

Crook County Museum District
March 24, 2022 Meeting
West Texas Trail Museum

Attendees:

In person: Rocky Courchaine, Missy Gill, Neal Gray, Jen Jay, Kathy Lenz, Lorie Marchant, Cindy Mosteller, Pam Thompson, and Andrea Wood
Absent: Korina Ike
Guests: Barbara Ann Bowman

Minutes:

The meeting was called to order by Chairperson Marchant at 4:59 p.m. The Pledge of Allegiance was completed. Rocky Courchaine introduced Barbra Ann Bowman, who has recently moved to Sundance from Canada. Her family were early Crook County pioneers and she has donated several great items to Old Stoney already. Ms. Bowman stated she was attending the meeting based on her interest in engaging in the community. The agenda was presented for approval. Kathy Lenz moved to approve and Neal Gray seconded. Motion passed. Minutes from the February meeting were approved on a motion from Neal Gray and a second from Pam Thompson. Motion passed. The treasurer's report was presented by Treasurer Gray. Kathy Lenz moved to have the board review the bank statements each month. Seconded by Neal Gray. Motion passed. Rocky Courchaine presented a purchase order to Quill for paper. Korina Ike presented a purchase order to Amazon for printer ink. Kathy Lenz moved to approve the treasurer's report, the purchase orders and the bills as presented. Seconded by Pam Thompson. Motion passed.

Monthly reports were given by West Texas Trail Museum Director Cindy Mosteller, Crook County Museum Director Rocky Courchaine, Hulett Museum Director Korina Ike and Office Manager Missy Gill. Rocky Courchaine also gave a report for the Old Stoney Committee. Those reports are included as addendums to these minutes.

Pam Thompson moved to ask the City of Sundance to apply on behalf of the Crook County Museum District Board to the Wyoming Business Council for a Business Ready Community grant for the completion of the third floor of Old Stoney. Neal Gray seconded. Motion passed.

Pam Thompson moved to have the Crook County Museum District Board enter into a contract with the City of Sundance in order to assume financial liability for any overruns or other costs that may arise as a result to the BRC grant. Jen Jay seconded. Motion passed.

Kathy Lenz presented information about the policies and procedures of the board related to employee leave and compensation time. Discussion followed.

In Unfinished Business Missy Gill distributed board member binders. They include all pertinent information that board members need.

The 990 Report has been mailed.

Chairman Marchant updated the board on the status of the investment of the monies currently held at the Summit Bank in Hulett. The account has only Chairman Marchant on it, she would like to have another signatory on the account in order to close the account and use the money in it to purchase the CD as previously discussed. Neal Gray moved to remove all current signers and add Lorie Marchant and Jen Jay as signers to the Crook County Museum District account at Summit National Bank in Hulett.

Pam Thompson asked about using some of the monies for training and conferences. Discussion followed. It will be revisited when the board does their budgeting.

The board reviewed the Memorandums of Agreement for each of the museums. Directors were asked to meet with the individual boards and have the MOUs updated.

Missy Gill stated that the Windows programs have not been updated yet.

In New Business, Korina Ike presented information about GIS software from ESRI that can be used to map cemeteries, homesteads etc. The cost for the software is \$150/month and all three museums could have access under a single login. Kathy Lenz shared that the City of Sundance uses the program and has all of their cemeteries, water lines etc. mapped. Neal Gray shared that the county uses the same program as well. Information in the system that is public can be shared with other users. It will be revisited when the board does their budgeting.

Chairman Marchant received an email from Dean at Certified for distribution of the museum brochures. Certified distributes along I90 East for \$559.50 and Rapid City and Black Hills for \$2195.45. The total cost for distribution is \$2663.55 for five months (April-August). Rocky Crouchaine reminded the board that the brochures they still have (about 6,000 brochures) have the old address for Old Stoney. Neal Gray moved to accept the contract with Certified for distribution of brochures. Pam Thompson seconded. Motion passed.

Chairman Marchant let the board know that there will be three board members whose terms end this year: herself, Kathy Lenz and Andrea Wood. She stated that she does not intend to run again. She also informed the board that there have been some issues in the past wherein new members did not come to the November meeting and the board doesn't meet in December. In the past that has resulted in problems with bank account signatories etc.

Chairperson Marchant asked the directors to share their time off and comp time requests. Kathy Lenz moved to approve time off and comp requests as reported. Pam Thompson seconded. Motion passed.

Chairperson Marchant asked if anyone had anything else to discuss.

Pam Thompson moved to adjourn the meeting, seconded by Neal Gray. Meeting adjourned.

Next meeting is April 28, 2022 at the Hulett Museum. The Old Stoney meeting will begin at 4:30 p.m. with the Crook County Museum District meeting to follow at 5:00 p.m.