

**MUSEUM AND HERITAGE FUND ADVISORY BOARD
QUARTERLY MEETING
January 29, 2019**

Chairman Pete Wither called the meeting of the Museum and Heritage Fund Advisory Board (MAHFAB) to order. Mike Lewis, Jim Peterson, Diane Holly, Mary Mayer, Becky Hicks, Ellen Bonnifield, Museum and Heritage Fund Advisory Board members; Candace Bannister and Mike Cook, Tread of Pioneers Museum; Laurel Watson, Hayden Heritage Center; Janet Ray, Yampa-Egeria; Emily Katzman, Historic Routt County; Nita Naugle, Tracks and Trails Museum, were present. Helena Taylor prepared the minutes.

EN RE: SUNSHINE RESOLUTION

MOTION

Mr. Peterson moved to approve the Sunshine Resolution 2019-01. Ms. Hicks seconded; the motion carried unanimously; 7-0.

EN RE: REVIEW OF MINUTES

MOTION—APPROVAL OF MINUTES

Ms. Bonnifield moved to approve, as submitted, the minutes of the Museum and Heritage Fund Advisory Board's regular quarterly meeting of October 23, 2018. Mr. Lewis seconded; the motion carried unanimously; 7-0.

EN RE: MUSEUM ENTITIES' 2018 FINANCIALS AND 2019 BUDGETS

YAMPA-EGERIA

Ms. Ray updated the Board on the 2018 activities. The Crossan Market building project has been completed; it's now a functioning building. Wendy Moreau, museum curator, along with several volunteers put together two displays; one in the Crossan building that relates to grocery store/market. The exhibit titled "Home on the Range – A Woman's Life in Early Yampa-Egeria Park Region". It features many homely every-day items that supported daily life. The second exhibit is in the museum and is titled "Home on the Range" also, but is presented from the man's perspective. The feedback received has been very positive; they have gotten many compliments on the exhibits.

Ms. Ray stated the Yampa-Egeria was fortunate to receive a collection from Hildred Fogg; the collection is being housed at the Crossan building.

Nancy Kramer, NW Colorado Cultural Heritage Program, assisted the historical society in obtaining a grant to prepare an Interpretive Brief for the first floor of the Crossan Market. Ms. Ray shared with the Board the final product. This will help tell the story of Yampa-Egeria. She was very happy with the professional look of the displays. This project ties together the historical aspects of the market's past.

Ms. Ray described several events held at the Crossan Market since its completion. They hosted a large Sherrod family reunion attended by 30+ family members associated with early Egeria Park and Crossan Market. Other events: Book signing, Heritage Arts program event in conjunction with Tracks and Trails Museum, and will host Groundhog Day this coming weekend. She invited the Board to attend the event.

She stated they did not promote memberships until the 501c3 status was obtained. Now that they have the designation, she hopes to reach out to the community and promote the memberships.

The bigger project for 2019 will be the digitization of their collections. Tracks and Trails curator, Nita Naugle will be assisting with this effort.

In regards to the financials, there isn't any big changes. Expenses stayed fairly consistent as prior years. She highlighted the major events that contribute to the overall revenues: Groundhog Day and the 4th of July events are just a couple. The expenses also have stayed fairly consistent with prior years as well. They have spent a bit more on equipment and repairs and maintenance; nothing has been wrong, just getting some things accomplished. The grant line item relates to the Crossan Market project, since the grant has not been closed out; reimbursement should be completed very shortly.

Mr. Peterson asked if the \$21,375 in the 2019 capital was still related to Crossan. Ms. Ray stated yes, it was. Mr. Peterson asked what will be the relationship between the museum and the Crossan Market going forward. Ms. Ray stated the Crossan building is actually owned by the Town of Yampa. The town will be responsible for the operations and maintenance of the building. There are other entities also involved: Yampa-Egeria, South Routt Economic Development, and Cultural Heritage Center. The Forest Service will have a display in the visitor's center regarding the Flat Top Byway. The first floor will house the historical society displays depicting the history of the building. Currently, they are working on having an MOU or an IGA with the different entities so that everyone understands their role.

Ms. Hicks asked about the expenses related to the fundraising activities and how the expenses take almost half of the revenue/fundraising efforts. Are those related to food served at those events? Ms. Ray stated that the Groundhog Day Dinner and 4th of July Picnic do have meals involved. They have increased the price to the future events in order to offset the cost. The historical society has kept the cost of the events lower in order to have more people participate.

MOTION

Mr. Peterson moved to recommend the approval of the 2018 financials and the 2019 budget from Yampa-Egeria as presented. Ms. Bonnifield seconded; the motion carried unanimously, 7-0.

TREAD OF PIONEERS MUSEUM

Ms. Bannister stated the last two years, 2017 and 2018, have been the best for the museum in terms of income, admissions, participation, memberships, and donations. Ms. Bannister highlighted the upcoming events, programs, and tours. Coming up in February, are some of the partnership events like the History Happy Hour, first Tuesday of every month, at Butcherknife Brewery; second

Tuesday of the month they do the film series at the Chief Theater; Winter Carnival and the partnership in the opening ceremonies, among other programs and activities in the works.

Ms. Bannister stated the museum changes out exhibit about 4 times per year. Currently displaying WWI exhibit along with several other exhibits.

Tread of Pioneers Museum also partnered on the Arnold Barn project.

Mr. Cook stated the Christmas tree sales was great; sold more than previous years. Ms. Bannister added this effort is more than a fundraiser, it's also a community tradition.

The biggest news, they received the entire collection of photos from the newspaper; boxes and boxes of all kinds of media, about 50 banker-boxes. The museum's two interns are sorting through the boxes right now. This will be a multi-year project. This will double the museum's collection.

Mr. Lewis asked the timeline of this collection. Ms. Bannister believes it's mostly from the 70's and forward.

Ms. Bannister stated the museum will be holding a strategic retreat with their board. She noted on how valuable it's been to have the two interns assisting with projects. Their addition to the museum staff has been very important in helping accomplish projects.

Mr. Cook went through the financials. He stated the museum received 2 donations in the form of stock donation; these are one-time donations of over \$21,000+. He highlighted the different fundraisers and also income received from Colorado Gives Day which has been a very good source of funding for the museum in the past two years. Ms. Bannister added the museum takes a conservative approach to the donations it receives because you don't want to overstate revenues you may not receive on an ongoing basis; with donations you never know from one year to the next if donors will continue donating to the museum. In the expense side, Mr. Cook spoke of the payroll and how it is allocated to the different programs. They currently have 3 employees that amount to \$166,000 for 2019. This amount does not include FICA/Medicare and other benefit expenses.

Ms. Hicks asked what the increase on payroll percentage was. Mr. Cook stated there was a 3% increase from last year to this year.

Ms. Hicks asked if the revenue in the grant line item and the expense in the capital project line item, relate to a MAHFAB grant. Mr. Cook stated the revenue is probably for the photo collection grant, but the capital expenses are maintenance projects for several of their buildings. The expense of the photo collection project will appear under the programs. He also updated the Board on the store inventory done this past December; they did a top to bottom inventory and adjusted their numbers accordingly.

Mr. Peterson directed the board to look at pages 33 and 34 of the agenda packet, for the summary related to all the Tread's programs. He explained the accounting practices of museums and how entities allocate payroll and other expenses to the different programs.

Ms. Bonnifield asked about the digitization project. Did the Tread change the company that was doing the digitization? Ms. Bannister answered that they did not change companies. They finished the Oral History digitization and now moved on the digitizing all the other tapes they have which their interns are working on that phase of the project.

MOTION

Ms. Hicks moved to recommend the approval of the 2018 financials and the 2019 budget from the Tread of Pioneers Museum as presented. Ms. Mayer seconded; the motion carried unanimously, 7-0.

HISTORIC ROUTT COUNTY

Ms. Katzman stated as mentioned by the other entities that presented prior, 2018 was also a good year for Historic Routt County in terms of program accomplishment and fundraising. She is excited to report that the 2nd floor and final phase of the Crossan Market was completed. She also added they commissioned a maintenance guide for the Town of Yampa which is a 15-page document put together by the building's architect which will be the care keeping for the building. This is something that the State Historical fund is now requiring for those larger projects. Ms. Katzman talked about the fundraising efforts that were held to raise money for this project and was very happy with the participation at the grand opening. The responsibility over the building is now passed on to the Town of Yampa and the other entities now using the structure.

Ms. Katzman stated that Historic Routt County was also the fiscal agent for the Arnold Barn restoration project. This is a 2-phase project. The 1st phase was the move of the structure to its home and the start of the restoration of the barn. This phase is still not complete. The 2nd phase will include adding interpretive signage so that visitors can understand more about the history of the Arnold Barn. They will also include parking for those wanting to visit the barn along with some trails.

Ms. Katzman stated that 2019 marks Historic Routt County's 20th anniversary. They will be hosting several events to celebrate the milestone. She spoke of a new program that Historic Routt County will introduce in 2019. The Stewardship Program will galvanize volunteers to regularly monitor the condition of historic sites on public lands. Additionally, they will oversee work days to address minor repairs and maintenance issues. She also ran through the list of projects they will be involved in for 2019 such as the St. Paul Episcopal Church, the Foidel Canyon Schoolhouse, and the Hayden Granary.

On the financials, the payroll is all inclusive in the one-line item. When they fill out their 990 form, they do break it down by the different programs. As far as revenues, the big difference is caused by the Crossan Market project. This was a high-dollar project and not the average project that Historic Routt County manages.

Ms. Hicks asked about the Dues/Donations line item. Ms. Katzman stated that in 2015 Historic Routt County changed its by-laws and no longer are a membership entity. They only collect donations. She stated that Colorado Gives has been a great program for them. They have seen exponential growth each year, noting that at some point the donations will level out; can't always

count on those donations. It has helped increase the visibility of Historic Routt County statewide which in turn increases the donations.

Ms. Holly wanted to thank Historic Routt County in their efforts to help other entities in getting funding from the State Historical Fund. Ms. Katzman thanked Ms. Holly for the statement and added that helping other entities is in line with Historic Routt County's mission.

MOTION

Ms. Holly moved to recommend the approval of the 2018 financials and the 2019 budget from Historic Routt County as presented. Ms. Bonnifield seconded; the motion carried unanimously, 7-0.

HISTORICAL SOCIETY OF OAK CREEK AND PHIPPSBURG

Ms. Naugle summarized the narrative, previously submitted to the Board.

The basement project, with the exception of a few remaining logistics, Phase I has been completed; she provided some photos of the completed project. The retaining wall project was also completed; she is waiting on the reimbursement from the Capacity Building Grant Fund. Ms. Naugle stated a new display was started that features the history of area utility development. Other exhibits will be rotated throughout the year.

Ms. Naugle stated the Tracks and Trails partnered with Yampa-Egeria on several events in 2018; Colorado History Tour group, and the Rags to Rugs workshop. All these events had participants in both Oak Creek and Yampa. It was well attended and very well received.

Ms. Naugle stated the museum worked on the Foidel Schoolhouse. She stated the museum relies on their many volunteers. They had John Chavez speak at the SOROCO High School. He is from California, but received the first part of his education at the Trout Creek School. While the family did reside in the County for too long, living in Routt County did create an impact on Mr. Chavez. He was part of an immigrant family that came here to work on the lettuce fields in Yampa, and worked in Oak Creek also picking potatoes. Eventually the father did was able to get permanent work in the mines in Oak Creek. This marked the 1st time the family was in one location, and allowed the children to go to school. Mr. Chavez credits the impact of going to school in Routt County had on his life where he later went to college, became a school principal and eventually a superintendent. He is a big advocate for education. His talk to the students at SOROCO focused on immigration, the social the political, and the economical. After, they took that same class and visited the museum and the cemetery and provided them with historic context.

Regarding the long-term stability of the museum, Ms. Naugle spoke of the decreasing mill levy revenues.

Ms. Bonnifield asked about the station. Ms. Naugle stated the station has been on hold. The museum currently has an informal gift shop across the street at the gas station. It's the museum's intent to eventually move their archives to the station. They hope to do some rehabilitation work in the coming years. The railroad display in Phippsburg will be another project for the coming years.

Ms. Naugle went over the financials. She noted that they already paid for the work that will be reimbursed by the MAHFAB grant.

Mr. Peterson was concerned with the bottom line number of \$6,197. Ms. Naugle stated that they have been conservative in projecting the fundraising revenues and hope that the actuals will be higher. The museum, both the staff and the board, are aware of the bottom line.

Ms. Hicks asked how the museum connected with the immigrant fellow. Ms. Naugle stated the Mr. Chavez was the one that originally contacted the museum. He was in Oak Creek a few years back, and gave a talk at Tracks and Trails Museum.

Ms. Hicks noted on the revenues graph that Ms. Naugle presented and was noticing the decline of their mill levy revenue.

MOTION

Ms. Hicks moved to recommend the approval of the 2018 financials and 2019 budget from the Historical Society of Oak Creek and Phippsburg as presented. Mr. Lewis seconded; the motion carried unanimously, 7-0.

HAYDEN HERITAGE CENTER

Ms. Watson summarized the events of 2018 hosted by the Heritage Center. They hosted the Regional Museum get-together, the Annual Ride the Cog, Biennial Day Tour of the Elk Head Rock Schoolhouse, the Centennial Celebration of the Depot, and the Holiday Stroll. All the events had great participation and raised funds for the Heritage Center.

Ms. Watson stated the Heritage Center started a draft comprehensive disaster plan which they hope to finish and implement in early 2019. This is the last major policy that the museum needs to obtain accreditation from AAM. They held their annual museum retreat where some updates to the strategic plan were made based on the HAS, CAP and MAP (2010) assessment findings.

Ms. Watson went through the projects, the community outreach and collaborations. They trained SER participant to catalogue library and archival items into Past Perfect. Created the Collection Assessment Team (CAT) which reviews new accessions and has been vetting the collection.

As far as projects, Ms. Watson stated the Collection Storage is still their main focus, but they did manage to make repairs to the jail and Doghouse building roofs per CAP assessment recommendation. They did a lot of community outreach and continue the collaborations.

For 2019, the Heritage Center board decided to alternate the Cemetery Lantern tour with the Elk Head Rock Schoolhouse tour. So, the Cemetery Lantern tour will be held in 2019 and Elk Head Rock Schoolhouse tour will be hosted in 2020. This change is mostly because of having too many events and limited resources considering board members have other commitments to work around. They will continue to host the summer speakers' series and Kids History Hour program.

Ms. Watson stated the museum will be pursuing a State Historical Grant to repair the roof of the historic Depot. This project will be a partnership with the Town of Hayden. She is also going to annex the museum to the Town of Hayden.

On the financials, noted that the P&L differs from the budget spreadsheet. The bottom line is the same, but the bookkeeper places Dues & Memberships all under Fundraising instead of breaking it out. Ms. Watson will be meeting with her bookkeeping to try and align the discrepancy. She stated that they are receiving donations from Xcel employees through payroll deductions. It seems they have a corporate fundraiser they can opt into and Xcel matches; the Heritage Center has seen an increase in donations due to this effort.

Ms. Watson discussed the memorial grants that she is working on with Judy Green in memory of Jerry Green; scholarship grants in Jerry Green's name. On the insurance, there was an increase and that was due to having to add vehicle insurance related to the Elk Head Rock Schoolhouse tour with Dorothy Wickenden, author of the book: "Nothing Daunted". They also increased the coverage in 2018. The numbers on the museum supplies are not accurate because it includes an amount related to a capital project.

Ms. Hicks was questioning the grant revenue versus the capital projects. Ms. Watson directed the board to look in the operating budget of her financial statements. This breaks down the revenue a bit better in more detail.

Mr. Peterson stated it would be simpler to have donations all together in the same line item. Ms. Watson was going to work with her bookkeeper to have the P&L line items match more closely with the MAHFAB spreadsheet. He would like to see the bid numbers once the grant is applied for the roof project. Ms. Watson stated she is having issues with getting contractors to come in and bid on the roof project. She also noted she cannot change the roof material because of the historic designation.

The current material can only be purchased from Spain. The Heritage Center does have a pallet of the existing roof tile.

Ms. Watson noted the mill levy revenue did increase a bit. They were a little fearful of it decreasing, so this was a nice surprise.

MOTION

Mr. Peterson moved to recommend the approval of the 2018 financials and the 2019 budget from the Hayden Heritage Center as presented. Ms. Mayer seconded; the motion carried unanimously, 7-0.

HAHN'S PEAK AREA HISTORICAL SOCIETY

Ms. Eardley submitted the narrative and budget for the board's review. Staff assistant read the narrative for the record:

"The MAHFAB grant approved in 2016 for the installation of an interpretative sign in conjunction with the Northwest Colorado Cultural Heritage Program was closed out in October of 2018. The permanent panels will be installed spring 2019 as weather permits, with no

additional costs incurred. We appreciate receiving the grant from MAHFAB and the assistance of NWCCHP in the completion of this project.

At the present time, there are no open grants for HPAHS.

Staining of the museum has been completed and repairs to the fencing was done by Dean and Phyllis Moss. Replacing the rotting logs under the historic dynamite shed is planned for 2019, and restoration of outdoor signage is also on the 2019 schedule.

The Wheeler family painted the exterior of the schoolhouse 10 years ago. They have now offered to again paint the schoolhouse exterior in July 2019. The family hopes to fund this project as well as provide the manual labor. HPAHS has budgeted additional maintenance money for 2019 work to help them accomplish this or to do additional maintenance as needed. We are truly appreciative of this most generous offer, and of their families' continued interest in Hahn's Peak.

We continue to work diligently to accomplish our goal of historic education and preservation, receiving great community support and many volunteer hours for ongoing projects. Our museum personnel work hard to open early in the spring to give school children the opportunity to tour museum and facilities which promotes cultural appreciation at an early age. Grants from MAHFAB have played a vital part in helping us do this, and have been gratefully received and acknowledged."

Ms. Hicks asked about the \$7 on the dues/donations line item. It's odd that dues and donations would have dropped that much. She wonders why it was separated. Staff assistant will reach out to Ms. Eardley for an explanation. And ask if the line items should be combined.

Update: Ms. Eardley submitted a revised budget sheet with the dues and donations combined. The revised budget was submitted to the board. No further questions were asked.

MOTION

Ms. Holly moved to recommend the approval of the 2018 financials and the 2019 budget from the Hahn's Peak Area Historical Society, with the request for an explanation on the different revenues line items. Mr. Lewis seconded; the motion carried unanimously, 7-0.

EN RE: NEW BUSINESS

No new business was presented.

EN RE: NEXT MEETING

The next regular meeting of the Museum and Heritage Fund Advisory Board will be held on Tuesday, **April 30th, 2019, at 6:00 p.m.**, in the Commissioners' Hearing Room, 3rd floor of the Historic

Courthouse. At this time the Board will review the Spring Capacity Building Grants submitted by the different entities. At this time the amount available for new grant is \$55,647.00.

EN RE: ADJOURNMENT

MOTION—ADJOURNMENT

At 8:15 p.m., Mr. Wither moved to adjourn the meeting. Ms. Bonnifield seconded; the motion carried unanimously, 7-0.

No further business coming before the Board, same adjourned sine die.

Helena Taylor, Staff Assistant

Pete Wither, Chairman