

**MUSEUM AND HERITAGE FUND ADVISORY BOARD
QUARTERLY MEETING
January 25, 2022**

Chairman Pete Wither called the meeting of the Museum and Heritage Fund Advisory Board (MAHFAB) to order at 6:10 pm. A quorum was established with Mike Lewis, Jim Peterson, Diane Holly, Becky Hicks, and Ellen Bonnifield, Museum and Heritage Fund Advisory Board members present. Also in attendance were: Meg Tully and Jenny Deichman, Historic Routt County; Candace Bannister and Mike Cook, Tread of Pioneers Museum; Laurel Watson, Hayden Heritage Center were present. Jennifer Parent, Staff Assistant prepared the minutes.

EN RE: REVIEW OF MINUTES

Consideration and approval of the October 26, 2021 minutes of the Museum and Heritage Fund Advisory Board meeting.

MOTION

Mr. Peterson moved to approve, as submitted, the minutes of the Museum and Heritage Fund Advisory Board's regular quarterly meeting of October 26, 2021.

Ms. Bonnifield seconded; the motion carried unanimously.

PUBLIC COMMENT:

No members of the public were present for comment.

EN RE: SUNSHINE RESOLUTION

A discussion was had about the wording of the resolution. The Board agreed that the resolution was acceptable the way it is written. The resolution establishes that for 2022 the MAHFAB meeting agendas will be posted on a website, social media account, or other official online presence of the Museum and Heritage Fund Board.

MOTION

Mr. Peterson moved to approve the Sunshine Resolution 2022-01.

Ms. Hicks seconded; the motion carried unanimously.

EN RE: MUSEUM ENTITIES' 2021 FINANCIALS AND 2022 BUDGETS

HISTORIC ROUTT COUNTY (HRC)

Meg Tully and Jenny Deichman presented the update.

Ms. Tully introduced Ms. Deichman as the new Executive Director of Historic Routt County.

Ms. Deichman noted that in 2021 the Payroll was lower than expected due to the former Executive Director stepping down and not finishing the year.

Ms. Hicks asked for clarification on the projected revenue for 2022 and how the loss of revenue from 2021 will be made up. Ms. Tully stated that the Colorado Gives Day money had not been added in when they filled out the spreadsheet.

Ms. Hicks also asked about the lower general operating costs for 2022. Ms. Tully stated that she was not aware of what the previous Director had included in that line item but that she included all expenses not otherwise designated in the MAHFAB template. The professional services line item was up for 2022 so that, along with lower general operating expenses would more accurately resemble the 2021 budget.

Ms. Hicks asked for clarification on \$0 budgeting for 2022 capital projects. Ms. Tully answered that Historic Routt County (HRC) currently manages the grants for projects, but the money for those projects is not run through HRC's books.

Ms. Hicks noted that in the MAHFAB budget template there is confusion with 2 different line items referring to Donations. Mr. Peterson agrees that the form needs to be cleaned up in the future to clear up the confusion for the Museum Entities.

Mr. Peterson requested that the MAHFAB staff assistant provide the Board and its entities with an estimate of the property tax numbers from the County Accounting Office. Ms. Tully verified that she did use an estimate for the Property Tax line.

Mr. Peterson stated that although some of the specific expenses look off, the totals seem to be relatively consistent. He then asked about the Selbe House project and if there is a revised date and budget for this project. Ms. Deichman stated that she will be digging into that project soon to get those answers.

MOTION

Ms. Hicks moved to recommend to the Routt County Board of County Commissioners

that Historic Routt County's 2022 budget and 2021 financials be approved as presented.

Mr. Lewis seconded; the motion carried unanimously.

HAHN'S PEAK AREA HISTORICAL SOCIETY

In lieu of attendance at the January 25th meeting, Shelley Stanford and the Museum & Heritage Board communicated via email.

Ms. Stanford answered questions posed by the Board.

1. *\$0 in Misc. budget, was all of that put in fundraising?*

Yes, this was put into fundraising (firewood)

2. *How do you account for the big jump in General Operating Expenses?*

Since we were not open in 2020 and only open 3 days a week in 2021 we went back to 2019 and added \$2,500 in expenses from that figure as we plan to be open full-time summer of 2022. We are now using Square and have included high-speed internet to use Square and internet. Our internet (website) has additional costs also as we are adding the video to the website. Normal increases in utility costs, insurance, and property tax are also factored in from 2019.

3. *Capital Projects/Programs budget is \$1,000, what is the project/program?*

The wood floors need replacement/repair in the schoolhouse.

There were no further questions. Ms. Stanford thanked the Board for their support.

Ms. Smoker abstained from voting due to her affiliation with Hahn's Peak Area Historical Society.

MOTION

Mr. Wither moved to recommend to the Routt County Board of County Commissioners that the Hahn's Peak Area Historical Society's 2022 budget and 2021 financials be approved as presented.

Mr. Peterson seconded; the motion carried unanimously.

HAYDEN HERITAGE CENTER

Laurel Watson presented the update for the Hayden Heritage Center.

Ms. Watson noted that for the 2022 budget they separated the donations and the dues categories as they still collect dues. The Elkhead event was left off of the budget. The Hayden Heritage Center did apply for the Nation Endowment of Humanities (NEH) grant so that is reflected in some of the numbers but they will not know if they get it until April. They did receive the State Historical Fund Grant, which the MAHFAB grant was contingent on, for the construction document for the Depot. Ms. Watson said that the electric work in the Depot is a high priority. They also hope to repair the Depot heating. These repairs are what caused the large increase in the capital projects budget.

Ms. Hicks asked if the roof and the tiles had been completed on the Depot and Ms. Watson responded that yes that project has been completed.

Mr. Peterson is hopeful that the Hayden Heritage Center is awarded the grants they have applied for and believes that will set them up nicely for the year.

MOTION

Mr. Peterson moved to recommend to the Routt County Board of County Commissioners that the Hayden Heritage Center's 2021 financials and 2022 budget be approved as presented.

Ms. Bonnifield seconded; the motion carried unanimously.

HISTORICAL SOCIETY OF OAK CREEK AND PHIPPSBURG

In lieu of attendance at the January 25th meeting, Nita Naugle and the Museum & Heritage Board communicated via email.

The Board had no questions or comments.

MOTION

Mr. Wither moved to recommend to the Routt County Board of County Commissioners that the 2022 budget and 2021 financials for the Historical Society of Oak Creek and Phippsburg be approved as presented.

Mr. Lewis seconded; the motion carried unanimously.

TREAD OF PIONEERS MUSEUM (TOPM)

Candice Bannister and Mike Cook presented the Tread of Pioneers update to the Board.

Ms. Bannister stated that though 2021 continued to be greatly impacted by the COVID-19 pandemic, and mostly hindered our ability to host indoor events, large outdoor gatherings, and/or keep the museum fully open, COVID protocols, online and virtual opportunities, and grant funds contributed to a positive year. Ms. Bannister gave an update on the increased staffing at Tread of Pioneers, which has been a strategic planning goal. Mr. Cook pointed out that in the budget there is a misc. income line item for \$36,000. That was money that has been saved in a separate account to remain untouched for 5 years. Now after 6 years the Board agreed that if needed they could pull up to \$30,000-\$35,000 out to pay for an assistant position. Mr. Cook is hopeful that due to unexpected incoming funds that they will not need to touch that money.

Mr. Peterson asked about the jump in fundraising expenses from 2021 to 2022. Mr. Cook said that out of the \$28,000 in the fundraising budget \$10,000 is for the Community House and \$12,500 is a grant for the spring study. Ms. Bannister states that this is a case of Mr. Cook trying to find a reasonable spot to enter the funds in the budget form and that it is not a fundraising expense. Mr. Cook said that amount should probably be under grant expenses.

Mr. Peterson asked about the large amount in the 2021 program expenses for information technology. Ms. Bannister replied that they are doing a whole new server and an entire website overhaul and rebranding.

Mr. Peterson noticed a new line item for 2022 for \$20,000 in donations for a sheep wagon and expenditures of \$10,000 for a sheep wagon and asks if that implies a \$10,000 profit. Ms. Bannister states that the wagon was a donation and the \$20,000 was a financial donation for the upkeep and storage of the wagon for its lifespan. All that is planned for 2022 is \$10,000 for the initial exhibit.

Mr. Peterson asked about the increase in insurance and the drop in utilities. Mr. Cook stated that he over-budgeted for utilities in 2021 so for 2022 he used the actual amount spent in 2021. The insurance did increase due to a review of the building limits and the current replacement value costs. Mr. Peterson hopes that everyone is looking at their insurance coverage.

Mr. Cook updates the Board on their plans for an addition. Tread of Pioneers looking at the feasibility of adding an addition to the museum. They are currently working with the City to see if they can get a permit for an addition. Ms. Bannister talks about the need for more indoor space for families and the Steamboat community.

MOTION

Mr. Peterson moved to recommend to the Routt County Board of County Commissioners that the 2022 budget and 2021 financials for the Tread of Pioneers Museum be approved as presented.

Ms. Hicks seconded; the motion carries unanimously.

YAMPA-EGERIA

In lieu of attendance at the January 25th meeting, Janet Ray, Treasurer of the Yampa-Egeria Historical Society, answered questions via email.

1. *Capital Projects/Programs budget is \$3,000, what is the project/program?*

Ms. Ray wrote that the line item is actually \$30,000 not \$3,000 as stated above. There are two projects budgeted. The first is \$25,000 to refurbish the meat locker display in the Crossan's Market. When completed the display will tell the story of the importance of grocery stores to the settling of communities like Yampa throughout the west. \$3,000 was budgeted to be a part of the total cost to replace the stucco on the Yampa-Egeria Museum. Both amounts are estimates because at the time the budget was prepared, hard costs were not known. Designing the meat locker display has not begun but will be happening in 2022. Yampa-Egeria Historical Society is looking for one or more companies to give a cost estimate for the stucco work at the museum, but have not located a company or companies yet.

MOTION

Mr. Wither moved to recommend to the Routt County Board of County Commissioners that the Hahn's Peak Area Historical Society's 2022 budget and 2021 financials be approved as presented.

Mr. Peterson seconded; the motion carried unanimously.

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 12, 2022, at 6:00 p.m.** At that meeting, the Board will review the Spring Capacity Building Grants submitted by the different entities, the deadline for grants will be April 1st.

EN RE: ADJOURNMENT

MOTION—ADJOURNMENT

At 7:11 p.m., Ms. Bonnifield moved to adjourn the meeting. Ms. Hicks seconded; the motion carried unanimously.

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

Jennifer Parent, Staff Assistant

Pete Wither, Chairman