

**Culture & Heritage Commission
Board of Commissioners Meeting
May 24, 2022
6:00 PM
Museum of York County**

Person Presiding: Penny Sheppard

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

Members Absent: Luanne Kokolis

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

Ex Officio Members Absent:

Staff Present: Richard Campbell, Dabney Scholler, and Jillian Matthews

Others Present: Michael Kendree and Michelle Totherow

Call to Order

- Penny Sheppard called meeting to order at 6:00pm.
- Penny Sheppard presented minutes from the April 26th Meeting and asked for changes or corrections.
 - Accepted minutes as written.

Executive Session

- Penny Sheppard entertained a motion to move into Executive Session.
 - David Duncan made a motion.
 - Nancy Craig seconded the motion.
 - Motioned passed to move into Executive Session at 6:02pm.

Reconvene to Open Session

- Reconvened to Open Session at 6:51pm.
- A Contractual Matter regarding the McCelvey Center and a Personnel Matter regarding receipt of training and legal advice for new commissioners was discussed.
 - No action was taken in Executive Session.

Calendar Review

- Upcoming Calendar Items
 - Director's self-assessment due in June.
 - Jeff Lyon to send out blank Director's Review via email.
 - Governance Committee needs to have meeting before June Meeting.

Reports and Presentations

- Director's Report
 - *Presented by Richard Campbell*
 - CHM site-wide visitation for the month of April was five thousand, one hundred seventy-four and forty-six thousand, eight hundred seventy-nine year-to-date. School group visitation for April was one thousand thirty-five students with a year-to-date total of five thousand, five hundred four students.
 - Membership has increased by seventy new memberships with a revenue of \$5,360 for the month of April. Cumulative totals as of April 30th are at one thousand, three hundred fifty-four. There are currently sixteen Curious Kids Club memberships. Year-to-date membership revenues total \$57,210.
 - Membership totals prior to the Main Street Children's Museum flood in September 2018 were at a record of one thousand, six-hundred forty-four. Pre-COVID totals in February 2020 were at one thousand one. Current membership totals are between these totals and continue to climb.
 - Employee Annual Reviews launched on April 27th and will close on May 31st. All employee reviews were complete by May 18th. Review meetings will be completed by May 25th. Senior Management review meetings are taking place this week.
 - In preparation for the possible upcoming job study conducted by York County, we have been reviewing the current CHM job descriptions. Senior management has been asked to review the job descriptions for their staff. Meetings will take place for review and discussion. Notations of updates and changes will be made and will be ready for the job study if the County chooses to move forward with it. This may change how annual reviews are conducted. Next year, both the employee and the supervisor will fill out the employee's review, meet to compare and discuss, and set goals for the employee to be successful.
 - Upcoming Events
 - *Sheep Shearing* has been an ongoing, Living History Saturday event throughout the month of May. Each session demonstrates themed interpretive activities relating to sheep shearing. This weekly presentation has improved the quality of programming and driven daily admissions at Historic Brattonsville. These activities have ranged from shearing and washing wool, to carding, spinning, and weaving. The series will conclude on May 28th with natural dyeing. The feedback from visitors has been positive.
 - *Living History Saturday: Juneteenth* will take place on June 18th and will feature the cultural history and significance of the holiday as well as the connection to the Brattonsville community. Special programming will include traditional food such as barbecue and Juneteenth red soda, dyeing in traditional colors (red, black, and green), and music in the Juneteenth tradition. Visitors will have the opportunity to collect different historic documents at each activity to bind a booklet as a Make-and-Take souvenir.

- Dino Days: Museum of York County
 - *Dinosaurs Galore* kicked off this afternoon in the Nature Nook Gallery, and will be ongoing until November 13th. This new exhibit showcases dinosaur-inspired artwork created by students from eight Rock Hill elementary schools. While creating this artwork the students learned about which species of dinosaurs roamed the Carolinas.
 - *Dinosaur Discoveries: Ancient Fossils, New Ideas* will be featured in the MYCO auditorium from June 11th until September 11th. The exhibit is coming to us from the American Museum of Natural History and will be featuring the world of modern paleontology through technology and the scientists that study them.
 - *Discovering Carolina Dinosaurs* will be displayed in the auditorium hallway, showcasing the CHM's collection of fossils and casts. "Phyllis", our very own Coelophysis model will also be a feature of this exhibit. It will also run from June 11th through September 11th.
 - *Dinosaur Family Day* will take place on June 11th and will give visitors an immersive experience, including handling fossils, meeting live dinosaur relatives, a planetarium show, and so much more.
- CHM Project Updates
 - On April 19th six painting firms submitted proposals in response to the revised Bid Invitation for the exterior painting of Hightower Hall and Outbuildings. Positive Outlook of Simpsonville, SC was chosen and approved for the full scope of work at a cost of \$86,885. This project should begin in the next couple of months.
 - The Vernon Grant Exhibit at the Lowenstein Building is currently being updated. Six Vernon Grant agricultural-themed images had been selected by Teresa Armour before her passing. Jon Prichard, Tyler Frasier, and Jillian Matthews have been working to complete this project. These images are ready to be installed on June 13th.
 - On May 4th a proposal response was submitted for our Request for Proposal for the exterior preservation and structural stabilization project for the Colonel Bratton and Homestead Houses. However, after evaluation, the responding firm was not qualified for the project. Going forward, Preservation will be submitting a memorandum to County Council on June 6th to reject the proposal. Preservation will work with County Procurement to re-solicit the project.
 - Collections has almost completed the donation process for the Museum of Western York County. Nine hundred sixty-one items have been inventoried since March 17th. A few remaining textile items remain to be complete.

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

- Correction- *Dinosaur Discoveries: Ancient Fossils, New Ideas and Discovering Carolina Dinosaurs* will conclude on September 11th.

Committee Reports

- Collections Committee
 - *Presented by Jillian Matthews*
 - Recommendation for Accession
 - *TC276*
 - *(25) clothing or accessories for men, women, and children*
 - *(55) Military related items that include uniforms, belts, hats, patches, weapons, and accessories.*
 - *(5) Technology tools that include a typewriter, computer, printer, and phone*
 - *(15) Items related to schools, churches, and memorabilia*
 - *(4) Flags*
 - *(2) Toys*
 - *A traveling pump organ*
 - *A small store counter*
 - *1950s drinking fountain*
 - *Donor Name: Museum of Western York County*
 - *Detailed list attached*
 - 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.
 - Collections Committee Charter Edits
 - David Duncan presented the proposed Collections Committee Charter Edits
 - Proposed edit to Attendance portion of the Collections Committee Charter
 - David Duncan moved to approve the proposed Collections Committee Charter Edits
 - Ed Steward seconded the motion
 - Penny Sheppard called for a vote; vote was taken, and the motion passed.
 - Collections Management Policy Edits
 - Jillian presented the proposed Collections Management Policy Edits

- Addition to the Current Abandoned Property policy giving the CHM full discretion to use items left with us for purposes that we deem necessary. If we cannot use the item for whatever reason, we have the ability to dispose of the item as necessary.
- Proposed revision to Current Archeological Excavation section concerning metal detection. The current policy does not specify but will be changed to reflect prohibiting metal detecting. There is also a change in wording from “registered” archeologist to “professional” archeologist.
 - David Duncan moved to approve the proposed Collections Management Policy Edits
 - Ed Stewart seconded
 - Penny Sheppard called for a vote; vote was taken, and the motion passed.
 - Jillian Matthews informed the Commission that all Collections documents will be on the CHM website, with a FAQ page.
 - Dabney Scholler will provide the Commission with the updated policies.

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

[Note: Copy of the above Collections Committee Charter Edits are attached to these minutes as Addendum C.]

[Note: Copy of Collection Management Policy Edits are attached to these minutes as Addendum D.]

- Finance Committee
 - *Presented by Nancy Craig*
 - Financials are in good shape and revenues exceed expenditures.
- Governance Committee
 - *Presented by Jeff Lyon*
 - Nothing to report

Old Business

- None

New Business

- None

Commission Member New/Non-agenda Comments

- Nancy Craig would like to propose a commemoration for Teresa Armour.
 - Suggestion to install a bronze plaque or naming the hall in her memory.
 - Penny Sheppard asked for topic discussion to be put on next month's agenda.
- David Duncan asked for minutes to be sent after approval from secretary.
 - Dabney Scholler will email the minutes from the previous month to be sent out when received from secretary.

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 7:49pm

Prepared by: Dabney Scholler

Submitted by: Nancy Craig, Secretary/Treasurer