planning workshop to go over the vision and five strategic goals for the museum. Once the board establishes the five strategic goals, we need to start on the objectives and action items. Tami Bishop stated actions need to be at staff level. Director Henning agreed.

II. Museum Educator Position

a. Update on Applications

Board discussed the need for someone that is energetic, engaging, educational, and enthusiastic. This position will be focusing on adult education and public programming. This position is open for another week.

b. Questions for Interviews

Director Henning asked the board for any questions we may have for the interviews.

III. Staff Management / Task Schedules

The task schedules are not proving to be as effective as Director Henning thought they might. He is still getting feedback, but it’s not the info/feedback he would have hoped for. The Task Schedules are being used more as a work tracking tool and not a project management tool. Director Henning will end the use of these and seek other options for project and staff management.

IV. FY19-20 Budget

a. Budget Message from Commissioners

The board was given a copy of this year's budget message.

b. Board Budget Requests

One suggestion for Director Henning was for more computers and more work space as volunteers are needing to bring personal computers and have a hard time finding room to do their tasks.

V. CWAM 2019

a. Update on Conference Planning

Director Henning gave a brief update on conference planning. The Arbuckle Lodge may be the conference hotel due to its proximity with CAM-PLEX.

b. Board Assistance with Conference

Director Henning stated that there may be opportunities for the board to help with the conference planning in the coming weeks.

G. New Business

I. Legislative Issues

Director Henning updated the board on the following legislation:

- a. HB0066 Statewide Lodging Tax
- b. HB0093 Tourism Improvement Districts
- c. Museum District Formation Laws

There are currently no proposed changes to district law.

d. American Alliance of Museum Advocacy Day in Washington D.C.

Robert is planning to attend the American Alliance of Museum Advocacy Day in February 2020. This way he can meet our delegation and hope to speak about Museums in Wyoming.

II. Administrative Updates

a. Presentation to New Commissioners

Director Henning made a presentation to the three new commissioners about the Rockpile Museum and our current challenges. Much of the discussion centered around storage problems. Director Henning also mentioned some need for more staff but made no specific request. The Rockpile Museum needs a curator. Someone who can research, write, and build exhibits as their sole job. Currently the Registrar acts as both registrar and curator.

- b. JDQs Completed and Sent to HR
- c. Museum of the Rockies visit in April 2019

Museum of the Rockies in April would like to be done as a Board trip. Rita Cossitt Mueller requested we pursue a visit to the museum in Broadus, Montana.

H. General Discussion

- I. Thank You Letters for this Month

Board requested thank you letters be sent to the following: Lucas Fralick, Mary Kelley, and Greg Bennick.

I. Adjourn

There being no further business Vice-President Tami Bishop adjourned the meeting at 7:47p.m. The next regular board meeting will be held on **February 19th** with dinner at 5:30 p.m. and meeting beginning at 6:00 p.m. Director Henning will be out of the country, but both Angela Beenken and Penny Schroder plan to be in attendance.

January 15, 2019 Board Meeting Minutes submitted by Secretary Kelcie Hughes.

CCRM Board Member

Date

CCRM Board Member

Date