

**Crook County Museum District**  
**April 29, 2022 Meeting**  
**Crook County Museum**

---

**Attendees:**

**In person:** Rocky Courchaine, Missy Gill, Neal Gray, Korina Ike, Kathy Lenz, Lorie Marchant, Cindy Mosteller, Pam Thompson, and Andrea Wood

**Absent:** Jen Jay

**Guests:** none

**Minutes:**

The meeting was called to order by Chairperson Marchant at 4:56 p.m. The Pledge of Allegiance was completed. Marchant asked for the museum reports to be moved to the end of the meeting. Andrea Wood requested to have a marketing discussion added to the agenda. Pam Thompson moved and Neal Gray seconded approval of the agenda. Motion passed. Kathy Lenz moved to approve the minutes from the March meeting. Seconded by Neal Gray. Motion passed. Neal Gray presented the Treasurer's Report. Marchant reported that she and Jen Jay have taken care changing up the signatories for the account at Summit National Bank in Hulett. They will get a cashier's check for the monies in the account and close it. The board discussed which account the entrance fees for Crook County Museum should be going. Pam Thompson moved to approve the Treasurer's Report, Kathy Lenz seconded. Motion passed. Cindy Mosteller presented a purchase order for reimbursement to the West Texas Trail Museum Board for office items purchased at Walmart and Amazon. Rocky Courchaine presented a purchase order for display cabinet lights from Amazon. Missy Gill presented a purchase order for eight chair carts from WebstaurantStore. Kathy Lenz moved to accept the purchase orders as presented. Pam Thompson seconded. Motion passed.

Missy Gill reported that the 990 report information has been given to Sundance Tax Service for filing. The deadline is May 15, 2022. The MOUs for the three museums are still in progress and will be revisited at the next meeting.

Chairman Marchant reminded the group that the budgeting process needs to begin. Preliminary budgets are due June 1, 2022. The final budget is due July 31, 2022. Kathy Lenz moved to schedule a budget work session for May 19, 2022 at 5:30 p.m. in the Crook County Museum meeting room and have the hearing at 4:30 p.m. on May 26, 2022 in the Crook County Museum meeting room. Neal Gray seconded. Motion passed.

Andrea Wood moved to approach the individual museum foundations about unifying and paying for the websites and moving domain ownership to the district board. Kathy Lenz seconded. Motion passed.

Andrea Wood presented a proposal for a marketing project at the Cowboys and Aliens Mini Golf at Devils Tower. They would like to install a life sized longhorn steer and a sign that features all three museums. The cost is \$4,000. Kathy Lenz moved to approve \$2,000.00 for the project and allow Wood to approach the Crook County Promotion Board with a grant proposal for the remainder. Neal Gray seconded. Motion passed.

Andrea Wood shared that she arranged for an ad to run on Dirt Road Radio (103.1 FM and 1450 AM) during the 7 o'clock hour. The ad features all three museums as well as the museums in Belle Fourche and Spearfish, SD and Upton.

Rocky Courchaine presented a request for comp time for last month's district board meeting meeting. Cindy Mosteller didn't do an out of office when she was out with COVID and turned it in. Korina Ike presented comp time and time off for the Hulett Museum Foundation board meeting, Hulett Chamber of Commerce meeting, and a few personal out of office hours. Neal Gray moved to approve the comp time and time off as requested. Pam Thompson seconded. Motion passed.

Cindy Mosteller and Korina Ike requested permission to attend the Black Hills and Badlands literature swap on May 3, 2022 in Rapid City, SD. Neal moved to approve their attendance and to reimburse any associated costs at the next meeting. Seconded by Kathy Lenz. 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 a budget workshop at 5:30 p.m. on May 19, 2022 at the Crook County Museum.