

Culture & Heritage Commission
Board of Commissioners Meeting
September 28, 2021
6:00 PM
Museum of York County

Person Presiding: Penny Sheppard

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

Members Absent: Luanne Kokolis

Ex Officio Members Present: Margaret Parson-Willins

Ex Officio Members Absent: Bobby Walker

Staff Present: Richard Campbell and Dabney Scholler

Others: Michelle Totherow and Michael Kendree

Call to Order

- Penny Sheppard called meeting to order at 6:02pm.
- Penny Sheppard presented minutes from the August 24th Meeting and asked for changes or corrections.
 - David Duncan made a motion to accept, Craig Lentz seconded the motion.
 - Penny Sheppard called for a vote; vote was taken, and the motion passed.
 - Accepted minutes as written.
- Penny Sheppard entertained a motion to enter into Executive Session. Craig Lentz made motion to enter Executive Session to receive Legal Advice regarding the Litigation Update.
 - Nancy Craig seconded motion.
 - Penny Sheppard called for a vote; vote was taken, and the motion passed.

Executive Session

Reconvene to Open Session

- No action necessary as a result of the Executive Session.

Reports and Presentations

- Richard Campbell presented Director's Report.
 - **Visitation** has decreased due to the school year starting. We are a little below the visitation numbers from 2019. That is to be expected because

we are not doing anything with school groups. Regular visitation is the main source of the numbers. They are seven percent off of 2019. It just depends on what is going on at each site. The Main Street Children's Museum is still on a timed and ticketed pre-registered operation. We have actually been adding sessions as a result of the positive feedback that we have been receiving.

- Craig Lentz gave feedback on his positive experience at the Main Street Children's Museum, stating how the timed ticketing prevented overcrowding and a better visit.
- There have been conversations to keep it that way while also allowing a limited number of walkups. The building capacity is one hundred and twenty six and we used to push capacity pre-pandemic. The timed-ticketed plan has been very smooth and provides a great experience. An uptick in COVID has affected visitation but we do not know to what extent. It is not a normalized situation. We have received a lot of positive feedback and people are very pleased when they come. We are doing a lot of surveying and without a doubt our numbers will increase once we get out of the pandemic. We are seeing requests for virtual programming as there is some hesitance about closed spaces.
- **Membership** numbers are continuing to grow and we will see normalizing reporting monthly going forward.
- **CHM Enhanced COVID-19 Protocols** have been implemented due to the increased of employees being infected or exposed to COVID. We had two or three a day for an extended period of time. We cannot ask or report vaccination status. Almost all were either asymptomatic or mildly symptomatic but a fourteen day quarantine was still necessary. One site was coming close to not having enough people to keep it open. We implemented masks for staff and a six foot distance when they are indoors. Outdoors there is no guidance that says staff has to wear masks during programming but we are putting things in place to insure six feet distancing. This was done during *By the Sweat of Our Brows* and will be done at *Piedmont Pottery and Pickin'* this coming weekend. Moving forward we will be doing this for our events. We will be using disposable tools for events, like candle dipping, instead of reusable. Volunteers have been hesitant to return for large events. We will be limiting ticket sales for *Harvest on the Homestead* to four hundred and fifty tickets so that we can manage the numbers and be able to fill in with staff where a volunteer might have been. We need to make sure that we have enough personnel to provide a great experience for visitors. We have also put A/B scheduling in place for office space. We created a second breakroom for staff to eat lunch, only allowing one staff member in at a time. Staff is also eating outside. We

have only had one suspected case of COVID since we put these protocols in place. Two hundred COVID tests were donated to us for staff to use. We will keep a stock of those going forward.

Unfortunately, we have had to cancel some indoor events such as the family nights with Rock Hill School District. This would have been about one thousand people over three nights and would have required all of our staff to be in close contact with the families. We reached out to the school district and this event will be postponed until the spring. The MAD about Harry evening event in November has been cancelled. However, the Kudzu Trail Race at Historic Brattonsville will still go on. We should be ok unless there are changes in infection levels or issues with our staff.

- **York County Veterans Cemetery** project will not be moving forward on our site but someone generously donated seventy acres elsewhere. We do not know where but we will find out. The three areas at Historic Brattonsville would not have worked. We do not know specifically who donated the land but will find out.
- **Museum of Western York County** is closing. There was some confusion that it could be our museums but it has been cleared up. Collections continues to travel out every Tuesday to identify items that meet our mission and collections criteria. The condition of each item is accessed. It has to be in good condition; we have to be able to store it; and, it cannot be something we have duplicates of such as a plow. Items are not restricted, so we may use them in any department. Six of the eleven items that were donated, were items that the CHM had loaned the Museum of Western York County. Those items are back with us and additional items are being discussed. Collections has been moving purchased items, which have proper documentation. Jillian Matthews has been working with the South Carolina Abandoned Cultural Property Committee to make sure that all of the paperwork required is signed and sent in. The target date for the submission of the packet is November 1st. There are only a handful of things left to do by the Collections staff, so we might be able to advance that date to next week.
- **MYCO Guild**, a volunteer organization, met on September 2nd to discuss their bylaws, it was decided to get away from fundraising and focus on volunteering. They turned over their bank account to the CHM, which had a balance of \$2,234. They voted unanimously to revise their bylaws and are meeting with Windy Cole to rewrite their bylaws and recruit new volunteers.

- Jeff Lyon asked who was on the Guild and Richard said that he would get Jeff a list of the members. There are only five members on the Guild and they are all volunteers at MYCO.
 - **CHM Site Updates**
 - **Lowery Family Theater Roof**
 - The contract with Bennett Preservation was signed on September 20th for the shoring and repair. The scaffolding company has been slow in communications so we have reached out to Michael Kendree and Teria Sheffield to explore our options and get the ball rolling. If things move forward it would take the month of October to complete the schematic drawings for the shoring and get it in place. We are probably looking at March 2022 to get the drawings back and be able to start the purchasing process. It will be eighteen months from then to complete the project. The sixty foot barrier is still in place. Because the barrier includes the back loading dock, it has had an effect on the Museum of Western York County project.
 - David Duncan asked if there were any water issues.
 - Richard Campbell stated that there were not, just a dust issue from the attic, which is to be expected.
 - Craig Lentz asked about a back-up plan for the Southern Sound Series.
 - There has been discussion about it, perhaps out at Historic Brattonsville. We would like to do something musical next year but nothing has been set yet.
 - **Historical Center HVAC Replacement** is complete as of September 27th. It was installed on September 24th and it is good to go! Michael Kendree and the County were a great help to complete it.
 - **Exterior Painting of Hightower Hall and Outbuildings** as well as the refurbishing of the shutters and hardware is still sitting in Procurement. They have a backlog due to COVID. Richard will touch base with Teria Sheffield to move it through on Friday, October 1st.

- **Colonel Bratton and Homestead Houses Restoration Project** had the final site visits on August 25th for the development of construction documents. We should receive 100% of the drafts of both projects in early October and completed construction documents to follow in mid-October. Then we will start the procurement process and hope to be finished by the end of 2021. The historic structures report is in final editing and formatting. The archeology is almost complete. The only remaining part is the space underneath the breezeway between the Homestead and the Assembly Hall. The architectural research is complete as well. We can now bring in someone to get the project moving.
- **Brick House Restoration Project** is moving well and the opening date will be November 20th. We are having trouble sourcing some of the final items of the store exhibit. We cannot find a company that makes or sells small glass bottles. We have thought about 3D printing and Teresa Armour in Exhibits has been searching for those items. We have been invited to apply for another grant with someone who has provided grant funding in the past. There will be a meeting on Friday about how it specifically relates to the restoration of the building.
- Stabilization of Brattonsville Store and North Slave House Ruins is completed.
- Richard Campbell asked if there were any concerns or questions.
 - Jeff Lyon asked about 3D printing, Richard said that we have been looking into purchasing a printer. We need 1850s-1870s apothecary bottles. Jeff offered a few sources - a local company, 3D Systems. Alison Mallard had met with them twice but it did not move forward. Jeff suggested we reach out to York Tech as well.

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

Calendar Review

- There is no Development Update to report at the moment. The Development Presentation will be moved to the 1st quarter of 2022 (March)

Committee Reports

- Collections Committee
 - Recommendations for Accession
 - *TC258- Carousel of 64 slides taken by Kenneth Morland in 1948 of the mill area in the city of York*
 - *Donor Name: Jean Card*
 - *TC260- 1924 York High School Class Photo*
 - *Zoe Simril identified as the third from the left, standing row of girls.*
 - *Donor Name: Chris Jackson*
 - *TC266- 1 Sideboard with mirror*
 - *Donor Name: Karen Morales*
 - *TC271- Letters written by Davis M. Hope and Isaac Meek Hope during the Civil War and news clippings of obituaries*
 - *Donor Name: Willa Broughton*
 - *TC273- 1919 Anderson Motor Company Stock Certificate and 1924 Letter- Anderson Motor Company Stock Information*
 - *Donor Name: Richard Sawyer*
 - *TC275- .001- Acrylic on board a painting of Captain James Williams, by Dan Nance in 2021*
 - *Unframed, 22" x 24"*
 - *Donor Name: Dan Nance*
 - *TC279- Virginia Bratton DAR Certificate*
 - *Donor Name: William "Joe" Lichtenberger*
 - Craig Lentz motioned that the committee is recommending to accept accessions *TC279, TC258, TC266, TC275, TC260, TC271, and TC273.*
 - David Duncan seconded.
 - 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 B.]

- Finance Committee
 - Treasurer's Report
 - Nancy Craig announce that there is nothing to report. We are only two months into the fiscal year and there are no trends that have been set. Everything looks good.
 - Richard Campbell said that at next month's meeting, we will talk about re-appropriating Foundation money to this year's budget. And ask to replace the \$73,000 in the HVAC budget from fund balance.
- Governance Committee
 - Nothing to report.

Old Business

- No old business

New Business

- No new business

Commission Member New/Non-agenda Comments

- Penny Sheppard asked about *By the Sweat of Our Brows*. Richard Campbell said it was fantastic and had a great "family reunion vibe" just like the event in 2019. It went very well. Margaret Parson-Willins claimed that it was one of the better ones that we have had. The descendants got more participation from the visitors than they ever had. The dedication to Miss Kitty was outstanding. As a whole the program was good. *Piedmont Pottery and Pickin'* will be on Saturday, October 2nd and *Harvest on the Homestead* will be two weeks after that on October 16th.

Adjourn

- Penny entertained a motion to adjourn.
 - David Duncan made a motion to adjourn.
 - Craig Lentz seconded
 - Penny Sheppard called for a vote; vote was taken, and the motion passed.
 - Adjourned at 6:53pm

Prepared by: Dabney Scholler
Submitted by: Nancy Craig, Secretary/Treasurer