**Churchill County Museum Board of Trustees**

**Minutes of Regular Meeting**

January 21, 2025

**Trustees Present:**   Eric Blakey (County), Loretta Burden, Ron Fritcher (Business), Kelly Frost (City), Lynne Hartung (President), Sandy Hillery (Vice President), Lynn Strasdin (Secretary)

**Trustees Absent:** Bob Getto, Karen Goings (Treasurer), Jeff Scholz, Ileigh Simons

**Director Present**: Mel Glover

President Lynne Hartung called the meeting to order at 5:35 pm.

Minutes:

* *Action Item*: Kelly Frost made a motion to accept the December 16, 2024 minutes. Loretta Burden seconded and the motion passed unanimously.

Financial Report:

* The December 31, 2024 Financial Report was presented by Lynne Hartung and placed on file.
	+ The store currently has a net income of $6,421.28.
	+ Four grants from previous years had never been closed out due to the changing of directors and interim directors.  They have now been closed out.
	+ The past history of the association’s finances was reviewed.
	+ *Action Item*:  Sandy Hillery made a motion to direct Lynne Hartung to retain $50,000 in the Churchill County Federal Credit Union savings account and to then place $50,000 increments, from the savings account, into CDs of varying terms. Kelly Frost seconded and the motion passed unanimously.

Director Report:

* Mel Glover presented the directors report.
	+ Visitor’s report - not given at this time.
	+ Repairs - The failing HVAC unit has been replaced by the county.
	+ Staffing -
		- Rae Sottile is currently part time but will be coming back full time.
		- A job description has been created for the replacement curator position and the museum is looking to fill that position.
		- Jennifer Jones, the Education Curator, will retire on March 28, 2025.  Her position will be replaced.  There will be a gap in time between her retirement and the replacement.  One of her main goals is to have the majority of the restoration of the Discovery Room near completion before she retires.

* Grant Advantage - Is an organization that works to connect and provide businesses (mainly nonprofits) with available grants and information.  They provide a database (with filters) of donors and grants.  Their fees are as follows:  $2,500 for a 1 year subscription, $5,000 for a 3 year subscription, and $6,000 for a 5 year subscription.   Mel would like a 1 year subscription.  The board will look at this option once a strategic plan has been created and approved.
* Strategic Plan - Fred Steinmann is a UNR professor who facilitates and develops strategic plans.  His fee is $2,500 and the process takes 4 to 6 months to complete.
	+ *Action Item*:  Kelly Frost made a motion to direct Mel Glover to negotiate a contract with Fred Steinman, for his services in developing a strategic plan for the museum, in an amount up to $3000 and to bring the contract before the board next month.  Eric Blakey seconded the motion and it passed unanimously.
* Empowered with Meg Ryan - It is a program with PBS that creates short documentaries which are 1 to 5 minutes long and are used as fillers between their longer programs/shows.  The cost is $29,000 for a clip to be run for a year.  It is not known how many times the clip would be run during that year.  The board will revisit this option once a strategic plan is in place and once possible grants have been researched.
* June Deadlines -
	+ In Focus
	+ Oral Histories
	+ Discovery Room

Old Business:

* Land Sale in California - no updates.
* Membership Committee presented by Lynne Hartung.
	+ The committee composed of Bob Getto, Sandy Hillery and Lynne Hartung met this past month.  The new annual membership fee will be due on January 1st of every year for all members.
	+ A letter was written explaining the change and will be sent out to members next week (with signatures).  The announcement and details will also be posted on social media.  There will be no prorating.
	+ A reminder with a dues statement and application will be sent out prior to January 1st to all members.
	+ The second quarter newsletter will have a list of the members' names included in it.
	+ A lifetime membership will be awarded to those who donate $5000 or more.

New Business:

* None to report.

The meeting was adjourned at 6:50 pm.

Respectfully submitted,

Lynn Strasdin, Secretary