AGENDA

Museum of the San Rafael
April 8th, 2019, 5 PM
Emery County Courthouse, Castle Dale, Ut.

Conducting and Welcome: Chairwoman Talma Peacock

1. Approval of Minutes: Tuesday, March 12, 2019.
2. Discussion of Financial Report:
3. Discussion of Museum Updates:
    a. Museum Maintenance
    b. "Earth Through Time" project
    c. Pioneer Progress
    d. Museum Visitation - May 1,034
4. Discuss/Approve/Deny Extended Hours
5. Report on the Collection Care and Management seminar
6. Discuss/Approve/Deny New Register
7. Update/Approve/Deny Possible Recommendations of the Following:
    a. Emery County Travel Bureau
8. Discussion of Old Business
9. Discussion of New Business
10. Adjourn - Thank you for coming!

Emery County Museum Board Meeting

Date: May 13th, 2019
Time: 5:00 p.m.
Location: 75 East Main Street Castle Dale, Utah

In Attendance: Randy Jensen, Tiffani Baker, Talma Peacock, Dallas Truman, Adrianna Chimaras, Commissioner Kent Wilson, Dawnette Tuttle, Ellen Finn, Lori Ann Larsen, Billie Maxfield

1. **Approval of minutes for April 2019 meeting.**

LoriAnn made a motion to approve the minutes, Dawnette seconded the motion, motion passes.

2. **Discussion on the financial report.**

Tiffani paid the gift shop purchases already. She stated that the gift shop sales for March do reflect the new stuff that was bought.

Adrianna stated that through March we had almost $500 in gift shop sales, that's not including what has been sold in April. The money got shifted in our categories but it is all fixed now. There will be a new line item for the rack cards.

Tiffani said the gift shop is doing really well. We are going to need more books and mammoths. Tiffani has ordered some hiking books of the San Rafael.

QR code on the map is not very user friendly for iPhones. Adrianna will talk to them about getting this fixed.

Adrianna is keen on getting a new register system to get us out of the dark ages and keep track of inventory. Another department is also looking into this so Adrianna has talked to Jeff & Brenda regarding this and we may just bundle with the other department in buying. It is very user friendly and is only $400. If we have an extra $400 somewhere in the budget Adrianna would like to get that.

Commissioner Wilson said to keep the gift shop stocked and not worry about a budget because if we are selling more than planned, we will have more revenue. He will check and make sure this is correct.

Randy asked if have venmo to pay, we do not. Venmo does not have the same expenses as regular credit card systems. Adrianna will talk to Jeff about getting Venmo, especially for donations.

3. **Discussion on museum updates.**

Tiffani stated on Family Day we had 126 people. We made $150 we cleared with the hot dogs that will go to donations. Everyone really enjoyed it and spent a lot of time there. Adrianna stated the Princess Tea Party had been scheduled at the same time as family day and next year they will try and stagger these events so people can attend both. There were flyers at the post offices, libraries and sent to school. Next year we will put a flyer at the Tea Party. Be thinking of new activities to add to or rotate for years to come. We don't always have enough volunteers to do more activities. Think of something to add to Family Day that the teenagers would enjoy to do with their families. We don't believe the schools printed out the flyers this year to send home with the kids. Talma said she would take them around to all the schools next year if we can budget to print all of them.

4. **Cleaning out the shed.**

Tiffani stated she has a stack of chairs for the food bank and a stack for us to keep. People will be coming to get the tables. The rec center has not responded if they want the stage or not. Filled out a loan paper for the rec center that states we can use it when we need to and they are not allowed to loan it out to anyone. We will set a day to clean it out but Tiffani needs to get Laura and Nancy better trained before doing that. We had 525 in April and we have been very busy. Commissioner Wilson would like to see a comparison of people from this year from last year.

5. **New seasonal staff.**

Nancy Johnson started today.

6. **Visitation for April.**

In april there was 525 people visit. Next meeting we will have a comparison to the year before. November-March the numbers will be off because the hours were different than normal.

7. Discussion on maintenance man.

Adrianna talked to Doug and he still wants to do the maintenance. Talked to him about training Dallas so when we do have an emergency and he is unavailable we can call Dallas. Adrianna talked to IT about getting a map of the property to map out the sprinklers and electrical. She will let Doug know to go in to IT and they can get what maps he needs. Adrianna will talk to Brenda about having Dallas being on the board and doing maintenance. Commissioner Wilson said he will probably need to sign of conflict of interest and everyone on the board should probably sign one. The guys that mow the lawn need the tree to be trimmed so they can get around and under it. Dallas will come trim the tree.

The windows in the back corner (kids corner) are very dirty. We can't have a drape on the window because it's an emergency exit. We will just keep them clean.

8. **Update/Approve/Deny Possible Recommendations of the following Emery County Travel Bureau.**

Adrianna stated the Travel Bureau is applying for Co-Op Marketing Grant. The museum should think about applying for this grant next year for rebranding. Commissioner Wilson asked if we could add a line to her grant this year to add the museum. Adrianna will find out.

9. **Rack card sub-committee.**

The cards will have the logo on it, it is not ad space. We have one sponsor so far. The amount is $203.06 for 9,000 cards and they can write a check to Emery County. Each sponsor will be printed on every card.

10. **Discussion on old business.**

Tiffani stated they have been staying until 430. If we do not add Sunday, extend hours until 5pm. We will stay open until 5pm and then in winter we will cut back on hours again. This year it shouldn't be a problem with the budget because Tiffani was the only employee for the first few months of the year.

Randy: object acquisition is there any changes? It needs to be attached to the policies and put in a 3 ring binder. We have notebooks of this and have been filling it out.

11. **Discussion of new business.**

None.

LoriAnn made a motion to adjourn, Ellen seconded the motion, motion passes.

EMERY COUNTY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2019

SAN RAFAEL MUSEUM

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	INTERGOVERNMENTAL					
23-3300-3750	GIFT SHOP SALES	709.68	1,276.44	8,000.00	6,723.56	16.0
	TOTAL INTERGOVERNMENTAL	709.68	1,276.44	8,000.00	6,723.56	16.0
	MISCELLANEOUS					
23-3600-6900	MISCELLANEOUS	.00	.00	3,000.00	3,000.00	.0
	TOTAL MISCELLANEOUS	.00	.00	3,000.00	3,000.00	.0
	CONTRIBUTIONS & TRANSFERS					
23-3800-8110	TRANSFER FROM TRAVEL COUNCIL	.00	.00	13,000.00	13,000.00	.0
23-3800-8120	TRANSFER FROM GENERAL FUND	.00	.00	48,900.00	48,900.00	.0
	TOTAL CONTRIBUTIONS & TRANSFERS	.00	.00	61,900.00	61,900.00	.0
	SPECIAL FUND REVENUE					
23-3900-9110	PRIOR YEAR CARRYOVER	.00	.00	15,000.00	15,000.00	.0
	TOTAL SPECIAL FUND REVENUE	.00	.00	15,000.00	15,000.00	.0
	TOTAL FUND REVENUE	709.68	1,276.44	87,900.00	86,623.56	1.5

EMERY COUNTY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2019

SAN RAFAEL MUSEUM

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	SAN RAFAEL MUSEUM					
23-4663-1100	SALARIES & WAGES	2,002.43	5,042.73	40,900.00	35,857.27	12.3
23-4663-1200	TEMPORARY EMPLOYEES	.00	.00	3,000.00	3,000.00	.0
23-4663-1300	EMPLOYEE BENEFITS	454.65	843.61	8,000.00	7,156.39	10.6
23-4663-2200	PUBLIC NOTICES/ADVERTISING	72.02	108.01	1,800.00	1,691.99	6.0
23-4663-2300	TRAVEL	.00	.00	1,000.00	1,000.00	.0
23-4663-2400	OFFICE EXPENSE & SUPPLIES	26.01	70.63	400.00	329.37	17.7
23-4663-2500	SUPPLIES & MAINT FOR EQUIPMENT	.00	.00	1,300.00	1,300.00	.0
23-4663-2600	BUILDING & GROUND SUPP & MAINT	405.00	606.17	5,000.00	4,393.83	12.1
23-4663-2700	UTILITIES	1,310.49	4,397.45	18,000.00	13,602.55	24.4
23-4663-2800	TELEPHONE	149.37	508.87	1,500.00	991.13	33.9
23-4663-4800	SPECIAL DEPT. SUPPLIES	.00	.00	500.00	500.00	.0
23-4663-6100	MISCELLANEOUS EXPENSES	.00	.00	400.00	400.00	.0
23-4663-6310	GIFT SHOP	.00	.00	2,000.00	2,000.00	.0
23-4663-7016	DINOSAUR CAMP	.00	.00	400.00	400.00	.0
23-4663-7017	FAMILY DAY	.00	.00	400.00	400.00	.0
23-4663-7400	DINOSAUR DISPLAYS	.00	.00	3,300.00	3,300.00	.0
	TOTAL SAN RAFAEL MUSEUM	4,419.97	11,577.47	87,900.00	76,322.53	13.2
	TOTAL FUND EXPENDITURES	4,419.97	11,577.47	87,900.00	76,322.53	13.2
	NET REVENUE OVER EXPENDITURES	(3,710.29)	(10,301.03)	.00	10,301.03	.0

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
COMBINED CASH			03/31/2019 (03/19) Balance	23-1180-0000			121,217.94
04/30/2019	CA	7	Cash Allocation - Created: 05/20/19 9:47 AM			3,745.10-	
			04/30/2019 (04/19) Period Totals and Balance		.00 *	3,745.10- *	117,472.84
SALES TAX PAYABLE			03/31/2019 (03/19) Balance	23-2140-0000			34.81-
03/31/2019	AP	630	UTAH STATE TAX COMMISSION		34.81		
			**VendorNo: 11330 **Inv. No: 66219 **Desc: 12217964002STC/MUSEUM **Inv. Date: 3/31/2019 **PO No: **Remit Name: UTAH STATE TAX COMMISSION **Merchant Vendor No: 11330 **Merchant Vendor Name: UTAH STATE TAX COMMISSION **Invoice Created By: Gayleen				
			04/30/2019 (04/19) Period Totals and Balance		34.81 *	.00 *	.00
DINOSAUR PARK			03/31/2019 (03/19) Balance	23-2170-0000			7,625.00-
			04/30/2019 (04/19) Period Totals and Balance		.00 *	.00 *	7,625.00-
FUND BALANCE - UNAPPROPRIATED			03/31/2019 (03/19) Balance	23-2951-0000			120,148.87-
			04/30/2019 (04/19) Period Totals and Balance		.00 *	.00 *	120,148.87-
GIFT SHOP SALES			03/31/2019 (03/19) Balance	23-3300-3750			566.76-
04/30/2019	CR	107	APRIL 2019 MUSEUM CREDIT CARD DEPOSI			579.68-	
04/17/2019	CR	15056796	GIFT SHOP SALES - MUSEUM OF THE SAN			130.00-	
			Description: GIFT SHOP SALES - MUSEUM OF THE SAN RAFAEL				
			04/30/2019 (04/19) Period Totals and Balance		.00 *	709.68- *	1,276.44-

YTD Encumbrance .00 YTD Actual -1,276.44 Total -1,276.44 YTD Budget -8,000.00 Unearned 6,723.56

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
SALARIES & WAGES			03/31/2019 (03/19) Balance	23-4663-1100			3,040.30
04/07/2019	PC	39	PAYROLL TRANS FOR 4/7/2019 PAY PERIOD		927.96		
04/21/2019	PC	85	PAYROLL TRANS FOR 4/21/2019 PAY PERIO		1,074.47		
			04/30/2019 (04/19) Period Totals and Balance		2,002.43 *	.00 *	5,042.73
YTD Encumbrance	.00	YTD Actual	5,042.73 Total	5,042.73 YTD Budget	40,900.00 Unexpended	35,857.27	
EMPLOYEE BENEFITS			03/31/2019 (03/19) Balance	23-4663-1300			388.96
04/07/2019	PB	26	PAYROLL TRANS FOR 4/7/2019 PAY PERIOD		231.58		
04/21/2019	PB	54	PAYROLL TRANS FOR 4/21/2019 PAY PERIO		223.07		
			04/30/2019 (04/19) Period Totals and Balance		454.65 *	.00 *	843.61
YTD Encumbrance	.00	YTD Actual	843.61 Total	843.61 YTD Budget	8,000.00 Unexpended	7,156.39	
PUBLIC NOTICES/ADVERTISING			03/31/2019 (03/19) Balance	23-4663-2200			35.99
03/06/2019	AP	195	THE LOCAL PAGES		72.02		
			**VendorNo: 10375 **Inv. No: 55219 **Desc: 094648/ADVERTISING LOCAL PAGES **Inv. Date: 3/6/2019 **PO No: **Remit Name: THE LOCAL PAGES **Merchant Vendor No: 10375 **Merchant Vendor Name: THE LOCAL PAGES **Invoice Created By: Gayleen				
			04/30/2019 (04/19) Period Totals and Balance		72.02 *	.00 *	108.01
YTD Encumbrance	.00	YTD Actual	108.01 Total	108.01 YTD Budget	1,800.00 Unexpended	1,691.99	
FFICE EXPENSE & SUPPLIES			03/31/2019 (03/19) Balance	23-4663-2400			44.62
04/02/2019	CD	14	GLOBAL PAY FEES - MUSEUM		26.01		
			04/30/2019 (04/19) Period Totals and Balance		26.01 *	.00 *	70.63
YTD Encumbrance	.00	YTD Actual	70.63 Total	70.63 YTD Budget	400.00 Unexpended	329.37	
BUILDING & GROUND SUPP & MAINT			03/31/2019 (03/19) Balance	23-4663-2600			201.17
04/29/2019	AP	684	TENNANT, BRET JAMES		405.00		
			**VendorNo: 10331 **Inv. No: 80019 **Desc: SAN RAFAEL MUSEUM 2 WKS **Inv. Date: 4/29/2019 **PO No: **Remit Name: TENNANT, BRET JAMES **Merchant Vendor No: 10331 **Merchant Vendor Name: TENNANT, BRET JAMES **Invoice Created By: brenda				
			04/30/2019 (04/19) Period Totals and Balance		405.00 *	.00 *	606.17
YTD Encumbrance	.00	YTD Actual	606.17 Total	606.17 YTD Budget	5,000.00 Unexpended	4,393.83	
UTILITIES			03/31/2019 (03/19) Balance	23-4663-2700			3,086.96
03/25/2019	AP	164	DOMINION ENERGY		584.12		
			**VendorNo: 8535 **Inv. No: 61019 **Desc: 7717210000/SR MUSEUM **Inv. Date: 3/25/2019 **PO No: **Remit Name: DOMINION ENERGY **Merchant Vendor No: 8535 **Merchant Vendor Name: DOMINION ENERGY **Invoice Created By: Gayleen				
03/18/2019	AP	208	ROCKY MOUNTAIN POWER		597.95		
			**VendorNo: 11190 **Inv. No: 54919 **Desc: 599690360087/SAN RAFAEL MUSEUM **Inv. Date: 3/18/2019 **PO No: **Remit Name: ROCKY MOUNTAIN POWER **Merchant Vendor No: 11190 **Merchant Vendor Name: ROCKY MOUNTAIN POWER **Invoice Created				

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			By: Gayleen				
04/01/2019	AP	383	CITY SANITATION **VendorNo: 1690 **Inv. No: 965925 **Desc: 3042-11039/SAN RAFAEL MUSEUM **Inv. Date: 4/1/2019 **PO No: **Remit Name: CITY SANITATION **Merchant Vendor No: 1690 **Merchant Vendor Name: CITY SANITATION **Invoice Created By: Gayleen		128.42		
			04/30/2019 (04/19) Period Totals and Balance		1,310.49 *	.00 *	4,397.45
YTD Encumbrance	.00	YTD Actual	4,397.45 Total	4,397.45 YTD Budget	18,000.00 Unexpended	13,602.55	
TELEPHONE			03/31/2019 (03/19) Balance	23-4663-2800			359.50
03/03/2019	AP	82	DEX YP **VendorNo: 2490 **Inv. No: 55119 **Desc: 120775440/MONTHLY BILLING **Inv. Date: 3/3/2019 **PO No: **Remit Name: DEX YP **Merchant Vendor No: 2490 **Merchant Vendor Name: DEX YP **Invoice Created By: Gayleen		35.18		
04/01/2019	AP	438	EMERY TELCOM **VendorNo: 3320 **Inv. No: 65719 **Desc: 16600/MUSEUM OF SF **Inv. Date: 4/1/2019 **PO No: **Remit Name: EMERY TELCOM **Merchant Vendor No: 3320 **Merchant Vendor Name: EMERY TELCOM **Invoice Created By: Gayleen		114.19		
			04/30/2019 (04/19) Period Totals and Balance		149.37 *	.00 *	508.87
YTD Encumbrance	.00	YTD Actual	508.87 Total	508.87 YTD Budget	1,500.00 Unexpended	991.13	

Total SAN RAFAEL MUSEUM:	4,419.97	.00	7,157.50
Number of Transactions: 16 Number of Accounts: 12	Debit	Credit	Proof
Total SAN RAFAEL MUSEUM:	4,454.78	4,454.78-	.00

Museum Monthly Totals 2014-2017

2014

January 237
February 224
March 323
April 376
May 489
June 399
July 558
August 500
September 292
October 398
November 504
December 152
Total 4,452

2015

January 390
February 575
March 327
April 407
May 656
June 496
July 496
August 336
September 527
October 438
November 230
December 183
Total 5,061

2016

January 193
February 508
March 456
April 628
May 691
June 429
July 663
August 580
September 333
October 312
November 437
December 183
Total 5,413

2017

January 101
February 192
March 310
April 494
May 861
June 660
July 466
August 435
September 299
October so far 141
November
December
Total so far 3,959

Summer Schedule (Thur-Sat extended)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Museum Hours	10 AM - 4 PM	10 AM - 4 PM	10 AM - 4 PM	10 AM - 4 PM	9 AM - 7 PM	9 AM - 7 PM	Closed
Lead Museum Specialist		10 AM - 4 PM	10 AM - 4 PM	10 AM - 4 PM	9 AM - 3 PM	Alternating 9 AM - 3 PM or 1 PM - 7 PM	
Regular Museum Specialist	10 AM - 4 PM	10 AM - 4 PM		10 AM - 4 PM		Alternating 9 AM - 3 PM or 1 PM - 7 PM	
Seasonal Museum Specialist					1 PM - 7 PM	Alternating 9 AM - 3 PM or 1 PM - 7 PM	
Total Staff Hours							

July 2019

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
3 Regular PT 10-4pm	4 Lead 10-4pm Regular PT 10-4pm	5 Lead 10-4pm	6 Lead 10-4pm Regular PT 10-4pm	7 Lead 9-3 PM Seasonal 1-7pm	8 Lead 9-3 PM Regular PT 1-7pm	Hours Lead 30 PT 18 Seasonal 6
10 Regular PT 10-4pm	11 Lead 10-4pm Regular PT 10-4pm	12 Lead 10-4pm	13 Lead 10-4pm Regular PT 10-4pm	14 Lead 9-3 PM Seasonal 1-7pm	15 Regular PT 9-3 PM Seasonal 1-7pm	Lead 24 PT 18 Seasonal 12
17 Regular PT 10-4pm	18 Lead 10-4pm Regular PT 10-4pm	19 Lead 10-4pm	20 Lead 10-4pm Regular PT 10-4pm	21 Lead 9-3 PM Seasonal 1-7pm	22 Seasonal 9-3 PM Lead 1-7pm	Lead 30 PT 12 Seasonal 12
24 Regular PT 10-4pm	25 Lead 10-4pm Regular PT 10-4pm	26 Lead 10-4pm	27 Lead 10-4pm Regular PT 10-4pm	28 Lead 9-3 PM Seasonal 1-7pm	29 Lead 9-3 PM Regular PT 1-7pm	Lead 30 PT 18 Seasonal 6
1 Regular PT 10-4pm	2 Lead 10-4pm Regular PT 10-4pm	3 Lead 10-4pm	4 Lead 10-4pm Regular PT 10-4pm	5 Lead 9-3 PM Seasonal 1-7pm	6 Regular PT 9-3 PM Seasonal 1-7pm	Lead 24 PT 18 Seasonal 12
8 Regular PT 10-4pm	9 Lead 10-4pm Regular PT 10-4pm	10 Lead 10-4pm	11 Lead 10-4pm Regular PT 10-4pm	12 Lead 9-3 PM Seasonal 1-7pm	13 Seasonal 9-3 PM Lead 1-7pm	Lead 30 PT 12 Seasonal 12

Collections Care and Management Workshop Report

By Tiffani Baker
Lead Museum Specialist
Museum of the San Rafael

On June 6th and 7th, 2019, Tiffani Baker and Laura Peacock attended a two-day Regional Heritage Stewardship Program workshop, Adriana joined the workshop for part of the day on the 7th. These workshops presented the fundamentals of preservation best practices and preservation needs assessment information that will help the Museum of the San Rafael in writing future grants, especially grants that have a more intensive writing process, and will aide in the museum's ability to best care for its collection.

Some of the goals needed for the museum are to establish a formal preservation plan, a formal building maintenance plan, a formal security plan, and a formal emergency management plan for the museum. The museum also needs an artifact and exhibit cleaning policy which will include a housekeeping guide for staff, volunteers, and maintenance.

The museum needs a formal document for researchers who request access to the museum's artifacts or library. The current rules are not sufficient. Some suggestions are:

1. All researchers must be accompanied by a staff member or Board Member during the visit.
2. Researchers must sign in to the research area.
3. Only pertinent staff should have access to research and collection storage areas.
4. Researchers must ask two weeks in advance for access to any part of the collection, including the library.
5. If an artifact is too fragile, the researcher may not be permitted to handle the artifact.

6. The museum guidelines for researchers and staff working with researchers should include safe handling, moving, carts use, and how to transport, proper implements like pencils and types of gloves, and what types of photography can be used.
7. These rules should also apply to those people requesting to remove a loaned artifact whether temporary or permanent, although for people wanting to remove a loaned artifact, the time frame should be three weeks as there is paperwork involved in this action.

Having researchers interested in the museum's collections is an important part of any museum as researchers use the name of the museum in their papers and help to promote interest to a wider audience.

One key aspect learned during the seminar was the museum staff and Board Members need to not only get better organized, but the museum needs to go through the collection and decide what is really needed, what fits the Mission Statement, and remove excess artifacts. This is something that takes time and should be considered a long term goal, but will ultimately better serve the museum and the community.

The museum needs a formal Exhibition Policy. This policy will help the museum keep track of what is on exhibit, when the items went on exhibit and when it is time to rotate. Over the past few years, the staff have created new exhibits, worked on existing exhibits, fixed some issues with lighting and stabilization, and started condition reports in the archaeology room. These are examples of items that should be included in a formal policy.

Day Two: Fundraising for Preservation and Conservation

The morning session of day two focused on tools for successful fundraising. Adriana joined in for this session.

It was stressed that the museum get a Needs Assessment Survey that reflects the current condition of the collection. Many funders request or require an assessment. It is possible for the museum staff and Board to conduct an assessment, but it is strongly suggested to have a professional assessment team come and do it. This can be costly, but there are options to help small museums receive a professional assessment. Utah Division of Arts and Humanities is one option for the museum. A list of websites and other tools was provided and strongly advised.

A preservation and Conservation Scorecard was provided to all the attendees. Tiffani Baker will fill it out and see where the museum currently stands and have it ready for the July Board Meeting.


Current Sale
Charge $65.00
KEYPAD
LIBRARY
Tallo Arrangements
$65.00

Your cart

Item	Subtotal
 **Square Terminal**	
1 × $399.00	$399.00
 **Square Terminal Printer Paper – 20 rolls**	
1 × $20.00	$20.00
 **16 in. USB Cash Drawer** APG VB554A-BL1616	
1 × $249.00	$249.00

Add promo code

Item total: $668.00

Tax total: To be calculated

Shipping: Free