

**Culture & Heritage Commission
Board of Commissioners Meeting
March 22, 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: Luanne Kokolis and Craig Lentz

Ex Officio Members Present:

Ex Officio Members Absent: Margaret Parson-Willins

Staff Present: Richard Campbell, Dabney Scholler, Sarah Lewis, and Alison Mallard

Others: Michelle Totherow

Call to Order

- Penny Sheppard called meeting to order at 6:08pm
- Penny Sheppard presented minutes from the February 22nd Meeting and asked for changes or corrections.
 - Accepted minutes as written.

Calendar Review

- No changes to calendar.

Reports and Presentations

- **Director's Report**
 - *Presented by Richard Campbell*
 - CHM site-wide visitation for the month of February was four thousand, five hundred eighty-one and thirty-five thousand, five hundred twenty-nine year-to-date. School group visitation for February was nine hundred thirty-three students with a year-to-date total of three thousand, two hundred sixty-one.
 - Staffing levels at the Main Street Children's Museum (MSCM) are close to full and we will be moving to longer play sessions. Play sessions are currently seventy five minutes but come April 1st, session time will increase to two and a half hours. Pre-sold tickets will not exceed sixty. Walk-up tickets will still be available depending on capacity.
 - Membership has increased by fifty-seven new memberships with a revenue of \$4,505 for the month of February. Cumulative totals as of February 28th are at one thousand, three hundred forty-one and twenty-two Curious Kids Club memberships. Year-to-date membership revenues total \$43,600.

- Alison Gray has reimagined the Curious Kids Club program, as a monthly, members-only program developed for children aged 4-10. These programs will be mission-based and staff led. They will take place one Saturday a month at either the Museum of York County or Historic Brattonsville. Each program will cost \$5 per child, per program. This program will premier in June.

- Upcoming Events
 - Children's Day on the Farm will take place on Saturday, March 26th and will include various 19th century, family-fun activities. There will be two timed sessions, one morning and one afternoon. Four hundred fifty pre-sold tickets were available for each session, which are now sold out, in addition to two hundred walk-up tickets. This will allow for a higher quality experience for visitors. This event will also include a site tour and demonstrations of 19th century life.

- CHM Projects
 - Additional engineering will be required on the Lowery Family Theater Roof, which will extend the project. Bennett Preservation Engineering (BPE) conducted their initial site visit March 9th and 10th as planned. The Investigational Structural Report from BPE is due on May 11th, with schematic designs and cost estimates due on July 12th. The schematic designs will be able to identify the problem and then be used to develop the construction documents. York County Council will have to approve, Procurement will release it for bid, and we will select a contractor. As a whole, this will most likely be a sixteen month process.
 - *Photos attached to this report.*

 - Work is progressing on the Exterior Painting of Hightower Hall and Outbuildings project. The amount of \$128,000 was set aside in the budget for the structural repair and repainting of Hightower Hall. The shutters are being restored and the hardware will be replaced. The bid for paint on the top end was \$600,000. Due to being way over budget we have had to re-evaluate our plan. We went back and redesigned the proposal to just paint the main building. The outbuildings repair will be discussed this year. We will complete repairs in-house, such as windows and floor repair. Those efforts will cut down on cost. When repainting and repairs are complete, we will be able to utilize and market Hightower Hall. Painting will begin by June 1st.

 - Preservation received the revised 100% construction documents and project manuals from 1200A/E for the Colonel Bratton House and the Homestead on March 11th. However, a revised cost estimate was not provided in the documents. Foundation funds may be required to move the project along. Preservation is working on a draft Request for Proposal

(RFP) for that next phase of work. Hopefully we can go forward with the Foundation for the Carolinas request in June. Once the RFP is complete, we will work with Procurement to advertise the project and get the funding from the Foundation.

- Collections and Exhibits are working together to refresh the Vernon Grant Exhibit at the Lowenstein Building in Rock Hill. It is a permanent exhibit in which the CHM updates the artwork annually. Jillian Matthews and Teresa Amour are currently selecting pieces for this project.
- CHM Collections continues to inventory the collection of items obtained from the Museum of Western York County. Jillian Matthews has worked with the MWYC treasurer as well as with Alison Mallard to receive a financial donation that will be used for the care of the MWYC collection. Michelle Totherow has been setting up the appropriate accounts for this donation.
- Historic Brattonsville has received new phones and high-speed lines were installed on Monday and will be rolled over as early as Wednesday and complete by Friday. This will save us money and eliminate extra phone lines. The County will be covering the expenses, as well as data costs. This will allow event admissions to run smoothly and efficiently, while enhancing the visitor experience. Admissions will be able to check in visitors using tablets and process credit card payments almost immediately and accurately. We are very excited about this. It is in place, has been tested, and will be ready for Children's Day on the Farm.
 - We have also put a new volunteer program approach in place to recruit, engage, and retain volunteers. Windy Cole will be recruiting all volunteers.
- Neely House has been upgraded for interpretive and volunteer use. The floors throughout and bathroom fixtures have been replaced. The structure has also received a coat of fresh paint and an office for part-time interpretive staff has been created. Operations will be obtaining a building permit to construct a dressing room for volunteers and staff.
 - *Photos attached to this report.*
- The Visitors Center at Historic Brattonsville will be getting a new roof and new gutters. The offices upstairs will be redone and a meeting space will be established. To modernize the building it will be receiving new paint, to distinguish it from the rest of the structures.
 - Will look at repairing the stairs and floors if needed.

- Nancy Craig asked a question about increasing the number of tickets available as COVID-19 ceases.
 - Richard Campbell stated it depended on the optimal number that we can serve at a specific time. Each event is different and we want to focus on the quality of the experience. We want the visitor experience to exceed expectations.

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

- **Development Presentation**
 - *Presented by Alison Mallard*
 - Would like to start a Commission-based Fundraising Committee that works on making connections and expansion throughout York County.
 - Forming relationships with focus groups.
 - Example: Mom groups
 - Create a strategic Annual Fund plan.
 - Focus on grants
 - Grant Aggregators (grant search sites)
 - Examples: GrantWatch, Historic Funding, and Philanthropy Today.
 - Grants
 - SC Humanities
 - Williamson Exhibit at Brick House
 - SC at 50 (years old)
 - Orientation Room at HB
 - New exhibit, new panels etc.
 - CHM and HB history.
 - Robert Haywood Morrison
 - York County Community Foundation
 - Trail enhancement grant.
 - Junior Welfare League
 - Presentation on Thursday, March 24, 2022.
 - Grant to repair “Castle” at the MSCM.
 - If obtained, we would see it in 2023.
 - Cummins/Meritor
 - Grant to fund Planetarium show.
 - Only fund Education STEM projects.
 - Fundraising and Gifts
 - McCelvey Gift
 - Monetary gift from couple in York.
 - MWYC
 - Monetary donation for the care of Collections.
 - Non- cash gifts
 - Telescope.
 - Historic clothing.

- PPE supplies- cleaning supplies, masks, gloves, and tests.
 - Archives- family papers with filing cabinets.
- Kudzu Trail Race
 - Moved to Saturday, November 5, 2022.
 - Thirty-eight people were repeat runners.
- Raggedy Raffle
 - Made two sets of Raggedy Ann and Andy dolls.
 - Raffle tickets \$10 apiece.
- Kwanis of Rock Hill
 - Turned one hundred years old in 2020, chose MSCM as a century gift.
 - Throne Room incentives.
 - Kwanis Club visiting MSCM on May 17th to see the Throne Room.
 - Exhibits created metal sign to honor.
- Events
 - Museum After Dark (MAD)
 - Adult fundraising programs, aligned with relative programming events.
 - Harry Potter
 - Star Wars
 - Fairy Tale Ball
 - Raise the Roof at McCelvey
- Raffle
 - Signed copy of The Very Hungry Caterpillar by Eric Carle.
 - Possible literacy event at MSCM, raffle off book.
- Digital Donations
 - Donate online.
 - Text-to-give.
 - Recurrent giving.

[Note: A full copy of the Development Presentation is attached to these minutes as Addendum B.]

Committee Reports

- **Collections Committee**
 - *Presented by David Duncan*
 - *TC276 Wilkerson Papers*
 - *Collection of papers from 1917-1995, the bulk ranging from 1935-1990.*
 - *List of inventory attached.*
 - *Donor Name: Museum of Western York County*

- *TC276 Wilkerson Private Letters*
 - *Collection of 859 handwritten letters, including envelopes, telegrams, and postcards from 1931-1946.*
 - *List of inventory attached.*
 - *Donor Name: Museum of Western York County*
- *TC276 Wilkerson Diaries*
 - *Collection of 96 diaries from 1937-1997.*
 - *List of inventory attached.*
 - *Donor Name: Museum of Western York County*
- David Duncan made a motion to accept the TC276 Wilkerson Collection from the Museum of Western York County
 - Penny Sheppard called for a vote; vote was taken, and the motion passed.
 - *TC276 MWYC*
 - *125 historical objects*
 - *List of inventory attached.*
 - *Donor Name: Museum of Western York County*
 - *TC276 Original Documents Records Group*
 - *Collection of 111 folders containing papers from 1823- 1990, the bulk ranging from 1870- 1976.*
 - *List of inventory attached.*
 - *Donor Name: Museum of Western York County*
- David Duncan made a motion to accept the TC276 Collection items from the Museum of Western York County
 - Penny Sheppard called for a vote; vote was taken, and the motion passed.
 - *TC304*
 - *.001- Goose neck rocker with cane bottom c. 1870*
 - *.002- 4 drawer chest with marble top c. 1870*
 - *.003- Sideboard with marble top c. 1880*
 - *.004- A-B- Handcrafted plantation desk c. 1877*
 - *.005- Tall wooden cupboard*
 - *Donor Name: Doris Browder Blough*
 - *TC308*

- .001- Charcoal drawn portrait of an unidentified male in a white shirt and dark jacket. “Frank Wheeler” in bottom PL corner
 - .002- Charcoal drawn portrait of an unidentified male with a thin moustache, black shirt, and jacket.
 - .003- Charcoal drawn portrait of a younger female wearing glasses with her hair pulled back with a bow.
 - .004- Charcoal drawn portrait of two unidentified children, one male and one female.
 - .005- Photograph of a charcoal drawn portrait of an unidentified male wearing a black jacket, white shirt, and black bowtie.
 - Black and white photograph of Ramseur Berry (center) and two other men in matching clothes.
 - Framed photos of Frank and Alyce
 - Black and white photograph of African American children and an African American Rock Hill Police Officer.
 - Framed photo of President Barack Obama, Michelle, Sasha, and Malia Obama with a note to Ramseur below image
 - Framed photo of Presidents Bill Clinton and Barack Obama with a note to Ramseur Berry below image.
 - Framed photo of President Barack Obama with note to Ramseur Berry below image.
 - Framed photo with text given to “Founding Sponsors” of the Martin Luther King Jr. memorial in Washington D.C.
 - 2009 calendar featuring Martin Luther King Jr.
 - Donor Name: Larry Grey Savage Jr.
- TC309
 - Collection of Lindsay Family Papers from 1856-1940, bulk of collection ranging from 1880- 1920.
 - List of inventory attached.
 - .001- Pocket knife with key
 - .002- Wood, felt lined box with hinged lid
 - .003- “Hickok” plastic box with hinged lid, black in color
 - .004- “Hickok” plastic box with hinged lid, brown in color
 - .005-.0011- Sets of cufflinks and buttons
 - Donor Name: Arthur Lindsay
- TC310
 - .001- Wooden ironing board

- .002- *Shirt sleeve ironing board*
 - .003- *Antique phone (original to house)*
 - .004- *Glass bedside medical urinal*
 - .005- *A-B- Set of wool carders*
 - .006- *A-C- Toy tin drum with 2 wooden drumsticks*
 - .007- *Child's hat with brim, made of gray wool.*
 - *Donor Name: Lynda Hancock*
- David Duncan made a motion to accept TC304, TC308, TC309, and TC310.
 - 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 C.]

- **Finance Committee**

- *Presented by Nancy Craig*
 - The Operating Budget revenue over expenses of \$398,000 and the Fund Balance is at over \$2,000,000. Everything looks good and we are in good shape.
 - MWYC Donated Funds Request
 - Collections is asking for the Commission to transfer \$5,058 of the \$49,126 donation for care of the MWYC Collection.
 - Ed Stewart made a motion to use \$5,058.49 to meet the criteria for the Collection.
 - David Duncan seconded.
 - Penny asked about money for collection of care of MWYC items.
 - Richard Campbell stated that this donation is strictly for the care of the Collection items from the MWYC. It may be requested on a quarterly basis.
 - Penny Sheppard called for a vote; vote was taken, and the motion passed.
 - Nancy Craig gave an update that the 990 was reviewed by herself, Richard Campbell, and Michelle Totherow and submitted.
 - Nancy Craig made a motion to endorse the submission of the 990 for FY2021.
 - Jeff Lyon seconded
 - Penny Sheppard called for a vote; vote was taken, and the motion passed.
 - If anyone would like to review the 990, Michelle Totherow can email a copy.

- Richard Campbell reviewed Proposed 2022-23 Budget and Organizational Chart.
 - There is no change in the reporting structure, only change in the Organizational Chart from 2021-2022 is a slight decrease in Full Time Equivalent (FTE).
 - 2021-2022 FTE- 55.99
 - Current 2022-2023 FTE- 55.88
 - Decreased FTE
 - VS Coordinator for Historic Brattonsville- moved from full-time to part-time.
 - Research Assistant at Historical Center- funded out of department budget and not the payroll, like a paid intern.
 - 2022-2023 Budget
 - Submitted flat-line budgets in December by department.
 - Met with each department in February.
 - To address where and how funds are spent.
 - Expenses should equal revenue.
 - Last year \$414,000 increase by County, not for recurring expenses but for Special Projects and Contingency Funding.
 - Example: New HVAC
 - Now spending protocol- all spending goes through Richard Campbell.
 - Next year adjustments to revenue.
 - Budget is in great shape.
 - Operating Budget has increased 2% or \$83,940.
 - Budget for Revenue reflects this increase, will revisit after third reading of the Budget.
 - Requests will come out of the appropriate accounts.
 - Salaries accounts have been combined per request of the County.
 - Funds are available for expenses that we need.
 - New Gator for HB
 - Historic Clothing
 - HVAC
 - Van

- York County starts reviewing the Budget on May 1st, we are two months ahead of schedule.
- Nancy Craig made a recommendation to accept the 2022-2023 Budget and Proposed 2022-2023 Organizational Chart as presented.
 - Jeff seconded
 - Penny Sheppard called for a vote; vote was taken, and the motion passed.

[Note: Copy of the 2022-2023 Annual Budget is attached to these minutes as Addendum D.]

- **Governance Committee**
 - Nothing to report

Old Business

- No Old Business

New Business

- No New Business

Commission Member New/Non-agenda Comments

- None

Executive Session

- No Executive Session

Adjourn

- Penny Sheppard entertained motion to adjourn.
- David Duncan made a motion to adjourn
 - Jeff Lyon seconded
 - Penny Sheppard called for a vote; vote was taken, and the motion passed.
- Meeting adjourned at 8:09pm

Prepared by: Dabney Scholler

Submitted by: Nancy Craig, Secretary/Treasurer