

**Culture & Heritage Commission
Board of Commissioners Meeting
April 26, 2022
6:00 PM
Museum of York County**

Person Presiding: Penny Sheppard

Members Present: Penny Sheppard, Nancy Craig, Jeff Lyon, Luanne Kokolis, and George Feindel

Members Absent: David Duncan and Ed Stewart

Ex Officio Members Present: Margaret Parson-Willins and Eddie Lee

Ex Officio Members Absent:

Staff Present: Richard Campbell, Dabney Scholler, Nancy Sambets, Sarah Lewis, and Allison Taylor

Call to Order

- Penny Sheppard called meeting to order at 6:01pm

Welcome New Commissioners

- Dr. Edward Lee – Ex officio
- George Feindel - District 7

Executive Session

- Penny Sheppard entertained a motion to move into Executive Session
 - Jeff Lyon made a motion.
 - Nancy Craig seconded the motion.
 - Motioned passed to move into Executive Session.

Reconvene to Open Session

- Eddie Lee made a motion to authorize the Executive Director to move forward with the projects that were outlined for the 2022 Foundation for the Carolinas Project Request.
 - Luanne seconded the motion.
 - Penny Sheppard called for a vote; vote was taken, and the motion passed.
- Penny Sheppard presented minutes from the March 22nd Meeting and asked for changes or corrections.
 - Accepted minutes as written.

Reports and Presentations

- **Director's Report**

- *Presented by Richard Campbell*
- CHM site-wide visitation for the month of March was six thousand, one hundred sixty-seven and forty-one thousand, seven hundred five year-to-date. School group visitation for March was one thousand, two hundred eight students with a year-to-date total of four thousand, four hundred seventy-eight students.
- Membership has increased by one hundred five new memberships with a revenue of \$8,250 for the month of March. Cumulative totals as of March 31st are at one thousand, three hundred fifty-one. There are currently twenty-two Curious Kids Club memberships. Year-to-date membership revenues total \$51,850.
- Staff Announcement
 - Exhibits Manager, Teresa Armour passed away from cancer at sixty-three years old. She was a CHM employee for twenty-eight years. Teresa put her all into each exhibit, at each site. She leaves behind a great legacy and will be greatly missed.
 - On April 22nd, Joe Mester, Assistant Museum Manager at Historic Brattonsville attended the South Carolina Historic Preservation Conference in Columbia. He presented “Telling a Story of Reconstruction in the Carolina Piedmont: The Restoration and Interpretation of Historic Brattonsville’s Brick House”.
- Past and Upcoming Events
 - Pleistocene Family Day took place at Museum of York County on February 19th. It was a successful event, selling out in advance, with three hundred forty-nine visitors in attendance.
 - Homeschool: Sustainable Practices wrapped up for the semester on April 13th. We registered thirty-four children for a four session program. These programs featured eco-friendly themes and guests.
 - Children’s Day on the Farm took place on March 26th at Historic Brattonsville. A sold-out event, it saw over one thousand visitors. Two sessions were offered with timed tickets for each. This was the first event at Historic Brattonsville that has benefited from the technological improvements, including high speed internet and tablets for check-in. Store sales totaled over \$2,000. Each and every activity was evenly attended and we received great feedback from visitors (survey charts attached).
 - The CHM Volunteer Picnic will take place on June 5th at Historic Brattonsville. Windy Cole and Emmy Gillespie are working hard to put this appreciative event together to honor all volunteers CHM-wide.
- CHM Project Updates

- There are no major changes to the Lowery Family Theater Roof. Bennett Preservation continues to analyze the data collected from their March visit. We anticipate the structural assessment by mid-May, schematic designs should be complete by late-June, with preliminary construction estimates by mid-July. Projected completion of this project is estimated for 2024.
- Procurement release bid invitations for the painting of the exterior of Hightower Hall and the Outbuildings. One bid out of the six that came back was in our budget and Purchasing is moving forward with verifying all of the information.
- 1200 Architectural Engineers completed the construction documents on the Col. Bratton and Homestead Houses for a Request for Proposal (RFP) to hire a preservation contractor. Procurement released a RFP on April 6th and CHM Preservation followed with a pre-submittal conference on April 21st. Submission responses for the RFP are due on May 4th. Preservation will review submissions, select a contractor, and present a recommendation to County Council. A contract will be drafted, work will begin, and we anticipate the project completion by summer.
- The Vernon Grant Exhibit at the Lowenstein Building is currently being updated. Staff is finalizing pieces for the annual update in late-May. Jon Prichard has taken over Teresa Armour's role in working with Jillian Matthews on this project.
- The Visitor's Center at Historic Brattonsville has received many improvements. The exterior has received a new roof, new gutters, and a fresh coat of paint. The upstairs has been converted from a large office to an office for Carey Tilley and a conference room. It will be completed this week. Operations continues to update and improve the Neely House.

[Note: A full copy of the Director's Report is attached to these minutes as Addendum A.]

- Erin Ray, Assistant Museum Manager-MYCO/MSCM and Joe Mester, Assistant Museum Manager-HB are jointly working to keep Visitor Services running smoothly.
- Emmy Gillespie, Volunteer Resource Manager- HB, is working hard to recruit and retain volunteers. She has been reaching out to current and former volunteers to survey and produce the best volunteer experience possible.

Calendar Review

- No changes to calendar

- Terms are expiring for Nancy Craig- District 5 and Luanne Kokolis- District 6
- Jeff Lyon- District 4 is still serving, though expired.
- Elect Officers in May or June
 - Governance
 - Secretary/Treasurer
- Director's Review is in June

Committee Reports

- **Collections Committee**
 - *Presented by Nancy Sambets*
 - *TC276*
 - *Sharon Town Papers- Records Group 9 (provenance unknown)*
 - *This collection of papers includes a telephone directory, financial reports, tax payments, correspondence, expense statements, petitions, memos, minutes, ordinances, and surveys dating from 1891 to 1974. Bulk of collection dates 1915 to 1930.*
 - *Donor Name: Museum of Western York County*
 - *Detailed list attached*
 - *TC276*
 - *Barron Family Papers*
 - *This collection of papers includes letters, land titles, account statements, deeds, plats, mortgages, promissory notes, store accounts, receipts, and tuition bills dating from 1834 to 1916.*
 - *Donor Name: Museum of Western York County- Mike Hall*
 - *Detailed list attached*
 - *TC276*
 - *Mendenhall Courthouse Collection, Records Group 1*
 - *Collection of deeds, titles, plats, bills of sale, and promissory notes for land transactions in York County dating from 1772 to 1909. Bulk of collection dates 1800 to 1888.*
 - *Donor Name: Museum of Western York County- Bobby Mendenhall*
 - *Detailed list attached (306 documents)*
 - *TC276*
 - *Blair Estate Papers*
 - *This collection of papers includes letters regarding stocks and shares, power of attorney notices, and executor letters dating from 1848 to 186. Bulk of collection dates 1850 to 1852.*
 - *Donor Name: Museum of Western York County*
 - *Detailed list attached*

- TC276
 - *Kennedy Collection, Records Group 2*
 - *This collection of papers includes letters, obits, poems, promissory notes, store receipts, wills, subpoenas, court fees, tax receipts, surveys, liens, insurance policy, mortgages, slave hires, and family history dating from 1830 to 2010. Bulk of collection dates 1860 to 1870.*
 - *Donor Name: Museum of Western York County- Will Bigger and Helen Kennedy*
 - *Detailed list attached*
- TC313
 - *1958 poster for the York County Colored Fair held October 13-15*
 - *Donor Name: James and Patricia Breaux*
- Eddie Lee made a motion to accept items TC276 and TC313 for accession to the collection.
 - Nancy Craig seconded the motion.
 - Penny Sheppard called for a vote; vote was taken, and the motion passed.
- Richard Campbell has asked Jillian Matthews and/or Nancy Sambets to present large accessions to the Commission.

[Note: Copies of the above Recommendations for Accession are attached to these minutes as Addendum B.]

- **Finance Committee**
 - *Presented by Nancy Craig*
 - At the end of March, forty-three percent of revenues have been collected for this year and forty percent of budgeted expenditures are remaining, excluding Capital Projects. Funds are moved forward at the end of the fiscal year.
 - The revenue exceeds expenses by \$504,000, due to monitoring of spending.
 - Fund Balance is in great shape.
- **Governance Committee**
 - *Presented by Jeff Lyon*
 - Nothing to report

Old Business

- None

New Business

- None

Commission Member New/Non-agenda Comments

Adjourn

- Penny Sheppard entertained motion to adjourn.
- Nancy Craig made a motion to adjourn
 - Jeff Lyon seconded
 - Penny Sheppard called for a vote; vote was taken, and the motion passed.
- Meeting adjourned at 7:48pm

Prepared by: Dabney Scholler

Submitted by: Nancy Craig, Secretary/Treasurer