**CROOK COUNTY MUSEUM DISTRICT MEETING MINUTES**

**REGULAR MONTHLY MEETING**

**MARCH 22, 2018 5:00PM**

**WEST TEXAS TRAIL MUSEUM MEETING ROOM**

**MOORCROFT, WYOMING**

The meeting was called to order at 5:03 PM by president Lorie Marchant.

Trustees present: Lorie Marchant, Linda Rogers, Dorothy Greenwood, Neal Gray, Pam Thompson, Catherine Cardarelli

Guests: Pam Jespersen

Employees present: Rocky Courchaine, Marsha McGinnis, Cynthia Clonch

All present recited the pledge of allegiance.

President Lorie ask for approval of minutes as presented. Linda moved we approve the minutes as presented. Pam seconded. Motion carried.

Lorie reported the Load Evaluation letter for Old Stoney has been taken care of.

Linda presented the treasurer’s report and bills to be paid. Linda explained the treasurer’s report.

Marsha presented a purchase order to WIX.com for $50.00 or under. Pam moved we accept the treasurer’s report, purchase orders and pay bills. Neal seconded. Motion carried.

Pam gave the Old Stoney report. She reported on the fundraising efforts. The Art Auction preparations are in full swing.

Cynthia presented the West Texas Trail Museum report.

Rocky gave the Crook County Museum report.

The Hulett Museum’s report was presented in Mitch’s absence.

Marsha presented the administrative report.

Policies and Procedures was discussed. Sick time and comp time will be combined as discussed last meeting. Linda ask that board members read pages 4 through page 7 for discussion next meeting. Tabled until next meeting.

Rocky reported that WYDOT has requested unlimited use of a photo owned by CCMD. Linda made the motion the CCMD allow WYDOT to use a copy of the photo with unlimited use, as long as CCMD is mentioned as owning the photo. Pam seconded. Motion carried.

Hulett and Moorcroft MOUs will be discussed next meeting.

The Old Stoney bank account was discussed. Linda and Pam are on the account for signing checks. Linda made the motion that all bank accounts under the CCMD must have two signatures, one signer must be a CCMD board member. Neal seconded. Motion carried.

Marsha addressed concerns that Karisa has regarding the completion of the federal tax-exempt application. Linda will chair a committee to address that issue, Lorie will assist.

Lorie turned the meeting over to Neal. Neal ask Lori to inform trustees regarding the property insurance. Lorie showed a list of items covered under the property insurance policy. Lorie will send out documentation to each director and ask to identify property in their museum that is covered in the policy. Neal turned the meeting back to Lorie.

Next meeting, budgets will be requested from all employees. A budget work session will be held April 12, 2018 in Sundance at 5:30PM.

Cynthia presented comp time request of 7.5. Rocky presented 6 hours comp time. Rocky had out of office as well. Pam made the motion to approve comp time and out of office time. Linda seconded. Motion carried.

Next meeting will be held April 26, 2018 in Hulett.

Guest and employees dismissed and meeting went into Executive Session at 6:23PM

Regular meeting resumed at 6:49PM.

Meeting adjourned at 6:50PM.

Respectfully submitted by

Dorothy Greenwood