

# MEETEETSE MUSEUM DISTRICT

## MINUTES OF THE BOARD

**November 15, 2016**

President Jim Allen called the meeting of the Meeteetse Museum District to order at 7:00 P.M. on November 15, 2016 at the Belden Museum.

**Roll call:** Board members present were: Jim Allen, Lili Turnell, Lynn Sessions, Mervin Larsen, Dave Randol, Mary Jane Luther, director David Cunningham, collections manager Alex Deselms. Larry Todd was absent.

**Consent Agenda:** Mervin Larsen moved to approve the consent agenda. Lynn Sessions seconded the motion. All voted aye, motion carried.

**Citizens Open Forum:** none

**Additions to the agenda:** Six man shirt advertising  
New officer bank signature card

Mary Jane Luther moved to approve additions to the agenda. Lili Turnell seconded the motion. All vote aye, motion carried.

Lili Turnell moved to amend the agenda to include Board Elections. Mervin Larsen seconded the motion. All voted aye, motion carried.

**New Business:**

**Board elections:**

President: Lynn sessions nominated Larry Todd. Mervin Larsen seconded the motion. Lili Turnell moved to cease nominations and unanimously elect Larry Todd. All voted aye, motion carried.

Vice President: Lili Turnell nominated Mervin Larsen. Mary Jane Luther seconded the motion. Lili Turnell moved to cease nominations and unanimously elect Mervin Larsen. All voted aye, motion carried.

Secretary: Lili Turnell nominated Mary Jane Luther. Lynn Sessions seconded the motion. Lili Turnell moved to cease nominations and unanimously elect Mary Jane Luther. All voted aye, motion carried.

Treasurer: Mary Jane Luther nominated Lili Turnell. Lynn sessions seconded the motion. Lynn Sessions moved to cease nominations and unanimously elect Lili Turnell. All voted aye, motion carried.

Jim Allen turned the meeting over to Vice President Mervin Larsen

**Audit approval:** The board received the final audit from the accountant. Upon review, the board found a discrepancy. A call was placed to Myriah McCullough, CPA, and after she reviewed the document she agreed with the board. A corrected copy will be in the mail tomorrow. Lili Turnell made a motion to postpone the approval of the audit until the corrected document is received and reviewed by the board. Lynn Sessions seconded the motion. All voted aye, motion carried.

**Reserve balance reclassification:** The board held a discussion on classification of bank accounts. Accounts to be reclassified are: Certificate of Deposit-400-Depre.RA, Certificate of Deposit-33, First 1 Bank of Wyoming-Depre.RA, Savings-First 1 Bank of Wyoming. Lili Turnell moved to reclassify these accounts to unassigned funds. Mary Jane Luther seconded the motion. All voted aye, motion carried. Funds will be transferred to another account before spending.

**New Collections Manager:** David introduced the new Collections Manager, Alex Deselms, to the board.

**Six Man Shirt Advertising:** Lili Turnell moved to purchase advertising at the \$200 level. Lynn Sessions seconded the motion. All voted aye, motion carried.

**New officer bank signature card:** All officers will need to sign new bank signature cards. Lili Turnell will have the cards in her file at the Museum office so officers can stop by and sign the cards.

Lili Turnell moved to amend the agenda to include approval of a credit card for the Collections Manager. Mary Jane Luther seconded the motion. All voted aye, motion carried.

Lynn Sessions moved to procure a credit card for the Collections Manager. Lili Turnell seconded the motion. All voted aye, motion carried.

### **Ongoing Business:**

Overtime charges: Starting December 1, 2016 the U.S. Department of Labor has new rules going into effect regarding salaried employees. Jim Allen attended a meeting in Lander and provided detailed information to the board. David will need to redo time sheets of hourly employees and maintain a copy in the records for three years. Another copy will be kept with the payroll documents. Time sheets will reflect time on a weekly basis for all hourly employees and the Collections Manager. Lili Turnell moved to increase David Cunningham's salary to \$47,500 annually beginning December 1, 2016. Lynn Sessions seconded the motion. All voted aye, motion carried.

**Committee Reports:** none

**For the Good of the Board:** The Board and Director thanked Jim Allen for his years of service, hard work and leadership to the Meeteetse Museums. David posted that message on the reader board facing the WEA Market.

**Adjournment:** Vice President, Mervin Larsen adjourned the meeting at 8:30 p.m.

Respectfully Submitted,

Mary Jane Luther, Secretary  
Board of Directors  
Meeteetse Museum District