

JIM GATCHELL MEMORIAL MUSEUM
Board of Trustees Meeting
January 12, 2017

Present were President Bob Kessler, Secretary Lynn Young, Treasurer Patty Myers, Vice President Mel Keffer, Board member Bill Payne, Director Sylvia Bruner, Store Manager Barb Hartley, JGMM Educator Jennifer Romanoski, Accountant Chanda Rule and GMA President Karen Boggs.

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

December meeting minutes were approved. Keffer motioned, Myers, seconded.

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

Director discussed an adjustment to personnel policy. Personal leave policy and related budgeting was discussed. Needed is rewording of the how hours are occurred and used. The "at-will employee" status needs rewording. Director Bruner will make changes in red to exiting document, with reasons, and send to Board for approval.

New Business:

There was a discussion of Gatchell Museum advertising for 2017. It was decided to increase the size of the ad in the Pathfinder, a Buffalo Chamber of Commerce magazine that has replaced the assortment of brochures that go out to visitors, residents and relocators every year. The larger ad will cost \$675 and will increase size, visibility and location from Gatchell ads in the past. Myers moved and Keffer seconded. The motion passed.

Director's Report.

Johnson County Jim Gatchell Memorial Museum. January, 2017 Sylvia Bruner director's report

- GMA assistance
The museum is considering hosting an open house for the new exhibit focusing on the WY State flag. I have asked the GMA to arrange for a members only event – probably an evening reception. Date and further information to follow. The GMA noted during their meeting of 01/11 that the Fall Gathering is scheduled for October 14, 2017.
- Dining for a Cause event: The event took place on Monday, January 9 at Frackelton's restaurant in Sheridan. \$8,797 was raised and our split of that amount is \$2,019.78. That, added to donations of \$4,350 (\$500 currently outstanding, but pledged) gives us \$6,369.78 to go toward the STEM-based wildfire programs. This is above and beyond what I was hopeful to garner and we are incredibly grateful to have been a beneficiary of the event.
- *The Sentry* has undergone a final proof and is on its way back to the printers. We are already working on articles for the next edition and have a deadline for submissions of March 01.
- The annual history conference is scheduled for Saturday, April 29. *From Nature to the Streets: Johnson County Law Enforcement*. Heavy appetizers, beverages, dessert, \$25.00 per person. RSVP by April 21.

- Living History Day has been scheduled for Saturday, June 24- please mark your calendars
- We received a nice thank you note from Mrs. Hurst regarding her request for the return of an artifact (which was not returned)
- We are planning to meet with Barry Crago from the county attorney's office regarding gaining documentation of our place in the county structure for the accreditation process and WY retirement

Jennifer reported on her phone survey of several museums regarding their government entity status in the city or county where they reside. The results revealed that there is no common way that museums have status. Each museum seems to have its own unique government or private status.

After the meeting Director Bruner, Educator Romanoski, Store Manager Hartley, Board member Patty Myers, and Randy Hartley (Barb's husband) met with Deputy County Attorney Barry Crago and discussed options for Johnson County providing a letter clarifying the museum's relationship to the county. Such a letter is needed for use in museum accreditation and for the museum employee retirement enrollment.

Respectfully submitted,
Lynn Young

JIM GATCHELL MEMORIAL MUSEUM
Board of Trustees Meeting
February 9, 2017

Present were Vice President Mel Keffer, Secretary Lynn Young, Treasurer Patty Myers, Board member Bill Payne, Director Sylvia Bruner, Store Manager Barb Hartley, and JGMM Educator Jennifer Romanoski, GMA President Karen Boggs and Deputy County Attorney Barry Crago..

The meeting was called to order at 3:00 PM by Vice President Mel Keffer.

January meeting minutes were approved. Myers motioned, Young seconded. The motion was passed.

The treasurers report for January was reviewed, discussed and approved. Young moved, Payne seconded. The motion was passed.

A discussion was held about the 2017 consignment expense. The 2017 \$10,000 museum store expense for purchase of consignment items which will be sold for profit will be exceeded. Purchase of consignment is a new procedure, and there is no prior year history for consignment expense. Next year budgeting can better reflect consignment sales. Director Brunner asked approval to exceed this year's \$10,000 budget for Museum Store purchases. The consignment items are sold for a profit, so the expense will be offset by profitable sales.

Patty Myers moved to increase this year's museum store budget from \$10,000 to \$12,500 to account for future consignment purchases. Young seconded. The motion was passed.

Deputy Johnson County Attorney Barry Crago reported that museum employee retirement plan transfer to the Wyoming Retirement System will be as simple as the Director, County Clerk Vicki Edelman and Crago sitting down and working it out. A meeting will be scheduled soon.

New Business

Bill Payne has volunteered to begin a much needed long-term project of constructing detailed plans and blueprints of the museum buildings, including plumbing, electrical, internet, heating, etc. It will be all-encompassing, ongoing project.

There was discussion of making a long-range strategic plan that would include future expansion. Immediate need is for additional space for storage and additional display area.

Director's Report.

Johnson County Jim Gatchell Memorial Museum. February, 2017 Sylvia Bruner director's report

- Dining for a Cause event: the \$500 that was outstanding at the last meeting has since been received, but was for \$1,000 instead of \$500. Altogether, eight individuals sent donations- that, coupled with the event proceeds is currently totaling \$7,235. We are no longer actively seeking donations for this purpose, as we have far exceeded our anticipated income for these plans. The first program in this series will be on Friday, May 12 and will feature Karl Braunies.
- 2/7 commissioners meeting: the museum (and other departments/organizations) was asked to provide a ten minute "year in review" type of update to the commissioners at their meeting on February 7. Bill Payne and Patty Myers accompanied me to the meeting and the presented narrative is attached here. Other materials presented were photographs from education

programs, copies of news stories featuring the museum, January's Profit & Loss report, a flier for the April History Conference, and a table showing tour/program attendance. Commissioners noted how active the museum board is and commended members for being involved.

- The Johnson County Historical Society just sent donations to a variety of Johnson County history-minded organizations and we received a \$100 donation from them. This was sent to the restricted fund for publications.
- Chapter J, PEO sent a \$50 donation in memory of Suzeanne Knepper. They directed the donation to be spent on exhibits, but the check was written to Gatchell Museum Assn – just another small case of confusion over the two organizations.
- “Scenic Ladies of Sonoma” sent a \$50 check in memory of Billie Olene Beydler Krell. This was sent to the restricted fund, Edwards archive.
- Lynda Richardson sent a \$100 donation in memory of Ruth Long. This was also sent to the restricted fund, Edwards archive. In her note which accompanied the check, Lynda asked about our plans for the development of an art wing. She posed the question of how much/what kind of money we are in need of for such a project, and asked to be notified when such a fund is established. She also recently donated two watercolor paintings by Alice Cummings.

The next JGMM Board meeting is March 9.

Respectfully submitted,
Lynn Young

JIM GATCHELL MEMORIAL MUSEUM
Board of Trustees Meeting
March 9, 2017

Present were Vice President Mel Keffer, Secretary Lynn Young, Board member Bill Payne, Director Sylvia Bruner, Store Manager Barb Hartley, and JGMM Educator Jennifer Romanoski, Bookkeeper Chanda Rule and County Commissioner Linda Greenough.

The meeting was called to order at 3:00 PM by Vice President Mel Keffer.

February meeting minutes were approved. Payne motioned, Young seconded. The minutes were approved as corrected

The treasurers report for February was reviewed, discussed and approved. Young moved, Payne seconded. The motion was passed.

New Business

Barb Harley led a discussion about raising museum admission prices. The bottom line is slightly raising prices would bring the JGMM prices more in line with other similar museums, and it would increase needed museum revenue at a time of reduced budgets.

Barb proposed the following changes:

Adult raised from \$5 to \$7
Senior from \$4 to \$5
AAA discount from \$4 to \$5
Tour price from \$4 to \$5

Young made a motion that the Museum proceed with these admission price changes as soon as the can be implemented. Keffer seconded. The motion passed.

As short discussion by Director Bruner that an additional signatory is needed on the museum bank account. Currently Bruner, Kessler and Myers are on the account.

Young moved to add Vice president Mel Keffer to the account. Payne seconded. The motion passed.

Director's report

The changing exhibit gallery is on schedule for installation of the new exhibit, *Wyoming's Betsy Ross: Verna Keays Keyes*. The exhibit will tell the story of the design and adoption of the Wyoming state flag. Staff and volunteers have taken down the military exhibit and moved all cases to off-site storage.

We are still in need of focus group volunteers to review a mock-up of the new exhibit. It will require about an hour or so, where participants will view the gallery and complete a questionnaire. Interested folks should contact Jennifer at educator@jimgatchell.com or 684-9331.

The GMA members/invite-only event is planned for Wednesday, May 17 at 5:00 p.m. to 7:00 p.m. at the museum where the flag exhibit will be unveiled. A reception with appetizers and

refreshments will be held in the Carnegie basement and attendees may tour the museum complex if they wish. Staff is looking into making arrangements for a short talk/introduction.

The museum summer hours begin on Monday, May 29 and will be Monday – Saturday 9:00 to 5:00 and Sunday 12:00 to 5:00. We are looking for summer employees, particularly to work weekends.

The Spring issue of *The Sentry* is being reviewed now by the publications committee. We appreciate the GMA column from Becky. Deadline for the next article will be June 01.

In the early morning hours of February 12, one of our five furnace motors suffered a failure which resulted in the upstairs museum galleries being filled with smoke. Our local fire department was on site immediately and worked to determine the issue. It was determined that a motor mount had broken and was interfering with the motor's rotation, causing friction and ignition. This was melting the wiring and furnace filter, which caused the smoke. \$700 later ... we have a repaired/replaced motor. The good news; our emergency alarm system worked perfectly and no damage was done.

The county attorney's office is working on a letter regarding the museum's place within the county structure for the accreditation commission. Hopefully, we will have this in a few days and it will be included in our April report to AAM regarding our progress.

Staff and volunteers are also working to update the Native American gallery by rotating artifacts and adding further labels to give better explanation about the items on display.

The next JGMM Board meeting is April 13.

Respectfully submitted,
Lynn Young

JIM GATCHELL MEMORIAL MUSEUM
Board of Trustees Meeting
April 13, 2017

Present were Vice President Mel Keffer, Secretary Lynn Young, Treasurer Patty Myers, Board member Bill Payne, Director Sylvia Bruner, Store Manager Barb Hartley, and County Commissioner Linda Greenough.

The meeting was called to order at 3:00 PM by Vice President Mel Keffer.

March meeting minutes were approved. Payne motioned, Young seconded. The minutes were approved as corrected

The treasurers report for March was reviewed, discussed and approved. Payne moved, Young seconded. The motion was passed.

New Business

Discussion about an amount needed in the restricted account to bring it to balance.

Patty Myers moved to move approximately \$9000 from operating account to the restricted account to accomplish the needed balance. Young seconded. The motion passed.

There was discussion about AAA Motor Club contract for appearance in the guide book. The information is inaccurate and attempts to correct the information have failed over the years. The guide book does not provide a value service to the museum. The Board recommended to Director Bruner that the museum not renew or pay the 2017 AAA contract.

The Director requested a special budget meeting before May 1, 2017 to discuss 2017/2018 budget. Tentative date set for Tuesday, April 25. Director will send out notice.

Director's report

Johnson County Jim Gatchell Memorial Museum. April, 2017 Sylvia Bruner director's report

The changing exhibit gallery is still on schedule for installation of the new exhibit, *Wyoming's Betsy Ross: Verna Keays Keyes*. We had twelve volunteers for our focus group review and the information we garnered from that process has made us make slight changes to the exhibit for improvement.

Plans for the GMA members/invite-only event on Wednesday, May 17 are also continuing. Postcard invitations are being developed and we will have an introduction/speech from a representative of the Daughters of the American Revolution.

Deadline for the next GMA article for *the Sentry* is June 01.

I will be headed to Cheyenne on April 21 to pick up a couple of artifacts we are borrowing from the State Museum for our flag exhibit. We will be in need of a volunteer (or two) for that day (Friday).

The TA Ranch and museum event being planned for the weekend of September 15/16 is moving forward, and we have received \$3,000 to be used for advertising the event from the JCTA

Jennifer has been exploring the possibility of purchasing condensed shelving units for our main storage room- these would increase the space for artifact storage greatly. They cost almost \$20,000 and we currently have almost \$9,000 in our archives restricted fund. Jenn is looking at grants which might allow matching funds, and we would need to raise the remaining funds

The next JGMM Board meeting is May 10.

Respectfully submitted,
Lynn Young

JIM GATCHELL MEMORIAL MUSEUM
Board of Trustees Meeting
May 10, 2017

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

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

March meeting minutes were approved. Keffer motioned, Payne seconded. The minutes were approved as corrected.

The treasurers report for April was reviewed, discussed and approved. Keffer moved, Kessler seconded.

New Business

Director discussed the upcoming June 25th field trip. Bus trip to the site of the 2014, 1170 acre, West Range Forest Fire five miles west of Buffalo in Highway 16. Will require \$600 for bus which will be paid from restricted funds. Jennifer Walker from BLM will conduct field trip and make presentations.

JGMM computers are 2009 vintage and showing it's age. Director Bruner announced that JGMM is switching over to Johnson County computer system and internet. The switch will upgrade current system and save some money.

The budget hearing with Johnson County Commissioners is scheduled for June 12 at 9:30 AM.

Jennifer is taking the lead for raising funds for grant matching for purchase of Compact Mobile Shelving Units which will greatly increase storage capacity and efficiency of space. She has applied for multiple grants.

Director's report

Postcard invitations for the exhibit opening on Wednesday, May 17 were mailed out on the 8th.

The first of the wildfire programs is to be held this Friday (May 12) at 6:30 at the library. The program is The Tactical and Strategic use of fire during the Great Sioux War by Karl Brauneis. Free to attend ... tell your friends!

On Friday, May 26 the second in the wildfire program series will be presented at the library - also at 6:30. History of Local Fire Science and Technology, by Jennifer Walker, Jim Shell, and Curtis Rasmuson.

The museum has submitted the initial budget request to the county commissioners for the upcoming fiscal year (starting July 1). Commissioners indicate budgets county-wide will be cut - so everybody is being forewarned. However, information regarding the size of cuts or how they will apply to individual entities is not available.

From Barb - Membership and Memorials:

March/April - three new level one memberships, 10 renewals. One new level 2 membership and 11 renewals. One level 3 renewal.

\$325 received in memorials for Alice Jacobson, and \$245 in memorials for Betty Long.

April / May - two level one renewals and two level two renewals. An additional \$25 received in memory of Alice Jacobson.

Deadline for the next Sentry article is June 1.

Today (May 11) was the last day for collections volunteer Julie Carpenter - she is likely moving on to a part-time job. This means we really have nobody working in collections on a regular basis. Please keep volunteers in mind for this task- they need to be detail oriented, patient, and able to enjoy "quiet" work.

The next JGMM Board meeting is June 8, 3:00 PM.

Respectfully submitted,
Lynn Young

JIM GATCHELL MEMORIAL MUSEUM
Board of Trustees Meeting
June 8, 2017

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

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

May meeting minutes were approved. Myers motioned, Keffer seconded. The minutes were approved as corrected.

The treasurers report for May was reviewed, discussed and approved. Young moved, Payne seconded.

New Business

Discussion of upcoming budget hearing with Johnson County Commissioners on June 12. Director requested available board member attend the 9:30 meeting.

Director reported that the 3 on 3 basketball tournament, June 10th and 11th, is on the museum/courthouse parking lot and has in the past effectively prohibited visitors from visiting the museum because of lack of parking. Sylvia will attempt to attend future 3 on 3 planning meeting to discuss the issue and explore solutions.

There was a discussion of the need for a strategic plan for the museum which would explore the long term future of the museum. The accreditation committee has asked that JGMM provide a more complete strategic plan. Myers and Payne are meeting to discuss drafting a plan that would meet the needs of the accreditation committee guidelines.

Director's report

Johnson County Jim Gatchell Memorial Museum. June, 2017 Sylvia Bruner director's report:

The opening GMA reception for the new exhibit saw about 60 people in attendance and the exhibit was well received. The GMA hosted a wonderful spread of appetizers, refreshments, and cookies.

The first of the wildfire programs was held on May 12 and we had 27 people in attendance. The second in this series was on May 26 and saw about 20 people in attendance. The Carnegie library program only saw 10 people, but they were an interested/engaged 10 people!

The summer issue of the *Sentry* is in the works currently.

We have the potential for a collections person through the Division of Vocational Rehabilitation again and I will be meeting with a prospective person next week.

We are gearing up for Living History Day – Saturday, June 24 from 9:00 to 2:00. We can use volunteers in a variety of places. Please bring cookies in advance for the GMA/welcome table

The wildfire field trip is scheduled for Sunday, June 25

The September cattle war event is still in the planning stages.

The next JGMM Board meeting is July 13, 3:00 PM.

Respectfully submitted,
Lynn Young

JIM GATCHELL MEMORIAL MUSEUM
Board of Trustees Meeting
July 13, 2017

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

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

June meeting minutes were approved. Young motioned, Keffer seconded. The minutes were approved as corrected.

The treasurers report for June was reviewed, discussed and approved. Myers moved, Young seconded.

New Business

The 2107-2018 Final Budget was reviewed and discussed in detail. Keffer made a motion to accept the 2017-2018 final budget. Myers seconded. The motion was approved.

After discussion, Kessler made a motion to move the JGMM \$50,000 reserve account from First Northern Bank of Wyoming in Buffalo to Wyo-Star, a local government investment pool. The fund will make more interest in the Wyo-Star pool. Young seconded. The motion passed.

Director's report:

On July 6 Director Bruner and some board members had an informal meeting with D. Micheal Thomas to discuss future plans.

The museum had a successful Living history day on June 24 and a successful fire field trip on June 25.

The meeting was adjourned at 4:00 PM

The next JGMM Board meeting is August10, 3:00 PM.

Respectfully submitted,
Lynn Young

**JIM GATCHELL MEMORIAL MUSEUM
Board of Trustees Meeting
August 10, 2017**

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

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

July meeting minutes were approved. Myers moved, Keffer seconded. The minutes were approved.

The treasurer's report for July was reviewed, discussed and approved. Payne moved, Keffer seconded. The reserve account has been transferred to WyoStar and is earning a higher rate of interest. Several line items in the report were reviewed and discussed.

Old Business:

A discussion of the Braehead manuscript was held.

Kessler made a motion to modify the Braehead manuscript project to scale down the cost and size of the project, and authorize Director Bruner and Treasurer Myers to take necessary actions to appropriately modify the project. Keffer seconded. The motion passed.

New Business

Director Bruner discussed a rough draft of a memorandum of understanding (MOU) that is being reviewed by County Attorney's office which is being developed to clarify relationships between Johnson County Commissioners, the museum Board of Trustees, the museum Director, and GMA. The MOU is needed to fulfill requirements for re-accreditation.

Director's report:

Portions of the Shelving Grant are still outstanding, but enough has been received that the project is proceeding. Measurements are being taken and plans are being made for installation in mid November. The installation of this new shelving will provide significant increase in storage.

Echoes of the past cemetery tours begin this week.

Air conditioning system repairs cost \$450.

A museum tour of the Wyoming Community Foundation Board members is being planned.

The meeting was adjourned at 4:00 PM

The next JGMM Board meeting is September 7, 3:00 PM.

Respectfully submitted,
Lynn Young

JOHNSON COUNTY JIM GATCHELL MEMORIAL MUSEUM
Board of Trustees Meeting
September 14, 2017

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

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

August meeting minutes were approved. Keffer moved, Payne seconded. The minutes were approved.

The treasurer's report for July was reviewed, discussed and approved. Young moved, Keffer seconded. Kessler requested the museum staff provide a breakdown of visitation numbers categorized by admission fees.

New Business

The October 14 Fall Gathering Fund Raiser was discussed. GMA President Karen Boggs asked for volunteers to provide deserts. Staff will be on KBBS Radio to talk about the gathering on October 12, 9:00 AM.

Director's report:

The shelving project is now fully funded due to generous donations and grants, and installation and implementation is scheduled for October 30 – November 10. The museum will be closed during installation to accomplish the project.

The successful cemetery tours netted \$3500 which goes to the restricted account.

Th JCJGMM is partnering with Cloud Peak Elementary School to bring Raptor Experience program from Draper Museum at Buffalo Bill Center of the West in Cody to school on Friday, September 22 and a public program at the school, 5:30 – 6:30 PM.

The meeting was adjourned at 4:00 PM

The next JGMM Board meeting is October 12, 3:00 PM.

Respectfully submitted,

Lynn Young

JOHNSON COUNTY JIM GATCHELL MEMORIAL MUSEUM
Board of Trustees Meeting
October 12, 2017

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

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

September meeting minutes were approved. Myers moved, Keffer seconded.

The treasurer's report for September was reviewed, discussed and approved. Young moved, Keffer seconded.

New Business

The October 14 Fall Gathering Fund Raiser was discussed. There are still some tickets to sell. Set up will begin at 1 PM Saturday.

2017 audit – The county-wide annual audit is underway. Information for the museum will be reviewed the week of October 23. The museum will get good feedback on improvements and needed changes.

Director's report:

The museum is still waiting on update of computer system.

The Cattle War event had very poor weather for the reenactment, but good attendance. There will be valuable documentation from filming the event, especially the interviews..

The museum will provide interviews for radio programs to promote the Fall Gathering, both KBBS Community Speaks and Sheridan Media Public Pulse.

The Raptor Experience program from Draper Museum at Buffalo Bill Center of the West in Cody was provided to about 200 elementary students and about 100 people attending the public program.

The Kansas State University Library has a large scrapbook of photos of Fort McKinney. Museum staff is exploring ways to perhaps display them in 2018.

A Fetterman battle diorama will be displayed at the Sheridan library for two years. A small opening event is planned for October 21. The Director will attend and display the Metzger bugle.

AAA has not addressed the museum dropping AAA membership.

The meeting was adjourned at 4:00 PM

The next JGMM Board meeting is November 9, 3:00 PM.

Respectfully submitted,

Lynn Young, Secretary

JOHNSON COUNTY JIM GATCHELL MEMORIAL MUSEUM
Board of Trustees Meeting
November 9, 2017

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

The meeting was called to order at 3:00 PM by Vice President Mel Keffer.

October meeting minutes were approved. Myers moved, Payne seconded.

The treasurer's report for October was reviewed, discussed and approved. Keffer moved, Young seconded.

New Business:

It was discovered there are non-museum links on the museum web site that shouldn't have been there. It brought to Director Bruner's attention that the museum web site needs to be updated and redesigned. There will be an expense, but it is necessary. Director Bruner will pursue finding a suitable vender to update and redesign the museum web site and bring information to the Board.

Director's report:

The director provided information regarding the change of museum admission fees and its affect on annual income.

The museum has agreed to place a Department of Vocation Rehabilitation employee for a temporary period.

On November 16 Director will present a program on Bomber Mountain to Sheridan County Historical Society.

Exhibits committee is looking into featuring an historic photo collection of Fort McKinney as the next temporary exhibit.

Jennifer has scheduled a home school program on wildfire for November 17.

Annual scheduled Christmas open house is Saturday, Dec. 2, 10:00 to 3:00.

The year in review report to the commissioner is December 5 at 10:00 AM

Annual museum Christmas party at Mike Thomas and Peggy Drury's home is Sunday, Dec 3.

The museum AAA membership has been canceled along with all fees.

The meeting was adjourned at 4:00 PM

The next JGMM Board meeting is December 14, 3:00 PM.

Respectfully submitted,

Lynn Young, Secretary

JOHNSON COUNTY JIM GATCHELL MEMORIAL MUSEUM
Board of Trustees Meeting
December 14, 2017

Present were Vice President Mel Keffer, Secretary Lynn Young, Treasurer Patty Myers, Board Member Bill Payne, Director Sylvia Bruner, Bookkeeper Chanda Rule, JGMM Educator Jennifer Romanoski, Volunteer Sharon Miller, and County Commissioner Linda Greenough.

The meeting was called to order at 3:00 PM by Vice President Mel Keffer.

November meeting minutes were approved. Payne moved, Young seconded.

The treasurer's report for November was reviewed, discussed and approved. Payne moved, Myers seconded. Treasurer Myers opened the bank statement and reviewed.

Old Business:

Director has gotten two bids for building new web site and awaiting the third bid. Decision on the selected bidder will be made next month.

New Business:

The Director and Board asked questions of Commissioner Greneough regarding filling the vacant Store Manager position and current and projected future funding.

The meeting was adjourned at 4:00 PM

The next JGMM Board meeting is January 11, 3:00 PM.

Respectfully submitted,

Lynn Young, Secretary