



**Wyoming Historical Society**  
**Executive Committee Meeting**  
**Saturday, October 21, 2023**  
 Douglas, WY & Zoom

Executive Committee:

Present	Name	Office	Present	Name	Office
X	Cindy Brown	President	E	Cheryl O'Brien	1 <sup>st</sup> VP - NW Rep
Z	Jessica Flock	2nd V. Pres. AL	X	Nancy Tabb	Secretary AL
X	Heidi McCullough	Treasurer / SE Rep	X	Lucas Keeler	SE Rep
X	Sandy Holyoak	NE Rep	Z	Andrea Lewis	SW Rep
Z	Bud Alley	Out-of-State	X	Aley Philp	Exec. Director

Others by Zoom: Jeremy Johnston, Janelle Molony

**Call to Order:** President Cindy Brown called the meeting to order at 10:00am.

**Minutes Approval:** A small typo was fixed on the Treasurer's Report of the September 8, 2023 minutes: Alena Wagner reported that income surpassed expected budget by \$10,000. Sandy Holyoak moved to approve the minutes with the change, Nancy Tabb seconded. Motion carried.

**Executive Director Report:** There was brief update from Aley Philp, new Executive Director about her first three weeks on the job, general main office updates regarding some needed software and computer updates; which will be addressed later on.

**Treasurer's Report:** Heidi McCoullough and Aley Philp reported on the end of the FY 2023 report after thoroughly going through the bank statements. Total income was \$205,416.95 and total spending \$244,016.47 for the year. Proposed total spending was \$160,250.00 for FY 2023. There was a \$42, 099.52 deficit from the proposed budget, at the end of the year. While some of this was anticipated, it highlighted the need to make some different financial decisions for future years.

The checking account balance was \$61,260.41 as of September 30, 2023.

Proposed total income for FY 2024 is \$213,250 and proposed total expenses are \$230,250.

Income total includes grant funding from various sources.

We anticipate an approximate \$17,000 deficit on the FY 2024 budget, with the knowledge that rent, inflation, and payroll costs increased this year. As there is a healthy balance in the checking account for this year, it will cover that loss. The long-term plan is raising awareness of the Wyoming Historical Society and do large membership drive / push to gain more members to help with the unbalanced budget.

**Hilltop Bank Report:** Christian Jorgenson, JD/CFA submitted a written report.

There was a brief discussion regarding alternate investment options and removing the “Restricted” account from the Trust as to remove the funds from going back to the State of Wyoming in the remote possibility of the dissolution of the Society. Aley Philp will work with Christian to get all his recommendations and options to the Finance Committee for review and suggestions. In particular, work on a strategy for short-term investment of the extra funds in the checking account ( ex. money market, cd, high interest savings account)

Jeremy Johnston suggested that Aley needs to track her hours worked on History Day in consideration that the History Day (Homsher) account could be used to help pay for administration work on History Day activities, marketing, etc.

## **OLD BUSINESS**

Decisions regarding a new Membership Database, as the old system is soon no longer going to be supported, and the database file is slowly corrupting itself, were had.

Heidi McCullough moved to authorize Aley Philp, Executive Director, to select a membership database at \$500 per month. Nancy Tabb seconded the motion. This was added into the proposed budget.

Discussions regarding the need to have Business and Liability insurance arose. It was already included as a line item in the proposed budget. If the budget is passed Aley is authorized to select the best insurance option for the Society needs up to the amount allocated in the budget.

It was decided to wait until the end of the meeting to vote on the proposed budget, in case additional expenses are brought up.

## **NEW BUSINESS**

**Membership Task Force:** Heidi McCullough reported that the store on Teespring is up and running with some new items. Please spread the word to the membership and support our Society! The task force will be working closely with Aley on the new Membership Database and recruitment of new members.

## **Committee Reports**

The Strategic Plan from 2022 suggested that the Society needs to streamline its committees as there is a great number of them. General discussion regarding how to best go about this occurred and it was decided that instead of a “trial run” this year without clear direction from the Bylaws; it would be best to revisit and revamp the Bylaws as a whole and go from there.

**Bylaws:** The Bylaws committee will work closely with Aley on restructuring of the Bylaws to fit not only our current needs as a society, but to better fit them in the future without having to revisit and change them so frequently. It is hoped that a recommendation from the Bylaws committee will be brought forth to the Executive Committee by January 2024 for recommendation to the Membership-

**Oral History:** Janelle Molony reported that the Women of Wyoming (WoW) project is moving along and they are looking to diversify who they are interviewing for Season 2.

**Publications Committee:**

The Publications Committee met on October 10<sup>th</sup> to discuss the quotes on the Annals, Wyoming History News, and the Calendars. They made their recommendations to the Executive Committee and the Executive Committee approved their recommendations via email (motioned by Nancy Tabb, seconded by Heidi McCullough) for a new printer for the Annals starting with Vol. 96, No.1; and by printing the Wyoming History News in house as soon as possible. The Calendar was also voted to go to a new printer which has necessitated a new size for the calendar.

**Annals:** There was discussion regarding a succession plan for the Editor and the Graphic Designer for the Annals. There have been some comments from the public regarding the content and the “look” of the journal. Most commenters would like to see it more “reader” friendly and brighter to draw in readership. It is not considered a main “member” benefit by many members currently. While it is a scholarly journal, one option is only have one high-level article per issue, and the rest be more “bite-sized” like WyoHistory.org and National Geographic.

There was also discussion regarding getting all of the journals available digitally online as a project; and going forward, as an option for those who do not want to receive it physically.

It was suggested that funds to cover graphic design for the next two issues of the Annals be put back in as a line item into the budget to fulfill the contract and to have time to find alternatives if necessary.

**Website Committee:** Discussion regarding that the Website needs to undergo a thorough review to catch any bad links, outdated information, and update it with the Store so that not only is a link to the Teespring Store for swag on there, but prints, books, and calendars.

There will also need to be a “Members Only” login and a new Member Sign Up page set up once the new Membership Database is up and running.

Aley will work closely with Tom Rea and Steve Foster to make this happen.

**WyoHistory.org:** Tom Rea was unable to attend. Cindy Brown stated that Tom has expressed his intention to retire next September and that not only does a succession plan need to be developed and in place; but also WyoHistory.org needs to be looked at closely on the Society’s plans for its future. Currently, WyoHistory.org is our budget’s biggest line-item expense.

**Proposed FY 2024 Budget Vote:** Nancy Tabb moved to approve the Proposed FY 2024 budget, it was seconded by Lucas Keeler and passed unanimously.

**The next Executive Committee meeting will be Saturday, January 13, 2024 at 10:00 AM via Zoom.**

**Heidi McCullough made a motion to adjourn the meeting, second by Jessica Flock.  
Motion carried.**

Submitted by:

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Nancy Tabb