

**JOHNSON COUNTY JIM GATCHELL MEMORIAL MUSEUM**  
**Board of Trustees Meeting**  
**January 9, 2020**

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, and GMA Representative Nancy Pedro,

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

**Old Business:**

December meeting minutes were reviewed and approved. Connell moved, Miller seconded.

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

**New Business:**

Policy Review – Finances. There is a need to further review the capitalization section of the Finance Policy.

Discussion about the need to update Network for Good fund raising software to continue fund raising efforts. Miller made a motion to spend \$1800 for a year's subscription for software to continue fund raising efforts. Connell seconded. The motion passed.

**Directors report:**

The Museum Support fund raising has been very successful. To date, the donation amount has grown to \$29,338, plus the anonymous full donation of \$30,000. Director is providing a Thank You ad to Buffalo Bulletin.

Major building maintenance projects are needed which include a new roof for Carnegie building, substantial repairs to the Carnegie building exterior sandstone and mortar, drainage system for the concrete apron in front of museum, repair and addition to exterior lighting, fire suppression sprinkler system added to upper museum and all of Carnegie building, and complete renovation of the security system.

Digetek has installed all remaining computers, with the exception of store computer, and all have been migrated to to the county server system.

All remaining Fire Marshall items are completed or are being worked on.

Sharon Miller made a presentation on FY2018 and FY2019 expenses and income.

Next Board meeting is February 13, 2020.

Meeting adjourned at 4:00 PM.

Respectfully submitted,

**JOHNSON COUNTY JIM GATCHELL MEMORIAL MUSEUM**  
**Board of Trustees Meeting**  
**February 13, 2020**

Present were President Mel Keffer, Vice President Sharon Miller, Treasurer Bill Payne, Director Sylvia Bruner, Museum Educator Jennifer Romanoski

The meeting was called to order at 3:12 PM by President Mel Keffer

**Old Business:**

January meeting minutes were reviewed and approved with the correction of the word "capitulation" being changed to "capitalization". Payne moved, Miller seconded.

The financial report for January was reviewed and discussed. Report was approved. Payne moved, Miller seconded. Miller presented financial information showing current income and expenses with a projection for the remainder of the fiscal year. The county funding looks to be coming in at a substantial loss again.

**New Business:**

Policy Review – Finances. New sections dealing with capitalization and designation for restricted accounts interest was discussed and the revised policy was approved. Payne Moved, Miller seconded.

Loaned Artifact Return: Director Bruner presented information about a recent request for the return of saddle A-1700.177.0001. It was loaned to the JGMM in 1996 and was on display for a number of years. The return was approved. Miller moved, Payne seconded.

**Directors report:**

Bruner shared information from Rebecca Keays about the in-progress Verna Keays Keyes exhibit. Textual information and more was provided to the board and they expressed their gratitude for the work put into providing such data.

Nothing new to report regarding building maintenance projects.

Exhibits, collections, and minor maintenance projects are progressing well this month. Miller and Connell are volunteering many hours processing collections, while Payne and Ed Dumelle are spending time on exhibits.

Next Board meeting is March 12, 2020.

Meeting adjourned at 3:45 PM.

Respectfully submitted,

Sylvia A. Bruner

Lynn Young, Secretary

**JOHNSON COUNTY JIM GATCHELL MEMORIAL MUSEUM**  
**Board of Trustees Meeting**  
**April 9, 2020**

Because of the COVID-19 virus, the board meeting was held by conference call. The agenda, March financial report and minutes, and the Directors report were sent out in advance of the call.

Present in the conference call 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, and Museum Assistant Kelsey McDonnell.

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

**Old Business:**

The March meeting minutes were reviewed and approved. Connell moved, Miller seconded.

The financial report for February was reviewed and discussed. Report was approved. Miller moved, Payne seconded. The current year budget shortfall was discussed.

**New Business:**

Fiscal Year 2020/2021 (July 1, 2020 through June 30, 2021) proposed budget was discussed. The board moved to direct Bookkeeper Chanda Rule, Director Sylvia Bruner, Treasurer Bill Payne and Vice President Sharon Miller to prepare the 2020/2021 proposed budget to be presented to the county commissioners. Miller moved, Connell seconded. Motion passed,

**Directors report:**

There was no April GMA meeting due to the COVID-19 pandemic.

The museum has been closed to the public since March 17 due to the pandemic. County offices have also closed to the public and we are taking cues from the county.

JCTA (tourism/lodging tax board) grant request for 2020: \$4,000 approved to be used for advertising. Congratulations to Jennifer for writing the successful grant request.

The museum supplied 150 small "art kits" to Meadowlark school on April 6. These were distributed to local young children who are not at school (due to the corona virus shutdowns). These kits were paid for with restricted funds.

Director and board attended the April 7 online/audio commissioners meeting. The commissioners did not have answers to our questions. They indicated they do not know how much money will still come in during this fiscal year, they do not know how much will come in during next fiscal year, and they did not provide any instruction as to how we should budget for ongoing shortfalls.

Next Board meeting is May 14, 2020.

Meeting adjourned at 3:20 PM.

Respectfully submitted,

**JOHNSON COUNTY JIM GATCHELL MEMORIAL MUSEUM**  
**Board of Trustees Meeting**  
**May 14, 2020**

Present at the meeting, all wearing masks, were President Mel Keffer, Vice President Sharon Miller, Secretary Lynn Young, Treasurer Bill Payne, Director Sylvia Bruner, Museum Educator Jennifer Romanoski, and GMA Representative Nancy Pedro.

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

**Old Business:**

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

The financial report for April was reviewed and discussed. Report was approved. Young moved, Payne seconded. The current year budget shortfall was discussed.

**New Business:**

The board reviewed the FY19-20 Income budget vs the actual charts.

**Directors report:**

The museum has been closed to the public March 17 to May 1 due to the pandemic. Reopen on May 1 under direction of County Commissioners.

Visitation is happening, but very slow compared to normal years.

Museum staff is assessing COVID related questions on future programs.

Collections volunteer Susan Theune is back for a few weeks.

The museum was approved for a 1% grant for \$34,293 for lighting, exhibits, signage, marketing, and some Carnegie building restoration work.

The board toured to museum to view newS signage and exhibits work.

Next Board meeting is June 11, 2020.

Meeting adjourned at 4:00 PM.

Respectfully submitted,

Lynn Young, Secretary

**JOHNSON COUNTY JIM GATCHELL MEMORIAL MUSEUM**  
**Board of Trustees Meeting**  
**June 11, 2020**

Present at the meeting 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, and GMA Representative Nancy Pedro.

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

**Old Business:**

The May meeting minutes were incorrect and need to be resent.

The financial report for May was reviewed and discussed. Report was approved. Young moved, Miller seconded.

**New Business:**

There was a request from a donor to move \$1000 from Prison Wagon restricted fund to museum support fund. After discussion, Miller moved and Payne seconded, to move \$1000 from Prison Wagon restricted fund to Museum support fund. The motion passed.

The Wyoming Humanities Council through the Corona Virus Aid Relief and Economic Security Act has provided \$13,500 to GMA for use by the museum. Motion was made by Connell and seconded by Young to use it for summer payroll seasonal employees and three months health insurance for eligible museum employees. Motion passed.

**Directors report:**

Visitation is slow compared to normal years, but beginning to pick up.

Exhibits *Life of Verna* is done, swimming pool exhibit is 99% done and *A Walk Down Main Street* is almost done.

Museum programs Art Museum Mondays, Wine About History, Living History Day have been canceled for 2020 because of the virus.

Summer weekend staff member is also working on collection cataloging.

Next Board meeting is July 9, 2020.

Meeting adjourned at 4:00 PM.

Respectfully submitted,

Lynn Young, Secretary

**JOHNSON COUNTY JIM GATCHELL MEMORIAL MUSEUM**  
**Board of Trustees Meeting**  
**July 9, 2020**

Present at the meeting were Vice President Sharon Miller, Secretary Lynn Young, Treasurer Bill Payne, Board member Bruce Connell, Director Sylvia Bruner, and GMA Representative Nancy Pedro.

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

**Old Business:**

The May and June meeting minutes were reviewed and approved. Young moved, Payne seconded.

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

**New Business:**

Discussion of Board positions led to a motion by Connell that Bill Payne become Vice President and Sharon Miller become Treasurer. All other positions remain the same. Young seconded. Motion passed.

**Directors report:**

Summer visitation picking up, but not where it was last year.

Museum will host a Longmire Days virtual event on August 13

Cemetery Tours will proceed with COVID precautions in place.

Director to present Bomber Mountain Zoom program hosted by Wyoming Veterans Museum and JGMM.

The 1909 Carnegie building has a new roof.

Three new large brown Interstate signs featuring the museum have been installed by WDOT at no cost to museum because its on the national historic register and because it is accredited.

Next Board meeting is August 13, 2020.

Meeting adjourned at 4:00 PM.

Respectfully submitted,

**JOHNSON COUNTY JIM GATCHELL MEMORIAL MUSEUM**  
**Board of Trustees Meeting**  
**August 13, 2020**

Present at the meeting were President Mel Keffer, Vice President Bill Payne, Secretary Lynn Young, Treasurer Sharon Miller, Board member Brucie Connell, Director Sylvia Bruner, Museum Assistant Kelsey McDonnell, GMA Representative Nancy Pedro and commissioner Bob Perry.

The meeting was called to order at 3:05 PM by President Mel Keffer

**Old Business:**

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

The financial report for July was reviewed and discussed. It was noted that store sales are significantly higher. Report was approved. Young moved, Connell seconded.

**New Business:**

The FY 2020/2021 budget was presented to the Board for approval. The board approved and signed the FY 2020/2021 budget.

**Directors report:**

A Longmire event was filmed at museum with author Craig Johnson which will be available on Longmire web site.

Cemetery tours are underway with excellent ticket sales.

County facilities manager is applying for an energy efficiency grant for Carnegie building.

Estimates are being sought to do some major maintenance on the Cabin.

The County audit has begun.

The annual GMA Fall Gathering has been canceled this year. Next fall gathering October 9, 2021.

Next Board meeting is September 10, 2020.

Meeting adjourned at 4:00 PM.

Respectfully submitted,

**JOHNSON COUNTY JIM GATCHELL MEMORIAL MUSEUM**  
**Board of Trustees Meeting**  
**September 10, 2020**

Present at the meeting were Vice President Bill Payne, Secretary Lynn Young, Treasurer Sharon Miller, Board member Brucie Connell, Director Sylvia Bruner, Museum Educator Jennifer Romanoski, GMA Representative Nancy Pedro, and commissioner Bob Perry.

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

**Old Business:**

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

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

**New Business:**

A notarized letter designating Director Bruner as Equity Administrator for System for Award Management (SAM) for the purpose of registering with SAM so the Director will have access to SAM managed by the US Government. That will allow the museum to receive payments from the US Government. Young moved that the Board send the letter as presented, Connell seconded. The motion was passed.

The board had a discussion about Brock Hansen's request to have access to museum collections. The board approved a motion that Connell draft a letter from the board explaining the Museum's established research policy for accessing collections and asking Hansen to follow those established procedures for his request. Miller moved, Payne seconded.

**Directors report:**

County facilities manager was successful in application for an energy efficient grant. More info to follow.

A US Forest Service collection of photos will arrive this month and Craig Cope has volunteered to assist with cataloging the work..

Volunteer Susan Theune is back for the month of September to work on Haworth collection.

Museum can apply for federal grants when a registered letter has been filed with SAM.

**1% grant:**

lamine indoor signs installed  
electrical work accomplished

Next Board meeting is October 8, 2020.

Meeting adjourned at 4:00 PM.

Respectfully submitted,

Lynn Young, Secretary



**JOHNSON COUNTY JIM GATCHELL MEMORIAL MUSEUM**  
**Board of Trustees Meeting**  
**October 8, 2020**

Present at the meeting were President Mel Keffer, Vice President Bill Payne, Secretary Lynn Young, Treasurer Sharon Miller, Board member Brucie Connell, Director Sylvia Bruner, Museum Educator Jennifer Romanoski, GMA Representative Nancy Pedro.

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

**Old Business:**

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

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

**New Business:**

The bank statement was opened by President Keffer and initialed as required by audit procedure.

Board members bring candy for October 30 Halloween Monster March which staff have planned how to accomplish with pandemic procedures.

The Holiday Open House will be November 28. No food.

**Directors report:**

The old insulation will be vacuumed out of Carnegie attic. Museum will be closed that day.

The donated US Forest Service collection is on site at the museum. Volunteer Craig Cope will begin the long process of cataloging the items.

Next Board meeting is November 12, 2020.

Meeting adjourned at 4:00 PM.

Respectfully submitted,

Lynn Young

**JOHNSON COUNTY JIM GATCHELL MEMORIAL MUSEUM**  
**Board of Trustees Meeting**  
**December 9, 2020**

Present at the meeting were President Mel Keffer, Vice President Bill Payne, Secretary Lynn Young, Treasurer Sharon Miller, Board member Brucie Connell, Museum Educator Jennifer Romanoski, GMA Representative Nancy Pedro.

Note: There was no November Board Meeting.

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

Old Business:

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

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

New Business:

The Christmas Open house was November 28.

Building and cabin: Jennifer is successfully writing and applying for matching grants for repair and maintenance of both the museum buildings and the cabin, an artifact. However, the county has no money for matching funds, so the grants are put on hold until matching fund may become available. Meanwhile the projects are being prioritized so that that will be ready to go when funds become available. Re pointing of the brick in the Carnegie building will likely be first priority. Also repairing and stabilizing the foundation of the cabin is high priority.

A request for an extension of a loan of a 45-70 rifle to the Hoofprints of the past museum be extended to May 2021, was agreed to by the collections committee. A motion to extend the loan was passed. Payne moved, Young seconded.

Directors report from Jennifer:

New insulation has been installed in the Carnegie building.

Annual audit is occurring virtually because of Ovid.

Jennifer held a virtual program with Rocks.

64 people attended Nov 28 open house.

New freezer for collections was delivered and installed.

Next Board meeting is January 14, 2021.

Meeting adjourned at 4:00 PM.

Respectfully submitted,

Lynn Young

**Jim Gatchell Memorial Museum Governing Board Meeting: November 12, 2020**

No meeting was held in November 2020 as there was a lack of news and attendance from the board.

---

Respectfully, Jennifer Romanoski, educator