

Executive Board Quarterly Meeting Minutes

Date: April 13, 2024

Location: Casper College / UW Outreach Room #418 Fourth Floor & Zoom

Board Members Present: (P = in person, Z = appeared by Zoom)

- Aley Philp, Executive Director P
- Cindy Brown President P
- Jessica Flock 2nd Vice President P
- Lucas Keeler P
- Nancy Tabb, Secretary P
- Cheryl O'Brien Z

Board Members Absent:

- Heidi McCullough, Treasurer
- Andrea Lewis

Others Present:

- Becky Steensland P
- Deb Davidson Z
- Tom Rea P

Call to Order:

Meeting was called to order by President Cindy Brown at 10:00 am.

Approval of Previous Minutes:

The minutes from the previous meeting held on January 13th were motioned for approval by Heidi McCullough, seconded by Cheryl O'Brien and approved.

Reports:

- 1.
2. **Treasurer's Report:** Heidi McCullough presented the treasurer's report and it was displayed onto the smartscreen for all to see. Each member also had a copy that was emailed in the packet for this meeting. It was stated that after the June meeting we will add a line item for graphics design. We are searching for a

graphic designer for Annals of Wyoming. The contract is over. We will ask Sarah Sheen of Wyoming History Days if we can get more money from the state. Our budget is healthy and we have had a good quarter as far as membership goes.

The Treasurer's Report was motioned for approval by Cheryl O'Brien, seconded by Tom Rea and approved.

3. **Foundation's Report:** Concerning the foundation's report it was stated that no approval was needed for this, the Executive Directors Report nor committee reports. There was discussion of the Foundation having a separate 5013c. We have just one for WyoGives.

4. **Executive Director's Report:** 2025 Calendars have been finalized and will be sent to the printer soon. Aley opened the floor for any questions that we may have for her. A letter of Evaluation for Aley's performance is included in the Board Packet. This gives full details of the many projects that Aley is currently working on.

5. **Committee Reports:**
 1. Awards – no report submitted
 2. **Bylaws**
 3. **Finance**
 4. Historic Preservation – no report submitted
 5. Legislative – no report submitted
 6. **Management & Oversight** - see Aley's evaluation.
 7. **Nomination**
 8. Oral History – no report submitted
 9. **Projects (Homsher)**
 10. **Publications**
 11. Website – no report submitted
 12. **Wyoming History Day**
 13. **WyoHistory.org** Tom Rea gave an update concerning the path for WyoHistory.org following his stepping back in the Fall. Kylie McCormick will become the project director. WyoHistory.org is a project of WHS according to the Bylaws. Recently, Jennifer Padilla located a Memorandum of Understanding signed in 2011 which clarifies a past agreement between the two. It was discussed that a new agreement will need to be written, approved by both M&O and the Executive Committee, and notarized signed. M&O will present a new agreement to the EC soon.

6. **Chapter Reports:**

2. Albany – no report submitted
3. Campbell – no report submitted
4. Converse – no report submitted
5. Crook – no report submitted
6. **Ft. Bridger**
7. Fremont – no report submitted
8. **Goshen**
9. **Hot Springs**
10. **Johnson**
11. **Laramie**
12. South Lincoln – no report submitted
13. Natrona – no report submitted
14. Park – no report submitted
15. Platte – no report submitted
16. Star Valley – no report submitted
17. Weston – no report submitted

Old Business:

Update of Executive Assistant New Hire – Aley Philp, ED

Jennifer Padilla has been hired and is working out well. Aley expects to see growth in her appreciation of Wyoming history.

Update on Annual Trek – Aley Philp, ED

Aley has been helping with the Trek and things are ready to go. She would appreciate help at the event in Thermopolis.

Update on Annual Meeting – Aley Philp & Lucas Keeler stated that everything is in place for the Annual Meeting in Newcastle.

Update on WyoHistory.org future plans – Tom Rea (see above under committee Reports)

New Business:

Bylaws / Policy & Procedures

Concerning the edited copy of the Bylaws/Policy & Procedures included in the Board Packet, clarification was needed and Cindy Brown stated that Bylaws should stand the test of time. Policy & Procedures concerns operation details. We will be holding a follow up meeting in May to give the Bylaws the attention they need and may continue the work at the June meeting if needed. A ballot vote would be nice to have full membership votes. Currently, any changes can only be made in September.

WyoHistory.org - It has been decided that we should work on an updated MOU that would include Kylie McCormick's signature.

Discussion & Announcements:

- Jessica Flock stated that she is uncomfortable with making so many changes to the By-Laws and Procedures. Cindy Brown assured her that we will address the Bylaws in a meeting specifically focused on them.
- **Adjournment:**
The meeting was adjourned at 11:45 by Cindy Brown. Motioned for approval by Heidi McCullough and seconded by Cheryl O'Brien. We will meet sometime in May to review the proposed Bylaws revisions. The next full board meeting will be held on June 23, 2024 at 9:00 am at the TREK in Thermopolis.

Minutes Prepared By:
Nancy Tabb, Secretary