

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
February 18, 2020
Rockpile Museum, 6:00 p.m.**

A. Call to Order and Introductions

The meeting was called to order at 6:01 p.m. by Board Vice-President Tami Bishop presiding officer.

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

Museum Staff: Director Robert Henning

Absent:

Guests: Tom Butler and Brandy Elder, Executive Director CC HR/Risk Mgmt.

Roll Call: Lalia: King cake from Mardi Gras, Basque from 1700s; New Orleans 1890
John: Oil City near Osage, WY
Rita: neighborhood phone in her gr. parents house, 1938, Big Horn, WY
Robert: newspaper clipping of oil well near Upton, 1920
Tom: pass
Tami: recipe and family history of snow ice cream
Bill: Tucson's El Charro Restaurant, operated by same family since early 1900s

B. Approval of Agenda

Board reviewed agenda and Tami Bishop called for changes or corrections. No changes or additional items were presented. Bill Monahan moved to approve the agenda for tonight's meeting. Lalia Jagers seconded the motion. Motion passed unanimously.

C. Consent Agenda

Approval of Minutes

January 21, 2020 Regular Meeting Minutes

Expense Report

As of February 18th, there are 10 purchase orders from the regular budget to be approved and paid totaling \$3,527.98 and one 1% request in the amount of \$24.36. There are several outstanding invoices from both regular accounts and 1% accounts including First National Bank Visa, Lestz Wholesale LLC, and Office Depot.

The February 2020 vouchers are as follows:

Vista Leasing Company	\$98.00
CC Historical Society	\$180.00
Chichester, Inc.	\$334.21
Office Depot	\$25.31
Gaylord Bros.	\$1,036.22
Henning Mileage Reimbursement	\$19.03
Arcadia Publishing	\$307.27
City of Gillette Utilities	\$802.13
Coca Cola Bottling High Country	\$60.00
Black Hills Energy	\$665.81
Fastenal - 1% Youth	\$24.36

For the month of January 2020, there were 20 vouchers from our regular accounts totaling \$7,804.79 and three vouchers from 1% accounts totaling \$4,243.91.

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

Sue Collins	\$66.00
Gaylord Bros.	\$300.78
C & J Sayles	\$534.16
First National Bank Visa 2962	\$644.31
First National Bank Visa 9833	\$1,186.30
Whitney Rencountre	\$1,000.00
First National Bank Visa 2962 - 1% Youth	\$3,094.26
First National Bank Visa 2962 - 1% Senior	\$237.50

REVENUE UPDATE: As of 1/30/2020 the Museum Gift Shop has gross receipts of \$9,053.97 for FY19-20. There is also \$66.67 in miscellaneous revenue for a total of \$9,120.64.

BUDGET VARIANCE for FY19-20 as of February 16, 2020

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

D. Museum District Petition Update – Mr. Tom Butler

DISCUSSION: Tom reported that the southern portion of the county is coming in and that the northern section is looking good. It will be touch and go and he

would appreciate any and all help. The Recluse area are being very helpful. Petition sheets need to be into him by next week. Filing deadline is March 4.

E. Executive Session – Personnel

Rita Cossitt Mueller moved to convene an executive session for the purpose of discussing personnel matters. Bill Monahan seconded the motion. No debate. Motion passed unanimously.

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

No action was taken following the Executive Session. Ms. Brandy Elder exited the meeting at this point.

F. Collections

I. Collections Department Update

DISCUSSION: Volunteers are proving very helpful. Tami Bishop wondered if time management training would be beneficial. Training could be county wide. Fred Pryor Institute was mentioned as a possibility. The board is pushing for the inventory to be done so we will have information we need going forward with storage space needs and eventually a new building. Angela will be attending the April meeting.

G. Museum Program/Exhibit Report

I. Visitation Report – Our visitor statistics continue to be way off from the past few years. We served a total of 491 guests this January which is down 323 or 39.7% from last year. Some of this drop-off can be attributed to lower program attendance. This combined with lower regular visitation is really hurting our use statistics. We have now started to see what we hoped was an aberration in lower attendance turning into a trend. It is time for all of us to begin thinking about how to turn this around and start bringing folks back into the museum.

DISCUSSION: Possible ideas floated on attendance issue:

- Steven's B&Y theatre changed to a weeknight during the winter months
- Work needed on promotions
- Exhibits need to have an interactive/participation aspect
- Museum kiosks in prominent places: movie theater, city & county hall, Rec. Center, etc.
- Host a "Historical Trivia" contest
- Improve museum link on county website and social media - notifications are coming in AFTER the event

- Establish Museum’s own social media presence if allowed by Commissioners
- “Pop-up” museum presentations

II. Education Reports – Written reports submitted by Museum Educators Penny Schroder and Stephan Zacharias

a. WWII Day – Meadowlark Update

DISCUSSION: Alex Ayers, superintendent of schools, has met with the Meadowlark principal to discuss reasons for their NOT participating in WWII days. Director Henning is following up to get more information.

III. Exhibit Report

DISCUSSION: Work is continuing on the museums upcoming exhibit *She Served Too: Campbell County Women in WWII* to open March 21.

IV. Schedule

- Feb. 20 – RMA Board Meeting, 2:30 p.m.
- Feb. 24-28: Robert to DC for AAM Advocacy Day/Vacation
- Mar. 1 – Museum begins opening for guests at 8:00 a.m. Mon-Saturday
- Mar. 7 – Cow to Children’s Festival at CAM-PLEX
- 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. 14 – Black & Yellow Theatre: Native American Educators, Rencountres
- Mar. 17 – CCRM Board Meeting and Quarterly Mtg. with Commissioners, 6:00pm
- Mar. 19 – RMA Board Meeting, 2:30 p.m.
- Mar. 21 – *She Served Too: Campbell County Women in WWII* Exhibition
- Mar. 21 – April 18: *WASP: The Untold Story* Traveling Exhibit
- Mar. 23-28: Medal of Honor Pop-Up Exhibit
- Mar. 24-25: 6th Grade WWII Day at CAM-PLEX
- Mar. 25 – Medal of Honor Popup Exhibition
- Apr. 4 – Smithsonian Museum Day 2020
- Apr. 4 – Cow Party, 1:00 p.m. to 3:00 p.m.
- Apr. 10-12: Rex Carnegie “Love on the Range” and Mus. Theater Workshop
- Apr. 18 – Wyoming Columnist Bill Sniffin, 2:00 p.m. ONLY
- Apr. 21 – CC Conservation District Ag Expo

DISCUSSION: Bill Monahan brought up developing an exhibit on local sports teams. Could bring in more locals. Audio from KIML radio would be a great addition.

H. Old Business

I. Museum Storage Update

DISCUSSION: Robert Henning reports that the storage project looks like it is going to happen. Drawings are coming and it will fill the current need for space although will not have the mezzanine level as originally discussed due to budgetary limitations.

II. Lighted Crosswalk Update

DISCUSSION: Kevin King has put the crosswalk design out for bid. The City did not agree to partner with us on the TAP grant, so the County will move forward with other options including budgeting for the project in the next fiscal year, applying alone for a TAP grant, or looking into an AARP grant that was recently sent to Director Henning and forwarded to Mr. King.

III. DRAFT Museum Budget for Fiscal Year 2020-2021

- a. Capital Construction – Due March 4th
- b. Computer Hardware and Software – Due March 4th
- c. Vehicle Budget Request – Due March 4th
- d. Capital Outlay – Due April 1
- e. Operations Budget and Revenue – Due April 13
- f. Additional Staffing Requests – Due April 13
- g. One Percent Funding Requests – Due April 13

DISCUSSION: Budget request priorities:

- 1) Install heat for Oriva schoolhouse
- 2) Extend sidewalk to Hwy 14-16/2nd St.
- 3) Refresh UV filters on glass doors/windows

Other considerations: Rita Cossitt Mueller requested that staff look into what it takes to put up and take down the big tents requested before purchase. Also, whether the Gillette Main Street people have already purchased tents that might be available for our use.

Rita Cossitt Mueller would like to see the mobility chair moved above the stream table on the priority list.

Bill Monahan moved and Lalia Jagers seconded a motion for discussion on staff development in the budget. Tami Bishop suggested it be reduced for a period of time. John Daly wants to continue to encourage staff development.

Rita Cossitt Mueller moved and Lalia Jagers seconded that the board approve the vehicle and IT line items in the budget. Motion carried. A March 12th meeting has been set to discuss the rest of the budget.

IV. Museum Signs/Museum Name Ideas

DISCUSSION: Bill Monahan moved to leave the signs and name issues on the table until the April meeting. Lalia Jagers seconded. Motion carried.

V. New CVB Committee Update

DISCUSSION: John Daly reported that he has now attended three meetings; Robert Henning has been able to attend two of those. Some of those in attendance: city engineer, Chamber of Commerce, Visitors Center, Econ. Development, county engineer, county commissioners, superintendent of schools, Gillette College president, Cam-Plex chair, land board.

I. New Business

I. Veterans Project 1% Funding

DISCUSSION: Robert Henning continues to reiterate that we do not have the staff or the dollars to undertake this project. The county library has also begged off. The county needs someone local to be the leader of this project. Having additional staff (i.e. a curator staff position) would be a start.

II. New Volunteers

DISCUSSION: Robert Henning reports that we have three new volunteers: John Kirk, at the front desk on Thursdays; Grey Huskins, collections; and Wayne Worthen, to be determined. Welcome and thank you!

III. Legislative Updates

DISCUSSION: Robert Henning reports that a statewide lodging tax is making its way through the legislature. John Daly moved that we, as a board, support the 5% lodging tax. Bill Monahan seconded. Motion carried. Please contact our local Senators to support: Michael Von Flatern, Jeff Wasserburger, and Ogden Driskill.

J. General Discussion

Rita Cossitt Mueller asked for new dates for the museum visit to Belle Fourche and Spearfish. She will contact both museums to see if March 26, 27, or 30th will fit their schedules.

K. Adjourn

Rita Cossitt Mueller moved to adjourn the meeting; Lalia Jagers seconded the motion, meeting was adjourned by Board Vice President Bishop at 8:05 p.m.

The next regular board meeting and quarterly meeting with the County Commissioners will be on March 17th with dinner at 5:30 p.m. and meeting beginning at 6:00 p.m.

February 18, 2020 Board Meeting Minutes submitted by Secretary Rita Cossitt Mueller



CCRM Board Member



Date



CCRM Board Member



Date