

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

**Minutes of the Regular Meeting of the CCRM Board of Directors
January 21, 2020**

Rockpile Museum, 6:00 p.m.

A. Call to Order and Introductions

The meeting was called to order at 6:19 p.m. by Board President John Daly, presiding officer.

Present: Museum Board Members: John Daly, Tami Bishop, Rita Cossitt Mueller, Lalia Jagers, and Bill Monahan (via phone from AZ)

Museum Staff: Director Robert Henning and Museum Educator Stephan Zacharias

Absent: None

Guests: Charlene Busk, Sandy Holyoak

Roll Call: Rita—recited poem “A Plea for the Old RockPile” 1958
Tami—Dottie Grey Mobley, Nat. Youth Adm.; Gillette’s Rosie the Riveter
Laila—history of the first cemetery in Gillette 1908
Charlene—1941 info included in county license plates
Sandy—Marion Otto’s book “Reflections of Courage” 1918
Stephan—Journey museum in Rapid City
Bill—Boot Hill Graveyard in Tombstone, AZ and museum
Robert—1948 pictures from the railroad
John—This week in history from 1893 thru 1958

B. Approval of Agenda

Board reviewed agenda and John Daly called for changes or corrections. No changes or additional items were presented, and the board approved the agenda by unanimous consent.

C. Consent Agenda

Approval of Minutes

December 17, 2019 Regular Meeting Minutes

Expense Report

As of January 21st, there are 14 purchase orders from the regular budget to be approved and paid totaling \$4,073.24. There is one 1% funds request in the amount of \$912.15. There are several outstanding invoices including First National Bank Visa and Gaylord.

The January 2020 vouchers are as follows:

Black Hills Energy	\$604.01
Office Depot	\$66.05
Vista Leasing Company	\$98.00
Gaylord Bros.	\$383.20
City of Gillette Utilities	\$759.07
Civil Air Patrol Magazine	\$195.00
American Antiquities	\$22.50
Henning Mileage Reimbursement	\$34.39
Carrot-Top Industries	\$190.24
Gaylord Bros.	\$185.17
Profile Display	\$544.00
North Park Transportation	\$114.68
Gaylord Bros.	\$267.41
Joyce Jefferson - 1% Senior	\$912.15

Tami Bishop signed one purchase order prior to the board meeting as payment was due before the end of the month:

State of Wyoming Dept. of Revenue	\$609.52
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For the month of December 2019, there were 24 vouchers from our regular accounts totaling \$9,521.72 and two vouchers from 1% accounts totaling \$421.05.

Board President John Daly signed the following late month vouchers after the regular meeting including:

Gaylord Archival	\$231.01
Tom Butler	\$108.00
Campbell County Historical Society	\$240.00
Home Fire Foods	\$117.50
Vista Leasing Company	\$193.00
Campbell County High School	\$200.00
Walmart	\$416.75
First National Bank Visa 2962	\$2,243.93
Gaylord Archival	\$640.02
First National Bank Visa 2962 - 1% Youth	\$385.51
Demco - 1% Senior	\$35.54

REVENUE UPDATE: As of 1/14/2020 the Museum Gift Shop has gross receipts of \$8,468.98 for FY19-20. There is also \$66.67 in miscellaneous revenue for a total of \$8,535.65. We had a better Christmas season than last year and are now ahead of last year's pace by \$202.25.

BUDGET VARIANCE for FY19-20 as of January 18, 2020 (see attached)

John Daly asked the board if they wished for any items to be removed from the consent agenda. No items were requested removed. Tami Bishop moved to approve all items of the consent agenda as presented; Lalia Jagers seconded the motion; motion approved unanimously.

D. Collections

I. Collections Department Update

DISCUSSION: Reports included from Angela Beenken and Cara Reeves

Tami had several questions/comments: She asked Robert if their efforts were satisfactory. She observed that it seemed the volunteers were making huge efforts. She asked if a new Collections Policy was needed to be in line with our mission.

Robert stated that he and staff are still working through processes, finding efficiencies, and trying to limit distractions. He also stated that the staff are working on a procedural manual and that he does not believe changes are needed in the Collections Policy.

Board Discussed:

Possibly taking less “stuff”—staff needs to filter incoming items better
Quality of work is great
Would it be beneficial for Robert to initial each incoming item?
Board needs to take more time to look at donations

The board feels that the timeline on completing the inventory needs to be adjusted. A two-fold approach is needed to cataloging items: one thorough and one down and dirty. The board would also like the staff to find a balance between working with the collections and developing exhibits.

E. Museum Program/Exhibit Report

- I. Visitation Report –There is a printed report and visitation graphs in each packet. We served **725** guests in December which was up 94 or 14.9% from last December. We ended the year down 269 visitors at a total of **13,307** guests. We grew our tours and outreach but were down in all other categories.

DISCUSSION: We have had only one large exhibit this calendar year. Outreach numbers are up and Robert is expecting more tour buses this year due to ads in travel magazines and brochures.

II. Education Reports

DISCUSSION: Penny’s report is included in the packet. Stephan gave a rundown of what he has been doing (see schedule in packet).

Stephan went over the flyer about Karen Spears Zacharias. She would be a guest speaker during the Vietnam Wall replica visit. It was noted that she is Stephan’s mother. Rita moved to invite her. Tami seconded. Motion passed.

III. Exhibit Report

DISCUSSION: Robert reported on the upcoming WWII exhibits. John would like to invite the CC school board to a joint meeting with the museum board at the museum.

IV. Schedule

Jan. 22-24: Prairie Wind 3rd Graders at Museum
Jan. 25 – No B&Y Theatre
Feb. 4 – Board Field Trip to Spearfish, Belle Fourche, 8:00 a.m. Departure
Feb. 7 – Coffee with the Museum Director, 7:00 a.m. to 10:00 a.m.
Feb. 7 – County Winter Gathering at CAM-PLEX, 5:30 p.m.
Feb. 8 – National Boy Scout Day Event (No B&Y Theatre)
Feb. 11 – Senior Outreach Programs
Feb. 15 – Car STEM Challenge Family Day (No B&Y Theatre)
Feb. 17 – Museum CLOSED for Presidents' Day
Feb. 18 – CCRM Board Meeting, 6:00 p.m.
Feb. 20 – RMA Board Meeting, 2:30 p.m.
Feb. 24-28: Robert to DC for AAM Advocacy Day/Vacation
Mar. 10 – Senior Outreach – Special Guest Joyce Jefferson at 10:30 and 2:00
Mar. 10 – Women's History Month - Joyce Jefferson as "Aunt Lou", 7:00 p.m.
Mar. 21 – *Campbell County Women at War* Exhibition, Programs at 11 and 2
Mar. 21 – April 18: WASP Traveling Exhibit
Mar. 24-25: 6th Grade WWII Day at CAM-PLEX
Mar. 25 – Medal of Honor Popup Exhibition
Apr. 10-12: Rex Carnegie "Love on the Range" and Mus. Theater Workshop

DISCUSSION: Angela will be leading the Women at War exhibition.

F. Old Business

I. Museum Storage

DISCUSSION: Robert reported that Public Works employee Matt Olsen is working on the annex renovation. The expense is more than expected and has become an issue. Chances of it happening this fiscal year are 50-50 at best.

II. Fiber Optic Cable Update

DISCUSSION: The cable is up and running! However, the ClearTouch screen that was to provide a visual to Bill Monahan's call did not work tonight due to changes made by IT this afternoon. The old server equipment is to be removed.

III. Museum Sign Move Progress

DISCUSSION: The county surveyor is currently doing a survey. The plan is to split the current sign and use it for the two new locations. Edd Collins will be

doing the engineering work for the permit. Tami brought up the possible museum name change and that now would be an excellent time to make the change. Bill's suggestion of "Powder River Basin Historical Center" was reshaped. The name change would be helpful for fundraising and tourist promotions. Tami moved we adopt "Powder River Basin Historical Center" as the new museum name. Lalia seconded. There was no vote as Tami moved to table the motion until next month. Bill seconded. Vote passed for the motion to be placed on the agenda for next month. All are to consider possible name changes.

IV. CVB Building Committee

DISCUSSION: John and Robert reported on the CVB committee meetings. Both meetings have been very preliminary with nothing decided.

G. New Business

I. DRAFT Museum Budget for Fiscal Year 2020-2021

DISCUSSION: Robert included the first draft for board perusal. The county wants all departments to hold the line or make cuts. We are to look for ways to cut expenses. All board members are asked to go over the draft budget for further discussion next month. The board will discuss the budget with the commissioners during the joint meeting in March.

H. Old Business

I. Crosswalk

DISCUSSION: John reported that he has called and talked with the local WYO Highway Commission board member Rick Newton from Buffalo. He has been invited to come visit the museum and see our problem firsthand.

I. General Discussion

I. Volunteer Dean Turley

DISCUSSION: Dean Turley passed away this past weekend. Services will be Saturday, 25 January at 10:00a.m. at Walker Funeral Home. There was some discussion about making a memorial donation or sending flowers. Robert will find out if a charity has been selected. Dean was a loyal volunteer at the museum for many years. He gave nearly 11 years and 3500 hours of service.

II. RMA Manager Position

DISCUSSION: Sandy reported that the RMA is in the process of hiring a 20-30 hr. per week manager position. Two qualified applicants are already in hand.

We want to be sure to invite them to the museum board meetings when they are on board.

III. Thank You cards

DISCUSSION: Cards were signed by board members for future unspecified use.

J. Executive Session - Personnel

Tami Bishop moved to convene an executive session for the purpose of discussing personnel matters. Lalia Jagers seconded the motion. No debate. Motion passed unanimously.

Lalia Jagers moved to adjourn the executive session and return to the regular agenda. Rita Cossitt Mueller seconded the motion. No debate. Motion passed unanimously.

K. Adjourn

There being no further business Tami Bishop moved to adjourn the meeting. Lalia Jagers seconded. The meeting was adjourned by Board President Daly at 8:36 p.m.

The next regular board meeting will be on February 18th with dinner at 5:30 p.m. and meeting beginning at 6:00 p.m.

January 21, 2020 Board Meeting Minutes submitted by Secretary Rita Cossitt Mueller



CCRM Board Member



Date



CCRM Board Member



Date