

**Culture & Heritage Commission
Board of Commissioners Meeting
February 22, 2022
6:00 PM
Museum of York County**

Person Presiding: Penny Sheppard

Members Present: Penny Sheppard, Ed Stewart, David Duncan, Jeff Lyon, Nancy Craig, and Luanne Kokolis

Members Absent: Craig Lentz

Ex Officio Members Present:

Ex Officio Members Absent: Margaret Parson-Willins

Staff Present: Richard Campbell and Dabney Scholler

Others: Michelle Totherow and Michael Kendree

Call to Order

- Jeff Lyon called meeting to order at 6:08pm

Executive Session

- David Duncan made a motion to move into Executive Session
 - Ed Stewart seconded the motion
 - Jeff Lyon called for a vote; vote was taken, and the motion passed.

Reconvene to Open Session

- Reconvened into Open Session at 6:25pm
- David Duncan moved to authorize the Executive Director to work with the appropriate York County personnel to sell the house that we own at 216 East Jefferson Street in York.
 - Jeff Lyon seconded.
 - Penny Sheppard called for a vote; vote was taken, and the motion passed
- Penny Sheppard presented minutes from the January 25th Meeting and asked for changes or corrections.
 - Accepted minutes as written.

Reports and Presentations

- Richard Campbell presented the Director's Report
 - CHM site-wide visitation for the month of January was three thousand, two hundred six and thirty thousand, nine hundred forty-eight year-to-date. School group visitation for January was two

hundred forty-two students with a year to date of two thousand, two hundred ninety-seven. We are seeing those numbers grow as things continue to normalize. We have been in conversation with Rock Hill School District Three about rescheduling *Family Night at the Museum*. It had been canceled due to an uptick in COVID-19.

- Membership has increased by sixty-four new memberships with a revenue of \$5,005 for the month of January. Cumulative totals as of January 31st are at one thousand, three hundred seventy-three and twenty-nine Curious Kids Club memberships. Year-to-date membership revenues total \$39,095.
- Budgets for the Fiscal Year 2022-2023 have been completed and entered into CSI on February 18th, before the County deadline of February 25th.
 - Department managers submitted their budget proposals on December 16th and submitted their final requests on February 11th. Budget meetings with each department supervisor took place the week of February 14th through February 18th.
 - When the pandemic hit we instituted spending protocols which eliminated non-essential spending. Projects funded by the Foundation of the Carolinas and building repair projects were not under these protocols. We finished the last year two hundred seventy-nine thousand in the black. We will keep these protocols in place.
- Events
 - *By Way of the Back Door* has been a month-long success. Our newest interpreter Kenya Lane has been working alongside interpreter Oriana Moore to impact interpretation of African American History at Historic Brattonsville. The event has been well received and feedback has been great. Visitation has increased and one weekend saw over one hundred visitors. *By Way of the Back Door* will wrap up this Saturday, February 26th with a focus on *Arts and Cultural Contributions*.
 - *Pleistocene Family Day* took place at the Museum of York County this past Saturday, February 19th. Visitation was at three hundred forty-nine. We utilized timed ticketing which has worked out perfectly. Visitors were able to guarantee their spots ahead of time but we also offered walkup tickets. This makes the visitor flow manageable so that we may give the public the best experience possible.

- Historic Brattonsville will be offering a new Living History Saturday program called *Reconstruction in York County*. It will take place from 10am to 4pm on March 5th and will be offering various activities ranging from agricultural, cooking, a Federal Army encampment, and an interpretation of the 19th-century Bratton Store. This will give us an opportunity to build on our Reconstruction Era interpretation.
 - *Children's Day on the Farm* will take place on March 26th from 10am to 4pm. The day will be split into two sessions, offering four hundred fifty pre-sold tickets per session and two hundred walkup tickets total. This event will focus on children's involvement on the 19th century farm as well as activities and demonstrations from that time period.
 - The Museum of York County is in discussions with York School District One to partner on the 2022 Summer Reading Camp Community Grant. This will be the sixth year in a row that we have participated in this partnership. If York School District One is awarded this grant, the Museum of York County will receive one thousand dollars to cover supplies for a week-long afternoon enrichment program for up to fifty children. The museum would also receive additional funding to compensate for staff time when the children visit.
 - The Bratton Descendants Conversations Program has been a success. The first of three sessions took place on February 8th via Zoom and will continue on March 1st, concluding on March 22nd. There were seventeen participants for the first session that spanned nationwide. Many of the participants had little to no involvement with Historic Brattonsville. This has been a great opportunity to establish relationships and promote descendant involvement with Historic Brattonsville.
- CHM Projects Updates
 - The shoring is in place at the Lowry Family Theater and is ninety percent complete. We received pictures from Preservation this afternoon. The engineers from Bennett Preservation will be out for a three day period beginning on March 9th. They will develop a scope of the work that needs to be completed and come back with a cost estimate.

- Over the holiday season, Preservation reviewed and submitted comments on the 100% draft construction documents and estimates from 1200 Architectural Engineers (A/E) and Opperman Architects concerning the Col. Bratton and Homestead Houses Preservation Project. The majority of the comments were focused on the scope of the stabilization, repair painting specifications, and details of the Homestead reconstruction that needed to be addressed by the A/E team.
 - Preservation met with the A/E team on February 3rd to discuss these comments.
 - The revised construction documents are to be submitted to the A/E team on February 25th.
 - Preservation will draft a Request for Proposal (RFP) to hire a contractor once everything is finalized by all parties. We will work with York County Procurement to advertise the project once the RFP is drafted and the funding from the Foundation is confirmed.
- Preservation has finalized the revised scope for painting Hightower Hall and is currently working with County Procurement to re-solicit the project. The repair and painting of the shutters continues with Shenandoah Restoration. The replica shutter hardware is complete. The complete cost will be in the 2023 Budget.
 - On a side note: we are currently looking to replace/repair the HVAC at Hightower due to the mini splits being damaged. Cost could be \$130,000 and it is in our budget to repair.
- The Neely House at Historic Brattonsville serves the Interpretive Staff, the Education Programs Manager, and Volunteer Services. In its current state, it is in poor condition and needs attention. Over the course of the next four weeks, the Operations Staff will be improving it as a better work space for staff.
- The Settlemyre Planetarium projector has been repaired and reinstalled. There are still a few bugs to work out but Carole Holmberg, Planetarium Manager, has been in contact with Mechdyne to troubleshoot and resolve the issues. It is not affecting the visitor experience.

- Collections continues to inventory items from the Museum of Western York County. Jillian Matthews continues to work with Paul Boger and Board members to collect and transfer all administrative paperwork to preserve the corporate records. The first Recommendation for Accession was drafted for the Commission's approval this evening.
- The Exhibits Department has installed a new bear skeleton and a new acrylic barrier with railing in the Ice Age Carolinas exhibit. We are still waiting on new skulls casts and are currently in discussions about acquiring 3D printed Ice Age fossils for our reference collection.

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

Calendar Review

- No Calendar Updates

Committee Reports

- Collections Committee
 - Recommendations for Accession. David Duncan presented the following item for accession.
 - Collections
 - *TC276- 115 historical objects from the Museum of Western York County, inventory list attached.*
 - *Donor Name: Museum of Western York County*
- David Duncan motioned that the committee is recommending to accept an accession.
 - Jeff Lyon made motion to accept.
 - Penny Sheppard called for a vote; vote was taken, and the motion passed.
 - *TC298- .001- Kentucky Stitch Saddle*
 - *.002- Horsehair blanket*
 - *.003- Horse harness*
 - *.004- Cornhusk mop*

- *Donor Name- Edgar Williams*
- *TC299- .001- Smoking table*
- *.002- Phone table with attached chair*
- *.003- Foot stool*
- *.004- Wooden rocking chair*
- *.005- Spool chest*
- *.006- Purple lamp shade with fringe*
- *.007- Tobacco jar*
- *.008- Tobacco pipe*
- *Archives- National zip code book*
 - *Donor Name: Doris Thomas*
- *Archives*
 - *TC276- Witherspoon Collection, Records Group 12(provenance unknown)*
 - *Receipts, plats, surveys, deeds, store accounts, promissory notes, letters, postcards, obits, maps, legal papers, invitations, recipes, and booklets dating from 1796 to 1956. **See Attached List***
 - *Donor Name: Museum of Western York County*
 - *TC301- .001- 8 pegs from house near Brattonsville*
 - *.002- Part of lock from door at the Brick House at Brattonsville.*
 - *.003- Wood from shed at Brattonsville*
 - *Hymnal belonging to Dr. William King- begins with page 35 (possibly rebound)*
 - *Program pamphlet for York County Boy Scout Circus dated May 2, 1958*
 - *Blank Andrew Jackson hotel envelope- blank*
 - *Hermon Presbyterian Church notecard- blank*
 - *Donor Name: Mary Jane Shuler*
 - *TC302- White Rose Annual 1958*
 - *White Rose Annual 1957*
 - *White Rose Annual 1956*
 - *White Rose Annual 1955*

- *White Rose Annual 1954*
- *Spinner Annual 1929*
- *Postcard to Mr. and Mrs. C.B. Craig of York, SC 1951 from Mitsu Pass, Japan (Stamped US Navy)*
- *Postcard from Brown Mountain Beach, Blank*
- *Loose photos (30) of mostly unidentified friends and family*
- *.001- York High School varsity band letter*
- *.002- handmade, crocheted change purse*
- *.003-005- three children's handkerchiefs, c. 1950*
 - *Donor Name: Michelle Ross*
- *TC305- Framed print of the Catawba Hydro Station, commemorating Duke Energy 1904-2004*
 - *Donor Name: Paul Gettys*
- David Duncan motioned that the committee is recommending to accept an accession.
 - Ed Stewart made motion to accept.
 - Penny Sheppard called for a vote; vote was taken, and the motion passed.

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

- Finance Committee
 - Not much to report.
 - The budget is in.
 - Michelle Totherow, Richard Campbell, and Nancy Craig have been working on the 990, the figures are good.
 - Expenditures are good.
 - The Fund Balance looks good.
 - Earned revenue is not up to pre-COVID-19 levels.
 - We will schedule a Finance Committee Meeting prior to the March 22nd Commission Meeting.
- Governance Committee
 - Nothing to report

Old Business

- None

New Business

- None

Commission Member New/Non-agenda Comments

- None

Adjourn

- Penny Sheppard made a motion to adjourn,
- Jeff Lyon seconded
- Penny Sheppard called for a vote; vote was taken, and the motion passed.
- Meeting adjourned at 7:24pm

Prepared by: Dabney Scholler

Submitted by: Nancy Craig, Secretary/Treasurer