



**Crook County Museum District Board of Trustees Meeting**

February 26, 2015

Sundance, Wyoming

**Trustees Present:** Pam Thompson, Catherine Cardarelli, Rod Knudson, Lorie Marchant.

**Trustees Absent:** Sheila Semlek, DeeLynn Garman

**Museum District Employees Present:** Rocky Courchaine, Lisa McGuinness, and Jeanne Rogers

**Museum District Employees Absent:** Cynthia Clonch, Mitch Mahoney

**Guests:** Steve Lenz, Sundance business owner

At 5:07 p.m., Chairman Pam Thompson called the meeting to order. Pam welcomed our guests and Rocky led the Pledge of Allegiance.

**Agenda:** Pam asked to have trustee attendance at board meetings added to unfinished business. Rod moved to accept as amended, seconded by Laurie, motion carried.

**Guest Presentation:** Steve Lenz and Rocky Courchaine shared information from the recent Governor's Conference on Hospitality and Tourism. Rocky screened a promo for *America Wild*, a National Park Service IMAX documentary, as well as a Wyoming tv ad featuring Robert Duvall. He and Steve both expressed how much advertising and digital media can help to increase tourism and therefore tax dollars to support the state and Crook County.

**Minutes:** Members read the January meeting minutes.

**Treasurer's Report:** Rod read the January and February treasurer's report. Treasurer's report will be placed on file. A discussion to initial vouchers was held.

**Bills and Purchase Orders:** Rod moved to pay bills. No purchase orders were presented. Lorie seconded. Motion carried.

**Unfinished Business:** CCMD Policy Manual was partially edited at the work session, but it is not yet complete. Discussion was held concerning DeeLynn's recurring absences.

**New Business:**

**Noting absences in minutes:** Approved absences (such as those for Sheila) should be noted, as well as those not approved so that board procedures can be monitored.

**Electricity for Old Stoney** Pam momentarily withdrew as chairperson, and Rod acted as vice-charman- so that Pam could represent interests as an Old Stoney Restoration representative without conflict. Pam recommended that the board consider funding \$2,500.00 for PRECorp to install electrical service at Old Stoney since CCMD owns the building, and will be paying those bills in the future. A motion to allow this amount was made by Lorie and seconded by Catherine to pass. Paperwork has been started to implement electricity at Old Stoney.

**Budget Meeting:** Pam will schedule a budget meeting in April.

**District website and advertising:** Catherine will ask Ian Sharp to come to Hulett for the April meeting to share his ideas and expertise on Internet advertising and website management. Discussion on phones for museum directors and/or ipads was held. Rocky's cell was approved and a portion of his bill will be covered by the district. The billboard will remain as is for now.

**Mileage:** Discussion was held on mileage reimbursement for trustees and employees. Rod moved to establish mileage reimbursement at the federal rate for trustees, directors, and administrative assistant for CCMD Board and special meetings. Catherine seconded. Motion carried.

**Reports:**

**Old Stoney Report:** The Honor Farm crew spent three days cleaning and sorting at Old Stoney. Close to \$300.00 in brass and copper from waste at Old Stoney was sold to Rapid Recycling and will be put back towards the project.

**Director Reports:** The Director Reports are attached. Below are highlights from those reports presented:

Rocky reports that he will be absent for the March meeting, because he will be attending the Main-Street Conference in Atlanta, for which he received a scholarship.

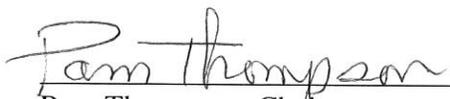
**Administrative Assistant Report:** Jeanne has been training Lisa McGuinness to take over her position. Emails on comp-time & vacation need to be in as soon as possible to make payroll accurate. Spreadsheets for each museum's expenses are being formulated to make sure that overpayment is not occurring.

**Compensation Time and Time Off Requests:**

**Adjournment:** Pam asked if there was any other business to be brought before the Board.

The meeting was adjourned at 7:10 p.m.

**March Meeting:** The next meeting of the Crook County Museum District Board of Trustees will be in Moorcroft, March 26, 2015, at the WTTM meeting room.

  
Pam Thompson, Chairman

