

**JOHNSON COUNTY JIM GATCHELL MEMORIAL MUSEUM**  
**Board of Trustees Meeting at JGMM Meeting Room, Buffalo, Wyoming**  
**December 21, 2023**

Present at the meeting were President Brucie Connell, Treasurer Craig Cope, Vice president Sabina Damone, Secretary Lynn Young, Board Member Cynthia Pallister, Director Sylvia Bruner, Museum Educator Jennifer Romanoski, and guests Rex and Karen Harvey.

The meeting was called to order at 3:01 PM by President Brucie Connell

A roll call of attendees was conducted.

Old Business:

November minutes were reviewed and approved. Pallister moved, Cope seconded.

December financial report was reviewed, discussed and approved. Damone moved, Young seconded.

Treasurer Cope explained his understanding of True-up, which adjusted the payments of energy companies to the county and resulted in a reduction of payments to the museum by \$46,000. True-up is a year end financial reconciliation of the estimated property tax payments to be collected and the actual required tax payments. A True-up will happen annually. It is further complicated because True-up happens on calendar year cycle and museum budget is on a July 1 – June 30 fiscal year cycle.

Director reviewed admission income for the past several years. Income from admissions in 2023 (\$83,500) was up 17% over last year due to increased admission fee.

Director reviewed 2023 Phase one Carnegie Building fund budget and funds spent to date.

Unfinished/tabled business:

Board and director insurance bonding will be secured through Farmers Insurance at \$25 for each of four positions.

Policy review: Policies 4-6 - Deferred

Pallister presented a draft of a letter to GMA requesting funds for Carnegie Building maintenance and rehabilitation that may be used at a later date.

New Business:

Discussion about a request to join an Art and Music web site which would propose to increase interest in museum activities. No action at this time.

Directors report:

- Donations totaling \$5,525 for the Carnegie fund and \$6,150 for Museum Support received since I last mtg (brings the Carnegie fund to \$89,653! And the Museum Support fund to \$175,025). Reminder that the Museum Support fund was created in 2019 by the museum to create a reserve fund as there is none within the county budget. Its initial goal was \$60,000.
- The \$50,000 grant application to the WY Cultural Trust Fund for the Carnegie building is successful.
- New track lighting has been installed. We are working with Mountain Valley electric to address some spaces that still need to be lighted.
- Audit: Museum staff has uploaded requested info – they should be onsite in January
- Carnegie building: Phase 01 is done for now. The concrete work was not completed due to weather and the stone delays – but will be done this spring.
- Museum staff will be presenting at the JC Historical Society's January meeting (1/8/24 6:30 p.m. at the library) about Doctor William Marshall.

- The holiday open house was successful with strong store sales and visitation. Many thanks to Connie Norton for volunteering for the day and for providing the cider, coffee, and accouterments to make the refreshments table delightful.
- Tennessee Hahn has rejoined us for her winter break to also work in collections

Other:

Lynn Young made a motion that the board file a report to the Johnson County Commissioners, Johnson County Attorney and appropriate State and Federal agencies about an inappropriate, intimidating and threatening incident by Commissioner Perry that occurred against the director and museum staff in the museum workplace on the afternoon of December 18, 2023. The board will write a letter to the commission asking to open an investigation into the incident. Cope seconded. The motion passed.

Lynn Young made a motion that, because of the incident that occurred on December 18, the museum board write a letter to the Johnson County Board of Commissioners that Commissioner Perry be removed as the museum liaison. Cope seconded. The motion passed.

There was a lengthy discussion about wording for an agreement between JGMM, GMA and Johnson County to replace the former MOU. A motion was made and passed, Pallister moved, Young seconded, that the following wording be proposed for use for the entire agreement and submitted by letter from the JGMM board to Commissioner Novotny:

The GMA agrees to distribute 5% of the fair market value (FMV) (defined by the Internal Revenue Service as: the price the property would sell for on the open market) valuation based on a twelve (12) month average (or other method as required by the Internal Revenue Service) of the GMA's investment portfolio through once-annual lump sum payment on July 1<sup>st</sup>. FMV shall be determined on March 31 of each year (Valuation Date) and shall be based on an average of the prior 12 months. Payment shall continue each year on July 1 during the term of this agreement.

Next regular meeting: Thursday, January 18 at 3:00 p.m.

Meeting adjourned at 4:30 PM.

Respectfully submitted,

Lynn Young, Secretary