**Churchill County Museum Board of Trustees**

**Minutes of Regular Meeting**

August 19, 2024

**Trustees Present:**   Loretta Burden, Ron Fritcher (Business), Kelly Frost (City), Bob Getto, Karen Goings, Lynne Hartung (President), Sandy Hillery (Vice President), Ileigh Simons, Jeff Scholz, Lynn Strasdin (Secretary)

**Trustees Absent:** Justin Heath (County),

**Director Present**: Mel Glover

**Guest:** Bill Hillery

President Lynne Hartung called the meeting to order at 5:30 pm.

Minutes:

* *Action Item*: Jeff Scholz made a motion to accept the July 15, 2024

minutes. Sandy Hillery seconded and the motion passed unanimously.

Financial Report:

* The July 31, 2024 Financial Report was presented by Karen Goings and placed on file.
* Discussion was had with Bill Hillery, the bookkeeper, on miscellaneous revenue.  When making deposits, end it on the last day of the month for bookkeeping purposes. If an individual’s donations surpass $5000 in a year, then there will be tax items that need to be addressed. Bill will attend the next board meeting and present on how to navigate what is being displayed in the financial reports.

Director Report:

* Mel Glover presented the directors report.
* There was a small increase in the number of visitors this year.
* The part time museum assistant position had 32 applications.  They will be interviewing four applicants for the position.
* There is no new information on filling the full time curator position.
* The museum registrar will be going on a leave of absence.
* The accession’s committee will consist of Karen Goings, Sandy Hillery and Ron Fritcher.  There was discussion on the committee’s meeting times and the processes and routines at those meetings.
* A sign up sheet for board member attendance at the museum booth for the Cantaloupe Festival was passed around.
* An update was given on the air conditioning system.  It will take 30 weeks to replace the AC.  It is working now but it is not a reliable system.  The current system cannot be repaired or updated because the units are too outdated.
* Lynne Hartung will be gone 8/30/24-9/8/24.  The other officers may need to fill in if presidential duties arise while she is gone.

Old Business:

* An update on the energy audit was given.  Oasis Heating and Air Conditioning estimated the expense to be $497,000 and provided a letter with explanations.
* There has not been an official bid or estimate received on the collection warehouse roof.  Clint Jensen has been contacted for a written bid.
* Lynne Hartung and Bob Getto will meet with Justin Heath to discuss building issues, such as the collection warehouse roof, since the museum buildings are county owned.
* After discussion, involving the pros and cons of quarterly versus annual membership billing, the plan for membership cycling/billing is to go quarterly this year and then annually starting July 1, 2025.  The billing will be prorated starting next year (July 1, 2025).  There was discussion on sending physical notices through the mail to those members’ who are late renewing, in case there are issues with email.  Ileigh Simons indicated she could help with the physical mail outs.  Mel will send out a testing email.  We will have a letter in the newsletter this year explaining the upcoming changes and plan for the membership cycle/billing.

New Business:

* Discussion was had on the modifications to the treasurer’s processes, in order to adjust to the new treasurer’s schedule.  Modifications in this manner may encourage other board members to be open to officer positions.
* *Action Item*: Jeff Scholz made a motion to reimburse Bob Getto for the purchase of a safe for $1012.29.  Sandy Hillery seconded the motion and it passed unanimously.

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The meeting was adjourned at 6:55 pm.

Respectfully submitted,

Lynn Strasdin, Secretary