



Collect. Preserve. Educate.
The Campbell County Rockpile Museum
tells the story of the Powder River Basin.

**Minutes of the Special Meeting of the
CCRM Board of Directors
May 9, 2023, at the Rockpile Museum, 5:30 PM**

A. Call to Order

The meeting was called to order at 5:30 p.m. by Board President Lucas Fralick, presiding officer.

Present: Museum Board Members: Lucas Fralick, Rita Cossitt Mueller, Rocky Marquiss, Jane Gebhart, and Tom Holm

Museum Staff: Director Robert Henning

The purpose of the special meeting was to discuss the budget changes and requested further cuts from the County Commissioners. Most notable change was the removal of the part time employee that we had requested. Lucas was under the belief that we could discuss this at our next board meeting on May 16th. Rocky called and visited with Denton Knapp and found out that the deadline was actually May 15th.

Rocky presented the attached documents sharing concerns with the proposal and changes he suggested we respond with. Lucas shared changes he was proposing, included in this document as well.

Discussion followed and it was agreed that it was vital we push to put the part time staff back into the budget. After further discussion Tom Moved that the board respond with Lucas' proposal. If that is rejected, then Rocky's Plan A and in the event of failure, Plan B. Lucas and/or Rocky will meet with Commissioner Faber by the end of the week to discuss. Lucas and Rocky to have the authority to adjust as necessary during the discussion. Jane Seconded. Motion passed unanimously.

Rocky will contact Denton on the morning of 5/10/2023 to arrange for the meeting.

Meeting adjourned at 6:30 PM

2023 - 2024 Museum Requested Budget						
Organization	Object	Account Description	2022-2023 Approved	2023- 2024 Requested	Budget Changes	Final Budget
100721	43580	Access Pass and Ticket Sales	\$ (23,000.00)	\$ (23,000.00)	\$ -	\$ (23,000.00)
100721	43670	Resale Items	\$ (18,000.00)	\$ (18,000.00)	\$ -	\$ (18,000.00)
100721	46140	Contrib & Donations	\$ (100.00)	\$ (1,100.00)	\$ -	\$ (1,100.00)
100721	49010	Transfers In from 1%	\$ -	\$ -	\$ -	\$ -
100721	60005	Full Time - Regular	\$ 235,905.00	\$ 239,125.00	\$ -	\$ 239,125.00
100721	60100	Full Time - OT	\$ 2,140.00	\$ 2,550.00	\$ -	\$ 2,550.00
100721	60200	Part Time - Regular	\$ 31,320.00	\$ 33,513.00	\$ -	\$ 33,513.00
100721	60700	Part Time - OT	\$ -	\$ -	\$ -	\$ -
100721	60800	Additional Requested Payroll	\$ -	\$ 27,098.00	\$ (18,039.00)	\$ 9,059.00
100721	60900	Compensation Adjustment	\$ -	\$ -	\$ -	\$ -
100721	61000	FICA/Medicare	\$ 20,607.00	\$ 21,052.00	\$ -	\$ 21,052.00
100721	61400	Retirement	\$ 44,324.00	\$ 45,000.00	\$ -	\$ 45,000.00
100721	61500	Insurance Benefits	\$ 54,330.00	\$ 54,330.00	\$ -	\$ 54,330.00
100721	62000	Postage & Freight	\$ 2,500.00	\$ 3,500.00	\$ -	\$ 3,500.00
100721	62020	Communication/Network Expense	\$ -	\$ -	\$ -	\$ -
100721	62060	Printing/Spec Forms/Archiving	\$ -	\$ -	\$ -	\$ -
100721	62080	Public Relations/Promotions	\$ 15,000.00	\$ 15,000.00	\$ (3,000.00)	\$ 12,000.00
100721	62100	Advert/Publication/LegalNotice	\$ -	\$ -	\$ -	\$ -
100721	62180	Media/Subscription/Periodical	\$ 200.00	\$ 200.00	\$ -	\$ 200.00
100721	62200	Assn Dues, Fees and Licensure	\$ 1,250.00	\$ 1,500.00	\$ -	\$ 1,500.00
100721	62220	Utilities	\$ 23,000.00	\$ 25,000.00	\$ -	\$ 25,000.00
100721	62260	Professional Services	\$ 10,000.00	\$ 1,000.00	\$ -	\$ 1,000.00
100721	62400	Prof Dev Req Air Meal Lodg	\$ -	\$ -	\$ -	\$ -
100721	62450	EE Dev Meet Trav Meal Lodg	\$ 7,300.00	\$ 7,500.00	\$ -	\$ 7,500.00
100721	62720	Software Cost (Subs/Maint)	\$ 5,500.00	\$ 5,600.00	\$ -	\$ 5,600.00
100721	62760	Office Equip Maint Contracts	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 2,500.00
100721	62840	Vehicle and Equipment Ins	\$ -	\$ -	\$ -	\$ -
100721	62860	Other Insurance	\$ 500.00	\$ 500.00	\$ -	\$ 500.00
100721	63060	Board and Committee Expenses	\$ 2,000.00	\$ 3,500.00	\$ (1,500.00)	\$ 2,000.00
100721	63080	Volunteer Recognition	\$ 2,000.00	\$ 2,500.00	\$ (500.00)	\$ 2,000.00
100721	63240	Sales/Lodging/Property Tax	\$ 1,125.00	\$ 1,000.00	\$ -	\$ 1,000.00
100721	63260	Credit Card Handling Fees	\$ -	\$ -	\$ -	\$ -
100721	63420	Special Event / Program Cost	\$ 12,500.00	\$ 25,000.00	\$ (7,500.00)	\$ 17,500.00
100721	63440	Miscellaneous Expense	\$ -	\$ 500.00	\$ -	\$ 500.00
100721	63450	Reimbursement Expense	\$ -	\$ -	\$ -	\$ -
100721	64000	Supplies	\$ 6,500.00	\$ 5,000.00	\$ -	\$ 5,000.00
100721	64050	Office/Computer Supplies	\$ 2,000.00	\$ 3,200.00	\$ -	\$ 3,200.00
100721	64060	Janitorial Supplies	\$ 750.00	\$ 750.00	\$ -	\$ 750.00
100721	64150	Gasoline	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00
100721	64450	Collections Exhibits & Acqu	\$ 14,250.00	\$ 15,250.00	\$ -	\$ 15,250.00
100721	64800	Merch/Supplies for Resale	\$ 13,000.00	\$ 20,000.00	\$ -	\$ 20,000.00
100721	65000	Vehicle/Equip Repair/Maint	\$ 2,000.00	\$ 4,000.00	\$ -	\$ 4,000.00
100721	65020	Furn/Equi Repair & Maint	\$ 500.00	\$ 500.00	\$ -	\$ 500.00
100721	65060	Grounds Maintenance	\$ 750.00	\$ 750.00	\$ -	\$ 750.00
100721	65080	Building Maintenance	\$ 750.00	\$ 750.00	\$ -	\$ 750.00
100721	67400	Other Grants - Anticipated	\$ -	\$ -	\$ -	\$ -
100721	68200	Cap Outlay - Equipment	\$ -	\$ -	\$ -	\$ -
100721	68220	Cap Outlay-Computer/Tech Equip	\$ -	\$ -	\$ -	\$ -
100721	68260	Cap Outlay-Office Equip/Furn	\$ 13,000.00	\$ 86,200.00	\$ -	\$ 86,200.00
100721	69999	Accrued Exp - EOY Adj	\$ -	\$ -	\$ -	\$ -
Totals:			\$ 529,001.00	\$ 655,368.00	\$ (30,539.00)	\$ 624,829.00
Overall Increase:						18%
Staffing Increase:						4%
Expense Increase:						57%

Documents provided by board member Rocky Marquiss:

What the commissioners are trying to do is keep the same budget except for the 4% increase in pay. In trying to fit within this guideline they rejected a requested additional part time staff.

While I can appreciate the goal, I have some concerns.

- 1.) Costs are going up apart from the pay increases.
- 2.) The staff already runs a pretty tight ship, especially in the spring and summer with programs such as the Shepherders Festival, Atlatl Day, exhibit preparations, speakers, and day to day activities.
- 3.) 2024 is the 50th anniversary of the Rockpile Museum. There will be activities/functions and programs commemorating this in addition to our normal programs.
- 4.) 2024 is the Pathfinders Camporee which will add the need for additional programs and effort to provide a meaningful program to thousands of visitors from around the world.
- 5.) As the new museum project starts to pick up there will be a necessity for staff to devote considerable time and energy in planning and design necessary for a new museum.
- 6.) The museum is already operating with one less full-time position and has for a couple of years

I believe that for these reasons that if we don't add the part time staff, we run the risk of not being able to do an adequate job and create employee burnout. The latter increases the risk of employee turnover, which only adds to the difficulties and stress. While the Pathfinder isn't until Fiscal Year (FY) 2024-2025 you can't wait to start the hiring process in July, hire somebody late July / early August and have them up to speed in time to handle the workload, assuming that a position was approved for that FY. It wouldn't be fair to existing staff nor to the new employee.

Following is a copy of the spreadsheet Robert sent out and two proposed budget amendments. The big increase in the capital outlay was for High Density Storage (HDS) that we requested. We realized that it was likely not going to be approved. However, part of that line item is a request for \$11,200 for 2 exhibit cases. I added the part time position back in and reduced the capital item to \$11,200 for the exhibit cases. On the second proposal I removed the \$11,200 in case the commissioners balk at the first one.

It is my opinion that we should take this proposal and make the case with Chairman Fabor later this week/early next week.

Proposal: Plan A (Rocky)

2023 - 2024 Museum Requested Budget						
Organization	Object	Account Description	2022-2023 Approved	2023- 2024 Requested	Budget Changes	Final Budget
100721	43580	Access Pass and Ticket Sales	\$ (23,000.00)	\$ (23,000.00)	\$ -	\$ (23,000.00)
100721	43670	Resale Items	\$ (18,000.00)	\$ (18,000.00)	\$ -	\$ (18,000.00)
100721	46140	Contrib & Donations	\$ (100.00)	\$ (1,100.00)	\$ -	\$ (1,100.00)
100721	49010	Transfers In from 1%	\$ -	\$ -	\$ -	\$ -
100721	60005	Full Time - Regular	\$ 235,905.00	\$ 239,125.00	\$ -	\$ 239,125.00
100721	60100	Full Time - OT	\$ 2,140.00	\$ 2,550.00	\$ -	\$ 2,550.00
100721	60200	Part Time - Regular	\$ 31,320.00	\$ 33,513.00	\$ -	\$ 33,513.00
100721	60700	Part Time - OT	\$ -	\$ -	\$ -	\$ -
100721	60800	Additional Requested Payroll	\$ -	\$ 27,098.00	\$ -	\$ 27,098.00
100721	60900	Compensation Adjustment	\$ -	\$ -	\$ -	\$ -
100721	61000	FICA/Medicare	\$ 20,607.00	\$ 21,052.00	\$ -	\$ 21,052.00
100721	61400	Retirement	\$ 44,324.00	\$ 45,000.00	\$ -	\$ 45,000.00
100721	61500	Insurance Benefits	\$ 54,330.00	\$ 54,330.00	\$ -	\$ 54,330.00
100721	62000	Postage & Freight	\$ 2,500.00	\$ 3,500.00	\$ -	\$ 3,500.00
100721	62020	Communication/Network Expense	\$ -	\$ -	\$ -	\$ -
100721	62060	Printing/Spec Forms/Archiving	\$ -	\$ -	\$ -	\$ -
100721	62080	Public Relations/Promotions	\$ 15,000.00	\$ 15,000.00	\$ (3,000.00)	\$ 12,000.00
100721	62100	Advert/Publication/LegalNotice	\$ -	\$ -	\$ -	\$ -
100721	62180	Media/Subsription/Periodical	\$ 200.00	\$ 200.00	\$ -	\$ 200.00
100721	62200	Assn Dues, Fees and Licensure	\$ 1,250.00	\$ 1,500.00	\$ -	\$ 1,500.00
100721	62220	Utilities	\$ 23,000.00	\$ 25,000.00	\$ -	\$ 25,000.00
100721	62260	Professional Services	\$ 10,000.00	\$ 1,000.00	\$ -	\$ 1,000.00
100721	62400	Prof Dev Req Air Meal Lodg	\$ -	\$ -	\$ -	\$ -
100721	62450	EE Dev Meet Trav Meal Lodg	\$ 7,300.00	\$ 7,500.00	\$ -	\$ 7,500.00
100721	62720	Software Cost (Subs/Maint)	\$ 5,500.00	\$ 5,600.00	\$ -	\$ 5,600.00
100721	62760	Office Equip Maint Contracts	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 2,500.00
100721	62840	Vehicle and Equipment Ins	\$ -	\$ -	\$ -	\$ -
100721	62860	Other Insurance	\$ 500.00	\$ 500.00	\$ -	\$ 500.00
100721	63060	Board and Committee Expenses	\$ 2,000.00	\$ 3,500.00	\$ (1,500.00)	\$ 2,000.00
100721	63080	Volunteer Recognition	\$ 2,000.00	\$ 2,500.00	\$ (500.00)	\$ 2,000.00
100721	63240	Sales/Lodging/Property Tax	\$ 1,125.00	\$ 1,000.00	\$ -	\$ 1,000.00
100721	63260	Credit Card Handling Fees	\$ -	\$ -	\$ -	\$ -
100721	63420	Special Event / Program Cost	\$ 12,500.00	\$ 25,000.00	\$ (7,500.00)	\$ 17,500.00
100721	63440	Miscellaneous Expense	\$ -	\$ 500.00	\$ -	\$ 500.00
100721	63450	Reimbursement Expense	\$ -	\$ -	\$ -	\$ -
100721	64000	Supplies	\$ 6,500.00	\$ 5,000.00	\$ -	\$ 5,000.00
100721	64050	Office/Computer Supplies	\$ 2,000.00	\$ 3,200.00	\$ -	\$ 3,200.00
100721	64060	Janitorial Supplies	\$ 750.00	\$ 750.00	\$ -	\$ 750.00
100721	64150	Gasoline	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00
100721	64450	Collections Exhibits & Acqu	\$ 14,250.00	\$ 15,250.00	\$ -	\$ 15,250.00
100721	64800	Merch/Supplies for Resale	\$ 13,000.00	\$ 20,000.00	\$ -	\$ 20,000.00
100721	65000	Vehicle/Equip Repair/Maint	\$ 2,000.00	\$ 4,000.00	\$ -	\$ 4,000.00
100721	65020	Furn/Equi Repair & Maint	\$ 500.00	\$ 500.00	\$ -	\$ 500.00
100721	65060	Grounds Maintenance	\$ 750.00	\$ 750.00	\$ -	\$ 750.00
100721	65080	Building Maintenance	\$ 750.00	\$ 750.00	\$ -	\$ 750.00
100721	67400	Other Grants - Anticipated	\$ -	\$ -	\$ -	\$ -
100721	68200	Cap Outlay - Equipment	\$ -	\$ -	\$ -	\$ -
100721	68220	Cap Outlay-Computer/Tech Equip	\$ -	\$ -	\$ -	\$ -
100721	68260	Cap Outlay-Office Equip/Furn	\$ 13,000.00	\$ 86,200.00	\$ (75,000.00)	\$ 11,200.00
100721	69999	Accrued Exp - EOY Adj	\$ -	\$ -	\$ -	\$ -
Totals:			\$ 529,001.00	\$ 655,368.00	\$ (87,500.00)	\$ 567,868.00
					Overall Increase:	7%
					Staffing Increase:	9%
					Expense Increase:	3%

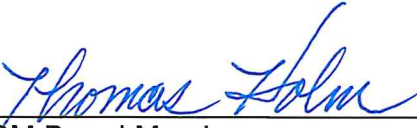
Proposal: Plan B (Rocky)

2023 - 2024 Museum Requested Budget						
Organization	Object	Account Description	2022-2023 Approved	2023- 2024 Requested	Budget Changes	Final Budget
100721	43580	Access Pass and Ticket Sales	\$ (23,000.00)	\$ (23,000.00)	\$ -	\$ (23,000.00)
100721	43670	Resale Items	\$ (18,000.00)	\$ (18,000.00)	\$ -	\$ (18,000.00)
100721	46140	Contrib & Donations	\$ (100.00)	\$ (1,100.00)	\$ -	\$ (1,100.00)
100721	49010	Transfers In from 1%	\$ -	\$ -	\$ -	\$ -
100721	60005	Full Time - Regular	\$ 235,905.00	\$ 239,125.00	\$ -	\$ 239,125.00
100721	60100	Full Time - OT	\$ 2,140.00	\$ 2,550.00	\$ -	\$ 2,550.00
100721	60200	Part Time - Regular	\$ 31,320.00	\$ 33,513.00	\$ -	\$ 33,513.00
100721	60700	Part Time - OT	\$ -	\$ -	\$ -	\$ -
100721	60800	Additional Requested Payroll	\$ -	\$ 27,098.00	\$ -	\$ 27,098.00
100721	60900	Compensation Adjustment	\$ -	\$ -	\$ -	\$ -
100721	61000	FICA/Medicare	\$ 20,607.00	\$ 21,052.00	\$ -	\$ 21,052.00
100721	61400	Retirement	\$ 44,324.00	\$ 45,000.00	\$ -	\$ 45,000.00
100721	61500	Insurance Benefits	\$ 54,330.00	\$ 54,330.00	\$ -	\$ 54,330.00
100721	62000	Postage & Freight	\$ 2,500.00	\$ 3,500.00	\$ -	\$ 3,500.00
100721	62020	Communication/Network Expense	\$ -	\$ -	\$ -	\$ -
100721	62060	Printing/Spec Forms/Archiving	\$ -	\$ -	\$ -	\$ -
100721	62080	Public Relations/Promotions	\$ 15,000.00	\$ 15,000.00	\$ (3,000.00)	\$ 12,000.00
100721	62100	Advert/Publication/LegalNotice	\$ -	\$ -	\$ -	\$ -
100721	62180	Media/Subscription/Periodical	\$ 200.00	\$ 200.00	\$ -	\$ 200.00
100721	62200	Assn Dues, Fees and Licensure	\$ 1,250.00	\$ 1,500.00	\$ -	\$ 1,500.00
100721	62220	Utilities	\$ 23,000.00	\$ 25,000.00	\$ -	\$ 25,000.00
100721	62260	Professional Services	\$ 10,000.00	\$ 1,000.00	\$ -	\$ 1,000.00
100721	62400	Prof Dev Req Air Meal Lodg	\$ -	\$ -	\$ -	\$ -
100721	62450	EE Dev Meet Trav Meal Lodg	\$ 7,300.00	\$ 7,500.00	\$ -	\$ 7,500.00
100721	62720	Software Cost (Subs/Maint)	\$ 5,500.00	\$ 5,600.00	\$ -	\$ 5,600.00
100721	62760	Office Equip Maint Contracts	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 2,500.00
100721	62840	Vehicle and Equipment Ins	\$ -	\$ -	\$ -	\$ -
100721	62860	Other Insurance	\$ 500.00	\$ 500.00	\$ -	\$ 500.00
100721	63060	Board and Committee Expenses	\$ 2,000.00	\$ 3,500.00	\$ (1,500.00)	\$ 2,000.00
100721	63080	Volunteer Recognition	\$ 2,000.00	\$ 2,500.00	\$ (500.00)	\$ 2,000.00
100721	63240	Sales/Lodging/Property Tax	\$ 1,125.00	\$ 1,000.00	\$ -	\$ 1,000.00
100721	63260	Credit Card Handling Fees	\$ -	\$ -	\$ -	\$ -
100721	63420	Special Event / Program Cost	\$ 12,500.00	\$ 25,000.00	\$ (7,500.00)	\$ 17,500.00
100721	63440	Miscellaneous Expense	\$ -	\$ 500.00	\$ -	\$ 500.00
100721	63450	Reimbursement Expense	\$ -	\$ -	\$ -	\$ -
100721	64000	Supplies	\$ 6,500.00	\$ 5,000.00	\$ -	\$ 5,000.00
100721	64050	Office/Computer Supplies	\$ 2,000.00	\$ 3,200.00	\$ -	\$ 3,200.00
100721	64060	Janitorial Supplies	\$ 750.00	\$ 750.00	\$ -	\$ 750.00
100721	64150	Gasoline	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00
100721	64450	Collections Exhibits & Acqu	\$ 14,250.00	\$ 15,250.00	\$ -	\$ 15,250.00
100721	64800	Merch/Supplies for Resale	\$ 13,000.00	\$ 20,000.00	\$ -	\$ 20,000.00
100721	65000	Vehicle/Equip Repair/Maint	\$ 2,000.00	\$ 4,000.00	\$ -	\$ 4,000.00
100721	65020	Furn/Equip Repair & Maint	\$ 500.00	\$ 500.00	\$ -	\$ 500.00
100721	65060	Grounds Maintenance	\$ 750.00	\$ 750.00	\$ -	\$ 750.00
100721	65080	Building Maintenance	\$ 750.00	\$ 750.00	\$ -	\$ 750.00
100721	67400	Other Grants - Anticipated	\$ -	\$ -	\$ -	\$ -
100721	68200	Cap Outlay - Equipment	\$ -	\$ -	\$ -	\$ -
100721	68220	Cap Outlay-Computer/Tech Equip	\$ -	\$ -	\$ -	\$ -
100721	68260	Cap Outlay-Office Equip/Furn	\$ 13,000.00	\$ 86,200.00	\$ (86,200.00)	\$ -
100721	69999	Accrued Exp - EOY Adj	\$ -	\$ -	\$ -	\$ -
Totals:			\$ 529,001.00	\$ 655,368.00	\$ (98,700.00)	\$ 556,668.00
Overall Increase:						5%
Staffing Increase:						9%
Expense Increase:						-5%

Lucas' Proposal (and subsequently approved)

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100721	46140	Contrib & Donations	\$ (100.00)	\$ (1,100.00)	\$ -	\$ (1,100.00)
100721	49010	Transfers In from 1%	\$ -	\$ -	\$ -	\$ -
100721	60005	Full Time - Regular	\$ 235,905.00	\$ 239,125.00	\$ -	\$ 239,125.00
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100721	61000	FICA/Medicare	\$ 20,607.00	\$ 21,052.00	\$ -	\$ 21,052.00
100721	61400	Retirement	\$ 44,324.00	\$ 45,000.00	\$ -	\$ 45,000.00
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100721	62020	Communication/Network Expense	\$ -	\$ -	\$ -	\$ -
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100721	64060	Janitorial Supplies	\$ 750.00	\$ 750.00	\$ -	\$ 750.00
100721	64150	Gasoline	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00
100721	64450	Collections Exhibits & Acqu	\$ 14,250.00	\$ 15,250.00	\$ -	\$ 15,250.00
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100721	65020	Furn/Equi Repair & Maint	\$ 500.00	\$ 500.00	\$ -	\$ 500.00
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100721	65080	Building Maintenance	\$ 750.00	\$ 750.00	\$ -	\$ 750.00
100721	67400	Other Grants - Anticipated	\$ -	\$ -	\$ -	\$ -
100721	68200	Cap Outlay - Equipment	\$ -	\$ -	\$ -	\$ -
100721	68220	Cap Outlay-Computer/Tech Equip	\$ -	\$ -	\$ -	\$ -
100721	68260	Cap Outlay-Office Equip/Furn	\$ 13,000.00	\$ 86,200.00	\$ -	\$ 86,200.00
100721	69999	Accrued Exp - EOY Adj	\$ -	\$ -	\$ -	\$ -
Totals:			\$ 529,001.00	\$ 655,368.00	\$ (7,500.00)	\$ 647,868.00
Overall Increase:						22%
Staffing Increase:						9%
Expense Increase:						60%

May 9, 2023 Special Meeting Minutes submitted by Board Secretary Rocky Marquiss.


CCRM Board Member

5/16/2023
Date


CCRM Board Member

16 May 2023
Date