**CROOK COUNTY MUSEUM DISTRICT BOARD MEETING**

**MINUTES**

**OCTOBER 25, 2018 5:00PM**

**HULETT COMMUNITY ROOM**

Trustees present: President Lorie Marchant, Vice President Neal Gray, Treasurer Linda Rogers, Secretary Dorothy Greenwood, member Pam Thompson, member Catherine Cardarelli

Museum directors present: Rocky Courchaine, Mitch Mahoney

Museum directors excused: Cynthia Clonch

District employee excused: Marsha McGinnis

The group enjoyed cake in honor of Pam’s many years of service on the Museum board.

President Lorie called the meeting to order at 5:13 and led the pledge of allegiance.

President Lorie ask for a motion to approve the minutes as presented. Neal made the motion to accept the minutes as amended. Linda seconded. Motion carried.

Cynthia requested Oct. 19, 22 through 26th off and to have the meeting moved to Hulett. Pam made the motion to approve. Linda seconded. Motion carried.

Linda presented the treasurer’s report and bills for payment. Workmen’s comp is reflected this month as it is quarterly. Other questions she will address to Marsha. Mitch presented a purchase order for ink cartridges to Quill 84.95 and Rocky presented one to Quill for 66.49 for paper and a desk calendar. Pam moved to accept the treasurers report and pay bills and sign checks after the meeting. Neal seconded. Motion carried.

Pam gave the Old Stoney report. She and Rocky went to Cheyenne for a SLIB meeting for the $300,000.00 from the business council along with Kathy Lenz of the city. Pam commended her on her presentation. The 300,000.00 is forth coming next month as a reimbursable grant. Pam reported that she can get name tags for $12.00 for 6 name tags. After election it will be readdressed.

Catherine Cardarelli joined the meeting at 5:45.

Mitch gave the Hulett museum report, showing donation sales were up from last year. 55 people attended the auction, with over $4000.00 raised. September visitation was 304. They will do a Christmas raffle, with the drawing before Christmas.

Rocky gave the Crook County Museum report. He has done several programs in Sept. The Museum had 452 visitors last month.

With Marsha absent, we assume the audit was completed. The Moorcroft MOU was signed.

The Non-profit status paperwork was discussed.

The storage room was discussed. Rocky is satisfied with the progress made cleaning it up. Situation resolved.

Linda suggested we change our bylaws to match the state laws regarding director voting. Linda suggested we establish an email protocol for motions made via email. Dorothy will look into the proper procedure. Lori ask Linda and Dorothy to form a committee to establish proper email procedures.

Rocky plans to close the museum when the move begins. It will be readdressed in January.

Mitch ask for 7.5 hours of comp time and time off from Oct. 29- Nov 1, 2018.

Rocky ask for 3 hours comp time and Nov. 15, 2018. Pam moved to accept the requests. Linda seconded. Motion carried.

Neal moved we go into executive session. Linda seconded. Motion carried.

Mitch and Rocky were dismissed.

Executive session ended at 6:46

Meeting reconvened

Meeting adjourned at 6:48