

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

**Minutes for the CCRM Board Meeting  
October 15, 2019**

Rockpile Museum, 6:00 p.m.

**A. Call to Order and Introductions**

The meeting was called to order at 6:15 p.m. by John Daly, presiding officer.

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

Museum Staff: Director Robert Henning and Museum Educator Stephan Zacharias

Absent:

Guests: Sandy Holyoak

Roll Call: Rita—Jack-of-all-Trades thing of the past  
Robert—Sheridan Enterprise Oct 15, 1919  
John—Pigs trailed to Osage, 8-10 mi/day  
Stephen—Jim Brooks, black cowboy, rode in Gillette  
Bill—1895 fire in Gillette; looking for historical items on Warren Ave.  
Tami—Bunk Haines, black cowboy  
Lalia—April 6, 1922 Dr. Robert Sexton and KKK visit

**B. Approval of Agenda**

Board reviewed agenda and Pres. 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**

The following consent agenda was presented:

Rockpile Museum Board Meeting  
CONSENT AGENDA – October 15, 2019

Approval of Minutes

**Expense Report**

As of October 11th, there are 16 purchase orders from the regular budget to be approved and paid totaling \$3,546.52. There are at least two outstanding receipts from the general museum accounts and 1% accounts including First National Bank Visa and Walmart that will need board approval following the meeting.

The October 2019 vouchers are as follows:

City of Gillette Utilities	\$590.51
Antler Works	\$360.00
North Park Transportation	\$92.35
Office Depot	\$50.48
Tom Butler	\$54.00
Campbell County Historical Society	\$600.00
Cara Reeves Mileage Reimbursement	\$11.14
Robert Henning Mileage Reimbursement	\$17.17
Robert Henning Expense Reimbursement	\$17.96
Paintbrush Services	\$230.50
Longleaf Services	\$169.96
Arcadia Publishing	\$450.80
The Local LLC	\$102.65
Coca-Cola High Country	\$117.00
Past Perfect Museum Software	\$432.00
Basin Radio Network	\$250.00

For the month of September, there were 17 vouchers from our regular accounts totaling \$6,683.35.

Penny Schroder signed four late month vouchers in the absence of a board member:

North Park Transportation	\$257.37
Walmart	\$20.42
Gourmet on the Go	\$132.00
First National Bank Visa	\$775.41

**REVENUE UPDATE:** As of 9/30 the Museum Gift Shop has gross receipts of \$5,020.04 for FY19-20.

**BUDGET VARIANCE for FY19-20 as of October 11, 2019 (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. Lalia Jagers moved to approve all items of the consent agenda as presented; Tami Bishop seconded the motion; motion approved unanimously.

**D. Collections**

I. Collections Department Update

**DISCUSSION:** Staff distributed the books from last month. Some went to Lasting Legacy and some to Primrose.

Angela is working on renewing loans on items. Trying to move to donations or returning items.

Inventory of scrapbooks is progressing.

No workstudy students from the college this semester.

Angela will be going to the MPMA conference and Cara is taking an online course in collections management. The board requests a short verbal report on each when they are finished.

## E. Museum Program/Exhibit Report

- I. Visitation Report –There is a printed report in each packet. We served **782** guests in September which was down 54 or 6.5% from last September. For the year, we are down 108 visitors at a total of **11,265** guests.

**DISCUSSION:** Robert thought overall it was a slower summer—fewer conventions, etc. at CamPlex. Tami would like to see tourism stats from the county and state when they become available for comparison.

### II. Education Report

**DISCUSSION:** Penny submitted a written report. There were three Pioneer School classes this fall. Heat and insulation in the school house will be in the next budget.

WWII days report: Will be held in the Wyoming Center at CamPlex. Only approximately half on the CC students will be able to attend because of the different configuration. After discussion it was decided that communication with CCSD needs to be in writing to make sure everyone is on the same page.

Stephen reported on the Archeology Fair. Successful despite the poor weather. He taught the atlatl at the next Black and Yellow Theatre as it got axed from the fair. He reported on the Black Cowboy exhibit—The Rockpile Museum has been asked to display the exhibit it at the Elko Cowboy Gathering Jan 28-Feb 3. More info to follow.

The next event is Dec 5 celebrating the 21<sup>st</sup> Amendment. It will be a history pub event. Mark Demple of Sheridan Brewing (now Black Tooth Brewing) in Sheridan will be speaking. Period dress is encouraged.

### III. Schedule

NOW – Nov. 9 – *Empire: A Community of African Americans on the Wyoming Plains*

NOW – Nov. 15 – *No More Sob Stories: Advancement of Women in Journalism in the 20<sup>th</sup> Century*

Oct. 16 – Leadership Wyoming Reception at the Museum, 5:00 p.m.

Oct. 17 – RMA Board Meeting, 2:30 p.m.

Oct. 30 – Teamwork Training at Peregrine Leadership 8 to 12 (Museum Closed)

Nov. 1 – Coffee with the Director, 7:00 a.m. to 10:00 a.m.

Nov. 2 – CC Chamber of Commerce Awards Dinner, CAM-PLEX, 6:00 p.m.

Nov. 11 – Museum CLOSED for Veterans Day

Nov. 11-15 – Stephan at NAI National Conference in Denver

Nov. 19 – CCRM Board Meeting, 6:00 p.m.

Nov. 28-30 – Museum CLOSED for Thanksgiving Holiday

Dec. 5 – History Pub at the Rockpile Museum for 21<sup>st</sup> Amendment Day, 6-8 p.m.  
Dec. 6 – Coffee with the Museum Director, 7:00 a.m. to 10:00 a.m.  
Dec. 7 – Christmas Crafts Family Day, 10:00 a.m.  
Dec. 14 – Rockpile Museum Christmas Party at Daly Ranch, Time TBD  
Dec. 17 – CCRM Board Meeting, 6:00 p.m.

**DISCUSSION:**

**F. Old Business**

I. Museum Storage

**DISCUSSION:** We need to set a meeting with the commissioners. Everyone check the week of Dec. 16 and report back to Robert. We would like to see the remodel plans for the old Weed and Pest bldg.

Rita stressed the immediate need to move the Rockpile Museum sign as it looks like we will be at the current location for the foreseeable future. Robert will get started with permits, etc. with the city.

II. Museum Staffing Discussion

**DISCUSSION:** Robert was directed to formally request additional staff from the county. Needed is a part time administrative assistant and a curator to do research and exhibitions. Tami moved to request the above. Bill seconded. After further discussion Tami amended the motion to read “part time admin. Asst. up to 29 hrs/wk. Motion passed. Robert stated that it will take some time as the curator position has to be created from scratch as far as a county employee goes.

III. Licensing Agreement with Barb Anderson

**DISCUSSION:** Bill moved to add the following to item 3C in the agreement: “Such consent is in the sole and absolute discretion of the licensor.” Lalia seconded. Passes. Tami moved to adopt the agreement as amended. Bill seconded. Passed.

Robert reported that the picture racks are in. They need to be moved to the Courthouse Annex (old Carter Mining bldg) and put together.

IV. Fiber Optic Cable Update

**DISCUSSION:** The commissioners approved the contract with the city. There is no time line for when the cable will be installed. Stephen requested that ports be added throughout the bldg. A large touch screen for exhibits is on order.

## **G. New Business**

### I. FY20-21 Budget Preparations

**DISCUSSION:** Robert has begun the budget process. A quick list was formed for capitol needs/wants to be included in the budget:

Motorized scooter

Outdoor signage

ADA compliance: remodel bathrooms, Braille signage

Fire suppression system

Better security system

Robert reported that we finally have a defibrillator on site!

### II. Chain of Command Policy

**DISCUSSION:** Bill moved to adopt policy on chain of command. Tami seconded. Discussion followed on whether the county has a written chain of command policy. Tami moved to amend the above policy to state: "The Rockpile Museum Board strongly supports the use of the following chain of command." Lalia seconded. Amendment passed. Motion passed.

### III. Team Building Workshop

**DISCUSSION:** Oct 30<sup>th</sup>. Museum will be closed 8:00-1:00 for the workshop as all staff is to attend. The Museum Board approved funding for lunch after if staff wants. The funds for the workshop are paid by the county HR Dept.

## **H. General Discussion**

### I. Card for Twila Talcott of Broadus, Montana

**DISCUSSION:** All members that toured the Broadus museum signed the condolence card (Ron Talcott, one of the tour guides for our visit on Sept 13) passed away on Sept 28.

2. An executive session for personnel reasons will be held at the next regular meeting.

## **I. Adjourn**

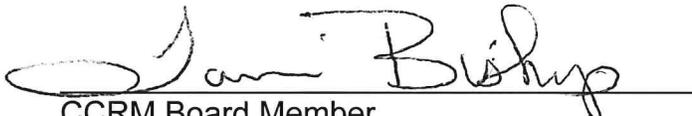
There being no further business President John Daly adjourned the meeting at 7:41p.m. The next regular board meeting will be on **November 19<sup>th</sup>** with dinner at 5:30 p.m. and meeting beginning at 6:00 p.m.

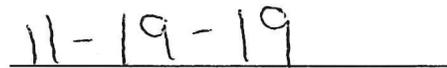
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October 15, 2019 Board Meeting Minutes submitted by Secretary Rita Cossitt Mueller.

  
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CCRM Board Member

  
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Date

  
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CCRM Board Member

  
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Date