

**Johnson County Airport Board
Special Meeting Minutes**

January 9, 2018

A special meeting of the Johnson County Airport Board was called to order by Chairman Fink at 1:30 p.m. at the Commissioners Conference Room in the Old Courthouse. The purpose of the meeting was to interview two firm that are in consideration for the Airports Engineering Consultant. Present were Jim Purdy, Kirk Kavanagh, Randy Dyess and Gerald Fink.

Kavanagh moved, seconded by Dyess to go into an executive session for the interviews with DOWL Engineers and Morrison-Maierle at 1:35 p.m.

The Board reconvened to the special meeting at 3:40 p.m. After discussing the characteristics and relative merits of the two firms and their ability to provide services to the airport each board member completed a Decision Matrix, scoring the two firms. Purdy moved, seconded by Kavanagh to select DOWL engineers to provide engineering services to the airport for the next five year period.

Meeting adjourned at 4:15 p.m.

Respectfully submitted,

Gerald E Fink, acting Secretary

JOHNSON COUNTY JIM GATCHELL MEMORIAL MUSEUM
Board of Trustees Meeting
January 11, 2018

Present were President Bob Kessler, Vice President Mel Keffer, Secretary Lynn Young, Treasurer Patty Myers, Board Member Bill Payne, Director Sylvia Bruner, JGMM Educator Jennifer Romanoski, GMA President Jake Brooks, Cynthia Gray, Valerie Spanos, and County Commissioner Bob Perry.

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

December meeting minutes were approved. Keffer moved, Young seconded.

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

Old Business:

Website bids. Director is still waiting on a third bid for complete rebuild of a new museum website. GMA President Jake Brooks reported that in addition to GMA funding a museum logo, they might be able to economically package a bid for web site as well. On February 14, the GMA is meeting with Flood Marketing who has submitted a bid for designing a logo.

New Business:

The gutter system has failed on both ends of the front of the museum.. Director suggested a solicitation of bids to get it repaired before next winter.

Directors report:

Director met with Marilyn Novotny w/ HUB Insurance to talk about covering artifacts as well as the building.

Work for a new photo exhibit of Fort McKinney photos is being planned. Preliminary work begins in March.

Bill Payne, with help from Bloedorn Lumber is modifying some cases for easier access.

On Thursday, March 15, Sam Mihara will make presentations at high school, middle school and for the public, about his youth spent at the Heart Mountain Internment Camp.

Cynthia Gray announced that the Wyoming Community Foundation is sponsoring a Not For Profit Days on July 30-31 in Cheyenne. She suggested some museum staff may want to attend.

The meeting was adjourned at 4:00 PM

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

Respectfully submitted,

Lynn Young, Secretary

JOHNSON COUNTY JIM GATCHELL MEMORIAL MUSEUM
Board of Trustees Meeting
February 8, 2018

Present were Vice President Mel Keffer, Secretary Lynn Young, Treasurer Patty Myers, Board Member Bill Payne, Director Sylvia Bruner, JGMM Educator Jennifer Romanoski, and County Commissioner Bob Perry.

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

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

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

Old Business:

The gutter system has failed on both ends of the front of the museum.. Director has had it looked at and asked for bids. It appears it won't be an easy fix. The roof is needing replaced and will require a historically similar roof. There was a discussion of likely costs and perspective funding sources.

New Business:

Discussion of WYO Star investments and maximizing interest income. Discussion was to retain \$5000 in restricted account and \$35,000 in the operating account and move the remainder to WYO Star. The operating account funds can be moved into the existing WYO Star account and a new WYO Star account would be set up for the restricted account funds.

Bill Payne made a motion to retain \$5000 in restricted account and \$35,000 in operating account and move the remainder to WYO Star accounts where it will earn more interest income. Keffer seconded. The motion was passed.

Directors report:

Director discussed the auditor's report and the feasibility of some of the suggestions in the report.

The museum will provide a table and display at the Buffalo Chamber Small Business Expo, March 16 and 17 at the Bomber Mountain Civic Center. There will be a display of info about exhibits, programs and store.

Director went through website to clean up some outdated and unnecessary pages. She also activated Google Analytics which can track users of the website. Now, in addition to tracking the number of persons who physically tour the museum, the museum will track web site users, research, and store shoppers.

The annual history conference is scheduled for Saturday, April 28 at the American Legion.

Sam Mihara will make a presentation about Heart Mountain Internment Camp to more than 575 students in Buffalo on March 15. He will do a program for the public that evening.

During the last week of January, Jenifer provided programs for 182 students and teachers.

The meeting was adjourned at 4:00 PM

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

Respectfully submitted,

Lynn Young, Secretary

JOHNSON COUNTY JIM GATCHELL MEMORIAL MUSEUM
Board of Trustees Meeting
March 8, 2018

Present were Vice President Mel Keffer, Secretary Lynn Young, Board Member Bill Payne, Director Sylvia Bruner, JGMM Educator Jennifer Romanoski, and County Commissioner Bob Perry.

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

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

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

Old Business:

WYO Star update: JGMM accounts have been set up in WYO Star and portions of the restricted and operating funds have been shifted to the accounts to earn a higher rate of interest.

New Business:

Special District: Director and board are interested in finding new sources of future funding for the museum. Some research has been done to consider creating a Wyoming special district. Considerable work is involved. There was discussion of options and alternatives. It would likely be 2020 before a proposal could be ready. Commissioner Perry said the Johnson County Commissioners would support such an effort.

Young made a motion for the board to request Director Bruner to begin the process of pursuing a Wyoming special district for JGMM. Keffer seconded. The motion carried.

Directors report:

The museum will provide a table and display at the Buffalo Chamber Small Business Expo, March 16 and 17 at the Bomber Mountain Civic Center. There will be a display of info about exhibits, programs and store. Volunteers are lined up to staff the booth.

Sam Mihara will make a presentation about Heart Mountain Internment Camp to more than 575 students in Buffalo on March 15. He will do a program for the public that evening.

The annual history conference is scheduled for April 28 at the American Legion. The subject is the Black and Yellow Trail. Tickets are available.

Living History Day is Saturday, June 23.

Work on a new exhibit, *A Snapshot in Time: Fort McKinney Scrapbook* is progressing.

Plans are to advertise in the Buffalo Chamber of Commerce *Pathfinder* magazine, the Buffalo Bulletin *Vista*, and Gillette News Record *From the Big Horns to the Black Hills*.

Renewal of participation of the app *Sneaker Tours* is coming up this summer. It saw over two hundred views for the museum in July of 2017.

The meeting was adjourned at 4:00 PM.

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

Respectfully submitted,

Lynn Young, Secretary

JOHNSON COUNTY JIM GATCHELL MEMORIAL MUSEUM
Board of Trustees Meeting
April 12, 2018

Present were President Bob Kessler, Vice President Mel Keffer, Secretary Lynn Young, Treasurer Patty Myers, Board Member Bill Payne, Director Sylvia Bruner, and County Commissioner Bob Perry.

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

Old Business:

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

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

New Business:

New Museum Assistant Kelsey McDonnell was detained at the front desk, so she was unable to be formally introduced to the Board. She will attend next month's Board meeting.

Director Bruner presented a draft 2018/2019 budget proposal to be submitted to the County Commission that had been worked out by a committee of Bruner, Myers and Rule. The proposal represents a 15% decrease in last year's approved budget. Last year's budget was a 30% decrease from the previous year's budget. The proposal is a bare bone, no frills request.

Bill Payne moved that the Board accept the 2018/2019 budget proposal as drafted, and it be submitted by the Director to the County Commissioners for their review. Keffer seconded. The motion carried.

Directors report:

May 23 has been set as a Strategic Planning session by the museum staff and board to work out a needed strategic plan for the museum. The all-day session will be facilitated by Tara Kulpers from Cody. Board is requested to attend.

Sam Mihara made two presentations about Heart Mountain Internment Camp to more than 700 students and the public on March 15. It was a very successful program.

The annual history conference is scheduled for April 28 at the American Legion. The subject is the Black and Yellow Trail. Tickets are available.

Living History Day at the museum is Saturday, June 23. The following day, June 24, a living history group from Colorado portraying the Buffalo Soldiers will perform a "Wild West" show at the Fairground 4:00 – 5:00 PM. Some grants for the cost of the program have already been awarded and more requests are being submitted.

A new exhibit, *A Snapshot in Time: Fort McKinney Scrapbook* will open on May 19 and be combined with a celebration of re-accreditation. Plans are being made for the celebration.

The meeting was adjourned at 3:50 PM.

The next JGMM Board meeting is May 10, 3:00 PM.

Respectfully submitted,

Lynn Young, Secretary

JOHNSON COUNTY JIM GATCHELL MEMORIAL MUSEUM
Board of Trustees Meeting
May 10, 2018

Present were President Bob Kessler, Vice President Mel Keffer, Secretary Lynn Young, Treasurer Patty Myers, Board Member Bill Payne, Director Sylvia Bruner, Museum Educator Jennifer Romanoski, and County Commissioner Bob Perry.

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

Old Business:

April meeting minutes were approved. Keffer moved, Payne seconded.

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

New Business:

Budget hearing with the County Commissioners is 2:00 PM June 14. Director will present budget and the board is invited to attend.

Director met with First National Bank and they offered attractive interest for museum accounts which is comparable to WyoStar interest. The museum desires to use local banking where possible and if rates are comparable. Young made a motion to ask the Director to move \$50,000 of the reserve account from WyoStar to a new local FNB account.. The motion was seconded and passed.

Directors report:

May 23 has been set as a Strategic Planning session by the museum staff and board to work out a needed strategic plan for the museum. Director reminded everyone to fill out the online questionnaire.

Accreditation and the new exhibit, *A Snapshot in Time: Fort McKinney Scrapbook* opening and celebration is May 19, 10:00 AM to 2:00 PM.

The GMA Fall Gathering is Saturday, October 19. Lynn Young was asked to arrange some old time music for the gathering.

Living History Day is June 23. The following day, June 25 is a Buffalo Soldiers of the West presentation at the Fairgrounds, at 4:00 PM.

Jennifer has conducted numerous tours and 473 were reached though tours in April.

An award of \$17,250 was made to the museum through the 1% fund for marketing and technology upgrade.

The meeting was adjourned at 4:00 PM.

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

Respectfully submitted,

Lynn Young, Secretary

JOHNSON COUNTY JIM GATCHELL MEMORIAL MUSEUM
Board of Trustees Meeting
June 14, 2018, 3:00 P.M.

Present: President Bob Kessler, Vice President Mel Keffer, Treasurer Patty Myers, bookkeeper Chanda Rule, museum assistant Kelsey McDonnell

Bob Kessler called the meeting to order at 3:05.

Old Business: The minutes of the May 10th meeting had arrived by email. Mel made the motion to accept the minutes as presented. Patty seconded, and the motion passed.

The treasurer's report was reviewed with Chanda reporting that the Willis insurance company charges were void. Mel made the motion to accept the report as corrected; Patty seconded and the motion passed.

Chanda reported that she had returned to the Commissioners after our budget meeting June 12 to verify their comments. She will follow up with a meeting to Carla to verify our funding request.

1% funding from the City has not yet been verified.

New Business: Bob quickly reviewed Sylvia's director's report including: the final report from the May 23 Strategic Planning and the recommendations from that effort. The concept of a special tax district was discussed and will be pursued.

The GMA celebration of accreditation brought 100 people.

Summer events include:

Living History Day is Saturday, June 23 with Sunday June 24 at the Fairgrounds with a presentation by the Buffalo Soldiers of the American West from Colorado. Advertising has been extensive. Bob will check on the need for a permit for gun firing. The Fairgrounds have become good partners for this event.

Sylvia requested volunteer help to cover lunch hours with staff absences in the coming month.

Bob reported that he had visited the Cody Museum and had taken photographs of some empty cases to help us with design ideas.

The homestead cabin ramp and stairs are in dire straits. Suggestions for replacements whether wood or cement were discussed. Estimates for repair/replacement will be sought.

Adjournment: 3:25 with Mel making the motion; Patty seconded; the motion passed.

Submitted by: Patty Myers

Next meeting: Thursday, July 12 at 3:00 P.M.

JOHNSON COUNTY JIM GATCHELL MEMORIAL MUSEUM
Board of Trustees Meeting
July 12, 2018

Present were President Bob Kessler, Vice President Mel Keffer, Secretary Lynn Young, Treasurer Patty Myers, Board Member Bill Payne, Director Sylvia Bruner.

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

Old Business:

June meeting minutes were approved. Young moved, Keffer seconded.

The treasurer's report for June was reviewed, discussed. The FY 2018/2019 amount allocated to the museum by County Commissioners was \$40,909.16 less than what was approved by County Commissioners. Museum will have to somehow absorb the shortfall. Report was approved. Keffer moved, Young seconded.

Directors report:

Living History Days on June 23 had about 350. The following day, June 24, the Buffalo Soldiers of the West presentation at the Fairgrounds attracted 230 people. The majority of the expenses were paid for by Homer A. and Mildred S. Scott foundation grant and GMA.

Museum logo and website have been accepted and new website is under development.

The auditing process is underway.

Museum will participate in Fair and Rodeo Parade.

Museum Cemetery Tours are August 8-11 and August 15-18.

The meeting was adjourned at 4:00 PM.

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

Respectfully submitted,

Lynn Young, Secretary

JOHNSON COUNTY JIM GATCHELL MEMORIAL MUSEUM
Board of Trustees Meeting
August 9, 2018

Present were President Bob Kessler, Vice President Mel Keffer, Secretary Lynn Young, Treasurer Patty Myers, Board Member Bill Payne, Director Sylvia Bruner, Museum Educator Jennifer Romanoski, and County Commissioner Bob Perry.

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

Old Business:

Discussion of the amended budget from county commissioners that reduces the approved amount.

Keffer made a motion to accept/approve the new amended county approved budget of \$146,470.50 in county support: .353 mill levy. Myers seconded. Motion passed.

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

The treasurer's report for July was reviewed and discussed. Report was approved. Keffer moved, Payne seconded.

Directors report:

Fair and Rodeo parade entry went well with display of new museum logo.

Two upcoming programs:

The Blizzard of '49 – August 29 , 6:00 PM Bomber Mountain Civic Center by James Fuller.

Black 14 – Saturday, September 8, 6:00 PM Buffalo HS, presented by Jon Griffin about University of Wyoming football player protest in 1969.

Both programs coordinated and jointly funded by Sheridan Historical Society Museum, Campbell County Rockpile Museum and JCJGMM.

Museum Cemetery Tours are August 8-11 and August 15-18. Tickets are on sale now.

The meeting was adjourned at 4:00 PM.

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

Respectfully submitted,

Lynn Young, Secretary

JOHNSON COUNTY JIM GATCHELL MEMORIAL MUSEUM
Board of Trustees Meeting
September 13, 2018

Present were Vice President Mel Keffer, Secretary Lynn Young, Treasurer Patty Myers, Board Member Bill Payne, and Director Sylvia Bruner,

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

Old Business:

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

The treasurer's report for August was reviewed and discussed. Report was approved. Payne moved, Keffer seconded.

New Business:

Director reported that the Board of the Campbell County Rockpile Museum has requested a "get acquainted" meeting with the Gatchell Board to explore ways to support each other. Director will explore dates for a visit from the Rockpile board.

Directors report:

Two successful community programs:

On August 29 James Fuller presented a *The Blizzards of '49* to a crowd of 47 at the Bomber Mountain Civic Center.

On September 8 John Griffin presented *History of the Black 14* to an audience of 65 at Buffalo High School.

Pepper Williams has agreed to present a community program about Johnson County Veterans who were killed during WWI, sometime during Veterans Day celebrations, probably during the week of November 11.

Board member Patty Myers and Museum Educator Jennifer Romanoski were each presented separate individual awards by the Wyoming State Historical Society resulting in very positive media coverage.

Echos of the Past Cemetery tours were very successful with 188 people attending. Profits from the tours are being moved to Restricted Account, Education.

The museum elevator is frequently out of order and is in need of attention. Service companies have been contacted.

Information and bids are being gathered for the cabin ramp and steps project.

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

Respectfully submitted,

Lynn Young, Secretary

JOHNSON COUNTY JIM GATCHELL MEMORIAL MUSEUM
Board of Trustees Meeting
October 11, 2018

Present were President Bob Kessler, Vice President Mel Keffer, Secretary Lynn Young, Treasurer Patty Myers, Director Sylvia Bruner, Museum Educator Jennifer Romanoski, and County Commissioner Bob Perry.

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

Old Business:

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

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

New Business:

Budget: Motion to rescind August 9 approved motion to accept/approve the new amended county approved budget because it has been determined that the August 9 adjustment was not needed. Myers moved, Keffer seconded. Motion passed after discussion.

Directors report :

The cabin ramp project has received two bids. Unsure the project can be completed before frost. If not, then wait until Spring and rebid.

1% Tax Fund Grant funds projects will be used for marketing and technology. Currently the signage of the museum is being reviewed, evaluated and planned.

The erratic elevator is being inspected to determine the maintenance issue and determine what repair may be needed.

There were 1762 visitors in August September.
There was a discussion with Commissioner Perry on ways to increase museum visitation.

The next JGMM Board meeting is November 8, 2018, 3:00 PM.

Respectfully submitted,

Lynn Young, Secretary

JOHNSON COUNTY JIM GATCHELL MEMORIAL MUSEUM
Board of Trustees Meeting
December 13, 2018

Present were President Bob Kessler, Vice President Mel Keffer, Secretary Lynn Young, Treasurer Patty Myers, Director Sylvia Bruner, and Museum Educator Jennifer Romanoski.

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

An executive session was called to discuss personnel. A motion was passed to put the 3% wage raises previously approved into motion, starting January 1, 2019.

Old Business:

October meeting minutes were approved. There were no November meeting minutes as there was no meeting due to a lack of quorum.

The treasurer's reports for November and December were reviewed and discussed. Reports was approved as presented. During the meeting, Treasurer Myers opened bank statements and initialed them (for the purpose of the yearly audit).

New Business:

Policy review: Sylvia has embarked on a policy review which the board had discussed previously. She will send portions via email for the board members to review for 2019.

Directors report: (see attached)

Thyssen Krupp representative inspected the elevator today, and will be back.

The cabin project is looking good with the concrete work down and metal railings ordered.

Over 900 people stopped in for the Monster March/Halloween

Flood Marketing is progressing on the website; 1% grant money will aide the effort for local marketing and new signs.

Christmas closure for the museum will be December to January 2. October-November statistics are up for website use, visitors, and sales.

January – Alaina Buffalo Spirit will present programs on ledger art for schools and evening art workshops open to the public

The April History Conference will feature three Native American speakers.

The next JGMM Board meeting is January 10, 2019, 3:00 PM.

Respectfully submitted,

Patty Myers, Treasurer