**CROOK COUNTY MUSEUM DISTRICT**

**REGULAR BOARD MEETING MINUTES**

**JUNE 28, 2018 5:00PM**

**WEST TEXAS TRAIL MUSEUM MEETING ROOM**

**MOORCROFT, WYOMING**

The meeting was called to order at 4:58 by President Lori Marchant.

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

Guest present:

Employees present: Rocky Courchaine, Cynthia Clonch, Marsha McGinnis, Mitch Mahoney

All present recited the pledge of allegiance.

President Lori ask for approval of the minutes as presented. Pam moved we accept the minutes as presented. Neal seconded. Motion carried.

Linda presented the treasurer’s report and bills for payment. Questions were answered regarding the report. Dorothy made the motion that we approve the $175.00 brochure spot to the Sundance Chamber of Commerce. Pam seconded. Motion carried. Pam made the motion to approve the treasurer’s report and sign checks after the meeting. Neal seconded. Motion carried.

Cynthia presented the West Trail Museum report.

Pam presented the Old Stoney report. Lori requested that an Old Stoney meeting be scheduled to discuss the Capitol Campaign. That meeting will be held July 16th after the museum district meeting. Kathy from the city suggested we add contacts for the city. We will all receive contact information from Kathy, and if we have questions or concerns they will be directed to Pam.

Mitch presented the Hulett Museum report.

Rocky gave the Crook County Museum report.

Marsha had no report.

One more change to the Policy and Procedure was advised by Linda, on page 15, so the correction will be made. Linda made the motion update the policy by eliminating the first two sentences of the second paragraph on page 15. Neal seconded. Motion carried.

Marsha presented the MOU from Hulett and the list of officers needs to be changed. Next meeting it will be corrected and trustees will sign.

The non-profit status paperwork discussion is tabled until after budget.

Discussion was held regarding how employees track and report working hours. Employee may use comp time to compensate for time missed in the office or work other hours to make up for time lost within the pay period. That information can be reported in the director’s reports.

Marsha requested July 23 and 24th for time off. She reported 18 hours comp time. Cynthia requested being out of the office today from 10-2 and tomorrow 10:30 to 1. Rocky requested comp time for 6 hours. Marsha ask for 14 hours comp time. Mitch ask for 19.5 hours comp time. Pam moved we accept comp and time out of office. Linda seconded.

The next meeting will be held July 16, 2018 at 4:00 in Sundance.

Meeting adjourned at 6:10.

Respectfully submitted by,

Dorothy Greenwood, secretary