



Collect. Preserve. Educate.

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

**Minutes of the Quarterly Meeting of the Rockpile Museum Board
of Directors and the Campbell County Commissioners**

March 16, 2021

Rockpile Museum, 6:00 p.m.

I. Call to Order and Guest Introductions

The meeting was called to order at 6:03 p.m. by Board President Rita Cossitt Mueller, presiding officer.

Present: Museum Board Members: Rita Cossitt Mueller (Virtual), Bill Monahan, John Daly, and Lucas Fralick

Not attending: Tami Bishop

County Commissioners: Chairman D.G. Reardon (via phone), Rusty Bell, Bob Maul, and Coleen Faber (via Teams)

Not attending: Del Shelstad

County Staff: Commissioners Administrative Director Carol Seeger, Deputy County Clerk Kendra Anderson, Deputy County Attorney Shawn Brown

Museum Staff: Director Robert Henning, Exhibitions and Collections Manager Angela Beenken (via Teams), Museum Educator Stephan Zacharias, and Museum Assistant Cara Reeves (Virtual), Museum Educator Penny Schroeder attending virtually but was unable to connect.

Guests: Charlene Busk (via Teams), Lisa Marquiss, Sandy Holyoak, and News Record Staff Writer Johnathan Gallardo

II. Quarterly Meeting of the Campbell County Commissioners and Rockpile Museum Board

A. Museum Accounts Payable Process and Auditor's Concerns

The commissioners and the board member's as well as Robert Henning spoke about issues confronting the museum regarding the new Accounts Payable process as it applies to a small department.

B. Museum Storage Buildings

The commissioners assured the museum board and staff the current storage buildings will remain available for museum use.

C. Museum Budget Request for FY21-22

Robert gave a brief presentation of the 2020-2021 museum year in review. The commissioners stated they were fairly pleased with the projected 2021-2022 museum budget.

D. Other / General Discussion - There was no general discussion.

E. Adjourn Commissioners Meeting

The quarterly meeting was adjourned at 6:44 p.m. and the Commissioners left the meeting.

Next Quarterly Museum Meeting is set for June 15, 2021 at 6:00 p.m. at the Rockpile Museum

Minutes of the Regular Monthly Meeting of the CCRM Board of Directors March 16, 2021 Rockpile Museum

A. Approval of Agenda

Board reviewed agenda and Rita Cossitt Mueller called for changes or corrections. No changes or additional items were presented, and the board approved the agenda by unanimous consent.

B. Consent Agenda

Director Henning added some updated clarification to the consent agenda.

Approval of Minutes

February 16, 2021 Regular Meeting Minutes
March 4, 2021 Special Meeting Minutes
March 8, 2021 Special Meeting Minutes

Expense Report

As of March 16th, there are nine purchase orders from the regular budget to be approved and paid totaling **\$3,953.57**. There are still outstanding invoices from First National Bank Visa, Black Hills Energy, and Walmart that will need board approval following the meeting. There are also two 1% requests that need approved in the amount of **\$1,223.25**.

The March 2021 vouchers are as follows:

True West Publishing Inc.	\$475.00
City of Gillette	\$779.26
Rocky Mountain Business Equipment	\$59.73
Vista Leasing Company	\$98.00
Chichester, Inc.	\$669.46
Gaylord Archival	\$602.78
Henning Mileage Reimbursement	\$19.94
Colorado-Wyoming Assoc. of Museums	\$60.00
National Association for Interpretation	\$1,189.40
Ball Chain Manufacturing - 1% Youth	\$772.00
Choice Advertising LLC - 1% Youth	\$451.25

For the month of February, there were thirteen vouchers from our regular accounts totaling \$6,942.92 and one 1% request totaling \$985.00.

REVENUE UPDATE: As of 3/16/2021 we have brought in \$6,574.98 in revenue. All but \$12.06 of this was in gift shop sales.

BUDGET VARIANCE for FY20-21 as of March 16, 2021

Rita Cossitt Mueller asked the board if they wished for any items to be removed from the consent agenda. No items were requested removed. Lucas Fralick moved to approve all items of the consent agenda as presented, Bill Monahan seconded the motion; motion approved unanimously.

C. Collections and Exhibits

I. Collections/Exhibits Department Update

Angela Beenkeen and Cara Reeves delivered a Collections Report update to the Board. Cara also updated the Board on the Archeology Fair.

II. Collections Report

A motion was made by Lucas Fralick to approve the staff recommendations regarding the donations; seconded by Bill Monahan. Motion passed unanimously.

III. Deaccessions

A motion was made by Lucas Fralick to approve the staff recommendations regarding the deaccessions; seconded by Bill Monahan. Motion passed unanimously.

D. Museum Program Updates

I. Visitation Report

Robert stated visitation is improving little by little.

II. Youth Education Report from Penny Schroder

Penny's report stated the Valentine Bags were a success. The report also added that approximately nine schools will take part in WWII Days.

III. Adult and Outreach Report from Stephan Zacharias

Stephan advised the Board about the status of the upcoming Vietnam Veterans Traveling Memorial Event. It is scheduled to be in Gillette from September 8, 2021 to September 12, 2021.

Regarding the three-day class Stephan recently taught, he advised that 7 out of 10 students passed the class.

IV. Schedule

Mar. 17 – WWII Day Rehearsal
Mar. 18 – RMA Board Meeting, 2:30 p.m. at Museum
Mar. 23 – Lucas Fralick A-Bomb Presentation, 7:00 p.m.
Mar. 24 – 6th Grade WWII Day (virtual)
Apr. 20 – CCRM Board Meeting
Apr. 21-23 – CWAM Annual Meeting (virtual)

Robert advised the virtual CWAM Presentations and classes will be free to all participants.

E. Old Business

I. POS System Update

Robert spoke about the Point of Sale System called the Korona System. He stated the new system will be ready to go by July 1.

II. OSHA Inspection Report

Robert advised board on results of inspection. Main item was that the museum relies on too many extension cords. All in all, OSHA advised pretty modest changes.

III. Tyler Financial Software Update

Robert will try and meet with Susan Saunders and discuss options after quarterly meeting discussion.

IV. Museum Board Meeting Time

It was decided to wait until the new board members are selected and we meet in August or September to discuss the potential winter board meeting time change.

V. CIG Training

Robert stated he thought the CIG training was very beneficial. There may be another in the fall. The training is open to the public.

F. New Business

I. Quarterly Meeting Follow-Up

Rita stated the relationship between the Museum Board and the County Commissioners has improved.

II. Brief Updates from Director Henning

- We need to attract sponsors, particularly for the 'Homestead Shack'.
- The crosswalk continues. The state is delayed for various reasons.
- Masks are no longer required for visitors. Thirty people are allowed per room.
- Meetings for Advocacy Day continues.
- Robert spoke of a potential fund raiser involving Senator Michael Enzi.

G. General Discussion

Rita had questions about the original jail site. She wondered if we should be more active in offering a tour of some kind for tourists who may be interested.

H. Adjourn

John Daly moved to adjourn the meeting.

Bill Monahan seconded the motion, meeting was adjourned by Board President Cossitt Mueller at 8:07 p.m.

The next regular CCRM Board Meeting will be on April 20, 2021 at 6:00 p.m. at the museum.

March 16, 2021 Board Meeting Minutes submitted by Board Secretary Bill Monahan.



CCRM Board Member

4/20/21
Date



CCRM Board Member

20 Apr '21
Date