

Culture & Heritage Commission
Board of Commissioners Meeting
January 25, 2022
6:00 PM
Museum of York County

Person Presiding: Penny Sheppard

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

Members Absent:

Ex Officio Members Present:

Ex Officio Members Absent: Margaret Parson-Willins and Bobby Walker

Staff Present: Richard Campbell and Dabney Scholler

Others: Michelle Totherow, Michael Kendree, Laura Dover, and Melissa Monahan (auditor)

Call to Order

- Penny Sheppard called meeting to order at 6:00pm

Presentation of the Audit Report

- Melissa Monahan from Elliot Davis presented an overview of the audit report.
 - Audit planning process
 - Understanding of the internal controls and operations of the Culture and Heritage Museums.
 - Identify any risk areas.
 - Setting materiality thresholds.
 - Nothing out of the ordinary identified.
 - Accounting policies
 - No new accounting policies adopted or changes from the prior year.
 - No unusual transactions.
 - No alternative accounting treatments.
 - Risks and estimates
 - Major estimates are for pension and OPEB liabilities, which is standard.
- The financial statements are clear, concise, and neutral. There was no specifically sensitive information. There were no audit adjustments.

- No difficulties with management and accounting.
- Very clean audit.

[A full Executive Summary is attached to these minutes for reference]

- Penny Sheppard clarified that we have a good audit with a healthy financial picture, with no mistakes made.
- Penny Sheppard entertained a motion to go into Executive Session
 - Craig Lentz made a motion to go into Executive Session to discuss the Contractual Matter regarding Philanthropic Naming Rights as well as Legal Advice regarding the Sale of Property.
 - David Duncan seconded.
 - Penny Sheppard called for a vote; vote was taken, and the motion passed.

Executive Session

- Contractual Matter: Philanthropic Naming Rights
- Legal Advice: Sale of Property

Reconvene to Open Session

- Take Any Action Necessary as a Result of Executive Session
 - Craig Lentz made a motion to direct the Executive Director to expand the scope of the Philanthropic Naming Rights Policy as discussed in Executive Session.
 - Jeff Lyon seconded.
 - Penny Sheppard called for a vote; vote was taken, and the motion passed.
 - Craig Lentz made a motion to direct the Executive Director to pursue further options regarding the sale of the property discussed in Executive Session.
 - Nancy Craig seconded.
 - Penny Sheppard called for a vote; vote was taken, and the motion passed.
- Penny Sheppard presented minutes from the November 23rd Meeting and asked for changes or corrections.
 - David Duncan made motion to accept minutes as written.

- Craig Lentz seconded.
- Accepted minutes as written.

Reports and Presentations

- Director's Report
 - CHM site-wide visitation was four thousand, one hundred five for the month of December and year-to-date visitation totals were twenty-seven thousand, seven hundred forty-two. School group visitation for December was three hundred ninety-five students and two thousand, two hundred five students for the year. We are catching up to our pre-COVID school visitations.
 - Membership has increased by ninety-seven new memberships in the month of December with a monthly revenue of \$8,540. Cumulative memberships through December 31st are at one thousand, three hundred and fifty-nine. Curious Kids Club has twenty-nine members. Membership revenue totals are at \$34,090 for 2021.
 - Events
 - Recent and Upcoming Events at the Museum of York County
 - Homeschool: Sustainable Practices has been very successful, both virtually and in-person. The first session for the year took place on January 12th. Thirty-four students have registered and we have expanded the age range, from ages seven to fourteen years old.
 - Come Draw With Me took place on January 22nd. Visitation was lower due to winter weather. We still had a good turnout for this event.
 - The MSCM was on a two hour delay, MYCO was on an hour delay, and HB was closed due to the icy conditions.
 - Carolina Piedmont Seminar Series: Attracting Birds in the Carolinas will begin on February 10th.
 - Pleistocene Family Day will take place on February 19th. It will feature paleontology talks and various hands-on activities related to the Ice Age in the Carolina Piedmont.
 - Recent and Upcoming Events at Main Street Children's Museum

- Merry Mornings in December was very successful with two hundred sixty-nine visitors attending across eight sessions.
 - Wee Wednesdays started back up on January 12th and will continue through May.
 - Super Hero Day will take place on February 24th, where children will learn about community heroes such as police officers, firefighters, doctors, and nurses etc. Children will also learn about the aspects of these jobs to help them become more comfortable while interacting with them. This will be the second year for this event due to the success of last year.
- Citizen Science Photo Exhibit is on display at MYCO, as a product from last year's virtual programming Citizen Science. The winning photos from the series are on exhibit outside of the MYCO classroom.
 - The CHM will be producing a Spanish language audio translation for the Ice Age Exhibit. The CHM was awarded a \$2,000 grant from the National Institute of STEM Education to produce this project. Steve Fields is currently working on an English script that will be translated. Staff has reached out to both York County Schools and Winthrop to determine the best way to translate the tour and to partner with them to reach Spanish-speaking families in the community. If it is successful, we plan to expand on this idea,
 - We will be changing the business model for special events at Historic Brattonsville this year. In the last decade, there has been an increasing focus on special events and school visits at the expense of daily activities and attendance. Over the last five years, daily attendance has decreased 37.9%. Outlined in the Master Plan, our vision is to play a prominent role in open-air historic museums in the Southeast and we cannot be dependent on one thing. There is a way to put on special events with flexibility for our staff, volunteers, and visitors. We will expand on interpretive activity with something unique on a daily basis. Special events, such as Hog Butchering, has been changed to month-long themed Living History Saturdays. Other events include: By Way of the Back Door, Sheep Shearing, and Harvest on the Homestead. We are able to expand topics around the

focus, providing visitors a flexible and unique experience. This format also reduces dependence on single-day events that are weather dependent. The Battle of Huck's Defeat, Children's Day on the Farm, By the Sweat of Our Brows, and Christmas Candlelight will stay as special events. We will enhance the experience with Time Travel Tuesdays and expanded interpretation of the Brick House and the Reconstruction Era. Due to the great feedback we received from Christmas Candlelight 2021, we want to continue to give visitors an excellent experience. We have been working with management at HB to create planning templates to standardize our special events. This includes giving staff the tools to do their jobs at a higher level. We are also working on recruiting and training volunteers. Our goal is to improve our program as a whole.

- The Bratton Descendants Conversations Program is underway. We will be hosting three virtual sessions of "Compassionate Conversations" for both black and white descendants of Historic Brattonsville. Two of the three sessions will be facilitated by Leadership Matters. The third will be moderated internally. This program will facilitate cross-racial conversations, promote understanding, and establish lasting communication channels. The dates for these programs will be February 8th, March 1st, and March 22nd.
- CHM Project Updates
 - Lowery Family Theater Roof is still in progress. The Preservation staff conducted a conference call with project engineers on January 18th. The shoring engineer needs to finalize calculations and designs before work can begin. It will take two days to submit the final drawings, then we can move forward with the contract. Scaffolding Solutions is required to begin building within two weeks after everything is finalized.
 - We have received and installed the repaired projector for Settlemyre Planetarium. It is up and running as of today. There are still some kinks to work out but Carole will have those worked out soon.
 - Museum of Western York County's one thousand items and one hundred forty archival boxes have been relocated due to the combined efforts of the Collections Department, Archives Department, Exhibits Department and HB Operations. The

Director of Collections continues to work with the MWYC Board to collect and transfer paperwork to preserve their corporate records.

- We have applied to be a part of the Reconstruction Era National Historic Network with the National Park Service. It is very similar to the National Underground Railroad Network to Freedom that we are already a part of. This will be a listing of all historic sites that are affiliated with the Reconstruction Era. We have already received tentative approval.
- The South Carolina Revolutionary War Sestercentennial Projects are up and coming. We will be working with the 250th Revolutionary War Commission on two projects. The Thomas Sumter Papers and the 3rd SC Regiment Project. We may be adding a third project after these two are completed which will be with the Catawba Tribe. The SC 250th Committee would be covering all costs such as bringing on a temporary employee to assist Zach Lemhouse in research, and additional administrative costs. A dollar amount has not been finalized yet. This partnership will be impactful to both the SRWI and the SC 250th Committee.
 - Thomas Sumter Wartime Paper Project
 - This project will identify, transcribe, and make a collection of three hundred papers available to the public.
 - Many of the men from the backcountry of York County, including Colonel William Bratton and his militia of the Battle of Huck's Defeat, fought under Sumter, securing a historic legacy.
 - SC Third Regiment Project
 - This will be a compiled, comprehensive roster of men that served in this regiment which was almost exclusively made up of York County men.
 - One quarter of these men fought in the Battle of Huck's Defeat.
 - Zach Lemhouse will also be writing a narrative for this roster.
- We received the submittals for the Exterior Painting of Hightower Hall and Outbuildings project on December 8th. The

lowest bid was disqualified because the paperwork was not complete and the other bids were significantly too high for our budget. We hired a contractor who eventually did not agree with our indemnity. We have since reposted. CHM requested County Council to reject bids, which occurred on January 18th. CHM Preservation is currently working to finalize the revised scope for re-solicitation for just Hightower Hall. The Outbuildings will be “added alternatives”. We will try to do what we can in-house. Shenandoah Restoration continues to work on the repair and painting on the shutters. Brandywine Forge continues to work on the fabrication of replica hardware for the shutters. Sara Johnson is working with a volunteer to repair the outbuildings.

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

Calendar Review

- 2022 Calendar has been presented.

Committee Reports

- Collections Committee
 - Recommendations for Accession and Deaccession. David Duncan presented the following item for accession.
 - *TC306- .100.002- WWI Army Uniform Jacket and pants*
 - *.003A-B- 2 wool leg wraps*
 - *004-005- 2 hats*
 - *.006- Army duffle bag*
 - *.007- Army knapsack bag*
 - *.00 Red Cross bag*
 - *.009- Bag (or sewing kit) with bullet*
 - *0.10- Gas mask*
 - *Map fragment of France and other European countries, used by donor’s husband to document his travels during WWI.*
 - *Booklet on 6th Infantry Division*
 - *US Honors Certificate*

- *Partial poster of the 6th Infantry Division's roster, copyright 1917, in poor condition.*
- *Donor Name: Diane Goble*
- David Duncan presented the following items for deaccession.
 - *1983.021- Skull of a brown bear (Syrian?), (Ursus arctos cf. U. arctos syracus)*
 - *1963.001.001- lowland gorilla full taxidermy mount*
 - *1964.005.003- Peter's gazelle full taxidermy mount*
 - *Piapiac (African bird) taxidermy full mount*
 - *Abyssinian ibex horn sheaths (2)*
 - *Recipient Name: Clemson University*
- Penny Sheppard motioned that the committee is recommending to accept an accession.
 - David Duncan 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 and Deaccession are attached to these minutes as Addendum B.]

- Finance Committee
 - Treasurer's Report- No further concern about the audit. December's financials look good. The audit has our
- Governance Committee
 - Nothing to report.

Old Business

- David Duncan asked about re-branding.
- Richard Campbell explained that we are working on the framework for re-branding, beginning with the website.

New Business

- Approve CY 2022 CHC Meeting Dates
- Craig Lentz made a motion to accept the calendar dates, Ed Stewart seconded.
- Penny Sheppard called for a vote; vote was taken, and the motion passed.

Commission Member New/Non-agenda Comments

- None.

Adjourn

- Penny Sheppard entertained a motion to adjourn.
- David Duncan made a motion to adjourn, Ed Stewart 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