

**Crook County Museum District
February 28, 2022 Meeting
Old Stoney Museum**

Attendees:

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

Minutes:

The meeting was called to order by Chairperson Marchant at 5:09 p.m. The Pledge of Allegiance was completed. The agenda was presented for approval. Pam Thompson moved to approve and board member Kathy Lenz requested an addition for discussion of the billboard. Lenz seconded. Motion passed. Minutes from the January meeting were approved on a motion from Neal Gray and seconded by Thompson. Motion passed. The treasurer's report was presented. Administrator Gill clarified some transactions for board members. She will follow up with Crook County Attorney Joe Baron to ensure that the bond for the treasurer was approved. Bills were processed and checks printed. They were presented for approval by Administrator Gill. Lenz moved to approve the treasurer's report and sign checks as presented by Administrator Gill. Seconded by Thompson. Motion passed.

Old Stoney Museum Director Rocky Courchaine gave his monthly report to the board:

- He has finished moving the 10,000+ documents from the courthouse to Old Stoney basement
- The law books are now all in the courtroom exhibit.
- He is working on new signage for new exhibits.
- Korina came over and borrowed artifacts for new exhibits at the Hulett Museum.
- Visitation was 46 in January and 31 in February.

Hulett Museum Director Korina Ike gave her monthly report to board members:

- The Crook County Cattlewomen had their meeting at the museum with 17 members in attendance
- On February 11th and 21st she hosted Sip N Paint classes
- On March 2 Dan T. is putting on a presentation tied to one of her traveling exhibits.
- Anna Backen, Hulett educator, contacted Korina to request a collaboration with students. They are brainstorming projects for the students. She is considering having them work on QR codes similar to what Cindy has done in Moorcroft.

- She started her annual membership drive.
- An exhibit about Joyner and Hopkins is complete. She is just waiting for Rushmore to hire a new contractor in order to get some artifacts.

Moorcroft Museum Director Cindy Mosteller gave her monthly report to the board:

- Visitation was 110 in January and 74 in February
- She has been out with a positive COVID test, but is back today and following doctor's orders.
- Teresa Wood covered her during her COVID absence and has been doing a great job helping out.
- On January 29th the Trail Drives presentation was attended by 40 people; the presenter is coming back in the fall for a presentation about Stage Stops
- The Sip N Paint class meets twice a month
- Book club meets once a month
- Girl Scouts meets twice a month
- The Bob Fudge exhibit is ready to print; the Pinnacle Jake exhibit is almost ready
- She is continuing to work with the Driskill family and the Heritage Museum on new displays about the Driskill's in Crook County
- She was appointed by the Town of Moorcroft to the Crook County Promotion Board. She provided some information about the application made to the CCPB for the museum district billboard.
- The 125th Iron Ride (black bicyclists) reenactment date has changed to September 4th

Museum District Administrator Missy Gill gave her monthly report to the board:

- Much of the month's work was spent trying to fix the elevator at Old Stoney.
- As time allows Christmas decorations are being taken down and stored.
- Binders aren't in yet but the paperwork is done and ready to be inserted
 - Holidays
 - Board Training
 - Chapter 10
 - Policies and Procedures
 - Museum MOUS and Addendums
 - ByLaws
 - Operations Agreement
 - Elevator issues
 - Museum Criteria
 - Job Descriptions
- Water sensors are set to be installed.
- Door magnets quit working. She worked with Collins Communications to get them fixed.

- She asked for direction on renting the other desk space she currently works in and how the wording should be for the advertising. The board discussed the situation with her.

Rocky Courchaine gave the monthly Old Stoney report:

- Looking at revamping the Old Stoney Art Auction event
 - It will no longer be an art auction
 - Thompson has been looking into hiring Joyce Jefferson who does reenactments of black women in the Black Hills
- Rocky has to get all of the old doors, windows, headers etc. out of the old Subway building. He is planning to store them on the third floor and begin working on them.
- Discussion was held on the elevator contract for Old Stoney.

In Unfinished Business Chairman Marchant noted that the binders will be finished by the March meeting. Administrator Gill shared that the 990 Report has not yet been mailed. An extension was filed for and it is due on May 15, 2022. Administrator Gill is continuing to gather the final information that is needed to have the report totally completed. Marchant and Gray are still working on determining the best place for the investment of the funds from the Hulett account.

Lenz updated the board on the application filed with the Crook County Promotion Board. CCPB would prefer that the board request three separate billboards- one per museum. They did not like the location of the billboard requested and would prefer to see something that represents each of the museums better than a single billboard near Sundance. Without a grant the billboard contract is null. Lenz requested Marchant's signature for cancellation of Lamar's contract for billboard renewal. Gray moved to approve the signature. Thompson seconded. Motion passed.

Courchaine stated that the updated MOUs are in the works. Discussion was held.

Administrator Gill asked about updating the Windows programs throughout the district. Discussion was held. Gill will ask Tom Mills at Omega Computers to

Chairperson Marchant asked the directors to share their time off and comp time requests. Discussion was held on making the comp time requirements consistent. Gray moved to accept director time off and comp requests as reported, but develop a policy for the future. Seconded by Wood. After discussion, Gray withdrew his motion. Lenz moved to approve and comp requests as reported. Wood seconded. Motion passed. Gray moved to approve director time off as reported. Wood seconded. Motion passed.

Wood requested that all reports, including requests for comp time be provided to board members *prior* to the meeting. Wood asked who is responsible for sending the minutes to the county clerk. Marchant stated that Administrator Gill does that.

Wood requested Chairman Marchant create a committee to review the comp time policy and come back to the full board with suggestions for revisions. She appointed Lenz and Wood.

Chairperson Marchant asked if anyone had anything else to discuss.

Gray moved to adjourn the meeting, seconded by Wood. Meeting adjourned.

Next meeting is March 24, 2022 at the West Texas Trail 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.