



Crook County Museum District Board of Trustees Meeting

April 23, 2015
Hulett, Wyoming

Trustees Present: Pam Thompson, Catherine Cardarelli, Rod Knudson, Sheila Semlek, Lorie Marchant

Trustees Absent:

Museum District Employees Present: , Cynthia Clonch, Lisa McGuinness Rocky Courchaine

Museum District Employees Absent: Mitch Mahoney (excused, left due to illness)

Guests:

At 5:10 p.m., Chairman Pam Thompson called the meeting to order. Pam led the Pledge of Allegiance.

Agenda: Sheila S. moved to accept the agenda, Rod K. seconded. Motion passed.

Minutes: Sheila S. moved to accept the agenda, Rod K. seconded. Motion passed.

Treasurer's Report: Approved and will be filed. .

Bills and Purchase Orders: Catharine made a motion to accept the first two purchase orders, Rod seconded. Motion passed. (These included one for CCMD and one for WTTM). The third purchase order is contingent upon necessity and may not need to be paid, a motion was made by Rod to accept and seconded by Lorie M. Motion passed. (This purchase order is for a walking tour component for CCM). Sheila moved to pay all bills, Catharine seconded, motion passed.

Unfinished Business: Lorie Marchant will step in as Vice-Chairman of the board to fulfill the remainder of Deelynn Garman's term. A motion was made to remove DeeLynn and appoint Lorie by Rod. Catherine seconded. Motion passed.

A group plan for the director's cell phones was discussed, still undetermined.

New Business: A final budget meeting was set for May 12, 2015 at 4pm in Sundance.

The GPS travel story that Rocky has been initiating was discussed.

Administrative hours were revised to M-F from 8 to 1:30, with 2 hours additionally on board meeting days. Catharine made a motion to accept and Lorie seconded. Motion passed.

Reports:

Old Stoney Report.

Rocky has been taking pictures of the chimney progress and posting in the Sundance Times.

Director Reports: The Director Reports are attached.:

Compensation Time and Time Off Requests: Submitted. Rod made a motion to accept, Lorie seconded. Motion passed.

Adjournment:

The meeting was adjourned at 7:00p.m.

April Meeting: The next meeting of the Crook County Museum District Board of Trustees will be in **Sundance May 28, 2015, at the meeting room.**


Pam Thompson, Chairman



Crook County Museum District Preliminary Budget Fiscal Year 2015 - 2016

	District Office	Moorcroft	Hulett	Sundance	District Totals
Salaries	\$20,000.00	\$33,075.00	\$37,560.00	\$37,560.00	\$128,195.00
Payroll Taxes pd by District	\$1,607.00	\$3,000.00	\$4,000.00	\$4,000.00	\$12,607.00
Indirect Payroll Costs (WC/UI)	\$874.28				\$874.28
Retirement	\$3,174.00	\$4,999.08	\$5,677.00	\$5,677.00	\$19,527.08
Health Insurance	\$7,612.44	\$0.00	\$0.00	\$7,612.44	\$15,224.88
Direct Deposit Fee	\$76.80	\$0.00	\$0.00	\$0.00	\$76.80
Petty Cash	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00
Office Equipment	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$8,000.00
Office Supplies	\$2,200.00	\$2,000.00	\$2,000.00	\$2,000.00	\$8,200.00
Postage	\$200.00	\$200.00	\$300.00	\$100.00	\$800.00
Museum Supplies	\$0.00	\$3,000.00	\$3,000.00	\$3,000.00	\$9,000.00
Phone	\$2,000.00	\$1,600.00	\$1,600.00	\$2,800.00	\$8,000.00
Insurance	\$1,500.00	\$1,500.00	\$1,000.00	\$1,500.00	\$5,500.00
Bonds	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
Utilities	\$2,800.00	\$6,000.00	\$6,000.00	\$0.00	\$14,800.00
Training	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$4,000.00
Rent	\$9,600.00	\$0.00	\$0.00	\$0.00	\$9,600.00
Advertising	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00
Legal	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00
Election	\$550.00	\$0.00	\$0.00	\$0.00	\$550.00
Memberships	\$450.00	\$0.00	\$0.00	\$0.00	\$450.00
Maint. & Building Repair	\$3,500.00	\$500.00	\$500.00	\$100.00	\$4,600.00
Life Insurance	\$216.00	\$0.00	\$0.00	\$0.00	\$216.00
Totals	<u>\$82,010.52</u>	<u>\$58,874.08</u>	<u>\$64,637.00</u>	<u>\$67,349.44</u>	<u>\$272,871.04</u>

\$1640.48/month
 \$1286.74/month
 \$6.40/month

X Pam Thompson
 Pam Thompson
 Chairman

X Lorie Marchant
 Lorie Marchant
 Vice-Chairman