

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

**Minutes of the CCRM Board Meeting
November 19, 2019**

Rockpile Museum, 6:00 p.m.

A. Call to Order and Introductions

The meeting was called to order at 6:03 p.m. by Board President John Daly, presiding officer.

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

Museum Staff: Director Robert Henning and Museum Educator Stephan Zacharias

Absent: Bill Monahan

Guests: Charlene Busk, Sandy Holyoak

Roll call: John: Henry Coffeen US Rep 1902
Rita: Joe "Proc" Proctor, MT black cowboy
Lalia: 1939 Turkey production was 28,429
Charleen: 1893 New Zealand was the first nation to grant women suffrage
Stephen: Denver has the Nat. Ball Park Museum and Hall of Fame
Tami: Women's Land Army started in England during WWI, also WWII
Robert: Grand Island & Northern Wyoming Railroad Co.

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

The following consent agenda was presented:

CONSENT AGENDA – November 19, 2019

Approval of Minutes

October 15, 2019 Minutes from the Regular Monthly Board Meeting

Expense Report

As of November 19th, there are 7 purchase orders from the regular budget to be approved and paid totaling \$2,044.28 and one purchase order for 1% funds in the amount of \$330.02. There are numerous outstanding invoices.

The November 2019 vouchers are as follows:

Keyhole Broadcasting, LLC	\$252.00
Shoshone Distributing Co. Inc.	\$249.00
City of Gillette	\$673.93
Robert Henning Mileage Reimbursement	\$38.98
Rocky Mountain Business Equipment	\$222.85
Black Hills Energy	\$513.67
North Park Transportation	\$93.85
First National Bank Visa - 1% Youth	\$330.02

For the month of October, there were 30 vouchers from our regular accounts totaling \$7,936.22 and two vouchers from 1% accounts totaling \$298.27.

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

Sue Collins	\$120.00
Campbell County Chamber of Commerce	\$100.00
Black Hills Energy	\$161.23
Rockpile Museum Association	\$370.00
Stephan Zacharias Expense Reimbursement	\$50.00
Walmart	\$129.23
First National Bank Visa 2962	\$828.39
First National Bank Visa 9833	\$620.60
Home Depot	\$103.38
Target Digital Solutions	\$900.00
Historical Folk Toys	\$166.00
Gillette News-Record	\$130.00
Arcadia Publishing	\$296.87
First National Bank Visa 2962 - 1% Youth	\$281.79
Walmart - 1% Youth	\$16.48

Stephan Zacharias signed one voucher in the absence of a board member:
Arbuckle Lodge \$414.00

REVENUE UPDATE: As of 10/31/2019 the Museum Gift Shop has gross receipts of \$5,784.62 for FY19-20.

BUDGET VARIANCE for FY19-20 as of November 15, 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 moved to approve all items of the consent agenda as presented; Tami seconded the motion; motion approved unanimously.

D. Collections

I. Collections Department Update

DISCUSSION: A written Collections Department update was submitted to all board members. Director Henning informed the board that we are six months into the moratorium, and he would like more progress to be made on the inventory. He is getting resistance to this. The board wants it known that it was a very difficult to approve the moratorium and an increased pace is a BOARD expectation, not only a directive from Robert. The board is leaning away from extending the moratorium when it expires next year. The board also inquired as to what support does the staff need from them in this project.

John Daly noted that Peg Ostlund has legislative notes from John Ostlund that she may be interested in donating. Robert and staff will reach out for further information.

E. Museum Program/Exhibit Report

- I. Visitation Report – Each member was given a visitation report in their packet. We served **857** guests in October which was down 81 or 8.6% from last October. For the year, we are down 189 visitors at a total of **12,122** guests.

DISCUSSION: Finished exhibits: No More Sob Stories
Empire

Upcoming exhibits: Wyoming Women—Life Beyond the Family

We have received an official request for the Black Cowboy exhibit from Elko, NV for the Cowboy Poetry Gathering (or whatever it is currently being called).

II. Education Report

DISCUSSION: Penny submitted a lengthy report. Some discussion on WWII Days, March 24-25.

III. Exhibit Report

DISCUSSION: none

IV. Schedule

Nov. 21 – DTTD Committee Meeting, 1:30 p.m.

Nov. 21 – RMA Board Meeting, 2:30 p.m.

Nov. 22, 25-27: Robert Vacation

Nov. 23 – B&Y Theatre: Whitney Rencountre & Jessie Taken Alive-Rencountre

Nov. 28-30 – Museum CLOSED for Thanksgiving Holiday
Dec. 1 – First day for *Wyoming Women: Life Beyond the Family*
Dec. 5 – History Pub at the Rockpile Museum for 21st Amendment Day
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. 10 – Wellness Committee Holiday Lunch, 12 or 1
Dec. 10 – League of Women Voters Event for WY Women’s Suffrage Day, 7:00
Dec. 12 – Museum Board Workshop with County Commissioners, Time TBD
Dec. 14 – Rockpile Museum Christmas Party at Daly Ranch, Time TBD
Dec. 17 – CCRM Board Meeting, 6:00 p.m.

DISCUSSION: Dec 5 will include food by Pizza Carrello and prohibition drinks
Dec 10 is the county lunch for staff
Dec 14: Bring a gift/White Elephant gift for staff party

F. Staff Professional Development Reports (Penny, Cara, Stephan, Robert)

DISCUSSION: Penny and Cara submitted written reports.
Robert reported on the half day Glen Shepherd workshop:
Firm, Fair, Consistent
He also stated that his Capstone Leadership program finished on Oct 9.
Robert will be representing WY on Feb 24-25—Advocacy Day
Stephen gave his report on the new smart screen of his attendance at the Nat. Assoc. for Interpretation in Ft. Collins, CO.
Of the 862 people in attendance, 307 were cultural/historical

G. Old Business

I. Museum Storage/Weed and Pest

DISCUSSION: Robert, Bill, Lalia, and Rita toured last week. Rita and Lalia noticed the pronounced smell throughout. Rita feels it is still the best option as a new building seems to be completely out of sight. There was some discussion on whether the site next door to the museum was for sale. Discussion on growth of museum and where. All action tabled until after the meeting with the commissioners on Dec. 12. Bottom line seems to be \$\$.

II. Fiber Optic Cable Update

DISCUSSION: Robert reported that it is in the ground at the edge of museum property.

III. Dixie Reece Art Update

DISCUSSION: Robert reported that the art is in our possession in the new racks at the Courthouse Annex (Cloud Peak Bldg). Angela will work on a full catalog

while she is there. The next step is to schedule a guest conservator for the cleaning. Charlene suggested we track the entire process for a history presentation project.

IV. FY20-21 Budget Preparations

DISCUSSION: We need to be sure to include the list made last meeting to discuss with the commissioners. Add: sidewalk improvements

V. Chain of Command Policy

DISCUSSION: Our policy was reviewed by the county HR director. Tami moved to accept her changes. Lalia seconded. Motion passed with three to one with John Daly dissenting.

VI. Museum Sign Update

DISCUSSION: Robert reported that the next steps are:

1. hired specs
2. hired labor
3. will need to go on next year's budget

H. New Business

I. Pedestrian-Activated Crosswalk RFP

DISCUSSION: The proposal is included in our packets. Robert pointed out the traffic volume chart—interesting in how it affects the museum's attendance. Board had no further comment for Public Works.

II. Shop Down to Christmas Promotion

DISCUSSION: The museum is participating. Shop the gift shop, turn in the receipt, and have a chance for \$250.00 gold bucks.

General Discussion: John stated that the Netherlands museum is open. John's cousin and wife attended. Sandy Holyoak reported that Mr. Starks will open a private museum, the National Museum of Military Vehicles, on Memorial Day 2020. It will contain a musket (\$400,000.00) used to fire at Lexington and Concord.

J. Executive Session– Personnel

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

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

K. Adjourn

Rita moved to adjourn the meeting; Lalia seconded the motion, meeting was adjourned by Board President Daly at 8:22 p.m.

The next meeting will be our workshop with the Commissioners on December 12th, time TBD. The next regular board meeting will be on **December 17th** with dinner at 5:30 p.m. and meeting beginning at 6:00 p.m.

November 19, 2019 Board Meeting Minutes submitted by Secretary Rita Cossitt Mueller



CCRM Board Member

12-17-19

Date



CCRM Board Member

12-17-19

Date