



**Minutes of the Regular Monthly Meeting of the
CCRM Board of Directors
July 20, 2021
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 President Rita Cossitt Mueller, presiding officer.

Present: Museum Board Members: Rita Cossitt Mueller, Lucas Fralick, Bill Monahan, Jane Gebhart, and Rocky Marquiss

Museum Staff: Director Robert Henning, Educator Stephan Zacharias

Guests: Sandy Holyoak, RMA Board

Absent: None

B. Approval of Agenda

Board reviewed agenda and Rita Cossitt Mueller called for changes or corrections. No changes or additional items were presented. Lucas Fralick made a motion to approve the agenda. Bill Monahan seconded the motion. The board approved the agenda by unanimous consent.

C. Consent Agenda

Approval of Minutes

June 15, 2021 Regular Meeting Minutes

Expense Report

As of July 16th, there are ten purchase orders from the regular budget to be approved and paid totaling **\$2,457.27**. Seven of these are from FY20-21 for \$2,110.81 and three are from FY21-22 for \$346.46. There are several late month invoices from First National Bank Visa, La Quinta, and others that will need board approval following the meeting.

The July 2021 vouchers are as follows:

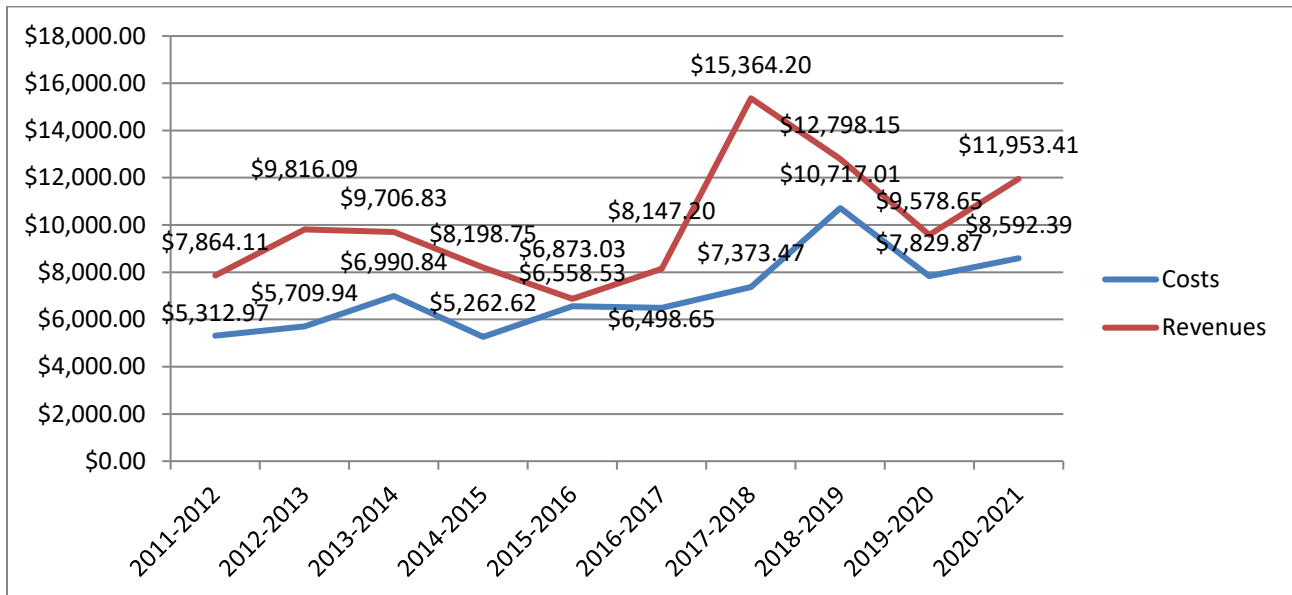
City of Gillette Utilities	\$705.20	FY20-21
Rocky Mountain Business Equipment LLC	\$45.56	FY20-21
Walmart	\$99.92	FY20-21
First National Bank Visa - 2962	\$707.79	FY20-21
First National Bank Visa - 9833	\$196.00	FY20-21
Henning Mileage Reimbursement	\$46.26	FY20-21
Black Hills Energy	\$310.08	FY20-21
Shoshone Distributing Co. Inc.	\$185.50	
Sandra Stewart Holyoak	\$62.96	
Vista Leasing Company	\$98.00	

For the month of June, there were twenty-three vouchers from our regular accounts totaling \$11,508.86 and four 1% requests totaling \$1,436.28.

Lucas Fralick signed the following late month invoices:

Western Heritage Center	\$532.00	
Black Hills Energy	\$198.12	
Cara Reeves Mileage Reimbursement	\$15.57	
Sign Boss	\$370.00	
Home Depot	\$69.42	
Shoshone Distributing	\$269.00	
Longleaf Services	\$112.91	
First National Bank Visa - 9833	\$64.95	
First National Bank Visa - 2962	\$2,661.07	
Blick Art Materials	\$67.05	
First National Bank Visa - 2962 - 1% Request	\$214.54	
Walmart - 1% Youth	\$43.60	
CCSD Print Shop – 1% Youth	\$263.14	
Custom Graphix – 1% Youth	\$915.00	
Joyce V. Jefferson	\$1,782.92	FY21-22
Jerome A. Enzler	\$750.00	FY21-22

REVENUE UPDATE: We have completed the last fiscal year and our total revenue came in at \$11,965.47. All but \$12.06 of this was in gift shop sales. This was much better than expected for this year. Below is a chart of the GIFT SHOP revenue and costs from the last 10 years.



Revenue for the new fiscal year is up significantly due to the implementation of admission fees. Our gross revenue through the first 20 days of this month as of 2:30 p.m. today is **\$4,198.63**. Of this, \$2,796.00 is from ticket sales.

BUDGET VARIANCE for FY20-21 as of July 16, 2021

APPROVED OPERATING BUDGET

FISCAL YEAR 2021-2022

	Budget Amount FY 20-21	Amount Spent FY 20-21	Requested FY 21-22	Tentative FY 21-22	Approved FY 21-22	% Change Final
ROCKPILE MUSEUM - GEN ADMIN						
Expense Accounts						
6022. - FULLTIME - REGULAR	275,903.00	254,675.56	219,099.00	219,099.00	219,099.00	-20.59%
6023. - FULLTIME - O.T.	1,850.00	1,501.31	2,000.00	2,000.00	2,000.00	8.11%
6024. - PART-TIME - REGULAR	5,400.00	5,007.00	25,000.00	25,000.00	25,000.00	362.96%
6041. - P/R TAX EXPENDITURES	21,662.00	19,650.04	18,827.00	18,827.00	18,827.00	-13.09%
6042. - P/R BENEFIT EXPENDITURES	147,087.00	134,669.57	65,487.00	65,487.00	65,487.00	-55.48%
6042.1 - RETIREMENT	0.00	0.00	41,169.00	41,169.00	41,169.00	100.00%
6052. - POSTAGE AND FREIGHT	1,500.00	612.58	1,500.00	1,500.00	1,500.00	0.00%
6078. - TICKETS	0.00	0.00	1,500.00	0.00	0.00	0.00%
6092. - ADVERTISING	10,500.00	8,023.48	7,500.00	7,500.00	7,500.00	-28.57%
6101. - PERIODICALS	150.00	97.50	200.00	200.00	200.00	33.33%
6102. - ASSOC., COMM., DUES, & FEES	1,250.00	1,220.00	1,250.00	1,250.00	1,250.00	0.00%
6112. - ELECTRICITY	10,750.00	6,942.39	11,500.00	11,500.00	11,500.00	6.98%
6114. - PROPANE, NATURAL GAS	6,800.00	5,689.25	7,500.00	7,500.00	7,500.00	10.29%
6234. - OFF EQUIP MAINT CONTRACTS	2,000.00	1,982.63	2,500.00	2,500.00	2,500.00	25.00%
6281. - AUTOMOBILE	500.00	228.31	500.00	500.00	500.00	0.00%
6283. - MEALS AND LODGING	300.00	27.92	300.00	300.00	300.00	0.00%
6301. - AUTOMOBILE	500.00	0.00	500.00	500.00	500.00	0.00%
6302. - AIRPLANE, TRAIN, BUS	500.00	0.00	1,000.00	1,000.00	1,000.00	100.00%
6303. - MEALS AND LODGING	1,000.00	182.61	1,000.00	1,000.00	1,000.00	0.00%
6321. - CONTRACT LABOR	11,350.00	9,092.25	1,000.00	1,000.00	1,000.00	-91.19%
6517.2 - STAFF DEVELOPMENT	1,000.00	529.00	1,000.00	1,000.00	1,000.00	0.00%
6517.3 - CONFERENCE/SEMINAR/WRKSHOP	2,500.00	1,394.40	2,500.00	2,500.00	2,500.00	0.00%
6517.4 - TRAVEL & TRANSPORTATION	1,750.00	0.00	1,750.00	1,750.00	1,750.00	0.00%
6517.5 - MEALS AND LODGING	1,750.00	36.96	1,750.00	1,750.00	1,750.00	0.00%
6531. - GENERAL SUPPLIES	5,000.00	1,846.51	5,000.00	5,000.00	5,000.00	0.00%
6532. - COMPUTER SUPPLIES	4,500.00	4,486.67	7,500.00	7,500.00	7,500.00	66.67%
6554. - EDUCATIONAL PROGRAMMING SUPP	4,500.00	1,288.98	5,000.00	5,000.00	5,000.00	11.11%
6556. - PHOTOGRAPHIC SUPPLIES	1,000.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
6666. - JANITORIAL SUPPLIES	1,200.00	689.83	1,200.00	1,200.00	1,200.00	0.00%
6673. - GASOLINE	750.00	0.00	750.00	750.00	750.00	0.00%
6706.1 - GIFT SHOP PURCHASES	10,250.00	8,592.39	11,000.00	11,000.00	11,000.00	7.32%
6712. - EXHIBITS	5,000.00	3,945.89	6,000.00	6,000.00	6,000.00	20.00%
6713. - SALES TAX PAYMENTS	750.00	303.54	750.00	750.00	750.00	0.00%
6733. - VOLUNTEER PROGRAM SUPPLIES	1,000.00	917.30	2,000.00	2,000.00	2,000.00	100.00%
6762. - OFFICE FURNITURE & EQUIP	500.00	0.00	500.00	500.00	500.00	0.00%
6770. - GROUNDS MAINTENANCE	0.00	0.00	1,000.00	1,000.00	1,000.00	100.00%
6777. - BUILDING MAINTENANCE	1,000.00	626.11	1,000.00	1,000.00	1,000.00	0.00%
6778. - SHOP SUPPLIES	500.00	380.73	500.00	500.00	500.00	0.00%
6784. - EXHIBITS MAINTENANCE	5,000.00	4,933.85	7,500.00	7,500.00	7,500.00	50.00%
6948. - OTHER INSURANCE	500.00	0.00	500.00	500.00	500.00	0.00%
7026. - BOARD EXPENSES	2,500.00	1,665.38	2,500.00	2,500.00	2,500.00	0.00%
7078. - OTHER GRANTS-ANTICIPATION	0.00	0.00	2,500.00	2,500.00	2,500.00	100.00%
7092. - INSTITUTE OF MUSEUM SERVICES	0.00	0.00	47,300.00	47,300.00	47,300.00	100.00%
7242. - ARTIFACTS	1,000.00	219.93	1,000.00	1,000.00	1,000.00	0.00%
7362. - SPECIAL EVENTS	7,000.00	5,597.72	10,000.00	10,000.00	10,000.00	42.86%
Total - Expense Accounts	557,952.00	487,057.59	530,832.00	529,332.00	529,332.00	
Accrued Accounts						
7532. - ACCRUED EXPEND - EOY ADJ	0.00	0.00	0.00	0.00	0.00	0.00%
Total - Accrued Accounts	0.00	0.00	0.00	0.00	0.00	
Total - ROCKPILE MUSEUM - GEN ADMIN	557,952.00	487,057.59	530,832.00	529,332.00	529,332.00	

Rita Cossitt Mueller asked the board if they wished for any items to be removed from the consent agenda. No items were requested removed.

Bill Monahan moved to approve all items of the consent agenda as presented; Jane Gebhart seconded the motion. Robert Henning offered a short discussion about the agenda, and the motion approved unanimously.

D. Board Elections

President Cossitt Mueller opened the floor for nominations.

I. President

Lucas Fralick was nominated by Bill Monahan for the position of Board President and seconded by Rita Mueller.

Rocky Marquiss moved to cease nominations and cast a unanimous ballot for Lucas Fralick.

Lucas Fralick was elected President unanimously.

II. Vice President

Bill Monahan was nominated by Rita Mueller for the position of Board Vice President and seconded by Jane Gebhart.

Bill Monahan was elected Vice President unanimously.

III. Secretary/Treasurer

Rocky Marquiss was nominated by Bill Monahan for the position of Board Secretary/Treasurer and seconded by Rita Mueller.

Rocky Marquiss was elected Secretary/Treasurer unanimously.

E. Collections and Exhibits

I. Collections/Exhibits Department Update

DISCUSSION:

Cara provided a written collections/catalogue update. The conversation included an update on the upcoming Archeology Fair.

II. Collections Report

DISCUSSION:

There was discussion covering the June collection donations. Robert Henning recommended as such, and Item #7 (VHS Equipment) was accepted in the Prop Collection. All others were accepted as advised by the staff.

A motion was made by Bill Monahan to approve the staff recommendations regarding the donations; seconded by Rocky Marquiss. The motion passed unanimously.

F. Museum Program Updates

I. Visitation Report

Much improved numbers from last year. The impact from the admission fee is currently unknown at this point. The question was brought up by Rita asking about any increase in gift shop sales. Robert stated the sample size was too small at this point.

II. Youth Education Report from Penny Schroder

Penny's report included the WWII Banners, prominent local families discussion, Mary Kelly book signing, and Matt Avery returning to do more leatherwork.

III. Adult and Outreach Report from Stephan Zacharias

"Jim Bridger & the Bard" program was pretty successful.

Part-Time employee, Brittany, is nearly ready as an interpretive guide. "Fossil" Bob has already given one presentation. Lucas Fralick is also a qualified Interpretive Guide.

Rita Mueller expressed the Board's appreciation to Stephan for putting on the Interpretive Guide workshops. She encouraged his hopes to create a Regional Hub for the Interpretive Guide Program.

IV. Schedule

July 19-23: Artist in Residence Joyce Jefferson performs during NAARVA Rally

July 21 – Museum's 47th Birthday (1974)

July 22 – Black and Yellow Theatre: Every Fossil Has a Story, 3:00 p.m.

July 22 – The Dakota Daughters present "Wounded Knee" at CAM-PLEX, 7:00

July 27 – RMA Internship Presentation by Kayci Kruhmin, 7:00 p.m.

July 29 – Black and Yellow Theatre: Every Fossil Has a Story, 3:00 p.m.

Aug. 5 – Black and Yellow Theatre: Every Fossil Has a Story, 3:00 p.m.

Aug. 8 – Robert CWAM Meeting in Colorado Springs

Aug. 12 – Black and Yellow Theatre: Every Fossil Has a Story, 3:00 p.m.

Aug. 17 – CCRM Board Meeting, 6:00 p.m.

Aug. 19 – RMA Board Meeting, 2:30 p.m.

G. Old Business

I. HVAC Replacement Update

We now have two new HVAC Systems in the front area.

II. Admission Fee/POS System Update

The revenue has been good, other than a few troublesome visitors. There has been a learning curve, but overall, it's going well.

III. Vehicle for Museum

We have received an old Sheriff Department vehicle.

IV. Tyler Software – Board Treasurer/Member Approval of Invoices

Rocky Marquiss made a motion that the Board Treasurer be primary approver and Board President be secondary approver of invoices. Rita Mueller seconded the motion. The motion passed unanimously.

V. Museum Name Change Plan

There was an extended discussion about the name, which has already been determined, and voted to be called The Museum of the Powder River Basin.

H. New Business

I. Enzler Workshop Follow-up

Rocky Marquiss made a motion to create a committee to raise capital for building a new museum. Rita Mueller seconded the motion. The vote is pending based on the RMA agreement.

II. Available Grants

According to Robert Henning, there are many grants available. Most are program and operating support grants.

III. Mr. Satterly's Comments and Suggestions

The Board went over, and discussed, Mr. Satterly's comments and complaints. Rocky Marquiss made a motion for the museum to send a thank you letter to Mr. Satterly. Rita Mueller seconded the motion. The motion passed unanimously.

IV. New/Old Board Retreat, Orientation, and Picnic

New Board retreat date and time at Rita Mueller's residence. August 20, 2021 @ 6:00 pm.

V. Staff Performance Evaluations

Currently not available.

VI. Brief Updates from Director Henning

RMA raised about \$4,000 during the WYOGIVE Campaign

The crosswalk has been narrowed to three local engineering companies.

I. Adjourn

There being no further business President Fralick adjourned the meeting at 8:35 p.m.

The next regular CCRM Board will be on August 17, 2021 at 6:00 p.m. at the museum.

July 20, 2021 Board Meeting Minutes submitted by Board Secretary Rocky Marquiss.



CCRM Board Member

8-17-21

Date



CCRM Board Member

17 Aug 21

Date