

The Museum Alliance of Rapid City
Board of Directors Meeting Minutes
April 20, 2023

Present: Stacie Granum, Brandis Knudsen, Eileen Fleishacker, Mark Slocum, Barry Gravatt, Travis Dewes, Bill Evens, Micah Lande

Excused: Carrie Gerlach

Unexcused: Kelly Kirk

Ex-Officio: Pat Roseland, Conor McMahon, Tammy Misselt

The meeting was called to order at 3:00 PM by Chair Stacie Granum.

- Mark moved the minutes of the January 26 meeting be approved. Travis 2nd. Motion carried.

EXCO/Finance

Stacie reported that the strategic plan implementation will wait until a new Executive Director is hired and the tourism exhibit will be postponed until 2024.

Two policies were presented as recommended by Ketel Thorstenson and by Bruce and Michelle regarding clarification that will make our annual audit easier.

- Establish an asset threshold of \$2,000. We currently have no policy and the auditor's default threshold is \$500. A higher threshold means more determining of assets can be done internally which will cut the number of hours and subsequently the cost of the external audit. Micah moved this policy be established with Travis seconding. Motion carried.
- Establish a check expiration policy of 180 days to be printed on JMLC checks. We have previously had problems with checks we write to vendors and other payees not being processed in a timely manner. This shows up in our audit. Bill moved to establish this policy with Mark seconding. Motion carried.

Eleen will ask Bruce where these and other policies are kept and if there are hard copies somewhere.

Stacie reported that she, Brandis, Tammy, and Bruce met to go over the budget specifically to see if there are unexpected expenses that were not included. A line item was added to expenditures for recruitment of the new ED. Tammy will go ahead on the Point Of Sale software; but she has only received an estimate from KT on a new server. She had sent an RFP to 3 companies and has not heard from the other 2.

The JMLC did receive an employee retention credit (grant) from the state in the amount of \$89,000.

Stacie will be meeting with the new grant writer for the City of Rapid City, who feels there are opportunities for the JMLC.

Governance

Micah reported we had received confirmation from the mayor's office for the re-appointment of Stacie Granum and the appointment of Carrie Gerlach to the MARC Board. Both have accepted the appointments. He also reported there is a CPA from Casey Peterson who is interested in joining the Board.

Education

No report

Search Committee

There are 2 candidates whose qualifications stand out and both have had phone interviews by Synova of Alternative HR. One of them will have a Zoom interview with the Search Committee tomorrow. We will keep the search open until we have the right person.

Discussion

The Board has become much more active in the absence of an Executive Director and it is difficult to make headway when there are only 4 scheduled meetings per year.

- Brandis moved and Bill seconded that we do monthly MARC Board meetings until further notice. The meetings will be on a Thursday from 4-5 PM and Stacie will let us know which Thursday.

Bill will serve as an advocate to city hall and the mayor's office in regard to issues with the CIP process and the upcoming Vision process. The original contract with the city infers that the relationship of City of Rapid City to the JMLC is comparable to that of a landlord's relationship to a tenant. Therefore, major repairs and updates to the JMLC building are the responsibility of the city. Tammy, Mark, and Conor will put together a list of facility needs.

At the end of the meeting, we received notice from the SD Department of Labor that former Executive Director Troy Kilpatrick has been granted re-employment benefits. The notice advised the JMLC Board that we could appeal that decision.

- Micah moved that we not initiate an appeal and Brandis seconded. Motion carried.

There being no further business, the meeting adjourned at 4:55 PM.

Respectfully submitted,

Eileen Dixon Fleishacker, Secretary