

# MEETEETSE MUSEUM DISTRICT

## MINUTES OF THE BOARD

**December 11, 2012**

President Jim Allen called the regular meeting of the Meeteetse Museum District to order at 7:00 p.m. on November 13, 2012 at the Belden Museum.

**Roll call:** Board members present were, Larry Todd, Jim Allen, Lili Turnell, Mary Jane Luther. Museum director David Cunningham and Collections Manager Rachel Carson were present. Yvonne Renner and Ann Lawler were present at 7:03 p.m.

**Consent Agenda:** Larry Todd moved to approve the consent agenda. Lili Turnell seconded the motion. All voted aye. Motion carried.

**Citizens Open Forum:** No citizens present

**Additions to the agenda:** None. Yvonne Renner and Ann Lawler arrived.

### **New Business:**

**Collection Management:** Rachel Carson went over the Collections Management Policy with the Board and explained best practices needed for the museum to complete the first step for accreditation by the American Association of Museums. Rachel also explained what steps need to be taken to complete the Collections Management Policy for the museum. Rachel was directed by the Board to contact the museums insurance agent and inquire about insurance policies for the museum's collections.

**Jackson Meeting Travel Expenses:** David and Rachel will be traveling to Jackson, Wyoming December 12, 2012, to select items for an upcoming exhibit. Larry Todd made the motion to approve travel, Lili Turnell seconded the motion. All voted aye, motion carried.

**Designated Depository.** Yvonne Renner made the motion to designate the First Bank of Wyoming the depository for Meeteetse Museum funds. Larry Todd seconded the motion. Vote of aye, motion carried. Lili Turnell abstained from voting.

**Bank Signature Cards:** The board has accounts at two banks, First Bank of Wyoming, Powell, Wyoming and Bank of the West in Meeteetse, Wyoming. There is a Safe Deposit Box at Bank of the West in Meeteetse. Banks will need copies of the minutes in order to make changes to account signatures. Officers of the board are President Jim Allen, Vice President Larry Todd, Treasurer Lili Turnell, Secretary Mary Jane Luther.

Safe Deposit Box, Bank of the West, Meeteetse, Wyoming: Lili Turnell moved that all board officers have signatures on account. Larry Todd seconded the motion. All voted aye, motion carried. Jim Allen had a signature card which was signed by all officers at the meeting.

First Bank of Wyoming accounts: Ann Lawler made the motion for all board officers to have signatures on account. Yvonne Renner seconded the motion. All voted aye, motion carried.

Bank of the West, Meeteetse: This account is for the Bookstore. Lili Turnell moved to retain Jim Allen, Lili Turnell and David Cunningham as signatures on the account. Yvonne Renner seconded the motion. All voted aye, motion carried.

**Old Business:**

**Committee memberships:**

Advertising: Yvonne Renner made the motion that museum staff should handle advertising. Larry Todd seconded the motion. All voted aye, motion carried.

Collections: Rachel Carson will chair the collections committee. Two members of the staff and two members of the board will be on the committee. Members of the staff will be Clara Yetter and Joan Dunrud. Board members will be Ann Lawler and Larry Todd. Two members of the community may also be on the board. Rachel will schedule the first meeting early in February, with monthly meetings to follow.

Budget Committee: Lili Turnell will chair. Committee members are Jim Allen and the Board's accountant. Preliminary budget work will be performed in committee. The full board will meet to make recommendations and finalize budget.

Long Term Committee: Larry Todd will chair the committee. Committee members are Ann Lawler and Mary Jane Luther.

**Final Budget:** The final budget for this fiscal year is \$227,760.

**Review of Beldon Museum Agreement:** The board received a letter from Scott Kolpitcke, the Board's attorney, stating he had reviewed the agreement and confirmed the Board has a valid and enforceable agreement. Work is needed on an amendment and it will then be reviewed by the Board's Attorney. Mary Jane Luther made the motion to table the discussion until January. Larry Todd seconded the motion. All voted aye, motion carried.

**Committee Reports:** None

**Executive Session:** None

**For the Good of the Board:** Scott Kolpitcke has offered to give board training in January. Members agreed the best date would be January 24<sup>th</sup>. Jim Allen will contact Mr. Kolpitcke. Training will be videotaped so members who are unable to attend can view the training at a later date. County commissioners will also be offering training in January.

Lili Turnell said the final memorials for Rob Abarr are \$2,205. Blinds have been ordered for museum windows from this fund.

**Adjournment:** Meeting adjourned at 8:46p.m.

Respectfully Submitted

Mary Jane Luther, Secretary  
Board of Directors  
Meeteetse Museum District