

Culture & Heritage Commission
Board of Commissioners Meeting
June 22, 2021
6:00 PM
Museum of York County

Person Presiding: Penny Sheppard
Members Present: Nancy Craig, David Duncan, Craig Lentz, Jeff Lyon, and Ed Stewart
Members Absent: Luanne Kokolis
Ex Officio Members Present: Bobby Walker, Margaret Parson-Willins
Ex Officio Members Absent: None
Staff Present: Richard Campbell, Sarah Lewis, and Dabney Scholler
Others: Michelle Tothorow

Call to Order

Chair Penny Sheppard called the meeting to order at 6:01 PM.

Sheppard asked if everyone had had the opportunity to review the draft minutes from last month's meeting and if there were any requested corrections or changes.

After hearing no requests for corrections, Sheppard stated the minutes were accepted as written.

Sheppard called for motion to enter Executive Session; Craig Lentz moved to enter Executive Session for receipt of legal advice regarding a pending legal matter before the Court of Common Pleas; Ed Stewart seconded; a vote was taken, and it was unanimously voted upon to enter Executive Session.

Executive Session

- Receipt of Legal Advice Relating to a Pending Legal Matter before the Court of Common Pleas

Reconvene to Open Session

Chair Penny Sheppard announced that the meeting was back in Open Session. There was no action required as a result of Executive Session

Reports and Presentations

- Richard Campbell discussed the growth and increase of visitation and membership, as well as the positive feedback that the CHM received on the re-opening process, calling it "tremendous". The Main Street Children's Museum has filled 3 positions and has 3 more to fill to be fully staffed. He discussed and answered questions about the online reservations for the Main Street Children's Museum as well as for special

events such as the Battle of Huck's Defeat. This is the first time for online reservations for this event. So far, it has been a success. Campbell also shared that the AT&T contract for lines at Historic Brattonsville was signed today and work could begin at any time.

- Michelle Totherow commented on new credit card system and how it runs through PayPal.
- Campbell continued with Summer and Fall Programming at each site
 - The Summer Reading partnership with York School District began on Monday, June 21st.
 - The partnership with Rock Hill School District Three will hopefully reach 1,000 participants.
 - In addition to Harry Potter Science Saturday, moved from the spring, MYCO would like to include adults for an "After Dark" program the Friday before.
 - Also, many Zoom programs that occurred during the closure may possibly move to in-person.
- Campbell discussed the status of the structural repairs at the McCelvey Center and answered questions about the process.
 - Sara Johnson and Joe Mester have been working with the County and Bennett Preservation
 - Shoring needs to be in place so that the engineers can fix it safely. The weight from the slate was pushing on the trusses. Dust was found on stage. Only staff will be allowed in the building.
 - In response to questions from both Bobby Walker and David Duncan, the Southern Sound Series will not be occurring at this time. It is possible to move the series to a different time and venue.
 - CHM is working with the County's Procurement department to move forward through the emergency procurement process. Funds for bids to repair the structure are available. Bennett can get on site in August, 4-6 weeks for cost estimate. It will likely be a 12-15 month project. In reference to Sheppard's question about the use of slate, we are obligated to restore the building historically.
 - 2010-11- the roof was being restored. According to Craig, the roof at McCelvey was inspected at the same time that the planetarium received a new roof. There was a discussion about the funds and acquirement of the McCelvey Center from the town of York.
- Campbell discussed the archeology, restoration, and furnishing plans at Historic Brattonsville. He touched on the procurement process.

(Note: Director's Report attached as Addendum A)

Calendar Review

Upcoming Calendar Items

Sheppard reviewed the calendar, no updates.

Committee Reports

- Collections Committee
 - Chair Craig Lentz presented the following recommendation for Accession.
 - TC261-Print of a map titled *Sketch of the Battle of Hobkirk's Hill, near Camden, on the 25th April, 1781.*
 - Purchase- Estate of Dr. Harvey S. Teal

Submitted to the Collections Committee and there were no objections to accession.

Lentz made the motion to accept the recommendation for accession. David Duncan seconded; no discussion followed; a vote was taken and the motion passed unanimously.

(Note: Copy of the above Recommendation for Accession is attached to these minutes as Addendum B.)

- Finance Committee
 - Chair Nancy Craig stated there was nothing new to report, but commented the financial statements look good. The Balance Report from CSI included in the packets did not match up, could have been a glitch. But “We are in good shape.”
- Governance Committee
 - Not everyone received Kristi Gross’s email on May 28th, but evaluations are to be submitted to Chair Jeff Lyon as soon as they are completed. Discussion about excel/word formats followed.

Director’s Self-Evaluation

- Campbell discussed the state of the CHM during the pandemic/closure, touching on the uncertainty when the museums closed. When the organization closed, there was an Emergency Plan but no “game plan” for global pandemics. He talked about building on the routines and plans the CHM already had in place, and modifying them so the organization could still serve the public and move forward as a whole. These plans included; Zoom and virtual programming, as well as weekly Work Logs implemented to provide staff with the tools to work from home. The County also aided in this plan by providing laptops etc. As the CHM developed a safe reopening plan proper safety protocols were implemented, for the staff and for visitors such as masks and sanitizing stations and the electrostatic sanitizing sprayers. Site specific plans were developed (per CDC and DHEC guidelines), and updated monthly, to best serve the staff and visitors.
- Campbell discussed preservation, ongoing projects at all sites, which never ceased. Operations and Preservation continued to work on site when possible.

- Off-site staff developed plans for virtual programming through Facebook, YouTube, Zoom, and pre-packed kits that could be distributed to visitors. As time passed, the virtual programming evolved with programs, such as Time Travel Tuesday and Wee Wednesday, as well as other means, through Facebook, Instagram, and Twitter. There was an online store run by Mark Cockerille through Shopify. Special events were also modified for a virtual platform.
 - 83 programs were presented virtually
 - 234 episodes
 - 118,000 people watched them **live**
 - 316,667 people were reached
 - 37,975 people were engaged/interacted (liked, shared, commented etc.)
 - 6,371 people shopped at the virtual store (as far away as Ireland, Puerto Rico, and Canada)
 - \$9,000 received from at online store sales
- Re-opening occurred in phases and staff was trained with new protocols and equipment. Focus was on members and visitors, with staff providing a quality experience. There were obstacles, but the CHM was able to overcome them and the re-opening was seamless on the visitor side.
- Fiscally, a spending moratorium was implemented. Every single transaction was tracked and accounted for. Excluded were building expenses for repair and projects funded by Foundation of the Carolinas. Those funds were left in fund balance. The CHM raised \$90,000 in additional new revenue from projects, grants, and store sales. As of May 31, 2021, the CHM is \$121,031 in the black.
- In conclusion, Campbell discussed the learning experiences, growth, strategies, and the accomplishments of the organization as a whole. In self-evaluation, he claims that he could not have been successful without his staff.

Penny Sheppard made a motion to amend the Agenda under New Business to elect officers for the next fiscal year; David Duncan seconded; a vote was taken and the motion passed unanimously.

Old Business

There was no Old Business to discuss

New Business

Officers elected for FY ending June 30, 2022 were:

Chair: Penny Sheppard

Secretary/Treasurer: Nancy Craig

Craig Lentz is stepping down from Collections Committee in November 2021

Jeff Lyon raised hand to remain as Governance Chair

Sheppard made a motion to close election of new officers; Craig Lentz seconded; a vote was taken and the motion passed unanimously.

Talk about Director's Review in July

New/Non-Agenda Comments

- There were questions from Walker about employee turnover. Campbell answered that there were some natural transitions, ranging from part-time employees leaving for positions that they had to take during the pandemic that possibly paid better. Some full-time employees were able to develop themselves by starting their own businesses as well as, economic improvements where the employee could retire. There were also some reorganizations/opportunities within the CHM.
- The CHC Commission was pleased with the progress of the CHM staff and the work that was done. There was a discussion of an appreciation event for the staff in the coming month.
- There was a mention of the drop-in event for adults at the Main Street Children's Museum.

Adjourn

Penny Sheppard called for motion to adjourn; Craig Lentz moved to adjourn; David Duncan seconded; no discussion followed; a vote was taken, and the meeting was adjourned.

Prepared by: Dabney Scholler

Submitted by: Nancy Craig, Secretary/Treasurer