

**Culture & Heritage Commission  
Board of Commissioners Meeting  
June 28, 2022  
6:00 PM  
Museum of York County**

**Person Presiding: Penny Sheppard**

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

**Members Absent: George Feindel**

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

**Ex Officio Members Absent:**

**Staff Present: Richard Campbell, Dabney Scholler, and Nancy Sambets**

**Others Present: Michelle Totherow**

Penny Sheppard announced that there were adjustments to the Agenda to be made before the meeting was called.

- Add topic under **New Business** to approve members of the CHC Capital Projects Funded Advisory Board
  - Re-appoint Dennis Getter and David Plexico
  - Appoint Craig Lentz to replace Pat Veasey
- Add topic under **Commission Member New/Non-agenda Comments** to discuss a memorial for Teresa Armour.

**Call to Order**

- Penny Sheppard called meeting to order at 6:05pm.
- Penny Sheppard presented minutes from the May 24<sup>th</sup> Meeting and asked for changes or corrections.
  - Accepted minutes as written.

**Calendar Review**

- Upcoming Calendar Items
  - Elect New Officers tonight.
  - Executive Directors Self Review.
    - Evaluations to be discussed at July Meeting.

**Reports and Presentations**

- Director's Report
  - *Presented by Richard Campbell*
  - CHM site-wide visitation for the month of May was four thousand, five hundred forty-four and fifty-one thousand, four hundred fifty-two visitors year-to-date.

Group visitation for May was nine hundred fifty-nine students with a year-to-date total of five thousand, five hundred four students.

- Membership has increased by ninety new memberships with a revenue of \$1,345 for the month of May. Cumulative totals as of May 31<sup>st</sup> are at one thousand, three hundred forty-five. There are currently sixteen Curious Kids Club memberships. Year-to-date membership revenues total \$64,200.
  - Membership totals prior to the Main Street Children’s Museum September 2018 flood, were at 1,644. A record for the CHM, we are almost back up to that number.
    - Since the opening of the new Dinosaur Discoveries exhibit, the CHM has seen a lot of new memberships, the number sold will likely climb during the summer.
- Upcoming Events
  - Sheep Shearing took place each Saturday in May as part of Living History Saturdays. The total attendance for the event was three hundred eighty-nine visitors. In addition to shearing, each day was themed around a specific activity.
  - Living History Saturday: Juneteenth took place on June 18<sup>th</sup> and saw a visitation of sixty-four. It was a great way to demonstrate Juneteenth’s significance and impact on the Brattonsville community. Former African – American historical interpreters Oriana Moore and Kenya Lane came out to volunteer. There were also descendants in attendance. It was a very well received event.
  - Dinosaur Family Day took place at MYCO on June 11<sup>th</sup> and was a huge success! This event drew nine hundred eighty one visitors and generated \$7,400 in revenue. Mark Cockerille has great success in the Gift Shop with dinosaur themed merchandise as well as with food sales.
  - The CHM will be working with South Carolina Public Radio to present the Southern Sound Radio Show. We have worked with South Carolina Public Radio in the past but this year they will be bringing Comporium on as a sponsor. Acts will be recording in the Spratt Room at the McCelvey Center. We are currently finalizing the details for this project and are working to secure Steep Canyon Rangers, Chatham County Line, Acoustic Syndicate, and Molly Tuttle. These recordings will also be videotaped. We are also looking forward to working with Comporium and hope to attract them as a sponsor for future programs.
  - We participated in the Summer Reading Camp with York School District 1 for the sixth year in a row. It took place at MYCO from June 20<sup>th</sup> through June 24<sup>th</sup>. We are also finalizing the field trip programs for Rock Hill School District 3. Our educators are working with them to develop a full slate of field trip opportunities. MYCO Education Program Manager Allison Taylor has submitted a revised third grade program proposal to the

representatives from the Rock Hill School District to approve, as the third grade standards have changed. Once the proposal is approved, we will start booking field trip programs for both Museum of York County and Historic Brattonsville.

○ CHM Project Updates

- There has been no change since we last spoke on the Lowery Family Theater Roof. We are still waiting on cost estimates and schematic drawings. County Council did approve the emergency request that was discussed at the June 2<sup>nd</sup> Special Called Meeting, which has been submitted to Bennett Preservation. Bennett has been working on the shoring drawings for all of the shoring in the theater, in the case that we moved forward. This allows the emergency procurement process to move more quickly. The shoring process will not begin until the construction phase of this project.
- Exterior Painting of Hightower Hall and Outbuildings will begin this week and will take forty-five days to complete.
- The Request for Proposals (RFP) for the structural stabilization and exterior preservation of the Colonel Bratton and Homestead Houses was rejected by County Council. Only one group submitted a RFP and they were not qualified for the work which is why the bid was rejected. Preservation worked with County Procurement to release a new proposal with a submission period ending August 1<sup>st</sup>. We hope to move forward with this project by August 15<sup>th</sup>.
- The Vernon Grant Exhibit at the Lowenstein Building has been updated and was installed on June 13<sup>th</sup> by Jon Prichard and the Exhibits staff.
- The South Carolina 250<sup>th</sup> Commission is encouraging each county to set up their own local 250<sup>th</sup> committee. Many South Carolina counties are already involved in this. The CHM and the Southern Revolutionary War Institute would like to play an important role in forming the York County 250<sup>th</sup> Committee. We do not have the ability to act as the administrative entity but we hope to play an active role in the project. Although interest has been expressed, no one has moved forward with putting it together. Zach Lemhouse, who serves on a SC 250<sup>th</sup> Commission subcommittee, has reached out the Commission to assist them in establishing a core group of stakeholders. Zach will be meeting with Dr. Eddie Lee on Friday to discuss potential members of the Committee stakeholders. Once a list is developed, it will be sent to the SC 250<sup>th</sup> Executive Director Molly Fortune, who will arrange a meeting of interested parties. We are excited to get the ball rolling on this project.
- The Visitor Center Enhancement project at Historic Brattonsville is complete. The bathrooms were redone in 2018, as was the septic system.

After we re-opened after the pandemic, the roof has been shingled, the gutters have been installed, repairs to the exterior of the building have been made, and recently it received a new coat of paint. The Visitors Center has been painted and modernized to blend in and to not be confused with a historical structure. The interior has been redone and updated as well as the addition of high-speed internet.

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

- Penny Sheppard made a motion to go into Executive Session
  - Jeff Lyon seconded the motion
    - A vote was taken and motion passed to go into Executive Session

### **Executive Session**

### **Reconvene to Open Session**

- The purpose of the Executive Session was allow the Executive Director to present his Self-Review. No action or votes were taken as a result of the Executive Session.

### **Committee Reports**

- Collections Committee
  - *Presented by Nancy Sambets*
  - Recommendations for Accession
    - *TC276*
      - *Education Files*
        - *Collection of 127 folders of documents, ranging from pamphlets to advertisements, related to local churches, schools, towns, politics, weather, wars entertainment and history. These materials date between 1850 and 2004, the bulk of the collection ranging from 1880-1990.*
          - *Detailed list attached.*
        - *Donor Name: Museum of Western York County*
    - *TC276*
      - *School Annuals*
        - *Collection of 34 annuals from various Piedmont schools and colleges.*
          - *Winthrop College, Wofford College, Furman College, Anderson College, Erskine College, and Clemson College*
          - *York High School, Hickory Grove High School, and Blackville High School*



- .001- lapel pin of the official Juneteenth flag, blue and red with a white bursting star in the center.
- 3 copies of the 2022 Juneteenth Gala program presented by the Yorkville Historical Society on June 27, 1022
  - Donor Name: Field collected by Nancy Sambets, CHM  
Director of Archives
- David Duncan made a motion to accept items for accession to the collection
  - Jeff Lyon seconded the motion
  - Penny Sheppard called for a vote; vote was taken, and the motion passed.

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

- Finance Committee
  - Presented by Nancy Craig
  - Treasurer's Report
    - Balance Sheet is for May- not much to report
      - Fund Balance of \$649,472.05, revenues over expenditures
      - Friday will be the end of the Fiscal Year 2021-2022
    - Fiscal Year 2021-2022 will be over lapping with Fiscal Year 2022-2023 over the next few months.
      - We will use the audit for the June statement.
        - Michelle has been working with auditor- starting preliminary work.
        - We expect a very clean audit and report.
          - No exceptions and no corrections are anticipated.
- Governance Committee
  - Presented by Jeff Lyon
  - Short Governance Meeting at 5:30pm.
    - Accomplished everything as discussed.

### **Old Business**

- None

### **New Business**

- Election of New Officers
  - Slate for nominations
    - Penny Sheppard- Chair
    - David Duncan- Vice Chair, Collections Committee Chair, and member of Governance Committee

- Ed Stewart- Secretary/Treasurer, Finance Committee Chair
  - George Feindel- Collections Committee member
  - Margaret Parson-Willins- Finance Committee member
- No discussions or further nominations
  - Penny Sheppard called for a vote; vote was taken, and the motion passed.
- Dr. Eddie Lee will be assisting with SC 250<sup>th</sup> Committee
- Approve CHC Capital Projects Fund Advisory Board
  - Last meeting will be August 2<sup>nd</sup>
    - Agreement states that when allocated fund balance reaches below \$1,000,000, the Advisory Board will no longer exist.
      - Dennis Getter and David Plexico are currently on the Advisory Board.
      - Pat Veasey resigned and Craig Lentz will be replacing her.
- David Duncan made a motion to appoint Dennis Getter, Craig Lentz, and David Plexico to the CHC Capital Projects Fund Advisory Board for a regular term or as needed.
  - Ed Stewart seconded
    - Penny Sheppard called for a vote; vote was taken, and the motion passed.

### **Commission Member New/Non-agenda Comments**

- Memorial for Teresa Armour
  - Michael Kendree not in attendance, in no position for legal action for memorial
  - Agreement to honor Teresa Armour as Michael Scoggins
  - Committee to brainstorm
    - Penny Sheppard- Commission liaison
    - Richard Campbell to provide staff liaison
      - Will meet with staff
  - We will discuss further at July Meeting

### **Adjourn**

- Penny Sheppard made a motion to adjourn
  - Ed Stewart seconded the motion
  - Penny Sheppard called for a vote; vote was taken, and the motion passed.
- Meeting adjourned at 7:37pm

**Prepared by: Dabney Scholler**

**Submitted by: Ed Stewart, Secretary/Treasurer**