

**Culture & Heritage Commission
Board of Commissioners Meeting
April 27, 2021
6:00 PM
Museum of York County**

Person Presiding: Penny Sheppard
Members Present: Nancy Craig, Jeff Lyon, Luanne Kokolis, Ed Stewart
Members Absent: David Duncan, Craig Lentz
Ex Officio Members Present: Bobby Walker, Margaret Parson-Willins
Ex Officio Members Absent:
Staff Present: Richard Campbell, Kristi Gross
Others:

Call to Order

Chair Penny Sheppard called the meeting to order at 6:05 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.

Penny Sheppard called for motion to enter Executive Session; Luanne Kokolis moved to enter Executive Session; Nancy Craig 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

- Director's Report
 - Director Richard Campbell gave an update on reopening. The Culture & Heritage Museums (CHM) reopened all sites to museum members on May 4. He stated that feedback has been positive. Campbell shared that the Governor of South Carolina updated his previous executive order and also presented the new guidelines from the

CDC and stated that, effective May 14, CHM no longer requires any member of the public or its employees to wear masks. He also stated that on May 24, all CHM employees resumed working on-site under pre-pandemic protocols. However, due to staffing challenges, Main Street Children's Museum will continue with online ticketing and reservations only. Campbell shared that we will be using a new credit card processing company, and it should be in place by June 4, which aligns with our reopening to the public.

- Campbell shared that virtual programming will slim down now that we are reopening, but stated that the core virtual programming will continue.
- Richard shared that the recently completed McCelvey Center Window Restoration Project is to be honored with a Stewardship Award presented by the South Carolina Department of Archives and History, Preservation South Carolina, and the Office of the Governor in July 2021. This Stewardship Award recognizes our commitment to the long-term preservation of the McCelvey Center.
- Campbell stated that all performance reviews have been finalized and all appraisal meetings with CHM staff were completed ahead of schedule.
- Richard stated that cost estimates for funding that is to be requested of the Foundation for the Carolinas have been finalized and preliminary discussions are scheduled with the FFTC on Thursday morning, May 27. He noted that the annual Capital Fund Advisory Board meeting is scheduled for mid to late June.
- Campbell gave updates on the following current capital projects:
 - The Vernon Grant Display at the Lowenstein Building was completed on May 12. The exhibit will be updated once or twice a year depending on budget.
 - The Lowery Family Theater Roof continues to be evaluated by Bennett Preservation Engineering and shoring in the green room and on the stage must be in place before BPE will perform any more assessments. Campbell fielded questions from commissioners regarding cost/funding of the project and amount of time the project will take to complete.
 - The Hightower Hall Stabilization Project continues, as well as prepping/repairing the exterior of the Hightower and outbuildings for painting in the new fiscal year.
 - CHM Preservation has started internal repairs, clean up, and finish work on the Brick House, surrounding landscape and outbuildings. An interpretive plan is being developed and should be produced by October 1.
 - Final editing, formatting, and layout of the Historic Structure Reports (HSRs) for the Col. Bratton and Homestead Houses are in progress. Construction documents and a project manual are being developed. Completion of the design work is anticipated for late May. Archeology research on the portico is in progress.

- Grading work at the Dairy should be completed by June 2021 and the joist is anticipated to be installed this summer as part of the Architectural Conservation Internship.

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

Calendar Review

Upcoming Calendar Items

- Sheppard noted upcoming calendar items:
 - May
 - Any commissioner who wishes to continue to serve on the board must notify the Clerk of Courts.
 - June
 - Election of new officers.
 - Director presents self-assessment which will be discussed in Executive Session. (Penny asked Kristi Gross to email the self-assessment forms to commissioners so they can be completed prior to next month's meeting.)

Committee Reports

- Collections Committee
 - Committee Chair Craig Lentz was not present at the meeting. In his absence, Commission Chair Penny Sheppard presented the following Recommendations for Accession related to the Furnishings Plan for Historic Brattonsville:
 - TC249 - .001 Fireman of the Year trophy, 1968/.002 In Memorium plaque, SC State Fireman's Association

Penny Sheppard stated that since this is being presented straight from the committee it could go straight to a vote. Sheppard called for a vote that the items were accepted into our collections; vote was taken and motion passed.

- TC251 – Catawba Nuclear Station images: 174 black and white construction photos taken by photographer Bob Willis and 6 full color contemporary images taken by photographer Scott Richie

Penny Sheppard stated that the Collections Committee recommends approval of the accession. Sheppard called for a vote; vote was taken and motion passed.

- Penny Sheppard also presented the following Recommendations for Deaccession:
 - HB1977.024 – 19th Century violin and black lacquered case

Penny Sheppard moved to approve the recommendation for deaccession; Sheppard called for a vote; vote was taken, and the motion passed.

- HB1977.076 – 1840-50s Walnut Empire chest of drawers with four drawers and no knobs

Penny Sheppard stated that the Collections Committee recommends that this item be approved for deaccession; Sheppard called for a vote; vote was taken, and the motion passed.

- HB1982.043 – Walnut end table with small drawer

Penny Sheppard stated that the Collections Committee recommends that this item be approved for deaccession; Sheppard called for a vote; vote was taken, and the motion passed.

- 1982.047.001/HB1982.037 – Pine wardrobe with molded cornice, c. 1840-1860

Penny Sheppard stated that the Collections Committee recommends that this item be approved for deaccession; Sheppard called for a vote; vote was taken, and the motion passed.

- 2002.066.035 – Plantation desk .037 – Chest of drawers

Penny Sheppard moved to approve the recommendation for deaccession; Sheppard called for a vote; vote was taken, and the motion passed.

[Note: Copies of the above Recommendations for Accession/Deaccession are 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.
- Governance Committee
 - Chair Jeff Lyon asked that commissioners email him their assessments of the Director before next month's meeting.

Old Business

At the March 23rd meeting of the CHC, it was asked that the names of those recommended for the Fundraising Committee by commissioners be sent to Kristi Gross. In their emails to Kristi, the commissioners were to include a short bio of why the person(s) that they are recommending will be a good fit for the committee and whether they have agreed to serve. One submission was presented to the commissioners. Nancy Craig shared that the White Home in Rock Hill is also soliciting people for a Fundraising Committee. Penny Sheppard and Bobby Walker suggested reaching out to some of those who served on the Fundraising Committee in the past and asking them to serve again.

New Business

There was no New Business to discuss.

New/Non-Agenda Comments

Jeff Lyon asked to add something from this month's Executive Session to next month's Agenda for discussion in Executive Session.

Adjourn

Sheppard called for motion to adjourn; Ed Stewart moved to adjourn; Jeff Lyon seconded; no discussion followed; a vote was taken, and the meeting was adjourned.

Prepared by: Kristi Gross

Submitted by: Nancy Craig, Secretary/Treasurer