

Crook County Museum District Agenda
January 22,2024 , 5:00 PM
Greater Hulett Community Center

Call to Order
Pledge of Allegiance
Roll Call and Guests
Approval of Agenda
Approval of Prior Minutes

Reports and Monthly Approvals

1. Approval of Treasurer's Report for December 2023 and January 2024
2. Approval of Bills for December 2023 and January 2024
3. Approval of Out of Office, Travel Requests, and Purchase Orders
4. Director's Reports
 - a. Hulett Museum
 - b. Crook County Museum & Cultural Center
 - c. West Texas Trail Museum
 - d. Missy Gill, Old Stoney Cultural Center Coordinator
 - e. Alexandra Reynolds, Crook County Museum District Executive Director
5. Committee Reports
 - a. Old Stoney Committee- Pam Thompson
 - b. Bylaws Committee- Andrea Wood, Lorie Marchant

Executive Session

Old Business

1. Bats
2. Website Project/Workshop with Sagebrush
3. Checkbook for Alex/General acct follow up

New Business

1. International Round up
2. TruGreen Quote
3. Bonding
4. Payroll/Vacation update
5. 2024 Holiday and meeting schedule
6. Bank/Newspapers
7. Bighorns to Blackhills
8. Mileage Reimbursement Request sheet/Alex's mileage

9. Employee Standards
10. Payment for special events/event request sheet
11. Job Descriptions
12. Employee Contract
13. Revised Mission/Vision Statements
14. Bylaws

Tabled Business

1. Updated Rental Agreements
2. Rental Space Construction

Adjourn Meeting

Work Session

Bylaws, Policies and Procedures

Next regularly scheduled meeting:

Monday, February 19, 2024
Sundance Library
Sundance, WY
5:00 pm