

**MUSEUM AND HERITAGE FUND ADVISORY BOARD
QUARTERLY MEETING
January 24, 2023**

Chairman Pete Wither called the meeting of the Museum and Heritage Fund Advisory Board (MAHFAB) to order at 6:00 pm. A quorum was established with Mike Lewis, Diane Holly, Becky Hicks, and Ellen Bonnifield, Museum and Heritage Fund Advisory Board members present. Kelli Halpin and Arianthe Stettner, Historic Routt County; Candace Bannister and Mike Cook, Tread of Pioneers Museum; Laurel Watson and Shannon Valora, Hayden Heritage Center; Janet Ray, Yampa-Egeria Historical Society; and Nita Naugle, Historical Society of Oak Creek & Phippsburg were also present. Jennifer Parent, Staff Assistant prepared the minutes.

EN RE: SUNSHINE RESOLUTION

Consideration to approve a Sunshine resolution establishing that for 2023 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

Ms. Bonnifield moved to approve the Sunshine Resolution.

Mr. Lewis seconded; the motion carried unanimously.

EN RE: REVIEW OF MINUTES

Consideration and approval of the October 25, 2022 minutes of the Museum and Heritage Fund Advisory Board meeting.

MOTION

Ms. Holly moved to approve, as submitted, the minutes of the Museum and Heritage Fund Advisory Board's regular quarterly meeting of October 25, 2022.

Mr. Lewis seconded; the motion carried unanimously.

PUBLIC COMMENT:

No members of the public were present for comment.

EN RE: MUSEUM ENTITIES' 2021 FINANCIALS AND 2022 BUDGETS

YAMPA-EGERIA

Janet Ray, Treasurer of the Yampa-Egeria Historical Society, presented the 2022 financial report and the 2023 budget for the Yampa-Egeria Historical Society.

Ms. Ray began her report by giving a short summary of 2022. She then presented the financial report for 2022 stating that Yampa-Egeria stayed within their budget for the most part, with the exception being the fundraising category under expenses. For the July 3rd picnic they had more costs and bought additional supplies that will last a few years. Revenues for 2022 exceeded the budgeted amount. Ms. Ray feels they did well for the year 2022.

Mr. Wither asked Ms. Ray about the unspent \$30,000 in the Capital Projects/Program line in the 2022 budget report. Ms. Ray replied that the idea is to restore the old meat locker in Crossan's Market as it would have been in the old grocery store. It is there in the building it just needs to be enhanced and additional items brought in to display. They are also looking at improving their genealogy center in the Crossan building. Several factors have delayed that project. The hope is to complete these projects in 2023 but they may carry over to 2024.

For the record Ms. Ray let the Board know that the 2023 budget has not yet been approved by the Yampa-Egeria Historical Society Board. She anticipates no issues and stated she would let the Museum and Heritage Fund Advisory Board know if there were any changes.

MOTION

Ms. Hicks moved to recommend to the Routt County Board of County Commissioners that the Yampa-Egeria Historical Society's 2023 budget and 2022 financials be approved as presented.

Ms. Bonnifield seconded; the motion carried unanimously.

TREAD OF PIONEERS MUSEUM (TREAD)

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

Ms. Bannister started with an overview of the Museum highlights for 2022.

Ms. Hicks asked about capital work on a sheep wagon. Ms. Bannister stated that Tread has been offered a donation of a sheep wagon and they also have the Pilot stagecoach that is in need of a better display. The Tread is currently looking for a location for an exhibit. Ms. Bannister continued with some other projects they are working on.

Ms. Hicks asked about the PUD process for a museum building addition. Ms. Bannister answered that the PUD process is for a build-out of a new gallery and collection space behind the current collections facility, building out the rest of the property. The Tread of Pioneers Museum is short on space for larger groups that visit the facility. Ms. Hicks asked if the City of Steamboat would waive the fees for a process like this for the Museum. Ms. Bannister stated that they have not yet asked for the donation but if this project moves forward they would be asking for consideration of fees being waived. Ms. Hicks asked for and received clarification on payroll and health benefits.

MOTION

Ms. Bonnifield moved to recommend to the Routt County Board of County Commissioners that the 2023 budget and 2022 financials for the Tread of Pioneers Museum be approved as presented.

Ms. Hicks seconded; the motion carries unanimously.

HISTORIC ROUTT COUNTY (HRC)

Kelli Halpin and Arianthe Stettner presented the update for Historic Routt County.

Ms. Stettner began by explaining the staffing changes over the last year, as well as the ways that HRC has been supporting the community post-COVID. HRC will be moving offices to the Lincoln Avenue Office building, next to the old Pilot building. Ms. Stettner continued with a summary of the projects HRC has been working on, including Historic Routt County nominations, the Mount Harris project, and working with the US Forest Service to help rehabilitate historic properties. The Selbe Cabin was placed on a newly built foundation at the Steamboat Mountain School on December 21, 2022. The interior work will begin this month and the school anticipates having the cabin ready for faculty to move in for the 2023-2024 school year. The scope of work has varied from the original project application and Ms. Stettner anticipates the final reimbursement request may contain different work than originally requested.

Ms. Halpin started the 2023 budget presentation by letting the Board know that the Historic Routt County Board has not yet approved the budget. Ms. Hicks asked about the \$0 amounts in the fundraising and dues lines of the budget. It was explained that the money that would typically go into those categories is included in the Donation line. Ms. Halpin explained the IT costs that are included in the general operating expenses. HRC gets a lot of non-profit deals on software, however, when the website is up and running they will need to pay for ADA compliance. Ms. Stettner explained a loss of about \$6,617.72 on the miscellaneous expenses line in 2022 due to donated stock that was not able to be sold immediately because of administrative complications with Wells Fargo. Ms. Halpin and Ms. Stettner wrapped up their update by discussing Historic Routt County's role in ensuring historic preservation is a part of the Routt County Master Plan, the possibility of an intern coming to work at HRC, and the strain of having budgets due in January.

Due to HRC not having a budget that has been approved by its Board, the Museum and Heritage Board discussed allowing HRC to submit its budget to the MAHFAB staff assistant who would then pass it along to the Board for approval via email.

Ms. Halpin shared the budget for HRC via email on February 24, 2023. Following the Boards review of the budget they made the following motion electronically

MOTION

Mr. Wither moved to recommend to the Routt County Board of County Commissioners that the 2023 budget and 2022 financials for Historic Routt County be approved as presented.

Mr. Lewis seconded; the motion carries.

HISTORICAL SOCIETY OF OAK CREEK AND PHIPPSBURG

Nita Naugle presented the update for the Oak Creek and Phippsburg Historical Society.

Ms. Naugle started her presentation with a summary and highlights of the past year's events. Ms. Naugle stated that the Raise the Roof project, a project to repair the roof of the museum, is changing daily and discussed how the capital project is shown in the budget. Ms. Hicks asked if the landscaping project would be closing out in 2023. Ms. Naugle replied that after some roofing work was completed the landscaping project would be finished. Work on the roof is expected to begin in June and will be done by a company out of Denver. There were no further questions from the Board.

MOTION

Ms. Bonnifield moved to recommend to the Routt County Board of County Commissioners that the 2023 budget and 2022 financials for the Historical Society of Oak Creek and Phippsburg be approved as presented.

Mr. Lewis seconded; the motion carried unanimously.

HAYDEN HERITAGE CENTER

Laurel Watson and Shannon Valora presented the update for the Hayden Heritage Center.

Ms. Watson began by giving a summary and highlights from the past year at the Hayden Heritage Center. She gave a rundown on numbers and statistics, including revenues and expenses, and the number of museum visitors, event attendees, and social media followers. She also gave an overview of recently completed and current projects.

Ms. Valora has recently taken over as the accountant and gave a brief summary of the finance for the Hayden Heritage Center. Following the summary, Ms. Hicks inquired about the capital projects budget. Ms. Watson said that there are two MAHFAB grant projects currently open, the Water Heater project which will close soon, and the Construction Document project which should be finished soon at which point they will know more about the costs involved. They are also looking at creating some outdoor educational space in their courtyard. This is a need based on the extra space needed for the number of school groups that come through the museum. Ms. Watson says they would like to close the projects they currently have so that they can focus this year on growing membership and increasing donations. Ms. Hicks stated that she thought the printing and postage budget looked quite high compared to previous years. Ms. Valora replied that it has been split differently in the records due to the copier being a leased piece of equipment. Ms. Hicks also asked about the phone budget of \$600 and was told that a phone line in Hayden is about \$60.00 a month.

MOTION

Ms. Hicks moved to recommend to the Routt County Board of County Commissioners that the Hayden Heritage Center's 2022 financials and 2023 budget be approved as presented.

Ms. Bonnifield seconded; the motion carried unanimously.

HAHN'S PEAK AREA HISTORICAL SOCIETY

In lieu of attendance at the January 24th meeting, Shelley Stanford and the Museum & Heritage Board communicated via email.

Ms. Stanford answered questions posed by the Board.

1. *Why the increase in EQ and Repairs for 2023?*

The Museum ceiling has drywall issues and will need repair and painting.

2. *Why the increase in the Capital Projects/Programs budget for 2023?*

The fluorescent lights need to be replaced as light bulbs cannot be obtained, involving electrical work. The floors of the Schoolhouse will need filling and refinishing to save from permanent damage.

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

MOTION

Ms. Holly moved to recommend to the Routt County Board of County Commissioners that the Hahn's Peak Area Historical Society's 2023 budget and 2022 financials be approved pending answers to two questions (above).

Mr. Lewis 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 11, 2023, 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 7, 2023. It was also noted that the Board would like to discuss the due date for annual budget submissions.

EN RE: ADJOURNMENT

MOTION—ADJOURNMENT

At 8:08 p.m., Ms. Holly 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