

JOHNSON COUNTY JIM GATCHELL MEMORIAL MUSEUM
Board of Trustees Meeting
January 10, 2019

Present were President Bob Kessler, Vice President Mel Keffer, Secretary Lynn Young, Board Member Bill Payne, Director Sylvia Bruner, Museum Educator Jennifer Romanoski, GMA Representative Nancy Pedro, and guests Sharon Miller and Bruce Connell.

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

Old Business:

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

The treasurer's report for December was reviewed and discussed. Report was approved. Keffer moved, Payne seconded. Director pointed out that there is a shortfall in county tax collections resulting in a significant shortfall of payments to the museum for this fiscal year.

New Business:

The treasurer position on the board is vacant due to the resignation from the board of treasurer Patty Myers. Young made a motion that Bill Payne be elected to the treasurer position. Kessler seconded. The motion passed. Bill Payne will be the board's new treasurer.

The board began the ongoing review of the Johnson County Jim Gatchell Memorial Museum Policy Statements. The Director presented and discussed proposed changes to Purpose and Objectives which were approved in 1989 and revised in October 2014.. Also Director presented and discussed proposed changes to Code of Ethics, which were drafted in 2016 and approved in September of 2016. Board members have until close of business on January 11 to present additional comments or proposed changes.

Directors report :

The elevator is still not working properly.

Keith Hahn of Rockin K Forge has started work on railing components for the cabin project.

The museum has received new rack cards, business cards and stationary funded by marketing and technology of the 1% fund grant. New outdoor signs are being ordered.

The web hosting storage capacity for the new web site needs to be increased to accommodate the new web site, resulting in a \$5 per month increase in the server hosting fee.

A very successful Indian ledger art program was presented to schools and the public on January 9.

There were 1037 visitors logged in December (website, research, shoppers). The Museum store sales resulted in \$3500 in December, which was up from \$1,888 last year.

The next JGMM Board meeting is February 14, 2019, 3:00 PM.

Respectfully submitted,

Lynn Young, Secretary

JOHNSON COUNTY JIM GATCHELL MEMORIAL MUSEUM
Board of Trustees Meeting
February 14, 2019

Present were Vice President Mel Keffer, Secretary Lynn Young, Treasurer Bill Payne, Board Member Brock Hansen, Director Sylvia Bruner, Museum Educator Jennifer Romanoski, Museum Assistant Kelsey McDonnell, Bookkeeper Chanda Rule, GMA Representative Nancy Pedro, guests Sharon Miller and Brucie Connell and County Commissioner Bob Perry.

The meeting was called to order at 3:05 PM by Vice President Mel Keffer. Keffer introduced and welcomed new board member Brock Hansen.

Old Business:

January meeting minutes were reviewed and approved. Young moved, Payne seconded.

The financial report for January was reviewed and discussed. Report was approved. Young moved, Hansen seconded.

New Business:

The board continued the ongoing review of the Johnson County Jim Gatchell Memorial Museum Policy Statements. The Director presented and discussed proposed changes and additions to the Collections Management Policy which were adopted in 1998 and revised in March 2015. Also Director presented and discussed proposed changes to Museum Governance Policy, which were approved in 1989 and revised in March of 2015. Young made a motion to accept the suggested changes and adopt these two new revised policies. Payne seconded. The motion carried.

Treasurer Payne presented current and prior year comparisons showing increased visitation revenues, increased museum store sales and increased educational programs and revenues.

Director reported that the company that monitors and does repair work, Rapid Fire Protection, has indicated that a museum five year Internal Obstruction Inspection is needed. The inspection will cost about \$700. The board asked the Director to budget the cost of the inspection for next year.

Forms for First Northern Bank were updated and signed.

Directors report:

Pipes froze and water heated failed on February 7. Pipes were insulated and water heater replaced.

Signs have been ordered using 1% fund money.

The new JGMM web site is up and running. Kelsey has added the museum store to web site and the store can now sell items online.

The museum has been granted a \$5500 scholarship by the Wyoming Community Foundation to pay for museum participation in a year long program called Jumpstart.

Director submitted a 1% grant application for \$43,491 to replace museum heating and cooling systems. Commissioner Bob Perry asked to meet with the Director before our budgeting session for the next fiscal year to review museum facility maintenance needs to explore areas where the County may be responsible for implementing maintenance projects.

Respectfully submitted,

Lynn Young, Secretary

JOHNSON COUNTY JIM GATCHELL MEMORIAL MUSEUM
Board of Trustees Meeting
March 14, 2019

Present were Vice President Mel Keffer, Secretary Lynn Young, Treasurer Bill Payne, Board Member Brock Hansen, Director Sylvia Bruner, Museum Educator Jennifer Romanoski, GMA Representative Nancy Pedro, guests Sharon Miller and County Commissioner Bob Perry.

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

Old Business:

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

The financial report for January was reviewed and discussed. There was a discussion of the shortfall in county tax income, causing the county to be unable to fully fund the Gatchell budget. Shortfall was about \$40,000 last year and about \$84,000 this year. Report was approved. Hansen moved, Young seconded.

New Business:

The board continued the ongoing review of the Johnson County Jim Gatchell Memorial Museum Policy Statements. The Director presented and discussed proposed changes and additions to the Research Management Policy. The changes were accepted and approved. Young moved, Payne seconded.

The Museum Store policy was reviewed and changes were accepted and approved. Young moved, Payne seconded.

The Membership policy was reviewed and tabled until the Director has a chance to craft a new membership coordination policy. The current policy is mostly about GMA policy and is inappropriate for Museum policy.

There was a discussion about loaned versus owned museum collections.

Sharon Miller made presentation about Gatchell museum store sales history and income. Bottom line, "Keep the store stocked."

Directors report:

During the February closure Native American display was partially updated as well as many other projects including processing donated items, cataloging and more.

The sump pump had to be replaced.

The new web site went live February 13.

Several new programs are started for 2019.

JCTA awarded JGMM \$3000 for advertising.

Meeting adjourned at 4:00.

Next Board meeting is April 11.

Respectfully submitted,

JOHNSON COUNTY JIM GATCHELL MEMORIAL MUSEUM
Board of Trustees Meeting
April 11, 2019

Present were President Bob Kessler, Vice President Mel Keffer, Secretary Lynn Young, Treasurer Bill Payne, Board Member Brock Hansen, Director Sylvia Bruner, Museum Educator Jennifer Romanoski, Bookkeeper Chanda Rule and guests Sharon Miller and Brucie Connell.

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

Old Business:

March meeting minutes were reviewed and approved. Keffer moved, Payne seconded.

The financial report for January was reviewed and discussed. Report was approved. Young moved, Mel seconded.

There was a lengthy discussion of the shortfall in county tax income, causing the county to be unable to fully fund the Gatchell budget. Shortfall was about \$40,000 last year and about \$86,000 this year. The Museum is anticipating a shortage of about \$45,000 in the next two months. Discussed questions about how to address the County Commissioners about how to deal with this current shortfall.

New Business:

Reviewed the proposed 2019 – 2020 (July 1 – June 30) budget.

Discussion of current shortfall and strategies to deal with possible 2019 – 2020 shortfall.

Directors report:

Director submitted *The Sentry* for an award and, as part of the process, got some very useful feedback on regarding format and editorial content.

The 2018 1% grant funds have resulted in needed purchases. The new signs have arrived and installation is underway. Two computers have been installed and other marketing items have arrived.

The 2019 1% request for \$43,491 new heating and air system was approved by County Commissioners. Funds will be available after August 1.

Information is being gathered for needed Carnegie roof replacement.

In addition to conducting several educational programs in Feb and March, the Museum is booking lots of upcoming school tours and programs.

Meeting adjourned at 4:00.

Next Board meeting is May 9, 2019.

Respectfully submitted,

JOHNSON COUNTY JIM GATCHELL MEMORIAL MUSEUM
Board of Trustees Meeting
May 9, 2019

Present were President Bob Kessler, Vice President Mel Keffer, Secretary Lynn Young, Treasurer Bill Payne, Board Member Brock Hansen, Director Sylvia Bruner, GMA Representative Nancy Pedro and guest Sharon Miller.

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

Old Business:

March meeting minutes were reviewed and approved. Keffer moved, Hansen seconded.

The financial report for January was reviewed and discussed. Report was approved. Hansen moved, Payne seconded.

To date the museum has received only 47% of approved budget, with only two months to go. There will be a significant shortfall this year. Last month the GMA approved a line of credit to the museum. This month the museum made its first draw on that line of credit.

New Business:

Policy review – GMA/membership

Director presented a proposed revised policy for Gatchell Museum Association. The revised policy clarifies duties and responsibilities and includes current GMA Management and Operations Plan. Young moved to adopt the revised policy and Keffer seconded. Motion carried.

Directors report:

The annual history conference was well attended and made a profit of about \$2000.

The 2019/2020 budget has been submitted.

Volunteer Susan Theune and Volunteer Sharon Miller are working on collections and cataloging artifacts.

Wine about History summer series has at least four volunteers to present programs.

Meeting adjourned at 4:00.

Next Board meeting is June 13, 2019.

Respectfully submitted,

JOHNSON COUNTY JIM GATCHELL MEMORIAL MUSEUM

Board of Trustees Meeting

11 July 2019

Present were Vice President Mel Keffer, Treasurer Bill Payne, Board Members Brock Hansen and Sharon Miller, Director Sylvia Bruner, Education Director Jennifer Romanoski, GMA Representative Nancy Pedro, County Commissioner Bob Perry, and guest Brucie Connell.

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

Old Business:

The minutes of the May meeting were reviewed (due to a lack of a quorum, there was no June meeting or minutes). Sharon Miller moved they be approved; Bill Payne seconded and the motion passed.

The financial reports for the months of May and June were reviewed, and also the final report for the 2018-2019 fiscal year. It was noted that only 60% of county-provided funds were received. Income in the categories of admissions and store sales were up, and expenses were down due to careful management of spending due to lack of county funds. Sharon Miller moved the monthly reports be approved, Brock Hansen seconded, the motion carried. Sharon Miller moved the fiscal year end report be approved, Bill Payne seconded and the motion carried.

New Business:

Policy Review: Sylvia asked the board members to review their copies of the sections *Safety and Security* and *Community Relations* before the next meeting.

Officer Positions: Vice President Mel Keffer asked for nominations for Officer positions for the 2019-2020 fiscal year. The following positions/board members were nominated by consensus: President: Mel Keffer; Secretary: Lynn Young; Treasurer: Bill Payne; Vice President: Sharon Miller. There were no further nominations from the floor and the slate was approved by voice vote. Prior to the vote, Brock Hansen, who's current term ended July 2019, announced he would not be continuing on the board due to other demands on his time.

Director's Report:

Since there was no quorum for the June meeting, Sylvia gave reports for both June and July.

June: Summer Sentry articles are due. New signage has been installed using 2018 1% funds. Four new computers are still with the county IT department. Living history day is Saturday, June 29. The FY2019-2020 budget package has been submitted to the county and a contingent from the museum attended the budget hearing with the commissioners. They stated they would work with the budget as well as they could, and would not attempt to manage line items. Fundraising: The first direct mailing campaign is in the works introducing summer programs and requesting

email contacts for further outreach. Volunteers: Sharon Miller, Susan Theune, and Clare Eastes are working collections, Nancy Pedro works regularly at the front desk, and Suzanne Salstrom will be working there also during the summer. The first Wine About History presentation will be on June 19 at 6:00 pm with Zac Sexton talking about cutthroat trout and angling. The first children's Art Museum Monday was a smashing success and there is a waiting list. There is a new \$20 family summer pass for Johnson County residents. We are hosting a 4H intern who is working 100 hours in all aspects of the museum at no cost to us. We will also be hosting a Work Experience student from Kaycee, also at no expense to the museum.

July: Living History Day was well attended and there was a letter to the editor praising it. The FY2019-2020 budget as submitted was cut by the commissioners by over \$54K. Fundraising – Our first direct mailing was mildly successful. We will begin a concentrated campaign to raise funds for a reserve fund, and we will work to encourage GMA membership. The second Wine About History will be 17 June with Dollie Iberlin and Bill Novotny talking about sheep wagons. Our Work Experience student will be working 200 hours to convert VHS tapes of oral histories to DVD files, then he will transcribe them. *The Long Road to Longmire* exhibit is complete. Custom Longmire-themed items are being ordered to sell in the museum store in conjunction with Longmire Days, especially the Q&A event with Craig Johnson in the museum carriage house on July 18th. This event is ticketed at no cost to constrain size, and it sold out in three minutes!

Other Business:

Commissioner Perry noted that the commissioners are allocating 1% funds to go toward replacement of the Carnegie roof and other building maintenance. The amount of funding was not identified, but Perry indicated more info would be forthcoming. These funds are separate from the 2019 1% funds approved this spring for the HVAC system through the granting process.

General discussions were held about how to increase admissions and GMA membership.

Director Syliva Bruner described two new collections that will be coming to the museum. One is a collection of archival materials from the USFS facilitated by Craig Cope. Second is a collection of Verna Keays memorabilia from a descendant of hers.

The meeting was adjourned at 4:00 pm.

Next Board meeting is August 8, 2019, at 3:00 pm.

Respectfully Submitted, Sharon Miller, Acting Secretary

JOHNSON COUNTY JIM GATCHELL MEMORIAL MUSEUM
Board of Trustees Meeting
August 8, 2019

Present were President Mel Keffer, Vice President Sharon Miller, Secretary Lynn Young, Treasurer Bill Payne, Board Member Brucie Connell, Director Sylvia Bruner, Museum Educator Jennifer Romanoski, GMA Representative Nancy Pedro, County Commissioner Bob Perry and guest Rebecca Keays.

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

Old Business:

July meeting minutes were reviewed and approved. Young moved, Payne seconded.

The financial report for July was reviewed and discussed. Report was approved. Miller moved, Connell seconded.

Director reported that an adjustment is needed to the 2019 – 2020 budget. Miller made the motion to approve the adjustment, Payne seconded. The motion was approved.

New Business:

Policy review – Safety and Security

Director presented a proposed slightly revised policy for Safety and Security. The revised policy clarifies wording. Young moved to adopt the revised policy and Miller seconded. Motion carried.

Directors report:

The third and season's last Wine About History program is Wednesday, August 21 at 6:00

The redesign/artifact rotation in the Native American gallery is now complete.

The heating/AC system replacement is due to begin in September.

Art Museum Monday was popular and resulted in increased museum visitation.

Bill Payne reported on a positive visit to collections museum in Big Timber MT which utilized motion sensors.

Rebecca Keays made a presentation about Verna Keyes collection of artifacts ready for donation to JGMM. Verna Keyes was the designer of the Wyoming State flag,

Meeting adjourned at 4:02. Motion by Miller, Seconded by Payne.

Next Board meeting is September 12, 2019.

Respectfully submitted,

JOHNSON COUNTY JIM GATCHELL MEMORIAL MUSEUM
Board of Trustees Meeting
September 12, 2019

Present were President Mel Keffer, Vice President Sharon Miller, Secretary Lynn Young, Treasurer Bill Payne, Board Member Brucie Connell, Director Sylvia Bruner, GMA Representative Nancy Pedro

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

Old Business:

August meeting minutes were reviewed and approved. Payne moved, Connell seconded.

The financial report for August was reviewed and discussed. Report was approved. Young moved, Payne seconded.

New Business:

Discussion of Verna Keays Keyes Wyoming Flag project. Director stated that general direction is needed to move the project forward. Needed is a project plan with time frames and costs. Board suggests that a project priority list is needed.

Directors report:

Because of county budget shortfall, GMA has extended the museum a line of credit. Current credit debt is \$23,400 in operations and \$12,050 in store purchases.

The next temporary exhibit theme will be about past businesses in Buffalo.

The Carnegie building roof is slated for replacement, perhaps before winter. County commissioners have allocated money from 1% funds. Wyoming SHPO has approved the project.

A museum Facebook page to receive donations to GMA is under construction.

Christmas open house is November 30.

The cemetery tours garnered \$4025 for educational programs.

\$2000 was donated in memory of Martha Gibbs and will be put towards the continuing Art Museum Mondays project. The grandparents of one of the Art Museum Mondays participants donated \$500 towards the project.

The museum will be closed to the public in February to complete needed projects.

The Fall Gathering Annual Fundraiser will be October 12.

Meeting adjourned at 4:00.

Next Board meeting is October 10, 2019.

Respectfully submitted,

Lynn Young, Secretary

JOHNSON COUNTY JIM GATCHELL MEMORIAL MUSEUM
Board of Trustees Meeting
October 10, 2019

Present were Secretary Lynn Young, Treasurer Bill Payne, Board Member Brucie Connell, Director Sylvia Bruner, and Museum Educator Jennifer Romanoski.

The meeting was called to order at 3:00 PM by Director Sylvia Bruner

Old Business:

September meeting minutes were reviewed and approved. Payne moved, Young seconded.

The financial report for September was reviewed and discussed. Report was approved. Young moved, Connell seconded.

New Business:

The newly drafted Financial Policy Statement was discussed and approved with minor corrections.

The Education and Interpretation Policy was reviewed, discussed and tabled until web and social media policies may be added.

Directors report:

The heating/AC system project is underway and will be completed soon.

Facilities manager is assessing water and freeze damage and issues with rock and concrete at the Carnegie building. Repair and drainage issues need to be addressed soon.

Christmas open house is November 30. Children ornament type activities are being planned.

The museum staff is participating in Veterans Day program at Buffalo High School on November 8 and, therefore, the museum will be closed on that day.

Meeting adjourned at 4:00.

Next Board meeting is November 14, 2019.

Respectfully submitted,

JOHNSON COUNTY JIM GATCHELL MEMORIAL MUSEUM
Board of Trustees Meeting
November 14, 2019

Present were Vice President Sharon Miller, Secretary Lynn Young, Treasurer Bill Payne, Board Member Brucie Connell, Director Sylvia Bruner, and Museum Educator Jennifer Romanoski.

The meeting was called to order at 3:10 PM by Secretary Lynn Young

Old Business:

October meeting minutes were reviewed and approved. Connell moved, Payne seconded.

The financial report for October was reviewed and discussed. Report was approved. Young moved, Connell seconded.

The revised and updated Education and Interpretation Policy was reviewed and discussed. Connell made a motion to accept the policy as revised, Miller seconded. The motion was passed.

New Business:

The newly drafted Personnel Policy Statement will be sent out to the board for review and will be discussed at next board meeting.

Directors report:

The documents for audit have been submitted and expect representative to be on site in December.

The state fire marshal performed a site inspection and provided a list of items needing attention. Many are easily correctable by museum staff. A work order has been submitted to the county facilities manager for those items beyond staff capabilities.

The museum participated in the Buffalo High School Veterans Day program by providing three uniforms from the museum collection. Director Bruner made a presentation about the three veterans represented by the uniforms.

The Christmas open house will be November 30.

Director, Bill Payne and Sharon Miller went before county commissioners on November 5 to provide the yearly update.

Planning work is progressing for the next temporary exhibit and updating selected displays.

Director discussed a Peer to Peer fund raising opportunity.

Meeting adjourned at 4:00.

Next Board meeting is December 12, 2019.

Respectfully submitted,

Lynn Young
Lynn Young, Secretary

JOHNSON COUNTY JIM GATCHELL MEMORIAL MUSEUM
Board of Trustees Meeting
December 12, 2019

Present were President Mel Keffer, Vice President Sharon Miller, Secretary Lynn Young, Treasurer Bill Payne, Board Member Brucie Connell, Director Sylvia Bruner, Museum Educator Jennifer Romanoski, GMA Representative Nancy Pedro, County Commissioner Bob Perry.

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

Old Business:

November meeting minutes were reviewed and approved. Payne moved, Miller seconded.

The financial report for November was reviewed and discussed. Report was approved. Young moved, Payne seconded.

The revised and updated Personnel Policy was reviewed and discussed. Miller made a motion to accept the policy as revised, Young seconded. The motion was passed.

New Business:

There was a discussion of the capitulation section of the Finance Policy. The section was tabled to revisit the dollar amounts.

Treasurer Bill Payne opened and reviewed the bank statements per suggestion from the auditors so that more than one contact views the bank statements.

Directors report:

Digeteks computer system will finish new install over the Holiday break.

The successful Christmas open house was held on December 7. One hundred forty people visited and 48 Santa hats were decorated by children. Store sale were substantially up from last year.

The Making the Museum Sustainable fund raising effort has raised \$3756.00 to date.

The GMA Holiday party will be January 12 at the American Legion.

The Museum will be closed December 22 through January 5.

Hoofprints of the Past Museum loan will be extended.

Two exit signs in the Carnegie building need to be replaced by an electrician.

Next Board meeting is January 9, 2020.

Meeting adjourned at 3:47.

Respectfully submitted,