

**MEETEETSE MUSEUM DISTRICT
MINUTES OF THE BOARD
June 14, 2016**

President Jim Allen called the meeting of the Meeteetse Museum District to order at 7:00 P.M. on June 14, 2016 at the Belden Museum.

Roll call: Board members present were: Jim Allen, Lynn Sessions, Larry Todd, Mervin Larsen, Lili Turnell and Mary Jane Luther. Museum Director David Cunningham was present.

Consent Agenda: Larry Todd moved to approve the consent agenda. Mervin Larsen seconded the motion. All voted aye, motion carried.

Citizens Open Forum: Rebecca Brower, Museum Intern, was present.

Additions to the agenda:

New Business: Copier contract
Fees for Quick Books
Farm Bureau Insurance

Add: Executive Session

Delete: Donation for Meeteetse Football. It is a duplicate of "Golf Tournament Donation".

Mervin Larsen moved to accept additions and deletions to the agenda. Lynn Sessions seconded the motion. All aye, motion carried.

New Business:

Newsletter: The newsletter is sent out quarterly. Sending out three newsletters per year was discussed. Lynn Sessions moved to reduce the number of newsletters to three per year. Larry Todd seconded the motion. All voted aye, motion carried.

New Federal Rules: Effective December 1, 2016 a new federal rule governing overtime will go into effect. President Jim Allen will consult with the lawyer and report back to the board.

Collections Management Policy/Committee: It was suggested the name of the Accessions Committee be changed to Collections Committee. The board agreed. The committee can be expanded as needed.

Golf Tournament Donation: Lynn Sessions moved to approve \$200 to advertise at the Tournament, with funds taken from public donations. Mervin Larsen seconded the motion. All voted aye, motion carried.

NHPA Event: National Historic Preservation Act 50th Anniversary was celebrated at the Museum. The Museum will receive \$2000 for sponsoring the event.

Ferret Event Planning: David Cunningham is working on the event which is going to be a

community celebration. He is coordinating with other entities who will be involved.

Copier Contract: The Office Shop Inc. has sent notification that the copier is obsolete and they will not be able to supply parts under a contract. Lili Turnell moved to modify the contract to cover toner and labor. Larry Todd seconded the motion. All voted aye, motion carried.

Fees for Quick Books: The bill is currently being sent to Lili Turnell, and she will contact the company and have the charge sent directly to the museum.

Farm Bureau Insurance: New forms have been sent to the board, which need to be filled out. Jim Allen will visit with them.

Ongoing Business: None

Committee Reports: Strategic Plan Committee reported. Lynn, Lili, David, Rachel and Rebecca met to review the plan. The focus is on what can be accomplished in the next three to five years. Rachel informed the committee that standards for small museum are being revised so look for updates to instructions.

For the Good of the Board: Jim Allen reported the Department of Audit has accepted the Budget for 2016-2017.

On July 25th the public Budget Meeting will be held at 6:00 p.m. The regular meeting of the Museum will be held at 7:00 p.m. following the Budget Meeting.

Executive Session: The Board entered Executive Session at 8:22 p.m. The regular session reconvened at 8:52 p.m.

Discussion resumed on items **For the Good of the Board:**

Senator John Barrasso sent a letter to the museum acknowledging the event for the NHPA.

Money for the current budget year was deposited today for the 2016-2017 fiscal year.

Adjournment: President Jim Allen adjourned the meeting at 8:57 p.m.

Respectfully Submitted,

Mary Jane Luther, Secretary
Board of Directors
Meeteetse Museum District