

**JIM GATCHELL MEMORIAL MUSEUM**  
**Board of Trustees Meeting**  
**February 11, 2016**

The meeting was called to order at 3:00 PM. Present were Mel Keffer, Lynn Young, Dave Osmundsen, John Gavin, Silvia Bruner, Barbra Hartley and County Commissioner Jim Hicks

Secretary Barbara Madsen was absent, so reading of January minutes was deferred until next meeting. Lynn Young agreed to record minutes for this February meeting.

There was a question about a negative figure for advertising on the December treasurer's report, so approval was withheld until Director Gavin could research an explanation. Gavin reported that a reimbursement from last year was applied to this year resulting in the negative balance for advertising. The December treasurer's report was approved.

The treasurer's report for January was read and approved with corrections.

**Old Business:**

Restricted Accounts – A new account was opened by the Director to apply to restricted account and \$7000 has been applied to the account. Director is actively working to recoup the account.

Director presented upcoming budget cutting measures to address anticipated reduced future budget. The Collections Assistant position has been eliminated at the end of the fiscal year. Living History Days and Open House for 2016 have been eliminated. Some curtailing hours and other cost cutting measures are being discussed

Accreditation – It has been 15 years since accreditation and the new accreditation process is underway. The Director will submit the Accreditation Self-study report due March 1. A \$10,000 donation will be used for the \$3000 accreditation fee. There will be an accreditation visit in late June or July.

**New Business:**

**Director's Report:**

GMA reports the annual Fall Gathering will be at JC Fairgrounds on October 8, 2016.

The next meeting will be Thursday, March 10, 2016 at 3PM.

The meeting was adjourned at 4 PM

Respectfully submitted,  
Lynn Young

**JIM GATCHELL MEMORIAL MUSEUM**  
**Board of Trustees Meeting**  
**April 14, 2016**

The meeting was called to order at 3:00 PM. Present were Mel Keffer, Lynn Young, John Gavin, Bob Kessler, Barbara Madsen, Silvia Bruner, Barbra Hartley, Chanda Rule and County Commissioner Linda Greenough. David Osmundson was absent because of ill health in his family.

The January and February minutes and they were approved as corrected. Lynn moved to accept and Bob 2<sup>nd</sup> the motion.

The treasurer's report for April was reviewed. Chanda Rule went over her new format for the report to see if it was acceptable to the Board. Everyone agreed the new abbreviated report was good. Barbara Madsen moved to accept the report and Lynn 2<sup>nd</sup> the motion.

**Old Business:**

Accreditation – On April 12<sup>th</sup>, the accreditation committee had its 3<sup>rd</sup> meeting. A committee was appointed to rewrite the ethics section of the Policy Book. Members of the committee are Sylvia, Barb Hartley, Lynn Young, Hugh Jennings and Jessica. The goal is to draft our own ethics guidelines following the current ones, but making them more customized to the Jim Gatchell Museum. July 1 is the proposed deadline for the draft to be reviewed by the Board. August 1 would be the date for revision and adoption.

John Gavin and others are reviewing the goals set forward in the strategic planning held over a year ago. They are writing a narrative of the steps and progress that has taken place since that session Aug. 3-6, 2 peer reviewers will visit the Buffalo to discuss their assessment of the Museum. They will stay at the TA Ranch during their visit.

The County Commissioners need minutes for Jan., Feb., March and April. Barbara Madsen will email them.

**New Business:**

Flowers were sent to Brucie Connell on the death of her husband.

The GMA has set the date for the Fall Gathering at Oct. 8<sup>th</sup>. They are searching for wine, beer vendors and caterers. A new treasurer is needed on the GMA.

John Gavin and Sue Meyer have won a grant for travel and expenses to do reaserch for the Cross biography. John will travel to the University in Laramie and Sue to Cheyenne to interview family members.

The fire doors quit working. It is an electrical problem waiting for a solution.

Barb Hartley is working on products to sell on consignment in the store. Hugh Jennings, Kelsey McDonnell and Mr. Prosinski are some of the providers so far agreeing to participate. This method will save up front investment for the store.

Sylvia mentioned a contest in the State for the most important artifact in Wyoming. We can vote on line, and have an article in the top ten items.

Jessica's position will be terminated at the end of the fiscal year.

Next JGMM board meeting is May/ 13 at 3 PM.

The meeting was adjourned at 4 PM. Lynn moved to adjourn, 2<sup>nd</sup> by Mel.

Respectfully submitted,  
Barbara Madsen

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The meeting was adjourned at 4 PM. Lynn moved to adjourn, 2<sup>nd</sup> by Mel.

Respectfully submitted,  
Barbara Madsen

**JIM GATCHELL MEMORIAL MUSEUM**  
**Board of Trustees Meeting**  
**May 12, 2016**

The meeting was called to order at 3:00 PM. Present were Mel Keffer, Lynn Young, Barbara Madsen, Silvia Bruner, Barbra Hartley, Chanda Rule, County Commissioner Linda Greenough, Ray Hartley, Tucker Ruby, Nancy Jennings, Conny Norton and a reporter from the Buffalo Bulletin.

The April minutes were approved as read. Mel moved to accept and Lynn 2<sup>nd</sup> the motion. It passed unanimously.

The treasurer's report for March transactions was reviewed. Chanda Rule pointed out the new restricted accounts that have been set up. Cash flow needs up to June 16 was included in the report. It was noted that there will be a deficit when pending transactions are cashed. David commented that he has made provisions to cover the budget until the Museum's funds come in during the next month. Barbara moved to accept the report and Mel 2<sup>nd</sup> the motion. The motion passed unanimously.

**Old Business:**

Barbara reported that all past minutes had been sent to the County Commissioners David reported that the Gatchell Museum Association has agreed to deposit money into the restricted funds account to replace money accidentally spent due to some accounting error on Museum bills.

**New Business:**

The board went into an executive session and all in attendance were sent outside to wait.

After approximately 45 minutes, the open meeting was resumed. Dave acknowledged to the people in attendance that John Gavin has mishandled a situation earlier in the week between himself, Sylvia Bruner and Barb Hartley. He had subsequently submitted a letter of resignation to Dave Osmundson. The Mel made a motion to accept this resignation and Barbara 2<sup>nd</sup> the motion. It was passed unanimously. Dave made a motion to offer Sylvia the position of Director. Mel seconded the motion. It passed unanimously.

The budget for 2016-2017 was discussed. With the downturn in county funds for the upcoming year, the Board will need to revise the submitted budget to pare it down as much as possible. The County Commissioners will be reviewing all agency budgets to see how funds will be distributed within the County.

The floor was then opened up for comments. Sylvia had some remarks about the Museum operations, staff relations with John and the budget. She will take the Board's offer of the Directorship under advisement and get back to the Board. Barb Hartley seconded Sylvia's comments. Jen Romanowski asked if the Museum will continue. David told everyone that Museum operations will continue as currently constituted until June 30, the end of the fiscal year. At that time the Board will have the new budget and will make decisions on necessary changes.

**Jim Gatchell Board of Trustees**

**May 27, 2016**

A special trustee meeting was held Friday, May 26, 2016, at 9:00 AM to discuss and finalize the budget for the Johnson County Commissioners for fiscal year 2016-2017. It was advertised by giving notice to The Buffalo Bulletin and posting a notice on the old court house and museum doors 20 hours prior to the meeting.

Present were Dave Osmundson, Lynn Young, Mel Keffer, Bob Kessler, Jennifer Romanowski, Sylvia Bruner, Barb Hartley, Linda Greenough, reporter Jen Hicks from the Buffalo Bulletin and Marilyn Novotny from HUB Insurance.

Marilyn Novotny presented the details of the Hartford insurance coverage to the Board. The policy covers the building, traveling exhibits, interior furniture and equipment and general liability. It does not cover Museum artifacts. The Museum has a separate insurance company policy for that coverage. Sylvia Bruner is going to compare the current policy we have for artifacts to the coverage available under Hartford.

Chanda Rule presented three options to the Board based on different health benefits and deferred income plans. Barb Hartley was added to the deferred income plan as she has been with the Museum long enough to be entitled to it. The Board voted to accept the second version in the amount of \$264,588.53. This health plan would cover families and spouses. The deferred retirement plan is asking for the County minimum contribution of 5%.

Sylvia asked for some volunteer time from the Board to cover some of the hours that had previously used summer employees.

Sylvia Bruner and a trustee will submit this budget to the Commissioners before June 1.

Respectfully submitted,  
Barbara Madsen, Secretary

Johnson County Jim Gatchell Memorial Museum

Board of Trustees Meeting

Thursday, June 09, 2016. 3:00 p.m.

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There being not substantial board members to qualify for a quorum, the meeting did not occur.

## Take Notes

*minutes of July Meeting*

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- Meeting called to order by Vice President Keffer. Present are M.Keffer, P Myers, B Kessler, S. Bruner, C. Rule, L. Greenough, K. Boggs.
  - Reading of May 12 meeting, approval motion by Kessler, second by Myers.
  - Reading of minutes of May 26 special meeting, approval motion by Kessler, second by Myers.
  - Treasurers report May 13-July 15,, all questions directed to and answered by Bruner and Rule. Approval motion by Kessler, second by Myers.
  - Profit and loss statement July 2015 – June2016. (End of year report)
  - July account balances presented. June 10-July14 transactions presented. July profit and loss statement presented.Motion to approve by Kessler, second by Myers.
  - Approval of 2016-2017 budget. Discussion and approval motion by Kessler, second by Myers.
  - GMA pay back line of credit discussed. \$20,000.00 to be paid. Approval motion by Kessler, second by Myers.
  - Transfer of funds (\$20,000) from checking to reserve account. Approval motion by Kessler, second by Myers.
  - Election of officers, all nominated and approved by unanimous vote.
  - President – Bob Kessler
  - Vice President – Mel Keffer
  - Secretary – Lynn Young
  - Treasurer – Patty Myers

- GASB ( government accounting standards board) restricted funds information sheet presented, information given to new treasurer.
- Job description review. Bruner working on staff job description as well as job descriptions for board positions.
- Ethic policy review. Bruner has submitted rough draft to county attny for review.
- Directors report. Pamphlet presented, " stand for your mission" a discussion guide for museum trustees.
- Insurance coverage discussion. Board has sovereign immunity and has no need for other insurance.
- Wyo state historical society in Buffalo September 9-10. Museum to host open house for society members on the 9<sup>th</sup>.
- Sump pump problem investigated and addressed, a/c problem investigated and addressed.
- Longmier days. Very busy, many pictures, many guests, good \$ weekend.
- Bruner and Rule to work on withholding \$ for employee pension accounts.
- Nothing more for the good of the order, meeting adjourned Myers moved, Kessler second.
- Next meeting August 11, 2016
- Submitted: Kessler
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**JIM GATCHELL MEMORIAL MUSEUM**  
**Board of Trustees Meeting**  
**August 11, 2016**

The meeting was called to order at 3:00 PM by Mel Keffer. Present were Mel Keffer, Lynn Young, Patty Myers, Silvia Bruner, Barbra Hartley, Chandra Rule and County Commissioner Linda Greenough.

The July minutes were reviewed and approved.

The treasurer's report for July was reviewed and approved.

Old Business:

Accreditation Review – There were two significant issues that came from the recent visitation review that may delay the accreditation process.

1. Strategic plan needs to be rewritten and strengthened.
2. Governing entity is unclear and needs to be clarified.

Director Bruner passed out for review some historic Johnson County documents from preliminary research. More research and review is needed to clarify.

Discussion of employee pension plan – Wyoming Retirement System. The current budget includes the cost of putting employees under the Wyoming system.

Young made a motion to continue to pursue putting the three JGMM employees under the Wyoming Retirement System as soon as possible. Keffer seconded and the motion passed.

Director's Report.

The Wyoming State Historical Society Annual meeting is being hosted by Johnson County Historical Society in Buffalo on September 9 and 10. Silvia requested board members provide hors d'oeuvres and asked that board members attend at least a portion of the meeting.

Silvia reported leaking of the air conditioner that is being addressed.

Silvia is writing a Gatchell Museum employee handbook.

Patty reported that a PBS producer is making a documentary on the Bozeman Trail to be aired in 2018. It is likely the museum will be involved.

Next JGMM board meeting is September 8.

The meeting was adjourned at 4 PM.

Respectfully submitted,  
Lynn Young

**JIM GATCHELL MEMORIAL MUSEUM  
Board of Trustees Meeting  
November 10, 2016**

Present were President Bob Kessler, Secretary Lynn Young, Treasurer Patty Myers, Vice President Mel Keffer, Director Sylvia Bruner, Store Manager Barb Hartley, JGMM Educator Jennifer Romanoski, GMA President Karen Boggs, County Commissioner Linda Greenough, and guests Heidi Mumm and Bill Payne.

The meeting was called to order at 3:00 PM by Board President Bob Kessler.

September meeting minutes were reviewed and approved. The October Meeting minutes were also reviewed and approved. Kessler moved, Myers seconded.

The treasurers report for September-October was reviewed and approved. Keffer moved, Young seconded. The treasurers report for October – November was reviewed and approved. Myers moved, Keffer seconded.

There was a motion to approve the JGMM personnel policy, Keffer moved, Young seconded, and the motion was carried.

There was a discussion of the Braehead manuscript project. A grant for travel for John Gavin and Sue Myers to travel to Laramie was applied for, granted and completed last year. John Gavin is in possession of the edited manuscript. There was discussion to see how the museum might gain possession of the edited manuscript.

The museum will purchase a General Facilities report.

There was discussion of the request from Birdie Hurst for return of a bison skull in the museum collection that was gifted to the museum in 2004. The six person Collection Committee reviewed the request and denied the request. The skull is considered to be authentic and very old. The board moved to accept the Collection Committee's recommendation to not return the artifact. Keffer moved, Kessler seconded. Motion carried with one nay vote.

The Veteran's Day observance reception will be in Gatchell Museum with VFW providing coffee and snacks.

The result for the accreditation study has resulted in the accreditation being tabled, primarily based on questions regarding county government entity and strategic plan.

A discussion followed of how to pursue resolution of the government entity questions. The retirement plan for JGMM employees is also being held up awaiting resolution of this issue.

Director's Report.

Sylvia reported that the GMA has agreed to pay \$1409.97 for reimbursement of accreditation travel expenses.

There was a discussion of the need to update and develop a new JGMM logo. Mel Keffer will give it some thought, Discussion was tabled for future meetings.  
Dining for a Cause at Frackeltons restaurant in Sheridan is January <sup>9</sup>/<sub>7</sub>.

The Halloween Monster March was a big success with the museum handing out lots of donated candy.

The JGMM will have a Holiday open house on December 3.

The inoperative camera system is being evaluated.

JGMM has been contacted by Sheridan County Historical Society Museum for loan of WWI items for an upcoming exhibit. Director is following lending guidelines to address the request.

Next JGMM board meeting is December 8.

Respectfully submitted,  
Lynn Young

**JIM GATCHELL MEMORIAL MUSEUM**  
**Board of Trustees Meeting**  
**December 8, 2016**

Present were President Bob Kessler, Secretary Lynn Young, Treasurer Patty Myers, Vice President Mel Keffer, Director Sylvia Bruner, Store Manager Barb Hartley, and JGMM Educator Jennifer Romanoski.

The meeting was called to order at 3:15 PM by Board President Bob Kessler.

November meeting minutes were reviewed and approved as corrected.

The treasurers report for October-November was reviewed and approved with two additions. Added at the meeting were \$87.88 MDU bill, and a recently deposited check from Johnson County for \$79,102.30. Keffer moved, Kessler seconded.

The museum is now in possession of the edited, digital copy of the Braehead manuscript project.

A grant for travel for John Gavin and Sue Myers to travel to Laramie was applied for, granted and completed last year. There was discussion of this year's request for Gavin travel expense request. Young moved to pay the \$280.30 expense reimbursement to Gavin, Keffer seconded. The motion carried.

Director discussed an adjustment to personnel policy. She will make a proposal for an annual leave change in an upcoming board meeting.

New Business:

Discussion of difficulties with change of contact information and account accessibility with the current electronic payments account organization. Director will pursue a possible change of electronic payment organization.

Director's Report. December 08, 2016 Sylvia Bruner director's report

**GMA Meeting**

There is no official GMA meeting for December. However, the Christmas party is Sunday, December 18 at Mike Thomas and Peggy Drury's house. Museum board, volunteers, and staff have all been invited and need to bring an appetizer to share.

**Dining for a Cause event.**

We now have \$1650 in hand and another \$500 on the way for our matching funds. I am still awaiting information regarding advertising, radio, etc.

**Job descriptions review**

I have job descriptions for store manager and educator but have not yet completed those needed for director and registrar. I will continue to work on those and then submit for approval. Jenn, Barb, and I all worked on the two in place to gather information about what each position is actually responsible for doing.

**Employee files**

It would appear that appropriate employee files were not kept or created. Therefore, we are recreating them with pertinent information such as W4, I9, emergency contact, and review information.

**Fire suppression system**

Recent work to the fire suppression system totaled \$1915 for another new valve. This is the same valve that was replaced last year, but was determined to be faulty. This bill was paid for by the county facilities manager, out of his budget.

**Holiday open house**

The Holiday Open house was on Saturday, December 3 in conjunction with the Chamber's holiday parade. We had a number of board members, volunteers, and all staff on hand throughout the day to run the event. Although the attendance was lower than it has been, those that came enjoyed their museum tour and cookies.

**Camera system**

Thanks to Travis with ACT out of Sheridan, our security cameras are back up and running. It was simply an internet switch that needed to be rebooted- we had all forgotten of its existence.

**Computer system/hard-drive**

The backup drives from our server system have been returned. The oldest backup files are from Thursday, May 12 at 10:00 p.m. The drives are working fine and we have returned to switching them out weekly.

**Grants**

Jennifer is working to compile a document with granting agency information for us to utilize. She and the education and publications committees are also proof-reading/editing the walking tours and activity book before reprinting them using the funding received from the Wyoming Community Foundation grant.

I am working to submit our report to the JCTA regarding the grant we received for advertising. We have been approved for \$3,000 from the JCTA but the money does not actually change hands until the report and pertinent invoices are submitted.

Respectfully submitted,  
Lynn Young