

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
April 21, 2020**

Teleconference, 6:00 p.m.

A. Call to Order and Introductions

The meeting was called to order at 6:08 p.m. by Board President John Daly, presiding officer.

Present via phone: President John Daly, Vice-President Tami Bishop, Secretary Rita Cossitt Mueller, Lalia Jagers, and Bill Monahan

Museum Staff: Director Robert Henning and Stephan Zacharias were both at the museum and present via phone and video. Angela Beenken called in from home.

Absent: None

Guests: Charlene Busk, Museum Volunteer

B. Approval of Agenda

Pres. John Daly asked if there were any changes or additions to the agenda. Hearing none, it was approved by unanimous vote.

C. Consent Agenda

Approval of Minutes

February 18, 2020 Regular Meeting Minutes
March 17, 2020 Special Meeting Minutes
April 2, 2020 Special Meeting Minutes

Expense Report

For the month of February 2020, there were 13 vouchers from our regular accounts totaling \$4,370.40 and six vouchers from 1% accounts totaling \$1,288.46.

Board Member Lalia Jagers signed the following late month vouchers after the regular meeting:

Office Depot	\$160.25
First National Bank Visa 2962	\$317.05
First National Bank Visa 9833	\$365.12
First National Bank Visa 2962 - 1% Youth	\$849.19

First National Bank Visa 9833 - 1% Youth	\$245.80
Walmart - 1% Youth	\$113.77
Wyoming Craftsman, LLC - 1% Youth	\$37.30
Bears Dry Cleaning - 1% Youth	\$18.04

For March 2020, there are 17 purchase orders from the regular budget to be approved totaling \$7,943.87 and two vouchers from 1% accounts totaling \$123.24.

The March 2020 vouchers signed by Board President John Daly are as follows:

Campbell County Treasurer	\$140.48
National WASP WWII Museum	\$639.76
Rocky Mountain Business Equipment	\$262.78
Vista Leasing Company	\$98.00
True West Magazine	\$550.00
Henning Mileage Reimbursement	\$13.80
Gaylord Archival	\$467.97
Sir Speedy	\$208.13
InkOwl	\$367.00
City of Gillette	\$741.73
Certified Folder Display Service	\$2,103.98

The March 2020 vouchers signed by staff members Penny Schroder and Stephan Zacharias are as follows:

Office Depot	\$45.04
Walmart	\$29.88
Black Hills Energy	\$672.11
Arbuckle Lodge	\$79.00
Home Depot	\$68.54
First National Bank Visa 2962	\$1,455.67
Walmart - 1% Youth	\$81.38
Home Depot - 1% Youth	\$41.86

As of April 21, 2020, there are 10 purchase orders from the regular budget to be approved and paid totaling \$4,439.08 and one 1% request in the amount of \$682.60. There are several outstanding invoices from regular accounts including First National Bank Visa, Gaylord Archival, Home Depot, and Lestz Wholesale LLC.

The April 2020 vouchers are as follows:

Black Hills Energy	\$656.34
City of Gillette	\$704.41
Rocky Mountain Business Equipment	\$112.47
Vista Leasing Company	\$98.00
CC Chamber of Commerce	\$865.25
Henning Mileage Reimbursement	\$31.63
Omni-Digital-Productions LLC	\$1,725.00
Colorado-Wyoming Association of Museums	\$60.00
Spectrum	\$64.98
Wyoming Cowgirl Soap Company LLC	\$121.00
Sir Speedy - 1% Youth	\$682.60

REVENUE UPDATE: As of 4/17/2020 the Museum Gift Shop has gross receipts of \$9,503.86 for FY19-20. There is also \$66.67 in miscellaneous revenue for a total of \$9,570.53. We are now expecting to come in under our budgeted revenue expectation due to the COVID-19 closure.

BUDGET VARIANCE for FY19-20 as of April 17, 2020

Pres. John Daly asked if there were any changes or additions to the consent agenda. Hearing none, it was approved by unanimous vote.

D. Collections and Exhibits

I. Collections Department Update

DISCUSSION: Angela Beenken stated she was about finished with the procedure manual for staff and volunteers. Lalia Jagers requested a copy for board members, if they are interested. Tami Bishop also thought it would be helpful. Angela also stated that she had been busy with intern interviews.

E. Museum Program Updates

- I. Visitation Report – Visitation reports for February, March, and April were presented. As can be expected, visitation is way down this year. Robert Henning commented that all comparisons to previous years are out the window. It is unknown how many “visits” we have had on the social media outreach efforts, but staff will try to gather data. Tami Bishop expressed appreciation for Penny Schroder’s work at the Children’s Festival with the milk cow.

- II. Education Reports – No report from Penny Schroder. Stephan Zacharias reported on his efforts through social media—FB, Instagram Fridays were on Women in History for March. April is the Scotch in Campbell County. Thursdays are puzzles and Mondays are Rockpile Readers at 10:00 a.m. Also available are virtual exhibits at RockpileMuseum.com. Tami Bishop feels we should count hits as visitors. The board would also like a press release on all that is being offered via social media. Robert Henning reported that Penny Schroder has been working on an activity on local aviation and helping gather history for the CC Fair—100-year celebration. Charlene Busk said the historical society also is planning a booth at the fair.

- III. Exhibit Report - “She Served Too” is about done and ready. The WWII exhibit is extended as a video presentation. Stephen Zacharias has a pop-up exhibit ready on Medal of Honor recipients. The exhibit on Black Cowboys is still in Elko, NV and all viewers are being directed to the Rockpile Museum. The Women Coal Miners exhibit is up in the Economic Development building conference room. Robert Henning states that he plans to change out the display yearly. The building is located off Sinclair St. east of the college. Tami Bishop asked what exhibits were planned for 2021. A staff meeting is needed to get this off and running. John Daly stressed that we need to be collecting what is going on currently as the COVID19 experience is living history and needs preservation.

IV. Schedule - There was general discussion of dates and activities. Most are planned to be virtual or teleconferencing.

April 22 – RMA Investment Meeting, 2:00 p.m.

May 7 – Leadercast 2020, 7:00 a.m. to 10:30 a.m. and 12:00 p.m. to 1:30 p.m.

May 11-17 – Museum Week (worldwide social media festival)

May 18 – AAM Annual Meeting (Day 1) and International Museums Day

May 19 – CCRM Board Meeting

May 21 – RMA Board Meeting, 2:30 p.m.

May 26 – CC Historical Society meeting and guest speaker, 6:00 p.m.???

June 1-4 – AAM Annual Meeting (Virtual)

June 16 – CCRM Board Meeting and Quarterly Meeting with Commissioners

June 18 – RMA Board Meeting, 2:30 p.m.

July 16 – RMA Annual Membership Meeting, 5:30 p.m.

July 21 – CCRM Board Meeting

F. Old Business

I. COVID-19 Closure

DISCUSSION: Director Henning updated the board on the status of the museum and staff during the closure. The commissioners have left re-opening of public buildings up to the Governor.

II. Museum Name Discussion – tabled in February

Pres. John Daly asked for a motion to open discussion on the museum name change, tabled from last month. The item died for lack of a motion.

III. Facilities Improvement Update

- a. Museum Storage Update
- b. Lighted Crosswalk Update
- c. Museum Sign Move Update
- d. Parking Lot Sealcoat and Striping
- e. Potential for Parking to our West

DISCUSSION: Director Henning reported that blueprints have been received via e-mail. After some negotiating, we will have 637 sq. ft. of additional space with humidity control, heat and AC. Robert Henning said the commissioners have approved applying for a WYDOT grant for the crosswalk. Total cost of the project is approx. \$185,000.00. It will be a slow process. Robert Henning also reported that we have a go ahead from the city for re-locating the museum signs. One will be on a different lot. The engineering has been done and now we wait for approval of funds through the budget process. Robert Henning stated that he is hoping the parking lot is to have seal coat and striping anytime now through July 1. He is having difficulty contacting Vic Toscana about possible use of the lot west of the museum for parking/special programs.

- IV. FY2020-2021 Budget - Robert Henning reported that the budget has been submitted. He is not optimistic about any increases. Lalia Jagers asked about unused funds being carried over—that is not the case.
- V. New County Software (Tyler Technologies) - Robert Henning states that he and Angela Beenken are being trained in the new county software and that has been time consuming. All things financial, including gift shop inventory, will go through the program.
- VI. Experience Works Update - Robert Henning reported that both women are being paid during this shut down. He also reported that Debbie's cancer is back and she's undergoing treatment. Tami Bishop would like a card and gift sent from the board.
- VII. Mary Kelley Book Request - Ms. Kelley is writing another book, this time contrasting old and current photos. She requests a waiver of the fees to use museum photos. Proceeds from the book are to go to the Rockpile Museum Association.

Tami Bishop moved to honor Mary Kelley's request and waive fees for photo use. Lalia Jagers seconded. Motion carried.
- VIII. Sue Knesel and Joyce Jefferson Thank You Correspondence - Correspondence has been received from Sue Knesel and Joyce Jefferson and shared with the board.

G. New Business

- I. Strategic Plan Update - Robert Henning has found time to work on the action plans/time lines/work flow. These will add teeth to the strategic plan. Rough draft at this point.
- II. IMLS CARES Act Committee - Robert Henning is now serving on this board after expressing his displeasure in all the funds going to libraries instead of museums. Thank you, Robert.
- III. Report on AAM Advocacy Day - Robert Henning reported meeting with Sen. Enzi and Sen. Barrasso in D.C. He felt it was a worthwhile experience.
- IV. County Fair Research - Staff is working with Liz from the fair office to document 100 years of county fairs.
- V. Rockpile Museum Association Updates
 - a. Dance Through the Decades - Dance is canceled due to the virus restrictions.
 - b. Summer Internship - Angela Beenken and Cara Reeves have interviewed eight excellent applicants. Katheryn Disbrow, a grad student from UNR,

and Alex Gregory, an undergrad from Miami Univ. in Ohio have been selected. Discussion followed about what kind of internship—in person or virtual—this would be. It remains to be seen.

H. General Discussion

John Daly asked for a listing of all the historic sites in the PR Basin for reference. Robert Henning said that information is generally protected by the state historical preservation office in Cheyenne.

John Daly posed the question for us all to consider: How is the virus going to change what we do as a museum going forward? He asked that we each formulate at least five different ways things will/could change. For example: more people traveling self-contained so will need to accommodate lg. travel trailers. Also, more virtual work across the board for the museum.

Charlene Busk reported that the history trek for 2020 has been postponed until 2021. The BMW motorcycle rally has also been rescheduled for 2021.

I. Adjourn

John Daly asked for any further items. Finding none, Bill Monahan moved to adjourn. Rita Cossitt Mueller seconded. Meeting adjourned at 7:15 p.m.

The next regular board meeting will be on May 19th at 6:00 p.m. Location TBD: Rockpile Museum OR Teleconference.

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



CCRM Board Member



Date



CCRM Board Member



Date