

**MUSEUM AND HERITAGE FUND ADVISORY BOARD  
QUARTERLY MEETING  
January 30, 2018**

Chairman Pete Wither called the meeting of the Museum and Heritage Fund Advisory Board (MAHFAB) to order. Ellen Bonnifield, Mike Lewis, Jim Peterson, Diane Holly, Mary Mayer, Becky Hicks, Museum and Heritage Fund Advisory Board members; Candace Bannister and Mike Cook, Tread of Pioneers Museum; and Laurel Watson, Hayden Heritage Center, were present. Tegan Anderson prepared the minutes.

**SUNSHINE RESOLUTION**

Ms. Bonnifield moved to approve the Sunshine Resolution 2018-01. Ms. Hicks seconded; the motion carried unanimously.

**EN RE: REVIEW OF MINUTES**

**MOTION—APPROVAL OF MINUTES**

Ms. Hicks moved to approve, as submitted, the minutes of the Museum and Heritage Fund Advisory Board's regular quarterly meeting of October 24, 2017. Ms. Holly seconded; the motion carried unanimously.

**EN RE: MUSEUM ENTITIES ' 2017 FINANCIALS AND 201 8 BUDGETS**

**TREAD OF PIONEERS MUSEUM**

Ms. Bannister presented the financial information for the museum along with Mr. Cook, the treasurer for the museum. She discussed the annual report that goes over tours, activities, programs, events, exhibits and partnerships that took place over the last year.

Mr. Cook discussed the increase in mill levy funds that the museum receives as well as some of their other funding streams such as fundraising and donations. In terms of personnel expenses, the 2018 budgeted amount is about \$180,000 for three employees including payroll, taxes, and benefits. Ms. Bannister added that the museum has an intern who is funded partially through the Episcopal Service Corps. The intern works 35 hours a week at an expense of only \$12,000 a year to the museum. The intern is provided with the rest of her salary, housing, health insurance, and spiritual counseling from the Episcopal Service Corps.

Mr. Cook added that a number of capital projects are slated for this year such as exterior painting of their facility. In 2017 they took time off from any large facility projects in order to save funds.

Ms. Hicks asked how the Tread of Pioneers was able to get benefits and insurance costs down. Mr. Cook responded that the benefits were renegotiated. The staff are not provided with health insurance but they are provided with dental insurance and a stipend to pursue health insurance on the individual market.

Ms. Hicks asked why the supplies for the museum store increased so much in cost for the 2018 projected budget. Ms. Bannister responded that the figure indicating the large increase in supplies was in error.

Ms. Hicks asked why the bank charges are so high. Ms. Bannister responded that part of it is a safe deposit box for irreplaceable items that they store. She can look further into the cost for their banking services to determine what all is included in the charges. Mr. Cook added that the bank charges are about \$700 a year consistently.

## **MOTION**

Ms. Hicks moved to accept the report from the Tread of Pioneers Museum as presented. Ms. Holly seconded; the motion carried unanimously.

## **HAYDEN HERITAGE CENTER**

Ms. Watson presented the financial information for the Hayden Heritage Center and updated the Board on their various highlights throughout the year. The Hayden Heritage Center applied for and were accepted into the Collection Assessment Program and completed a Historic Structure Assessment. One of the museum's artifacts, Mt. Harris mine tokens, was awarded the Connecting Collections 2017 Colorado 10 Most Significant Artifacts. A grant from Yampa Valley Electric was awarded for data logging devices that have helped determine that the aging heat system is beginning to fail.

Ms. Watson continued that some of their fundraisers were not as successful as they had hoped. The Ride the Cog was snowed out and the Steamboat Pilot printed the wrong date. The teacher who typically facilitates the Lantern Tour was out on sabbatical so that event did not happen although there was a small group of students who still chose to hold it on their own. One bright spot was the success of the Holiday Stroll and Library Dedication. The event was wall to wall full of attendees with approximately 150-200 people.

Another highlight was the purchase of a rare Mt. Harris photo album. There were about 52 photos that included rare interior photos of the interior of the mine and the general store. Additionally there were about 1,000 photos donated from the DeLuca family to the Hayden Heritage Center.

The annual Hubbub event is planned for all of the area museum entities to get together at the Hayden Heritage Center to facilitate collaboration and foster closer relationships.

There is a tentative plan forming to work on an expansion of the Hayden Heritage Center. A USDA loan is in the works as a backup if State Historical Funds are unable to be secured. Two other entities are also being approached for grant funding. The hope is to be able to break ground in 2018.

Other activities planned for 2018 include updating and modernizing their disaster plan, rebranding the Heritage Center, and holding a centennial celebration event combined with the Pioneer Picnic in Hayden.

The Hayden Heritage Museum has a new treasurer and they are making the transition to QuickBooks. Insurance costs went up for the Hayden Heritage Center. This occurred because the Depot is jointly owned with the Town of Hayden and they cover the workers comp, liability, and insurance on the collection. The Hayden Heritage Center acquired a new piece of property that they solely own and they now need to insure that property themselves therefore increasing the insurance costs from their general operating funds.

Ms. Hicks asked if they intend to increase their mailings because she sees a larger amount allocated for 2018. Ms. Watson replied that they intend to increase advertising through bulk mailings this year. In 2017 they relied on free advertising through the Steamboat Pilot's events articles but after the wrong event date was published they are going to do more of their own advertising. Also, they are attempting to attract new members to the Heritage Center.

Mr. Peterson stated that in the 2018 budget it states that the Heritage Center will have \$114,000 in grant revenue and asked where that will come from. Ms. Watson responded they hope they will be awarded a State Historic Grant that they are applying for April 1<sup>st</sup>. The project is to construct the annex to the museum and the estimated total cost to put the building up to completion is \$334,000. The project will consist of two phases. The \$89,000 budgeted under capital projects is also dedicated for this project.

## **MOTION**

Ms. Bonnifield moved to accept the report from the Hayden Heritage Center as presented. Ms. Mayer seconded; the motion carried unanimously.

## **YAMPA-EGERIA**

Ms. Herold submitted a narrative to the Board. She was not able to attend the meeting, but any questions can be relayed to her for clarification.

Ms. Herold stated that their expected spending was lower than anticipated last year therefore they were able to carry over a cushion of funds into 2018.

Mr. Peterson stated that his only question would be what the \$30,000 budget for capital improvements is for. He noted that it appears as though they will be needing \$20,000 for the Crossan's M&A project but it doesn't explain where the additional \$10,000 will be allocated.

Following the meeting Yampa - Egeria Historical Society responded that the breakdown of the \$30,000 for capital improvements is allocated as follows:

|                                 |              |
|---------------------------------|--------------|
| Crossan's MAHFAB Grant          | \$20,000.00  |
| Sheds, gravel & trucking        | \$7,504.00   |
| Shelving for storage shed       | \$1,000.00   |
| Plexiglass / hardware / framing | \$1,000.00   |
| Misc.                           | \$496.00     |
|                                 | =\$30,000.00 |

### **MOTION**

Ms. Holly moved to approve the report from Yampa-Egeria as presented. Mr. Lewis seconded; the motion carried unanimously.

### **HISTORICAL SOCIETY OF OAK CREEK AND PHIPPSBURG**

Ms. Naugle submitted a narrative to the Board. She was not able to attend the meeting, but any questions can be relayed to her for clarification.

Mr. Hicks noted the decrease in mill levy funding over the past few years. It appears as though they have been carrying over reserves from year to year and that has helped them make ends meet.

Mr. Peterson asked for clarification on the 25% increase in operating expenses in 2018.

Following the meeting the Historical Society of Oak Creek and Phippsburg responded that this year they had a new treasurer who put together their financial report. That individual categorized the line items from their Quick Books differently into the MAHFAB spread sheet than was done in the past. This year their emergency reserves of approximately \$5,000 were accounted for under the general operations category instead being added to a different category of the spread sheet which explains the increase in operations budget. Their budget overall has not changed much from the previous year but because of the new treasurer some amounts of money have been assigned to different categories unintentionally.

## **MOTION**

Mr. Peterson moved to accept the report from the Historical Society of Oak Creek and Phippsburg as presented. Ms. Bonnifield seconded; the motion carried unanimously.

## **HAHN'S PEAK AREA HISTORICAL SOCIETY**

Ms. Eardley submitted a narrative to the Board. She was not able to attend the meeting, but any questions can be relayed to her for clarification.

Ms. Hicks provided photos of the recently completed interpretive sign project and commented on the maintenance projects that Hahn's Peak Area Historical Society will complete in 2018 such as staining a pole barn and repairing fence. The person who was running the museum recently stepped down but a new person has stepped in to take over.

Mr. Wither asked why the equipment, repairs, and maintenance budget has increased in 2018. Ms. Hicks responded that the budget increase accounts for the previously mentioned maintenance projects that include a lot of staining and repairing a fence.

## **MOTION**

Ms. Holly moved to accept the report of the Hahn's Peak Area Historical Society as presented. Mr. Lewis seconded; the motion carried unanimously.

## **HISTORIC ROUTT COUNTY**

Ms. Katzman submitted a narrative to the Board. She was not able to attend the meeting, but any questions can be relayed to her for clarification.

Mr. Peterson commented that he would like for Historic Routt County to submit their income statements and balance sheets like the Tread of Pioneers and Hayden Heritage Center does. Ms. Anderson responded that she can pass that information along to Ms. Katzman but the only reporting requirement of the museum entities is to provide information regarding the mill levy funds.

## **MOTION**

Mr. Peterson moved to accept the report from Historic Routt County as presented. Ms. Hicks seconded; the motion carried unanimously.

## **EN RE: NEW BUSINESS**

Mr. Peterson stated that he asked the Board of County Commissioner what to do in the instance an applicant receives fewer bids on a project than required. The direction from the BCC was that they understand that some of these projects are very difficult to receive bid responses for; therefore, they are alright with projects being approved as long as they demonstrate that hardship.

Mr. Peterson added that he also asked the Commissioners about asking outside entities for their income statements and balance sheets when they apply for a Capacity Building Grant. He stated that the Commissioners responded that they are fine with additional financial information being asked of outside entities. Ms. Holly commented that she doesn't see it being necessary for smaller organizations but for some capital projects she wants to make sure that the entity is capable of completing the project and holding up their cash match/in kind.

Ms. Anderson commented that any changes to the grant application process must be submitted for approval to the Commissioners and it must be an across the board change that requires all applicants to submit that information and not only be a requirement for some applicants.

#### **EN RE: NEXT MEETING**

The next regular meeting of the Museum and Heritage Fund Advisory Board will be held on Tuesday, **April 24<sup>th</sup>, 2018, at 6:00 p.m.**, in the Commissioners' Hearing Room, 3<sup>rd</sup> floor of the Historic Courthouse.

#### **EN RE: ADJOURNMENT**

#### **MOTION—ADJOURNMENT**

At 7:50 p.m., Mr. Wither moved to adjourn the meeting. Ms. Bonnifield seconded; the motion carried unanimously.

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

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Tegan Anderson, Administrative Assistant

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Pete Wither, Chairman