

**Culture & Heritage Commission  
Board of Commissioners Meeting  
October 25, 2022  
6:00 PM  
Museum of York County**

**Person Presiding:** Penny Sheppard

**Members Present:** Penny Sheppard, Ed Stewart, David Duncan, Jeff Lyon, Margaret Parson-Willins, Annie Laurie Wheat, George Feindel

**Members Absent:**

**Ex Officio Members Present:** Eddie Lee

**Ex Officio Members Absent:**

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

**Others Present:** Michelle Totherow

**Call to Order**

- Penny Sheppard called the meeting to order at 6:00pm
- Penny Sheppard presented the minutes from the September 27<sup>th</sup> meeting and asked for changes or corrections.
  - Accepted minutes as written.

**Public Forum Session (limited to ten (10) minutes, two (2) minutes per person)**

- No one came to speak at the Public Forum Session

**Calendar Review**

- Upcoming Calendar Items
  - Code of Ethics renewal in November
  - There will be no meeting in December
  - Audit will be coming up at the beginning of 2023

**Committee Reports**

- Collections Committee
  - *Presented by Nancy Sambets*
  - TC276
    - *Collection of 8 ledgers, dating from 1807-1919. Detailed list attached.*
      - *Donor Name: Museum of Western York County*
  - TC276

- *Collection of newspapers, dating from 1849-1946, and collection of new clippings, dating from 1921-2006. Detailed list attached.*
      - *Donor Name: Museum of Western York County*
  - TC276
    - *Collection of items "From the Desk of Porter B. Good", including tax returns bank statements, and checks dating for 1916-1952. Detailed list attached.*
      - *Donor Name: Museum of York County*
  - TC340
    - *Collection of handkerchiefs (10) belonging to Frances Prickett Carter and Maude Carrier Carter*
      - *Donor Name: Linder "Linda" Tucker*
  - TC357
    - *Collection of Lindsay Family papers of various documents*
      - *Donor Name: Arthur Lindsay*
- David Duncan made a motion to accept the recommended items for accession to the Collection.
  - Ed Stewart seconded the motion.
    - Penny Sheppard called for a vote, vote was taken, and the motion passed
      - The recommended items for accession are accepted into the Collection.

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

- Finance Committee
  - Treasurer's Report
    - Everything looks good, the financials are in great shape.
  - 2022-2023 Budget Amendments
    - Ed Stewart made a motion stating that, it is the recommendation of the Finance Committee to move the sum of \$ 3,430,103.98 to the Expense and Revenue budget for the Fiscal Year 2022-2023 to continue funding the projects approved by the Foundation of the Carolinas but not yet completed.
      - Annie Laurie Wheat seconded the motion.
      - Penny Sheppard asked for questions and concerns about Proposed Budget Amendment. There were none.
      - Penny Sheppard called for a vote, a vote was taken, and the motion passed.
- Governance Committee
  - Nothing to report

## Reports and Presentations

- Directors Report
  - *Presented by Richard Campbell*
  - **Visitation**
    - CHM visitation for the month of September was four thousand, one hundred seventy-six, with a year-to-date total of seventeen thousand, seven hundred twenty-four visitors. School group visitation was seven hundred sixty-two for the month of September with a year-to-date total of one thousand, four hundred eighty-one students.
  - **Membership**
    - CHM membership has increased by one hundred eighteen new memberships for the month of September, with a revenue of \$4,176. This brings our current membership total to one thousand, two hundred eighty-six with a year-to-date revenue of \$19,785. The Curious Kids Club remains steady at six members.
  - **Upcoming Events**
    - Harvest on the Homestead
      - The month-long Living History Saturday harvest event has been a success and was even promoted on TikTok by Penny Sheppard. This event will conclude on October 29<sup>th</sup> with a theme of pumpkins and how they were used in the 18<sup>th</sup> and 19<sup>th</sup> centuries.
    - 2022 Southern Sound Radio Show
      - This will be the third edition of the Southern Sound Series Radio Show and will be a series of two hour programs. It will broadcast on South Carolina Public Radio on every Saturday in November. This year, interviews between Zach Lemhouse and the performing acts will accompany the recordings. These interviews will be available on our YouTube page. The lineup will include Della Mae, Ruthie Foster, Chatham County Line, and Steep Canyon Rangers.
    - Christmas Candlelight Tours
      - This event will take place on December 3<sup>rd</sup> and 10<sup>th</sup> and it will follow a similar layout to last year's event. In the place of caroling, visitors will experience Christmas on the plantation while the Bratton Family is away.
      - Kevin Lynch, Jayme Benton and Emmy Gillespie have been working hard growing our volunteer base and making special programs stronger. Tickets will be limited and visitors will have the chance to experience something great.
  - **CHM Project Updates**
    - York County Classification and Compensation Program
      - This has been an ongoing project with York County to reevaluate the jobs within the County with consulting firm, Management Advisory

Group. The CHM has met every deadline in this process. Prior to this process, York County Council approved for the County entities to be able to hire at the top of the range. This will be presented to York County Management in November, then to Council in January if approved, discussion for implementation will be discussed.

- The South Carolina Revolutionary War Sestercentennial Projects
  - In January of 2022, the CHM presented and were approved to complete two projects, funded by the SC 250<sup>th</sup> Commission. A temporary employee will be starting on Monday, October 31<sup>st</sup> to assist with completing these projects in a twelve month period.
    - Thomas Sumter Wartime Paper Project
    - SC Third Regiment Project
      - Richard Campbell asked Eddie Lee about a comprehensive roster for the SC Third Regiment.
        - Eddie Lee responded that the rosters can vary.
  - The CHM has received a check for \$20,500 to complete these projects within one year.
- York County SC 250<sup>th</sup> Committee
  - Zach Lemhouse, Carey Tilley, and Bill Davies with the SC 250<sup>th</sup> Commission, as well as six other representatives from other York County entities attended a meeting to discuss the formation of a York County 250<sup>th</sup> Committee on October 18<sup>th</sup> at the Museum of York County. The next step is to for each entity to develop a stakeholder list, one of which has been provided by Eddie Lee and Zach Lemhouse, and then compile them, and move forward. A follow-up meeting will occur on October 28<sup>th</sup>.
  - We will be applying for a South Carolina American Revolutionary Historic Site Grant with the SC 250<sup>th</sup> Commission to help research and secure the Brattonsville Slave Cemetery. Plans will be made for extensive archeology so that the cemetery in its entirety can be captured.
- McCelvey Auditorium (Lowry Family Theater)
  - Additional shoring will be added to address the stability issues of the failed trusses in the stage area. We have received a quote and prepared a RFQ, which has been submitted it to County Procurement for review.
    - Initially, we thought that we would have to submit a new RFQ for construction documents, however after discussions with Procurement and the York County Attorney, it has become unnecessary. County Council has to approve due to the

amount of funds but no additional RFQ is required, which saves three months of time and funds.

- Sara Johnson submitted the National Register of Historic Places nomination for McCelvey on September 1<sup>st</sup>.
  - Eddie Lee asked to speak regarding the NRHP grants. He spoke about grant awards (up to \$200,000) and claimed that the three staff members that he met with had not met the deadline for the upcoming State Board Meeting next month, as it was not on the agenda.
  - Richard Campbell claimed to know nothing about missing the deadline.
  - Eddie Lee informed the Board that it was tentatively on the agenda for next year. He claimed that you have to be on the National Register to be awarded any grants. He claimed that there was no mention of the history of McCelvey as a Female Seminary.
  - Richard Campbell asked for clarification on the missed deadline and Eddie Lee claimed to not know.
  - Richard Campbell said he would address the issue, specifically York Female Seminary and York High School histories, with staff and to his knowledge there was no issue.
- Col. Bratton and Homestead Houses Preservation Project
  - We have signed a contract with Midwest Maintenance to begin repairs on the Col. Bratton and Homestead Houses. A pre-construction meeting took place on October 24<sup>th</sup> and work will begin on November 7<sup>th</sup>.
- Exterior Painting of Hightower Hall and Outbuildings
  - This project is complete, there is a photo available in the packet to show the final result. The shutters have been replaced as well. There was actually a wedding there on October 15<sup>th</sup>.
- Apollo Astronaut Charlie Duke's Inflight Jacket (Backup)
  - We received Charlie Duke's Inflight Jacket from the National Air and Space Museum. It is on display outside the planetarium.

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

- Institutional Plan Review
  - *Presented by Richard Campbell*
  - The Institutional Plan presents updates on CHM projects. The mission statements were reviewed for new commissioners and for a refresh for veteran commissioners. Each Priority, ranging from I to III was explained.

- Priority I’s purpose is to “create meaningful, engaging, and authentic visitor experiences.” Richard Campbell explained how the CHM has strengthened its sites and identities by promoting growth in each area of the visitor experience.
    - Priority II’s purpose is to “strengthen collections and intellectual resources critical to the preservation and preservation of the Carolina Piedmont’s natural and cultural heritage.” Staff has continued to make progress on expanding and maintaining collections and research, ranging from natural history to historic digitization and preservation, tangible and intangible.
    - Priority III’s purpose is to “increase capacity and resources to ensure quality and sustainability of facilities, operations, and programming.” The CHM continues to progress on expanding our reach to better provide for and serve visitors.
  - Annie Laurie What asked about if there were “comfort spaces” for special needs children. Richard Campbell said that there was one at each site but was not sure where the one at the Museum of York County would be, it is in the works.
  - Eddie Lee commented on National Register District and Historic Brattonsville.
    - The Visitors Center does not fit the historic site.
    - The McConnell House, while informative, it does not fit the site. The Smith House does not either.
    - The HB Slave Cemetery needs to be professionally surveyed. So does the Battlefield. Eddie Lee feels that it is more of a skirmish.
    - The roof at McCelvey needs to fixed as soon as possible so we can get it on the National Register.
  - David Duncan commented on the current state compared to when the Institutional Plan was first introduced. When the County intervened with the CHM, the mission statements were developed, as was the Institutional Plan. David Duncan praised all of the progress that has been made since the Institutional Plan was implemented.
- Hard copies of the Institutional Plan are available upon request.

*[Note: A full copy of the Institutional Plan Summary is attached to these minutes as Addendum C.]*

**Old Business**

- No Old Business

**New Business**

- Budget Amendment Complete, was explained in Finance Committee

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

- Jeff Lyon, District 4, announced that he will be rolling off as his term is expired.
  - Jeff Lyon informed Councilman Bump Roddey of his departure.

### **Executive Session**

- No Executive Session needed

### **Adjourn**

- Penny Sheppard made a motion to adjourn
  - Annie Laurie Wheat seconded the motion
    - Penny Sheppard called for a vote, vote was taken, and the motion passed
      - Meeting adjourned at 8:02pm

**Prepared by: Dabney Scholler**

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





## Addendum A



### RECOMMENDATION FOR ACCESSION

Temporary Custody ID:	Collection Type:	Method of Acquisition:
TC276	Archives	Institutional Transfer

**Name of Donor:**  
Museum of Western York County

**Description of Accession:**  
This collection includes 8 ledgers dating 1807-1919. See detailed list.

**Overall Condition:**  Excellent  Good  Fair  Poor

**General/Comparable Size of Collection**  
Items will fit onto shelves with other ledgers.

**Significance/Ownership History** Mission Rating: 5 (Scale of 1 – 5; 5 matches mission 100%)

This collection complements similar business ledgers in the archives. The Account Books of Hunter & Oates, I.D. Witherspoon and an unidentified business in Yorkville maintain a record of accounts and include names, dates, and transactions that are useful to research merchandise, store customers, and price of goods. The Reference Book and Probate Book of I.D. Witherspoon details court fees levied during his term as a judge. The Teller's Cash Book was used to track bank transactions and at the close of the days business to check for errors in credit or debit.

**I.D. Witherspoon, Jr.** (1833-1901) attended Mt. Zion Institute, graduated from South Carolina College, admitted to the SC Bar in 1856, practiced law in York District, served in the 12<sup>th</sup> Regiment, was a State Senator 1876-1881, then judge of the Sixth Circuit until 1898, and resumed law practice until his death in 1901. He was a member of the First Presbyterian Church and is buried in Rose Hill cemetery in York.

The *Yorkville Enquirer* announced the opening of a new firm on January 6, 1876 called **Hunter & Oates**. **John J. Hunter** (1844-1913) and **John F. Oates** (1844-1907) operated a mercantile from 1876 to 1893. Their dry goods store was first located in a rented space then moved to West Liberty Street in 1883 offering dress goods, light groceries, stationary, sporting and staple goods purchased by Hunter in New York. Over the years, Hunter & Oates employed numerous sales clerks including R. Spaight McLean in 1876, Sumter L. Lowry and Samuel L. Miller in 1881, John Harper, John Moore, Charlie Simmons and Eliza Enloe in 1884, and John M. Garrison and William T. Moore in 1888.

The store caught fire on November 21, 1892 when the office of C.E. Spencer, located next door, became engulfed in flames due to a defective stove flue. Citizens rushed to put out the flames and remove as much of the goods as possible. The brick building worth \$7,000 fell in and stock worth \$12,000 was lost or damaged. Hunter and Oates dissolved their firm in January of 1893.

**John J. Hunter** (1844-1913) and Elizabeth W. Lindsay (1846-1927), daughter of Dr. J. F. Lindsay (1824-1898) and Rose W. G. Trott (1821-1898), married in 1876 and had eight children. He worked in merchandising and book keeping after the fire until he served as auditor of York County from 1905 to 1911.

**John F. Oates** (1844-1907), son of William Oates (1812-1888) and Jane McElwee (1811-1895), married Jessie Leroy Hardin in 1881 and had six children. After leaving the firm of Hunter & Oates, he went into the insurance business employed by John Robert Lindsay (1857-1923), brother of Elizabeth W. Lindsay.

#### MWYC:

The Museum of Western York County (MWYC) opened its doors in June 2003 at 3716 Woodlawn Street in Sharon, SC through the combined efforts of the Town of Sharon and the Broad River Basin Historical Society. Sharon resident and former CHC Commissioner Jerry West (1939-2019) served as President/Director of the museum from its founding, until his passing in 2016. MWYC's mission was to tell the history of western York County through local history exhibits and research. Most of the collection was donated or loaned from local citizens to help fill the 5,000 square foot museum.

MWYC was located in a portion of the old Sharon Grove Elementary School, which was built on the grounds of the Sharon Colored School. Deed records show that a school was on the grounds since as early as 1921, with the current building being built in the 1950s where it operated as a school until the 1980s. At some point after the schools closure, the Town of Sharon divided the building into three separate units and rented them out. As of 2022, the other tenants in the building included the Small World Academy daycare and the Town of Sharon Community Center.

Upon Jerry West's passing in 2016, MWYC Board Chairperson Paul Boger took on the additional role of volunteer President/Director of the museum. In 2019, Boger reached out to CHM, on behalf of the MWYC Board, to discuss the MWYC's dissolution and desired collection transfer. From 2019, through 2022, CHM Collections and Archives staff assisted MWYC with the organization of their collection and records. MWYC officially dissolved and closed its doors to the public on November 1, 2021.

MWYC lacked a large amount of its collection ownership paperwork at the time of their dissolution, which would have limited the amount of items eligible for transfer to CHM. In November 2021, CHM Director of Collections, Jillian Matthews, assisted Boger in applying for collection ownership in accordance with South Carolina's Abandoned Cultural Property legislation. MWYC was granted ownership of any/all remaining collection items on December 6, 2021.

CHM was able to identify a large number of items qualifying for transfer to the collection with initial estimates being around 1000 objects and artwork and 140 boxes of archival material (books, documents, ledgers, photos) that will be split among permanent, education/exhibits, and in-kind collections. The collection type being determined in accordance with the CHM's mission and Collections Management Policy. CHM is also collecting all administrative documents from MWYC Board members to create a MWYC Corporate Collection where CHM is able to preserve their business records and history.



Due to the large quantity of items to be processed, CHM Collections and Archives staff will process the collection in sections, presenting multiple recommendations to the CHC for their approval throughout the year of 2022. This process will make the large project more manageable for staff and volunteers. The items that staff present for accession in to the permanent collection have strong local provenance or are so rare/unique that they should be preserved accordingly. Individual provenance research has been conducted on items and will be maintained in the accession file accordingly.

**Potential Uses: X Research X Exhibition X Loan**

CHM's 2016-2021 Institutional Plan included a plan to turn a portion of the McCelvey Center into history themed exhibit space. The addition of this large collection would provide a significant boost in exhibit and loan quality items. The large collection also provides a wide range of research opportunities on local businesses and churches, family genealogy, York County court records, York County Veterans/military history, locally made and owned furniture, Carolina Piedmont material cultural throughout the decades.

**Restrictions:**

Before their dissolution, MWYC attempted to contact donors/lenders to return any collection items to their original owners. This was done through a variety of ways but in instances where the original donor was unknown, public notices were made in accordance with the SC Abandoned Cultural Property law. There is a chance that not all donors/lenders saw the public notices. If in the future, old donors/lenders of MWYC come to CHM and ask for their items to be returned, CHM will ask for proof of past ownership. If ownership is proven, CHM will attempt to locate the item. In the event that CHM has the items in their possession, the items will be deaccessioned and returned to their owner, even if it does not qualify for deaccessioning as defined in the Collections Management Policy. It is not CHM's intent to contest a MWYC donor's legitimate claim of ownership. In the event that CHM cannot locate the item, the MWYC corporate records will be searched to see if the items location can be determined.

It is important to note that no restrictions come with the MWYC transfer as they were granted full ownership of their collection through the South Carolina's Abandoned Cultural Property process.

**Unusual Costs:**

Archival storage supplies will be needed, though the quantity and type remains unknown until thorough processing of the collection is complete. Additional shelving will be needed to prepare an additional McCelvey third floor room for collections storage expansion.

It is important to note that along with the collection transfer, MWYC also donated their remaining operating funds to CHM with the restricted use to care for the items transferred to CHM from MWYC.

**Staff Recommendation (Signature & Title):**

**Date:**

<i>Nancy Sambuto</i> Director of Archives	10-12-2022
---	------------

**Director Recommends (Signature):**

**Date:**

<i>Reed C. Byrdell</i>	10.13.2022
------------------------	------------



Approved by Culture & Heritage Commission on:

Signature, Title:

Date:

--	--

### MWYC Ledgers

1. "The Public Debt" newspaper clippings from 1877 to 1878 along with handwritten notes
2. I. D. Witherspoon Reference Book
3. I. D. Witherspoon Probate Book
4. Hunter & Oats Account Book 1876-1879
5. 1900 I. D. Witherspoon account book
6. Teller's Cash book 1919
7. Estate of I. D. Witherspoon Account Book
8. Daybook for unknown mercantile business in York, 1807-1871



**RECOMMENDATION FOR ACCESSION**

<b>Temporary Custody ID:</b>	<b>Collection Type:</b>	<b>Method of Acquisition:</b>
TC357	Archives	Donation

**Name of Donor:**

Arthur Lindsay

**Description of Accession:**

This collection of Lindsay Family Papers includes letters, insurance correspondence, bank account statements, promissory notes, pamphlets, receipts, and two framed photos.

**Overall Condition:**  Excellent  Good  Fair  Poor

**General/Comparable Size of Collection**

Will need to be rehoused into acid free letter size folders and 1 letter size document box, to be included in the existing Lindsay collection.

**Significance/Ownership History** Mission Rating: 5 (Scale of 1 – 5; 5 matches mission 100%)

The donor Arthur "Art" Morgan Lindsay (1927 – present) is the son of John Robert Lindsay (1892-1959) and Helen Augusta Morgan (1899-1996) of Greenville. He is the brother of John R. Lindsay Jr. (1925-1992) and share the same ancestors. The donor has previously donated Lindsay Insurance Agency papers, Adickes store ledgers and Red Cross correspondence that belonged to his grandfather J. Robert Lindsay (1857-1923) as well as additional family photos and letters in March of 2022. These additional papers greatly add to that collection.

Interesting items include a 1918 school register for York Graded School and the Loan and Savings Bank account booklet for the York Public Library 1917-1924.

**Helen Morgan Lindsay** (1899-1996) is the daughter of Benjamin A. Morgan (1864-1957) and Jane Augusta Rose (1870-1958). She attended Greenville Women's College (Furman University) and married John Robert Lindsay (1892-1959) on April 26, 1924. They had 2 sons and 1 daughter: Arthur M, John Robert, and Jane A. She was a member of Zeta Sophia, the Thursday Club, the Tuesday Study Club, the Overbrook Garden Club, Assembly of God and Fourth Presbyterian Church. She was buried in Springwood Cemetery in Greenville, SC with her parents and husband.

**John Robert Lindsay** (1892-1959) is the son of J. Robert Lindsay (1857-1923) and Blanche Adickes (1860-1941) and married Helen Augusta Morgan (1899-1996) in 1924. They lived in Greenville, SC and raised 2 sons and 1 daughter. He graduated from The Citadel and worked with M.C. Health cotton merchant in Columbia, SC. He served in WWI and upon his return worked with Joseph Walker before establishing his own firm in Greenville. He was buried in Springwood Cemetery in Greenville, SC with his wife.





**J. Robert Lindsay (1857-1923)** is the son of Dr. John Franklin Lindsay (1824-1898) and Rose Gardner (1821-1898) and married Blanche Adickes on October 20, 1880. They raised four children: Mrs. M.L. Carroll, Rose, Frederica, J.R. Lindsay. He was educated at Kings Mountain Military Academy. John Robert Lindsay served as treasurer for the Red Cross in York County as well as ran an insurance business. Lindsay Insurance was incorporated in 1915, and operated on Congress Street in York. J.R. Lindsay's daughter, Frederica (b. 22 Nov 1889, d. 18 Nov. 1979) took over the family business after her father's death in 1923, but the business eventually dissolved in 1985.

**Blanche Adickes Lindsay (1860-1941)** is the daughter of Henning Frederick Adickes (1809-1881) and Mary Lavonia Withers (1821-1904) who were married on July 14, 1842. Her father operated a store in Chester County he had inherited from his father, Eggerich Johann Adickes (1776-1804). She married J. Robert Lindsay (1857-1923) on October 20, 1880 and they raised four children: Mrs. M.L. Carroll, Rose, Frederica, J.R. Lindsay. She was a life-long active member of the First Presbyterian Church in York and was buried in Rose Hill cemetery.

**Dr. John Franklin Lindsay (1824-1898)** is the son of John McKnight Lindsay (1790-1847) and Catherine McCallah (1793-1856) and he married Rose Gardner Trott (1821-1898). They are buried in Rose Hill Cemetery in York, SC.

**Potential Uses:**  Research  Exhibition  Loan

This collection is useful for research and exhibits on banking, insurance, mining, railroads, and daily life of York residents.

**Restrictions:**

N/A

**Unusual Costs:**

N/A

**Staff Recommendation (Signature & Title):**

**Date:**

<i>Nancy Lamberts</i> Director of Archives	10-12-2022
--	------------

**Director Recommends (Signature):**

**Date:**

<i>Richard Campbell</i>	10.13.2022
-------------------------	------------

**Approved by Culture & Heritage Commission on:**

Signature, Title:

Date:

--	--





- Framed photo of H. F. Adicks
- Framed photo of Mary Lavonia Withers Adicks
- Letters
  - July 7<sup>th</sup>, 1913 from Gastonia Plumbing and Heating Co. to Col. J. R. Lindsay
  - December 16, 1932 from Veterans Administration to Captain A. C. Lytle (2 pages, with envelope)
  - June 24, 1913 from Lawrence Electric Company to Mr. J. R. Lindsay (3 pages)
  - Christmas 1942, from Walter Bedford Moore (Uncle Wallin) to Rose and Fred Lindsay (with envelope)
  - January 24, 1919 from Virginia Hide and Fur Co. to J. A. Marion
  - April 24, 1906 “My Dear Aunt Blanche”
  - May 27, 1898 “My Dear Friends” from C. J. Robertson
  - August 14, 1918 Col. J. R. Lindsay from C. E. Spencer (Witherspoon & Spencer, Attorneys at Law)
  - May 26, 1898 “My dear Mrs. Lindsay” from Fanny W. Marion
  - May 22, 1898 “My dear Mrs. Lindsay” from Mary Wylie Miller
  - Telegram, May 12, 1923 from J. R. Lindsay Jr. to Mrs. J. R. Lindsay “Mother’s Day”
  - November 11, 1920 to Rob, unsigned. Stationary paper from the Georgia Home Insurance Company
  - “To the ex-cadets of Kind’s Mountain Military School” 1879
  - September 22, 1931 Albert S. Fant bond information
  - December 23, 1913 to First National Bank from J. R. Lindsay
  - Sept. 29, 1906 from Robert W. Shand to John R. Hart
  - Dec. 25, 1906 from Jm. Pressgraves to J. R. Lindsay with envelope
  - Dec. 20, 1906 from J. R. Lindsay to Robt. W. Shand
  - Nov. 10, 1906 from J. R. Lindsay to Mr. H. C. Turnbull, Jr.
  - August 11, 1903 from Ricketts and Banks to J. R. Lindsay with envelope
  - Aug 10. 1903 from American Smelting and Refining Company to J. R. Lindsay
  - Jan. 21, 1907 from J. R. Lindsay to Mr. H. C. Turnbull, Jr.
  - October 2, 1911 from the Tennessee Copper Company to J. R. Lindsay with envelope
  -
- Receipts
  - September 16<sup>th</sup>, 1913 from Gastonia Plumbing and Heating Company to J. R. Lindsay for Mrs. Blanche Lindsay’s house
  - Feb. 1, 1904 from Mr. ? Lindsay from M. B. Moore
  - August 3, 1936 from Home Life Insurance Company to J. R. Lindsay (and envelope)





- Nov. 11, 1926 from the Phoenix Mutual Life Insurance Co. to Blanche Lindsay with envelope
- May 17, 1927 from Phoenix Mutual Life Insurance co. to Blanche Lindsay
- Sketch and plans for construction and repairs on house on Lincoln Street
- Handwritten obituary speech for Mrs. B. Neely More
- Promissory note
  - J. R. Lindsay to Mrs. R. G. W. Lindsay, January 10, 1891
  - J. R. Lindsay from Teely at Law, Feb. 6, 1904
  - J. R. Lindsay to Mrs. R. G. Lindsay Dec. 1, 1895
  - J. R. Lindsay to Mrs. R. G. Lindsay Dec. 26, 1893
  - J. G. McNully to Lewis C. Wylie Dec. 20, 1894
  - J. G. McNully to J. R. Lindsay, Nov. 21, 1893
  - J. R. Lindsay to First National Bank of Yorkville, February 26, 1913
- (2) Empty, blank envelope with return address as "J. R. Lindsay, State Agent"
- Account statements
  - Mr. J. R. Lindsay with York Depository, Dec 1934 - January 1935 (has matching check, December 29, 1934)
  - Miss Fredrica Lindsay with Fennell Infirmary February 1, 1919
- Legal agreement between Mary E. Turner and J. Robert Lindsay 1903 (2 pages)
- Handwritten story starting November 1920, with envelope labelled "Arthurs Class Prophecy"
- Christmas card "A Real Christmas Wish" signed by H. F. A.
- Hartford Accident and Indemnity Company
  - Letter, December 20, 1915 to Lindsey Insurance Co.
  - Letter, December 31, 1915 to Lindsey Insurance Co.
  - Power of Attorney documentation, 1915
  - Envelope from Hartford Fire Insurance Co.
- Pamphlet
  - Clemson Agricultural College: Lameness in Horses and Mules, April 1896
  - "Ye exchange of Ye Old City of Charleston ..." railway exchanges "Special Excursion Train" December 30, 1888 for the 3 C's Railroad Company
  - Annual Report of the Church Mission of Help of the Diocese of Long Island 1924
  - Services at the Funeral of Annie Lindsay Feb 2, 1877
  - Fourteenth Report of the Church Mission of Help of the Diocese of New York 1924
- Handwritten sewing instructions
- Note, August 23, '98, regarding a gift from Dr. Carothers accepted by the children of Dr. and Mrs. Lindsay
- Photographs
  - "Your Teacher, J. C. Wheat, May 30, 1879"



- "Your friend and school mate Margo D. Blackstone, June 2, 1879"
- "Blanche Adickes Lindsay"
- "John Robert Lindsey II, 1892-1959"
- United States Treasury Department Dec. 8, 1917, insurance policy for John Robert Lindsay Jr.
- Newspaper
  - "The York Enterprise" August 12, 1891 (colored confederate flag printed ontop)
  - Boston Evening Transcript November 18, 1861
- Blank envelope addressed to J. R. Lindsay, Esq. February 9, 1900
- Certificate for the Carolina Life Insurance and Investment Agency Association to become a corporation, April 29, 1898 from the South Carolina Secretary of State
- Eureka Policy issues June 5, 1912 to Wheeler S. Willis by the Masonic Protective Association with change of Beneficiary attachment
- Massachusetts Protective Association, Inc.
  - Premium Notice to John R. Lindsay, June 1, 1923
  - Notecard "The New Home Office" with envelope, May 17, 1923
  - Letter to J. R. Lindsay, April 23, 1923 with envelope
  - Letter to Massachusetts Protective Assn. regarding death of John R. Lindsay June 23, 1923
- Home Life Insurance Company
  - Premium notice and receipt to J. R. Lindsay, due 1927
  - Notice of interest Aug 13 1927 for William E. Gettys/J. R. Lindsay with envelope
  - Premium notice and receipt May 7, 1927 for William E. Gettys/J. R. Lindsay with envelope
  - Empty envelope, Jan. 31. 1927
  - Premium receipt Aug. 3, 1927 for William E. Gettys/J. R. Lindsay with envelope
  - Premium notice Aug. 3, 1927 for J. R. Lindsay with envelope
- Envelope with contract with Home Life Insurance Company 1913-1916
- Empty envelope, "Home Life Ins. Co"
- Empty envelope, labelled J. G. McNully
- Empty envelope form Phoenix Mutual Life Ins. Co. May 17, 192?
- Mary Cooper Mine Property
  - Draft of legal notice 1907 regarding the Mary Cooper Mine
  - Correspondence regarding the mining operation, specifically the copper ore
- Blank agency statement with notes written on back
- Loan and Savings Bank account booklet for York Public Library 1917-1924
- Envelope with promotional materials for the Board of Women's Work, Presbyterian Church for Miss Rose Marie Lindsay
- School Register for the York Graded School 1918
- Envelope with materials related to Frank Clawson



### RECOMMENDATION FOR ACCESSION

<b>Temporary Custody ID:</b> TC276	<b>Collection Type:</b> Archives	<b>Method of Acquisition:</b> Institutional Transfer
---------------------------------------	-------------------------------------	---

**Name of Donor:**  
Museum of Western York County

**Description of Accession:**  
This collection identified as "Newspapers RG-7" includes newspapers dating 1849-1946 and news clippings dating 1921-2006. See detailed list.

**Overall Condition:**  Excellent  Good  Fair  Poor

**General/Comparable Size of Collection**  
Items will fit into an acid-free, newspaper-sized box.

**Significance/Ownership History**      Mission Rating: 5 (Scale of 1 – 5; 5 matches mission 100%)

This collection complements similar records in the archives. These newspapers are invaluable for researchers as they maintain a record of the people and events that shaped our nation. These original newspapers are useful for research or exhibits related to American history, politics, science, education, and the news media as well as local communities, families, and events.

The collection includes local newspapers such as *The Evening Herald*, *Yorkville Enquirer*, *Charlotte Observer*, *Charlotte news*, *Charleston Mercury*, *Charleston News and Courier*, and *Gastonia Daily Gazette*. But also a few from other states such as *The Honolulu Star Bulletin* of December 7, 1941.

MWYC:  
The Museum of Western York County (MWYC) opened its doors in June 2003 at 3716 Woodlawn Street in Sharon, SC through the combined efforts of the Town of Sharon and the Broad River Basin Historical Society. Sharon resident and former CHC Commissioner Jerry West (1939-2019) served as President/Director of the museum from its founding, until his passing in 2016. MWYC's mission was to tell the history of western York County through local history exhibits and research. Most of the collection was donated or loaned from local citizens to help fill the 5,000 square foot museum.

MWYC was located in a portion of the old Sharon Grove Elementary School, which was built on the grounds of the Sharon Colored School. Deed records show that a school was on the grounds since as early as 1921, with the current building being built in the 1950s where it operated as a school until the 1980s. At some point after the schools closure, the Town of Sharon divided the building into three separate units and rented them out. As of 2022, the other tenants in the building included the Small World Academy daycare and the Town of Sharon Community Center.

Upon Jerry West's passing in 2016, MWYC Board Chairperson Paul Boger took on the additional role

of volunteer President/Director of the museum. In 2019, Boger reached out to CHM, on behalf of the MWYC Board, to discuss the MWYC's dissolution and desired collection transfer. From 2019, through 2022, CHM Collections and Archives staff assisted MWYC with the organization of their collection and records. MWYC officially dissolved and closed its doors to the public on November 1, 2021.

MWYC lacked a large amount of its collection ownership paperwork at the time of their dissolution, which would have limited the amount of items eligible for transfer to CHM. In November 2021, CHM Director of Collections, Jillian Matthews, assisted Boger in applying for collection ownership in accordance with South Carolina's Abandoned Cultural Property legislation. MWYC was granted ownership of any/all remaining collection items on December 6, 2021.

CHM was able to identify a large number of items qualifying for transfer to the collection with initial estimates being around 1000 objects and artwork and 140 boxes of archival material (books, documents, ledgers, photos) that will be split among permanent, education/exhibits, and in-kind collections. The collection type being determined in accordance with the CHM's mission and Collections Management Policy. CHM is also collecting all administrative documents from MWYC Board members to create a MWYC Corporate Collection where CHM is able to preserve their business records and history.

Due to the large quantity of items to be processed, CHM Collections and Archives staff will process the collection in sections, presenting multiple recommendations to the CHC for their approval throughout the year of 2022. This process will make the large project more manageable for staff and volunteers. The items that staff present for accession in to the permanent collection have strong local provenance or are so rare/unique that they should be preserved accordingly. Individual provenance research has been conducted on items and will be maintained in the accession file accordingly.

**Potential Uses:**  Research  Exhibition  Loan

CHM's 2016-2021 Institutional Plan included a plan to turn a portion of the McCelvey Center into history themed exhibit space. The addition of this large collection would provide a significant boost in exhibit and loan quality items. The large collection also provides a wide range of research opportunities on local businesses and churches, family genealogy, York County court records, York County Veterans/military history, locally made and owned furniture, Carolina Piedmont material cultural throughout the decades.

**Restrictions:**

Before their dissolution, MWYC attempted to contact donors/lenders to return any collection items to their original owners. This was done through a variety of ways but in instances where the original donor was unknown, public notices were made in accordance with the SC Abandoned Cultural Property law. There is a chance that not all donors/lenders saw the public notices. If in the future, old donors/lenders of MWYC come to CHM and ask for their items to be returned, CHM will ask for proof of past ownership. If ownership is proven, CHM will attempt to locate the item. In the event that CHM has the items in their possession, the items will be deaccessioned and returned to their owner, even if it does not qualify for deaccessioning as defined in the Collections Management Policy. It is not CHM's intent to contest a MWYC donor's legitimate claim of ownership. In the event that CHM cannot locate the item, the MWYC corporate records will be searched to see if the items location can



be determined.

It is important to note that no restrictions come with the MWYC transfer as they were granted full ownership of their collection through the South Carolina's Abandoned Cultural Property process.

**Unusual Costs:**

Archival storage supplies will be needed, though the quantity and type remains unknown until thorough processing of the collection is complete. Additional shelving will be needed to prepare an additional McCelvey third floor room for collections storage expansion.

It is important to note that along with the collection transfer, MWYC also donated their remaining operating funds to CHM with the restricted use to care for the items transferred to CHM from MWYC.

**Staff Recommendation (Signature & Title):**

**Date:**

<i>Mary Lambert</i>	Director of Archives	10-12-2022
---------------------	----------------------	------------

**Director Recommends (Signature):**

**Date:**

<i>Richard Campbell</i>	10.13.2022
-------------------------	------------

**Approved by Culture & Heritage Commission on:**

Signature, Title:

**Date:**

--	--



**Newspapers:**

Evening Herald	September	1901
	July	1916
	October	1943
	August	1946
Charleston Mercury	November	1850
Yorkville Enquirer	April	1949
	January	1933
	August	1946
	July	1941
	September	1903
	August	1932
	August	1921
	October	1913
Charlotte Observer	June	1944
	April	1945
Duke Chronicle	January	1938
New York Daily Times	April	1945
Charleston News & Courier	October	1880
Trail Blazer	April	1945
	June	1945
The Rebel	August	1862
American Courier	September	1849
The Southern Press	March	1851
The Madison	March	1851
The Dollar Newspaper	January	1851
The Florida Times-Union	August	1945
The Charlotte News	November	1918
The Honolulu Star Bulletin	December 7, 1941 (1 <sup>st</sup> Extra)	
The Honolulu Star Bulletin	December 7, 1941 (2 <sup>nd</sup> Extra)	
Gastonia Daily Gazette	April	1934
The News and Courier	May	1899 (Encapsulated)
The Times-Picayune	August	1945

**News Clippings:**

- “Jean Chappell” 2-15-06
- “Sharon’s Santa lights up for Kids” and continuation
- “Family Living – Children reared in old York jail” – Evening Herald, Oct. 1979
- “Old-timey liquor still busted” September 26, 1989
- “Life hard on sharecroppers” – Evening Herald, March 1985
- “Catawba: The story of a county that never was” and continuation – The Herald, Sesquicentennial Keepsake Edition, April 2002
- “Early Photographer – John R. Schorb, of York, called First Professional Photographer in America”



**Culture & Heritage  
Museums**

- “York Circus Becomes Big Hit in Area” and continuation (2) Yorkville Enquirer April 1965
- “First settlers found land teeming with wildlife” – Evening Herald, March 1985
- “Delving into the past of Historic Brattonsville” - Evening Herald, March 1985
- “Whites in area 100 years before Charles Town founding”
- “Clover’s Early Woodmen” – Historical Review July 1985
- “Cotton was once king in the Piedmont” - Evening Herald, March 1985
- “Traveling photographer settled in Yorkville” - Evening Herald, March 1985
- “Schorb made photographic contributions to the area” – Historical Review July 1985
- “Idea for York Circus Began with Tree Fall” (other circus article indicates this was published the week prior – April 1965)
- “York had state’s first KKK Chapter”
- “Tis Rainey: 90-year-old knows finer things in life”
- “Those happy Hopewell days” and continuation
- “It’s a firetruck, it’s a locomotive, it’s a ....” – Evening Herald April 1973
- “A. R. P.’s of Sharon” – Yorkville Enquirer August 1921







**RECOMMENDATION FOR ACCESSION**

Temporary Custody ID:	Collection Type:	Method of Acquisition:
TC276	Archives	Institutional Transfer

**Name of Donor:**  
Museum of Western York County

**Description of Accession:**  
This collection consists of items labelled as "From the Desk of Porter B. Good" and includes tax returns, promotional fertilizer notebooks, insurance documents, bank statements and checks dating between 1916 and 1952. See detailed list.

**Overall Condition:**  Excellent  Good  Fair  Poor

**General/Comparable Size of Collection**  
Items will fit into an acid-free, letter size document box.

**Significance/Ownership History**      Mission Rating: 5 (Scale of 1 – 5; 5 matches mission 100%)

This collection complements similar records in the archives. They will be useful for research or exhibits about businesses, farming, banking, insurance, taxes, history of Sharon, and potential family history information.

**Porter Brockman Good (1872-1954)** was the son of James William Good (1833-1896) and Norrie Cole Good (1838-1903). In 1896 he married Mary Louise Hughes (1873-1955), the daughter of Thomas Jefferson Hughes (1835-1920) and Lucinda Gallman Hughes (1838-1889). Together they had seven daughters. He lived in Bullocks Creek where he operated a corn mill, sawmill, cotton gin, general store, and a blacksmith store. He served as an elder at Bullocks Creek Presbyterian Church and as a trustee for the Bullocks Creek school district. In 1926 his home burned down as a result of two children playing with candles. Afterwards he began to rebuild, incorporating doors, mantels and windows that were salvaged from the original building. President/Director of the Museum of Western York County Jerry West bought the house in 1963 and dubbed it "Phoenix House." He is buried in the Bullocks Creek Cemetery.

**MWYC:**

The Museum of Western York County (MWYC) opened its doors in June 2003 at 3716 Woodlawn Street in Sharon, SC through the combined efforts of the Town of Sharon and the Broad River Basin Historical Society. Sharon resident and former CHC Commissioner Jerry West (1939-2019) served as President/Director of the museum from its founding, until his passing in 2016. MWYC's mission was to tell the history of western York County through local history exhibits and research. Most of the collection was donated or loaned from local citizens to help fill the 5,000 square foot museum.

MWYC was located in a portion of the old Sharon Grove Elementary School, which was built on the grounds of the Sharon Colored School. Deed records show that a school was on the grounds since as



early as 1921, with the current building being built in the 1950s where it operated as a school until the 1980s. At some point after the schools closure, the Town of Sharon divided the building into three separate units and rented them out. As of 2022, the other tenants in the building included the Small World Academy daycare and the Town of Sharon Community Center.

Upon Jerry West's passing in 2016, MWYC Board Chairperson Paul Boger took on the additional role of volunteer President/Director of the museum. In 2019, Boger reached out to CHM, on behalf of the MWYC Board, to discuss the MWYC's dissolution and desired collection transfer. From 2019, through 2022, CHM Collections and Archives staff assisted MWYC with the organization of their collection and records. MWYC officially dissolved and closed its doors to the public on November 1, 2021.

MWYC lacked a large amount of its collection ownership paperwork at the time of their dissolution, which would have limited the amount of items eligible for transfer to CHM. In November 2021, CHM Director of Collections, Jillian Matthews, assisted Boger in applying for collection ownership in accordance with South Carolina's Abandoned Cultural Property legislation. MWYC was granted ownership of any/all remaining collection items on December 6, 2021.

CHM was able to identify a large number of items qualifying for transfer to the collection with initial estimates being around 1000 objects and artwork and 140 boxes of archival material (books, documents, ledgers, photos) that will be split among permanent, education/exhibits, and in-kind collections. The collection type being determined in accordance with the CHM's mission and Collections Management Policy. CHM is also collecting all administrative documents from MWYC Board members to create a MWYC Corporate Collection where CHM is able to preserve their business records and history.

Due to the large quantity of items to be processed, CHM Collections and Archives staff will process the collection in sections, presenting multiple recommendations to the CHC for their approval throughout the year of 2022. This process will make the large project more manageable for staff and volunteers. The items that staff present for accession in to the permanent collection have strong local provenance or are so rare/unique that they should be preserved accordingly. Individual provenance research has been conducted on items and will be maintained in the accession file accordingly.

**Potential Uses:**  Research  Exhibition  Loan

CHM's 2016-2021 Institutional Plan included a plan to turn a portion of the McCelvey Center into history themed exhibit space. The addition of this large collection would provide a significant boost in exhibit and loan quality items. The large collection also provides a wide range of research opportunities on local businesses and churches, family genealogy, York County court records, York County Veterans/military history, locally made and owned furniture, Carolina Piedmont material cultural throughout the decades.

**Restrictions:**

Before their dissolution, MWYC attempted to contact donors/lenders to return any collection items to their original owners. This was done through a variety of ways but in instances where the original donor was unknown, public notices were made in accordance with the SC Abandoned Cultural Property law. There is a chance that not all donors/lenders saw the public notices. If in the future, old donors/lenders of MWYC come to CHM and ask for their items to be returned, CHM will ask for proof



of past ownership. If ownership is proven, CHM will attempt to locate the item. In the event that CHM has the items in their possession, the items will be deaccessioned and returned to their owner, even if it does not qualify for deaccessioning as defined in the Collections Management Policy. It is not CHM's intent to contest a MWYC donor's legitimate claim of ownership. In the event that CHM cannot locate the item, the MWYC corporate records will be searched to see if the items location can be determined.

It is important to note that no restrictions come with the MWYC transfer as they were granted full ownership of their collection through the South Carolina's Abandoned Cultural Property process.

**Unusual Costs:**

Archival storage supplies will be needed, though the quantity and type remains unknown until thorough processing of the collection is complete. Additional shelving will be needed to prepare an additional McCelvey third floor room for collections storage expansion.

It is important to note that along with the collection transfer, MWYC also donated their remaining operating funds to CHM with the restricted use to care for the items transferred to CHM from MWYC.

**Staff Recommendation (Signature & Title):**

**Date:**

<i>Nancy Lamberts</i> Director of Archives	10-12-2022
--	------------

**Director Recommends (Signature):**

**Date:**

<i>Richard Campbell</i>	10.13.2022
-------------------------	------------

**Approved by Culture & Heritage Commission on:**

Signature, Title:

**Date:**

--	--





- 371 Checks by Porter B. Good, from the First National Bank of Sharon, S.C
- 3 Royster Fertilizer notebooks
- Caldwell fertilizer notebook
- "Present Standard Rehabilitation Loan Cases Which Will be Mad Standard Rehabilitation Loans in York County, South Carolina in 1940 and Whose Crop Production and Other Farm Needs Will be Assumed By The Farm Security Administration" list of 308 names (Porter B. Good is not listed - identifies race as well)
- (6) First National Bank of Sharon, S. C. bank statements for Porter B. Good 1938-1939
- Receipt of Broward County Taxes 1950 for P. B. Good
- King's Furniture Company, Inc. "Oak Lumber Wanted" no date
- Hill Banking and Mercantile Co. receipt 1916
- 1943 Individual Income and Victory Tax Return
- 1943 Taxes for Porter B. Good prepared by A. John Pfeiffer, C. P. A.
- Application for South Carolina Retail License 1951 for "Mrs. P. B. Good's Store"
- (2) Vendor's License documentation, 1942 and 1945
- Letter from York Depository to Mr. Porter B. Good 9/8/48
- Prudential Insurance Company promotional card
- (4) Prudential Insurance Company of America receipts (1918, 1918, 1952, 1952) (both 1952 are signed by W. B. Wilkerson)
- North American Accident Insurance Company policy for Porter B. Good 1947
- Automobile Insurance Protection (AAA) pamphlet
- (14) Copy of Sales Tax Return, 1951-1952

### RECOMMENDATION FOR ACCESSION

Temporary Custody ID:	Collection Type:	Method of Acquisition:
TC340	History	Gift

**Name of Donor:**

Linder "Linda" Tucker

**Description of Accession:**

Collection of ten handkerchiefs belonging to Frances Prickett Carter (1906-1982) and Maude Carrier Carter (1885-1959)

**Overall Condition:**    Excellent    Good    Fair    Poor

**General/Comparable Size of Collection**

Largest handkerchief is 14" x 14"

All handkerchiefs will fit in an already existing box with other handkerchiefs.

**Significance/Ownership History      Mission Rating: 3 (Scale of 1 – 5; 5 matches mission 100%)**

All handkerchiefs belonged to the donor's mother Frances Prickett Hill Carter (1906-1982) or maternal grandmother Maude Carrier Carter (1885-1959) both of Spartanburg, South Carolina. Frances's father and Maude's husband, Harry McFall Carter (1879-1970), worked as a stenographer and a secretary of 22 years to the president of American Spinning Co., before retiring as an accountant for Office Equipment Company in Greenville, SC. Meanwhile, Maude stayed home to care for their six children and tend to the house.

Before marrying the donor's father Edward "Buddy" Percy Carter, Jr (1907-1985), Frances Prickett married a man named James Hill at the age of 18 in 1924. It is unknown what happened to James and their marriage, but Frances married her second husband, Edward, in 1935 in Atlanta, GA. They established their home near Frances' parents in Greenville, SC where Edward worked as an accountant and treasurer for Greenville Textile Supply for 33 years while Frances' stayed home tending to the house and children. Edward was born in Hampton, SC before relocating to Tampa, FL by 1930 with his parents Edward Percy Carter, Sr (1881-1952) and Clara Josephine Hiers Carter (1886-1967) based on census records.

The collection of handkerchiefs serves as a nice addition to the history collection as they are items of material culture from Spartanburg County, an under-represented county in CHM's collection of Carolina Piedmont items. Three of the handkerchiefs feature a "C", a nod to both Frances and Maud's maiden and married surnames. Though the families moved out of the Carolina Piedmont region, their involvement in the textile industry can easier be tied back to the region due to its significance throughout York County and the rest of the region.

Along with the handkerchiefs, the donor also donated a number of other textiles (pillow cases, petticoat, doilies, shirtwaist) that belonged to other family members that will be added to the education collection due to the items not falling within CHM's mission.



Potential Uses:  Research  Exhibition  Loan

The handkerchiefs are in great condition to be used for loans and exhibitions related to Spartanburg County, female accessories, textiles, personal hygiene, and a number of other exhibits where they could be used as exhibit support/decoration. Due to the lack of custom/specific information on each handkerchief, research opportunities are limited.

**Restrictions:**

None

**Unusual Costs:**

None

**Staff Recommendation (Signature & Title):**

Date:

<i>[Signature]</i> DIRECTOR OF COLLECTIONS	10/14/2022
--	------------

**Director Recommends (Signature):**

Date:

<i>[Signature]</i>	10.14.2022
--------------------	------------

**Approved by Culture & Heritage Commission on:**

Signature, Title:

Date:

--	--



### Culture and Heritage Museums Director's Report October 25, 2022

*Mission: to communicate and preserve the natural and cultural histories of the Carolina Piedmont, inspiring a lifetime of learning.*

#### Visitation

Total visitation for September 2022 was 4,176. The Museum of York County had 2,205 visitors in September, Historic Brattonsville 763 visitors, the Main Street Children's Museum 1,153, and the Historical Center of York County 55. Year-to-date visitation totals through September are 17,724; 9,449 at the Museum of York County, 3,040 at Historic Brattonsville, 5,069 at the Main Street Children's Museum, and 166 at the Historical Center of York County. School group visitation in September was 762 students. The Museum of York County had 411 students, Historic Brattonsville had 297 students, and Main Street Children's Museum had 54 students. Year-to-date, school group visitation through September 2022 is 1,481 students, with 884 students visiting Museum of York County, 505 students visiting Historic Brattonsville and 92 visiting the Main Street Children's Museum.

#### Membership

The museums added 118 new memberships in September, with membership revenue for the month at \$4,176. Cumulative Membership totals as of September 30, 2022 stand at 1,286 memberships and 6 Curious Kids Club memberships. Year-to-date membership revenues total \$ 19,785.

#### Upcoming Events

---

##### Harvest on the Homestead (HB)

- Part of Historic Brattonsville's expanded Living History Saturday series takes place every Saturday in October from 10:00 AM – 4:00 PM
- Harvest on the Homestead focuses on activities people did during harvest season, and how it was unique from other seasons of the year.
- Each Saturday highlighted one harvest-specific theme: corn, wood, apples, cotton, or pumpkins.
- The last program of the series featuring pumpkins is on Saturday the 29<sup>th</sup>, and will feature food preservation demonstrations and cooking demonstrations, showing how pumpkins were used by 18<sup>th</sup> and 19<sup>th</sup>-century families - both enslaved and free.

##### 2022 Southern Sound Radio Show

- The Southern Sound Radio Show is a series of two-hour programs, broadcast every Saturday evening in November on all South Carolina Public Radio stations.
- Each show consists of live concerts previously recorded at the McCelvey Center during the Southern Sound Series, and this is the third year that CHM has partnered with SC Public Radio.
- This year's Southern Sound Radio Show lineup includes new, unreleased recorded live music by Della Mae, Chatham County Line, Ruthie Foster and Steep Canyon Rangers.

- This year’s radio program is bolstered with fresh conversations between the featured artists and CHM Historian Zach Lemhouse.
- In the interviews, band members reflect on the evolving nature of bluegrass and discuss historical crossovers of musical styles that encompass the roots music of the Carolina Piedmont.
- The interviews are visually recorded and can be viewed on Culture & Heritage Museums' YouTube Chanel.

### **Christmas Candlelight Tours**

- Christmas Candlelight Tours will take place on December 3<sup>rd</sup> and December 10<sup>th</sup> at Historic Brattonsville, from 3:00 PM – 9:00 PM
- With many of the Bratton houses still closed for preservation, we have elected to keep all scenarios outside, as was the case in 2021.
- Last year’s guided candlelit tour, set in 1852, let visitors join their costumed tour guide as they went caroling to meet several characters from the Bratton Plantation and the surrounding community.
- This year’s guided candlelit tour is also set in 1852, but with the Bratton family away visiting relatives.
- The audience will join a costumed tour guide to explore how Christmas may have been celebrated among the people who remained on the plantation.
- Staff historic interpreters and costumed volunteers will lead an evening of traditional Christmas festivities to portray how people in the Carolina Piedmont celebrated the holiday in the 19<sup>th</sup> century.
- On-going activities include:
  - Father Christmas will be making the rounds.
  - Make-and-take activities: Candle-dipping and making German scissor cuts snowflake ornaments.
  - Live music with a Brass band and traditional fiddle music.
  - Concessions will be available.
  - Historic Brattonsville Gift Shop will be stocked with unique Christmas offerings.
- Tickets are limited and should be purchased in advance for timed tour slots. There will be a limited number of walk up slots available per tour.

## **CHM Project Updates**

---

### **York County Classification and Compensation Plan**

- York County Management initiated a plan to evaluate and update job classifications and employee compensation.
- The plan looks to ensure that the county and by extension CHM are offering competitive wages.
- CHM began working on improving all job descriptions in March when we were notified of a potential job classification study.
- As part of the update, all CHM staff met with a representative from the consulting firm Management Advisory Group (MAG), to describe the process which required the completion of a detailed job classification questionnaire.



- Management met with each staff member prior to completing the questionnaire. Depending on the position, some completed the questionnaire on their own, and others completed theirs in groups.
- All questionnaires were submitted to MAG prior to the October 6<sup>th</sup> deadline.
- Management began reviewing the submitted questionnaires on October 7<sup>th</sup>, with an October 21<sup>st</sup> deadline for approval.
- MAG will complete a market survey with comparable employers and develop a draft report to present to HR, County Management and CHM.
- MAG will present its final report in December 2022.
- Implementation plan options will be discussed as part of the 2023-2024 budget process and may be implemented as part of the budget if approved.

### **The South Carolina Revolutionary War Sestercentennial Projects**

- The South Carolina Revolutionary War Commission (SC 250<sup>th</sup> Commission) was chartered by the South Carolina General Assembly in 2018 and given “authority and responsibility to plan and execute... a proper observance of the Sestercentennial of the American Revolution in SC”.
- CHM is very active with the SC 250<sup>th</sup> Commission:
  - CHM Historian, Zach Lemhouse is a general advisor to the SC 250<sup>th</sup> Commission and also an advisor on the SC 250<sup>th</sup> Commission education sub-committee.
  - In January 2022, the SC 250<sup>th</sup> Commission offered CHM a grant to cover the cost of a temporary, part-time employee (starts 10/31) to assist CHM historian Zach Lemhouse with two projects:
    - **Thomas Sumter Wartime Paper Project:**
      - To identify, compile, and transcribe all of Thomas Sumter’s Wartime papers (approximately 300 letters).
      - Thomas Sumter was a Patriot leader who operated in the South Carolina Piedmont during the Revolution.
      - Col. William Bratton served under Sumter from July of 1780 until the end of the war in 1783 and all of the Patriots who fought at the Battle of Huck’s Defeat were from Thomas Sumter’s militia.
      - The goal of the project is to get all Thomas Sumter’s wartime papers identified, transcribed, and made available to the public.
    - **SC Third Regiment Project:**
      - To compile a comprehensive roster of all Patriots who served in South Carolina’s Third Regiment that was almost exclusively comprised of Patriots from the Carolina Piedmont.
      - Nearly ¼ of the Patriots that fought at the Battle of Huck’s Defeat were former members of the Third Regiment.
      - Developing a comprehensive roster of every individual who served in the Third Regiment would be a significant contribution to South Carolina Revolutionary War scholarship as, no comprehensive roster exists.

- Once started, both projects are to be completed within 12-months.
- CHM received a check for \$20,500 from the SC 250<sup>th</sup> Commission to hire a part-time employee to assist Zach Lemhouse with both project.
- A candidate has been identified and an offer is pending.

### **York County SC 250 Committee**

- On Tuesday October 18th CHM hosted an exploratory meeting of museums and cultural institutions located in York County to discuss the steps in creating a York County SC 250th Committee. There were nine people in attendance:
  - Heather Hawkins (SC 250<sup>th</sup>)
  - Molly Fortune (SC 250<sup>th</sup>)
  - Bill Davies (SC 250<sup>th</sup>)
  - Diana Bramble (Kings Mountain National Military Park)
  - Jennifer Sandler (Historic Rock Hill)
  - David Ward (Fort Mill History Museum)
  - Zach Lemhouse (CHM)
  - Carey Tilley (CHM)
  - Ensley Guffey with the Catawba Cultural Center was invited, confirmed that he would attend, was not at the meeting.
- Bill Davies, Vice-Chair of SC 250<sup>th</sup> led the meeting, gave an overview of the SC 250<sup>th</sup> Commission, and walked the group through all of the steps in forming a committee.
- The group decided that the next step is to develop a stakeholder list, with each organization represented at the meeting compiling their own list.
- A follow up meeting is set for October 28<sup>th</sup> to compare the lists, synthesize them and move forward with the process.
- SC 250<sup>th</sup> Commission Grants
  - On August 8<sup>th</sup> the SC 250<sup>th</sup> launched its grant programs for Fiscal Year 2023.
  - On August 11<sup>th</sup> staff participated in a webinar outlining the application process.
  - We are applying for a significant SC American Revolution Site Grant to help fund plans to secure and interpret the Brattonsville slave cemetery.
  - The grant deadline for the second quarter review on November 9<sup>th</sup>.

### **McCelvey Auditorium (Lowry Family Theatre)**

- Shoring Update:
  - CHM Preservation is working to have additional shoring added to the failed truss over the stage, per the recommendation of Bennett Preservation Engineering (BPE). We have received a quote for additional shoring to be installed along east and west walls under the failed truss over the stage.
  - CHM Preservation has preparing a Request for Qualification (RFQ) for the solicitation of preservation engineering services to complete the necessary design work to make the necessary repairs and submitted it to York County Procurement for review. We are currently waiting for feedback.

- National Register of Historic Places (NRHP) Update:
  - Submitted a NRHP nomination for the McCelvey Center on September 1<sup>st</sup>.
  - State Historic Preservation Office (SHPO) returned comments after preliminary review. CHM Archives and Preservation are working on formatting edits for resubmission.

### **Col. Bratton and Homestead Houses Preservation Project**

- Midwest Maintenance, Inc. of Piqua, OH is under contract for the preservation of the Col. Bratton and Homestead Houses.
  - Pre-construction meeting between Midwest Maintenance, Inc. (MMI), Joseph K. Oppermann Architect, 1200 Architectural Engineers, and CHM Preservation is scheduled for October 24<sup>th</sup>.
  - Mobilization/construction will begin on Monday, November 7<sup>th</sup>.

### **Exterior Painting of Hightower Hall and Outbuildings**

- Positive Outlook Painting LLC of Simpsonville SC completed the painting of Hightower Hall and its outbuildings on September 23<sup>rd</sup> as previously reported.
- CHM Preservation completed the re-installation of the Hightower Hall shutters on October 12<sup>th</sup>; only minor touch-ups and tweaks remain.

### **Apollo Astronaut Charlie Duke's Inflight Jacket (Backup)**

- Apollo 16 Astronaut Charlie Duke's backup flight jacket was transferred from the National Air and Space Museum to the Museum of York County and is now on display in the hallway outside of the planetarium, along with a reproduction image of the moon from the Lunar Planetary Institute (LPI).
- This and other photos transferred to CHM from LPI are of the moon as taken by lunar orbiters in preparation for the first moon landing.
- Planetarium Manager Carole Holmberg was able to acquire these images for only shipping costs to add to the education collection for programming use.



**Completed Hightower Hall – October 2022**





# **INSTITUTIONAL PLAN UPDATE FY '22-'23**

**Culture and Heritage Museums  
York County, South Carolina**

*Approved by the Culture and Heritage Commission November 10, 2016  
Updated to reflect new mission statements and staff changes February 26, 2018*

*Presented to the Culture and Heritage Commission Board on October 25, 2022*

## **OUR MISSION:**

*To communicate and preserve the natural and cultural histories of the Carolina Piedmont, inspiring a lifetime of learning.*

## **OUR VISION:**

*To create a community that greatly values natural, historical, and cultural resources.*

## **OUR SITES:**

We are a family of museums in York County, South Carolina, which includes Historic Brattonsville, the Museum of York County, Main Street Children's Museum, and the McCelvey Campus, which consists of the Historical Center of York County, the Southern Revolutionary War Institute and the McCelvey School, home to the Lowry Family Theater.

Each of our sites serves a distinct role in fulfilling the institution's mission. Thereby, each site's mission reflects its unique resources and programming scope.

### **Historic Brattonsville:**

*The mission of Historic Brattonsville is to preserve and present the history of the Carolina Piedmont and this Revolutionary War site as portrayed through the structures, landscape, and stories of the Brattonsville community.*

### **Museum of York County (Approved by CHC on April 25<sup>th</sup>, 2017):**

*The mission of the Museum of York County is to enhance understanding of our world by collecting and preserving the natural history of the Carolina Piedmont, communicating regional themes and their broader global connections.*

### **Main Street Children's Museum:**

*The mission of the Main Street Children's Museum is to prepare young learners and their families for the future, by providing positive learning through creative play in a unique environment inspired by the art of Vernon Grant.*

### **McCelvey Campus (Approved by CHC on February 28<sup>th</sup>, 2017):**

*The mission of the McCelvey campus is to collect and preserve the cultural heritage of York County and the Carolina Piedmont while providing programs and educational opportunities that reflect the regional history through research, exhibitions and performing arts.*



## **PRIORITIES**

Guided by our mission, the Culture and Heritage Museums strive to inspire audiences to explore and discover their place in the world - to better understand their past, to enrich their lives today, and shape their futures.

This plan encompasses the goals and strategies to accomplish this endeavor in measurable ways – by effectively dedicating our collective resources and services; reinforcing our ongoing commitment to excellence and relevance in research, collections, and programming; and reflecting the integral value we place in the public’s trust and support of our efforts.

Three priorities reflect the core principles inherent in our mission, vision and values. Serving as the framework for our institutional plan, these priorities define and align our collective efforts and guide our paths forward.

### **PRIORITY I**

*Create meaningful, engaging, and authentic visitor experiences.*

### **PRIORITY II**

*Strengthen collections and intellectual resources critical to the preservation and appreciation of the Carolina Piedmont’s natural and cultural heritage.*

### **PRIORITY III**

*Increase capacity and resources to ensure quality and sustainability of facilities, operations, and programming.*

### **PRIORITY I: *Create meaningful, engaging, and authentic visitor experiences.***

**GOAL I:** Position the Museum of York County as the regional hub for Carolina Piedmont nature-based learning experiences and research opportunities.

**STRATEGY 1:** Expand resources and opportunities to present dynamic, interactive, changing exhibitions and public programs.

**Site:** MYCO

**Project Coordinator:** Sarah Lewis

**Target Completion Date:** Ongoing

#### **Measures of Success:**

- Sustain annual increase in membership and attendance.
- The site is adequately staffed to handle growth in visitation and exhibits.
- Continued positive evaluations in both exhibits and programs.

**Completed Action Steps:**

- Plan and fund expansion of changing exhibition and programming capacity.
  - Commission approved an increase to exhibits budgets to expand capacity, contract exhibits, and exhibit props. **2017/2018/2019**
- Add one FTE exhibits preparator in 2018/2019. **August 2018**
- Track public response. **Ongoing**
  - Post-pandemic, MYCO is experiencing a rebound in attendance.
  - Ice Age Carolinas, Dinosaur Discoveries, and a return to onsite programming are bringing visitors back.
  - Program, event, and general visitation surveys show visitor experience is positive and encourages repeat visitation and membership purchases.

**Incomplete Action Steps with Current Status:**

- Change one PT Interpretive Position to Full-Time in 2017/18.
  - No part-time positions have been made full-time.
  - In 2018, 10 hours were added to an 18-hr a week position making it 28 hours a week.
  - 0.7 FTE was added to a 28-hour a week, part-time interpreter in 2021.

**STRATEGY 2:** Develop and implement a plan to include facility renovations and ensure permanent exhibitions are mission based.

**Site:** MYCO

**Project Coordinator:** Jon Prichard (begun by Teresa Armour)

**Target Completion Date:** June 2019

**Estimated Total New Costs:** \$2,550,000

**Measures of Success:**

- Complete planned renovations to facility and grounds.
- Open new permanent exhibit hall highlighting prehistory of the Carolina Piedmont.
- Positive community response to improvements demonstrated through surveys and attendance growth.

All previously planned actions and projects within Ice Age Carolinas are complete. We continue to track public response, which has been extremely positive to date.

**STRATEGY 3:** Engage local stakeholders and municipal agencies in discussing the potential for a new dedicated location to showcase the Vernon Grant collection.

**Site:** Museum of York County

**Project Coordinator:** Sarah Lewis

**Target Completion Date:** December 2017

**Measure of Success:**

- Create plan for the exhibition of Vernon Grant artwork that is supported by key stakeholders as well as the community at large.

**Incomplete Action Steps with Current Status:**

- Identify potential partners within Rock Hill community to host gallery space for exhibition of Vernon Grant collection.
  - Partnered on two temporary gallery spaces exhibiting reproductions of Vernon Grant's work Chamber and Lowenstein Building.
  - Continue to display original artworks at MYCO until a permanent gallery space is found.
- Determine feasibility for short and long-term use of potential spaces, including evaluation of available resources to ensure protection of and access to artwork.
  - Staff have identified a space that would provide a secure, environmentally appropriate gallery space to become the permanent home of Vernon Grant.
- Create fiscally responsible plan that has been vetted with the community, including a timeline, funding needs and strategy for implementation.
  - Funding has been secured for the purchase of a space.
  - If purchased, staff will develop a timeline and strategy for opening a new gallery.

**STRATEGY 4:** Develop site-specific brand identity that accentuates the clarified role of MYCO as a natural history museum.

**Site:** Museum of York County

**Project Coordinator:** Richard Campbell

**Status:** Complete

**GOAL II:** Enhance Historic Brattonsville's role as a regional destination for heritage education and tourism.

**STRATEGY 1:** Implement the Historic Brattonsville Interpretive Plan to address preservation needs, to adhere to Secretary of the Interior's standards and to support a broader interpretive scope and expansion of living history settings.

**Site:** Historic Brattonsville

**Project Coordinators:** Carey Tilley, Kevin Lynch

**Target Completion Date:** July 2020 (All Phases)

**Measures of Success:**

- Interpretive areas are historically accurate and authentic as defined in Master Plan.
- Restoration and preservation of original structures and landscape comply with applicable Secretary of the Interior preservation standards.
- Each phase of the Interpretive Plan is completed and programming underway.
- Positive community response to improvements is demonstrated through surveys and attendance growth.

**Complete:**

- Archaeological assessment beyond National Register District designated for new construction.
- Master Site Plan with revised timeline and cost estimates.
- Brick House, Homestead, and Col Bratton House Furnishing Plans.
- Interpretive Plan for 1780 Farm.
- Furnishings Plans for Brick House, Plantation, and Yeoman Farm.

- Remaining A/E work and restoration of the Bratton Brick House.
- Schematic Design for 1780 Farm.
- A/E design work; contracted with GC for Col. Bratton House & Homestead.
- Restoration of the Original Slave House and Original Dairy.
- Roof restoration of the three Reconstructed Brick Outbuildings.
- Condition assessment on all non-original structures in 1850s area.
- Cost estimates and schematic design for Smith House and Corn Crib.
- Brick House Area and Huck's Defeat Battlefield are open.

#### **In Progress:**

- Nomination to extend National Register Historic District boundaries. **November 2022**
- Exterior Restoration of Col Bratton House and Homestead. **September 2023**
- Construct the 1780 Farm Interpretive Area. Work on hold to allow focus on Preservation.
- Identify and address preservation needs of the 1850s Plantation interpretive area including the removal of non-original structures.
  - Focusing on original structures before moving on to additional phases
- Complete Education Programming area. The project will not move forward due to cost.
- Yeoman Farm Plan deferred until the viability of non-original structures is determined.
- Finalize landscaping, furnishing, exhibits, signage, and programming plans for new interpretive areas.
  - Focusing first on original structures before moving on to additional phases.
- Construct a new visitor center, support facilities, parking areas, and visitor amenities.
  - New construction is cost prohibitive and we will not move forward.
  - Upgrades have been made to various support facilities throughout the site.

**STRATEGY 2:** Plan, implement and staff new programming to effectively utilize site improvements.

**Site:** Historic Brattonsville

**Project Coordinator:** Kevin Lynch

**Target Completion Date:** January 2020

#### **Measures of Success:**

- New programming utilizes capital improvements meeting the objectives of the Interpretive Plan.
- Site is adequately staffed to provide quality interactive experiences in both old and new interpretive areas.
- There is positive visitor reaction to the new interpretive plan as demonstrated through increased attendance and survey responses.

#### **Action Steps:**

- Research and create interpretive materials for the three planned new interpretive areas.
- Plan interpretive exhibits and video documentary for the Brick House.
- Acquire needed livestock for the 1780 and Yeoman farms. Pause to focus on preservation and programming efforts.
- Create new educational programs to take advantage of new interpretive areas.
- Refocus reproduction clothing collection to new interpretive periods.
- Shift program emphasis from special events to daily living history activities.

**Complete:**

- Created interpretive plan for the 1780 Farm. **May 2016**
- Costumed interpretation of the Bratton Brick House. **November 2021**
- Open *Liberty and Resistance* and Bratton Store exhibits. **November 2021**
- Created and filled new Assistant Museum Manager position. **April 2021**

**In Progress:**

- Collect surveys at all special events, daily walk-up visitors, and school programs.
- Acquisition of reproduction clothing, including clothing appropriate for the mid-1850s for use in the 1871 Brick House store.

**STRATEGY 3:** Strengthen the volunteer program to support daily living history programming and enhance visitors' immersive experience.

**Site:** Historic Brattonsville

**Project Coordinator:** Kevin Lynch

**Target Completion Date:** Ongoing

**Measures of Success:**

- Increase total volunteer hours by 10% each of the next five years.
- Regular utilization of volunteers in daily programming.

**Action Steps:**

- Develop and schedule monthly training for volunteers at Historic Brattonsville.
- Increase the volunteer base through recruitment and recognition efforts.
- Match volunteer talents to programming opportunities.
- Train staff to work with volunteers.
- Provide opportunities for meaningful volunteer feedback.

**Complete:**

- Implemented monthly training programs for volunteers at Historic Brattonsville. **Fall 2019**

**In Progress:**

- Revamped the job description and responsibilities for the Volunteer Resource to expand our volunteer base and improve retention.
  - Implemented **April 2022**
- Developed program to increase volunteer participation and enhance the overall volunteer experience.
  - Implemented **April 2022**
- Actively seek volunteer feedback using a variety of methods.

**STRATEGY 4:** Develop a strong brand identity that draws audiences throughout the Southeastern U.S.

**Site:** Historic Brattonsville

**Project Coordinator:** Richard Campbell

**Status:** Complete



**GOAL III:** Strengthen the position of Main Street Children’s Museum as a community leader in early childhood education and creative learning experiences.

**STRATEGY 1:** Expand community-inspired partnerships and resources to further engage families in creative and educational opportunities for preschool children.

**Site:** Main Street Children’s Museum

**Project Coordinator:** Sarah Lewis

**Target Completion Date:** Ongoing

**Measure of Success:**

- New programs are supported through membership and attendance.

**Completed Action Steps:**

- Develop new programs enhancing parental engagement and creative play.
  - MSCM is rebuilding new audiences as most prior visitors aged out.
  - New programming: Messy Maestros, STEAM Exploration, and Merry Mornings.
  - Birthday party rentals have been reworked to better serve the general public.
- Provide Exhibit Department resources to enhance and maintain interactive exhibits.
  - Staff continues developing exhibit ideas, appropriate for our target age range.
  - The Exhibits department used staff feedback to develop and install a baby bumper and to plan interactive exhibits.
- Track community participation and public response.
  - Post-pandemic and flood, we’ve seen an encouraging rebound in attendance.
  - A return to onsite programming is bringing visitors back to the site.
  - Surveys show that visitor experience is positive, encouraging repeat visitation and membership purchases.
  - We continue to track visitor feedback.
- Identify key community partners to discuss programmatic opportunities and partnerships.
  - Post-pandemic we are rejoining partner organizations and community festivals.
  - York County First Steps and their Countdown to Kindergarten Celebration in 2022.

**STRATEGY 2:** Maintain a strong brand identity while increasing awareness within the community of the importance of early childhood education and creative play.

**Site:** Main Street Children’s Museum

**Project Coordinator:** Richard Campbell

**Status:** Complete

**STRATEGY 3:** Monitor growth and explore ways to address capacity issues that may result from continued strong rise in visitation.

**Site:** Main Street Children’s Museum

**Project Coordinator:** Sarah Lewis

**Target Completion Date:** Ongoing

**Measures of Success:**

- Growth is successfully managed, with visitor satisfaction remaining high.
- Due diligence is given to capacity issues and alternatives considered.

**Complete:**

- Monitor growth annually, including number of days per year the site is at capacity. **Ongoing**
  - Staff continue to monitor daily attendance.
  - Implemented new session structure to serve more visitors without exceeding the comfort capacity of the space.
  - Capacity and accessibility issues remain as the classroom is our only programming space, it is located upstairs, with no elevator access, and has a capacity of 25, requiring staff to cycle through groups during programs.

**In Progress:**

- Seek formal input from visitors.
  - Formal input from visitors on the space and capacity have not been sought out as we are still regaining our lost audience from the pandemic.
  - Formal input will be sought once a decision on expansion has been made.
- Engage community to explore new sites/ideas for the Main Street Children's Museum.
  - Formal input from the community has not been sought as we are still regaining our lost audience from the pandemic.
- Develop a list of potential new sites for the Main Street Children's Museum including logistical challenges and estimated financial impact.
  - Potential sites are under evaluation.

**GOAL IV:** Expand the use of the McCelvey campus while promoting it as the regional historical center for Carolina Piedmont research, education and preservation of cultural resources.

**STRATEGY 1:** Unite the collective roles and services of McCelvey campus under one mission and develop a brand identity to communicate that mission.

**Site:** McCelvey campus

**Project Coordinator:** Carey Tilley, Nancy Sambets

**Target Completion Date:** June 2018

**Measures of Success:**

- New cohesive mission statement vetted in community and approved by CHM Board.
- Completed branding plan ready for launching.

**Action Steps:**

- Continue to seek, document, and utilize stakeholder feedback.
- Develop a singular mission statement that unites the activities on the McCelvey campus under the overall CHM mission with a focus on regional history.
- Clarify the name of the McCelvey campus and its various components.
- Evaluate programs and concerts to ensure alignment under one mission.
- Secure funding to hire consultants to develop a brand identity for the McCelvey campus based on the new mission statement.

- Provide oversight and cooperation as branding agency completes the branding project.
- Implement a marketing plan that incorporates new brand identity.

**Complete:**

- Stakeholder feedback. **July 2016**
- Mission Statement approved by Culture and Heritage Commission. **February 2016**

**In Progress:**

- Alignment with mission statement and current use of building.

**STRATEGY 2:** Determine the future role of the McCelvey School building, to potentially expand operational capacity and educational programming opportunities.

**Site:** McCelvey campus

**Project Coordinator:** Carey Tilley, Nancy Sambets

**Target Completion Date:** December 2017

**Measure of Success:**

- Development of a comprehensive usage plan for the McCelvey School building that has been vetted by stakeholders and target audience and approved by CHM Board.

**Action Steps:**

- Create a comprehensive usage plan for McCelvey School building to include exhibits, programs, collections, and administrative services, including preliminary projected costs, timelines, staffing needs, building upgrades and maintenance.
- Seek, record, and incorporate community input.
- Use the Lowry Family Theater and rental rooms as a venue for community enrichment.

**Complete:**

- Community stakeholder meeting held at McCelvey on July 28, 2016
- Drafted usage plan. **October 2017**
- Exhibit space further refined to identify total square footage and renovation needs to inform funding requests; **completed 2021**
- Operations Team identified needed renovations and cost estimates for use in funding request from the FFTC; **completed 2021**
- Funding to implement usage plan approved by FFTC; **completed 2022**

**In Progress:**

- Implement comprehensive usage plan once the issues with the Theater have been resolved.

**STRATEGY 3:** Address preservation needs of the McCelvey School building.

**Site:** McCelvey campus

**Project Coordinator:** Carey Tilley, Richard Campbell

**Target Completion Date:** Ongoing

**Measure of Success:**

- Threats to the building have been mitigated.
- Major aesthetic issues have been addressed.
- Building is capable of effectively serving operational and programming goals.

**Action Steps:**

- Evaluate preservation needs.
- Develop a prioritized list of projects.
- Develop a scope of work for each project.
- Determine if projects can be handled internally or require external expertise.
- Determine rough budget and phasing for projects.
- Secure funding and appropriate approval.
- Implement plans in a fiscally responsible manner.

**Complete:**

- Identified list of needs requiring including windows, HVAC, sidewalks, and elevator upgrades.
- Sidewalk repairs and upgrades.
- Repaired or replaced HVAC units as needed.
- Restored all windows.
- Funds awarded to transform the main floor of McCelvey into a History Museum.

**In Progress:**

- McCelvey Auditorium Roof Repair
- Assessing the viability of the existing boiler.

**STRATEGY 4:** Play a leadership role in initiating the Southern Campaign of the American Revolution (SOCA) National Heritage Area (NHA), also referred to as a National Heritage Corridor.

- The National Heritage Corridor was initially spearheaded by Congressman John Spratt.
- As the Culture and Heritage Museums operated within his congressional district, Congressman Spratt named the Culture and Heritage Museums the managing entity of the project.
- The project lost momentum after congressman Spratt lost reelection.
- Legislation (H.R. 3936) was proposed by Congressman Clyburn with bipartisan support from Congressman Ralph Norman (R) and Tom Rice (R) naming the University of South Carolina as managing entity as the institution.
- University of South Carolina is located in Congressman Clyburn's congressional district, and is better equipped to serve as managing entity.
- The Culture and Heritage Museums of York County is no longer the managing entity.

**PRIORITY II**

***Strengthen collections and intellectual resources critical to the preservation and appreciation of the Carolina Piedmont's natural and cultural heritage.***

**GOAL I:**

Continue building a collection of specimens, objects and archives representative of the Carolina Piedmont past and present.

**STRATEGY 1:** Create a Collections Plan to clearly define the scope of CHM collections and outline the mission-based acquisition of objects to strengthen focus on the Carolina Piedmont.

**Site:** Historic Brattonsville, McCelvey campus, Museum of York County

**Project Coordinator:** Jillian Bingham

**Target Completion Date:** January 2018

**Measure of Success:**

- A Collections Plan is drafted and reviewed by the Collections Committee and approved by the Culture & Heritage Commission.

**Action Steps:**

- Determine directional framework for the Collections Plan.
- Create a vision for all CHM collections by identifying key areas to collect and strategies for implementation.
- Evaluate current collections to identify strengths and weaknesses.
- Draft Collections Plan for review by key staff and Collections Committee.
- Submit Plan to CHC for final review and approval.
- Review Plan annually.

**Complete:**

- Directional framework for Collections Plan. **January 2018**
- Completed “Developing a Collections Plan Questionnaire” identifying key areas to collect, identifying strengths, weaknesses, and other institutions with similar collections. **January 2018**

**In Progress:**

- Draft of Collections Plan for Collections Task Force and Collections Committee review.
- Collections Task Force to review and edit their 2018 questionnaires given the extensive collecting done since originally filling out the document.

**STRATEGY 2:** Ensure that items in the collection are aligned with the organization’s mission.

**Site:** McCelvey campus, Museum of York County, Historic Brattonsville

**Project Coordinator:** Jillian Bingham

**Target Completion Date:** June 2018 (Ongoing)

**Measures of Success:**

- All accessioned items in the Collections have been assigned a mission rating.
- All items at Historic Brattonsville have been properly classified and remaining accessioned items have been moved to a secure environment.
- Inventory of African Ethnographic Collection has been completed.
- Items that should be deaccessioned are identified and clear guidelines are followed in deaccession efforts.

**Action Steps:**

- Improve control over all registration records on paper and in PastPerfect.
- Assign a mission rating to all archival material, art, and historic objects in collections.



- Classify items at Historic Brattonsville as living history, exhibit, or permanent collections and take steps to ensure appropriate use and care.
- Complete inventory of ethnographic collection using a consultant specializing in African Ethnographic material.
- Create guidelines within the existing policy for determining the process to deaccession non-mission related objects.
- Utilize deaccessioning guidelines and collection management policy to deaccession items that are not related to the mission or are in poor condition and not viable candidates for conservation.

**Complete:**

- All collection objects, specimens, and archival materials have been mission rated based on current mission rating systems. **June 2018**
- All ownership paperwork from 1950-1986 in **October 2018**. 2014-present digitized and uploaded into PastPerfect. **September 2022**
- Inventory of ethnographic collection with consultant and Winthrop Art History professor Dr. Alice Burmeister. **September 2018**
- Deaccessioning guidelines established based on deaccessioning policies in the Collections Management Policy and American Alliance of Museums' (AAM) best practices. **October 2019**
- HB collections items classified into living history/education or permanent based provenance and need. **December 2021**
- Published a notice to Smithsonian Affiliate museums about CHM specimens available for transfer or trade. **January 2021**
- A hippopotamus whole mount was deaccessioned and transferred to the Anniston Museum of Natural History (Alabama). **April 2021**
- 100 folk art paintings, known as the Doster Collection, were deaccessioned and transferred to the McKissick Museum (University of South Carolina). **November 2018**

**In Progress:**

- Digitization of ownership paperwork from 1987-2013.
- Deaccession low mission-rated items for education and living history use at HB while also identifying and researching potential acquisitions for future display needs.
- Deaccession and transfer of low mission- rated natural history specimens is ongoing.
  - 535 specimens have been deaccessioned and transferred to other museums with a little more than 100 remaining to be transferred.
- Continue to process donation backlogs created by the COVID-19 pandemic.
- Processing a large number of items from the Museum of Western York County, transferring over 1100 items and 140 boxes of archival material to date.

**STRATEGY 3:** Expand collections storage capacity and improve conditions to ensure long-term preservation and security of objects.

**Site:** McCelvey Campus, Museum of York County

**Project Coordinator:** Jillian Bingham

**Target Completion Date:** June 2020

**Measures of Success:**

- The Historical Center of York County's HVAC system is meeting all target ranges.
- All items slated for relocation to the Historical Center have been moved with their updated locations entered into their respective databases.
- Completion of the Fluid Preservation Room at the Museum of York County that meets code-compliance.

**Action Steps:**

- Evaluate preservation and security needs for continued collections storage use at the McCelvey Center and for Natural History storage at the Museum of York County.
- Take steps to ensure the Collections Management Policy is followed in regards to appropriate use and care of all CHM collections.
- Work with the County to resolve design issues with the HVAC system of the new facility to make sure it meets targeted humidity and temperature ranges as specified in the original contract.
- Move slated collections objects currently stored in the McCelvey Center and at the Cotton Factory to the Historical Center as soon as HVAC design issues are resolved.
- Maximize storage space within the McCelvey Center for object collections and archives.
- Maximize storage space at the Museum of York County for Natural History and temporary exhibit storage.
- Refine cost estimates, create scope for design, and secure funding for designing and building a 900 square-foot stand-alone Fluid Preservation Facility at the Museum of York County.
- Select architect and engineer for design; complete design and construction documents.
- Construct building according to fire code regulations.

**Complete:**

- Resolve design issues with the HVAC system at HC, ensuring that targeted humidity and temperature ranges are met. **August 2018**
- Installed new chiller unit at the Historical Center. **September 2021**
- CHC approved and adopted edits to the Collections Management Policy relating to abandoned cultural property and CHM site archaeology. **May 24, 2022**
- Funding approved to design and construct of Fluid Preservation Room. **August 2022**
- Purchased additional shelving for Oversize/History Storage at the HC. **May 2022**
- Purchased mobile clothes racks and padded hangers to better house delicate clothes.
- Received 1100 items and 140 boxes of archival material and \$49,125 to be used for the care of Museum of Western York County items transferred to CHM. **November 2021**

**In Progress:**

- Relocation of collection items from the 2<sup>nd</sup> floor of McCelvey to the Historical Center to address lack of storage space for HB and MWYC items. Structural issues at McCelvey currently prevent rear access to both McC and HC.
- Continue to maximize vacant third floor rooms of McCelvey for collections storage expansion, maximizing the cubic area of all storage rooms.
- Continue to modify light fixtures and replace all fluorescent lightbulbs at MYCO with energy efficient LED lightbulbs to eliminate light deterioration of collection items.
- Planning for upcoming renovations to the fluid preservation room.

## **GOAL II: Expand opportunities and investment in professional development.**

**STRATEGY 1:** Consider procedures to document institutional knowledge and experience.

**Site:** All CHM sites

**Project Coordinator:** Steve Fields

**Target Completion Date:** June 30, 2018

### **Measures of Success:**

- Establishment of a Centralized Location for Institutional Records.
- Creation of Departmental Standard Operating Procedures Manual.
- Development of an Emergency Succession Plan.
- Development of a digital and physical library for professional sources.
- Staff is well-versed in Institutional Policies & Procedures.
- All new staff members receive institutional orientation.

### **Action Steps:**

- Establish a centralized location to backup/preserve institutional records related to organizational history, policies and procedures.
- Create an updated Standard Operating Procedures (SOP) manual for major departmental tasks.
- Ensure regular review and revision of institutional policies and procedures.
- Develop an Emergency Succession Plan to be used in the event of a temporary, unplanned absence of the Executive Director or any senior staff member.
- Increase staff awareness of policies through institutional orientation and regular communications with departments.
- Develop a digital and physical library of research papers and related articles from professional resources correlating to the management of CHM and its collections.

### **Completed Items**

- Institutional Records related to organizational history stored on SharePoint and backed up on flash drive. **October 2020**
- Created Standard Operating Procedures (SOPs) and submitted to central file. **October 2019**
- Standard Operating Procedures submitted for the Search Room. **November 2017**
- Exhibits Departmental procedures and operations reference document. **October 2019**
- Consistent backs-up and updates of PastPerfect Database. **October 2022**
- Updates to the Emergency Disaster Plan with corresponding trainings and drills. **October 2021**
- Ensure staff awareness through institutional orientation of each new hire. **October 2020**

### **In Progress**

- Continue to work with staff at the South Caroliniana Library to digitize the Bratton Paper Collection and make it available for free online. To date, 377 items have been uploaded to date.
- Developed a digital and physical library of research papers, articles, etc., pertaining to natural history research conducted in the Carolina Piedmont.
- Emergency Succession Plan, but nothing has been officially decided.

**STRATEGY 2:** Value and pursue staff development opportunities.

**Site:** All CHM Sites

**Project Coordinator:** Sarah Lewis

**Target Completion Date:** Ongoing

**Measures of Success:**

- Staff Training and associated line items are increased in a fiscally responsible manner for each Department.
- Each Manager identifies meaningful opportunities for staff development for their department that are within the budgetary limitations.

**Complete:**

- Identify critical areas in each department to be strengthened by additional training. **Ongoing**
- Identify external and internal training opportunities addressing identified critical areas. **Ongoing**
- Managers work with staff to identify training opportunities that align with department priorities.
- Plan for training time in work schedules. **Slowed by the pandemic but ongoing.**
  - Based on priorities set by their manager, staff attends training that aligns with their position.
  - Staff attends local, regional, and national conferences (SEMC, ACM, AAM, Smithsonian Affiliates, ALFAM) to keep up with best practices.
- Invest in current staff by providing funding for growth opportunities. **Ongoing**
  - Each department budgets for training opportunities.
- Value and recognize experience, improvement, and new training when considering advancement opportunities.
  - Staff is considered for internal advancement when positions open and skills align.
- Explore ways to create needed intermediate positions with higher grades and levels of responsibility that fit within budgetary and policy limitations. **Ongoing**
  - Assistant Site Manager Positions at both MYCO/MSCM and HB and the Education Program Manager Position at MSCM.

**PRIORITY III**

***Increase capacity and resources to ensure quality and sustainability of facilities, operations, and programming.***

**GOAL I:**

Broaden funding resources to supplement County support and allow for programmatic growth.

**STRATEGY 1:** Strengthen relationships with key stakeholders, donors, volunteers, and community partners.

**Site:** All CHM sites

**Project Coordinator:** Richard Campbell

**Target Completion Date:** Ongoing

**Measure of Success:**

- Average annual growth of 10% in Individual and Corporate Contributions and Sponsorships over the next four years.
- Fundraising events have a minimum, annual combined net income of \$30,000 by 2020

**Action Steps:**

- Identify key stakeholders, donors, & community partners.
- Build, re-build, and strengthen relationships with key stakeholders.
- Hold additional individual and group meetings with key stakeholders.
- Join civic organizations that share an interest with our key stakeholders.
- Create at least one new Fundraising event that generates community excitement.
- Expand communication with key stakeholders and host fiscally responsible donor recognition and community awareness events.
- Add a Full-Time Volunteer Coordinator position by year three to allow the Development Director to concentrate more fully on fundraising and building donor relationships.

**Complete:**

- Added two full-time Volunteer Resource Coordinators (HB and MYCO)

**In Progress:**

- Staff working with Yorkville Historical Society Education Committee regarding programs.
- Working with the community to create South Carolina state historical markers.
  - Working with York County Councilmen William Roddey and Pam Chisholm (descendant of William Mason Chisholm) to erect a historical marker for the William Mason Chisholm institute in Rock Hill.
  - Working with York County Park Superintendent Pat Morrison to install a historical marker for Hill's Ironworks at the soon-to-be Allison Creek Park.
- Build relationships with key stakeholders playing an active role in our community.
  - CHM Historian Zach Lemhouse presents to local community organizations such as the Daughters and Sons of the American Revolution, Rotary Clubs, and historical societies.
    - Presents for National and International organizations such as the Colonial Dames XVII Century National Conference (April 2023) and the Russian American Research Nexus biannual forum.
  - Staff actively participates in community outreach through CHM social media sites.
  - Staff participates in outreach through earned media such as WBTV, WRHI, and WCCB.
  - CHM Historian Zach Lemhouse currently represents CHM as an advisor on the South Carolina Rev War 250<sup>th</sup> Committee, as a board member for the Confederation of SC Local Historical Societies, and ex-officio board member for Preservation South Carolina.

**STRATEGY 2:** Continue to increase membership and visitation.

**Site:** All CHM sites

**Project Coordinator:** Richard Campbell

**Target Completion Date:** Ongoing



**Measure of Success:**

- Maintain an average of 10% Increase in membership income annually through FY 2020.
- Maintain at least 5% growth annually in overall visitation through FY 2019 and at least 10% in FY 2020.

**Action Steps:**

- Work with Site Managers to develop additional membership incentives.
- Increase the visibility of on-site membership signage.
- Raise awareness of membership opportunities and benefits in the community.
- Maintain and ensure quality experience for all members and visitors.
- Seek greater documentable input and feedback from members to be used for improving programming.
- Use visitor surveys to better understand and document reasons for growth.
- Improve overall experience at each site by implementing planned capital and programming strategies.
- Track results and feedback.

**In Progress:**

- **Outreach Campaigns**
  - a. Staff promotes CHM membership and benefits before every presentation, handing out membership brochures and directing interested parties to the membership page of our website.
- **Retention Campaigns**
  - Monthly renewal campaigns – email/mailed to members due to expire in the next month. The campaign features upcoming programs to generate interest in renewal; includes a renewal link, and member portal access information.
  - A series of three Digital Membership Card renewal notifications are sent via the e-Membership App to members due to expire in 30 days, 15 days, and on the day of their expiration.
- **Acquisition Appeals**
  - Monthly non-member visitor appeals are sent to visitors who visited a CHM site during the month. The campaign features a membership video and upcoming programs to generate interest in joining and includes a link.
  - Annual lapsed member appeals are emailed/mailed to members whose membership expired in the last year+. The campaign features upcoming summer programming to generate interest in renewal; includes a renewal link, and contains member portal access information.
- **Member Engagement**
  - Curious Kids Club – A member-only benefit developed for children ages 6-10 interested in Nature, Science, History, Astronomy, and Play. Cost \$5 per child/per program.
  - Superhero Saturday – Members received a free caricature. One per person. No cost.
  - Cookies with Santa – An annual member-only program. Members are invited to have their photo taken with Santa and take home a sweet cookie treat and sercie. No cost.
- **On-site Membership Signage**

- The digital signage, located in the lobby of every site, includes our membership infographic and Curious Kids Club programming information.
  - Above the brochure rack at MYCO there is a sign with membership info and a QR code. QR code use will expand to all sites moving forward.
  - Currently in the process of adding 3 Text-to-Join signs at MYCO and HB, and 1 at MSCM.
- **Seeking Input and Feedback from Members**
    - A request for membership information is included on all event surveys, at all sites.
    - The Membership Coordinator works with visitor services to capture member attendance information as a way to communicate directly with members via email.
    - All member email campaigns and appeals include the phone number and email address of the Membership Coordinator, so members know how to reach out with questions.

**STRATEGY 3:** Seek grant opportunities and new public and corporate sponsorships to support existing and planned programming needs.

**Site:** All CHM sites

**Project Coordinator:** Richard Campbell

**Target Completion Date:** Ongoing

**Measure of Success:**

- Average increase of 10% in income from grants and sponsorships annually for the next four years.

**Action Steps:**

- Determine sponsorship levels and corresponding benefits for all special events and exhibits.
- Identify potential Sponsors and their interests then offer them meaningful opportunities to support the CHM.
- Systematically identify and prioritize organizational needs and opportunities to better serve our community that are beyond current funding levels.
- Identify and apply for grants that match organizational needs and opportunities.
- Collaborate with other community agencies on grant opportunities.
- Track results and feedback.

**Complete-Ongoing:**

- National Informal Stem Education Network awarded \$2,000 to develop a Spanish Language Audio Tour of the Ice Age Hall.
- Kiwanis Club awarded a \$6,500 sponsorship to purchase puppets/costumes/manipulatives for the MSCM throne room.
- The Junior Welfare League awarded \$2,300 to produce a Vernon Grant inspired *Castle Corner* at the Main Street Children’s Museum.
- Foundation for the Carolinas Community Foundation Grant for \$2,500 for Arborist/Trail Improvements at MYCO.
- York County Natural Gas Authority awarded \$2,500 for a Field Trip Sponsorship.
- SC Humanities awarded \$10,062 for a new exhibit in the Orientation Room at HB.
- SC State Historical Records Advisory Board awarded a \$5,000 grant to microfilm 52 boxes of the York County Court of Common Pleas Judgment Rolls (1840-1869).

- Foundation for the Carolinas awarded \$2,612,645 for various projects at HB, McC, MYCO and the MSCM.

**In Progress:**

- Finalizing the application a \$30,000 - \$40,000 Revolutionary War Site Grant offered by the South Carolina Revolutionary War Sestercentennial Commission to preserve and interpret the Brattonsville Slave Cemetery.

**STRATEGY 4:** Expand retail services at HB and MYCO with value added amenities.

**Site:** Historic Brattonsville and the Museum of York County

**Project Coordinator:** Richard Campbell

**Target Completion Date:** TBD

**Action Steps:**

Purchase a food concession truck to provide food options during CHM special events.

**In Progress:**

- Budget contains funds to purchase a food truck.
- Reevaluating cost/benefit of the project to include ROI and TCO.

**GOAL II:** Develop and implement methods to engage and measure public interest and support.

**STRATEGY 1:** Increase community advisory opportunities through committees, project teams and program planning.

**Site:** All CHM sites

**Project Coordinator:** Sarah Lewis

**Target Completion Date:** Ongoing

**Measure of Success:**

- Representatives of diverse segments of the community serve on committees and planning teams for the CHC.

**Completed Action Steps:**

- Continue to utilize existing community committees and project teams.
  - Historic Brattonsville's African American Descendants Group provides input on exhibits and programs at the site.
  - The South Carolina African American Heritage Commission was also asked to provide input on text panels for the Brick House.
- Identify areas and initiatives within the organization that could benefit the most from greater community input.
  - Historic Brattonsville's staff evaluates and determines when input from the descendant advisory group is appropriate and seeks their input in order to better interpret the site.
- Establish standing and/or *ad hoc* committees to address the identified areas.
  - The descendant advisory group at Historic Brattonsville was established to garner feedback and buy-in for programming initiatives.

- An *ad hoc* African American advisory group consisting of descendants of Bratton enslaved was assembled.
- In 2019, they visited Montpelier and Monticello to observe and learn from their approaches to telling the story of the enslaved.
- Create, schedule and hold committee/planning meetings on regular basis. Ongoing.
  - Historic Brattonsville staff regularly meet with the descendant group to seek their input on specific programming initiatives.

**STRATEGY 2:** Increase audience input through various evaluation methods.

**Site:** All CHM sites

**Project Coordinator:** Sarah Lewis

**Target Completion Date:** Ongoing

**Measure of Success:**

- Useful data of sufficient sample size and from target groups are gathered for each site.
- Information is documented and available for planning.

**Completed Action Steps:**

- Revise survey forms for each site to ensure they are compatible with each other. **Spring 2020**
  - All sites use the same Likert scale and net promoter scale on surveys. **Fall 2019**
  - All program and visitation surveys include the collection of the same demographic data and ask standardized questions related to overall experience and likeliness to recommend to others.
- Create and implement a plan to more effectively encourage responses to surveys. **Ongoing**
  - Many methods of encouraging survey completion have been tested across sites.
    - At large events, a staff member or volunteer is tasked with approaching visitors as they leave to request survey completion.
    - Where cell phone connectivity is not an issue, QR codes are used to encourage parents with small children, who might not be able to complete a survey on-site, to scan or take a photo of the QR code and complete it at home.
    - Contact information gathered through online booking is used to email guests and gather input on their visitor experience.
    - School programs are evaluated using paper surveys given to teachers on-site.
- Utilize our over 1,500 members as a source for feedback on specific questions through online communication and surveys. **Ongoing**
  - We have utilized member contact information in Versai to directly gather feedback on both programs and general operations at MYCO, MSCM, and HB.
- Provide meeting opportunities for support groups and volunteers to give direct input to management and program planners. **Ongoing**
  - Volunteer and support groups are solicited when planning exhibits and programs.
  - For instance, regular meetings are held with the African American descendants group at Historic Brattonsville and their input is sought with regard to programming at the site.

**STRATEGY 3:** Review and apply audience input to inform planning for Capital Projects, Programs, Exhibitions, Marketing, and Visitor Services.

**Site:** All CHM sites

**Project Coordinator:** Sarah Lewis

**Target Completion Date:** Ongoing

**Measure of Success:**

- Audience input is gathered, documented, synthesized, and analyzed for all major programming and capital projects.

**Completed Action Steps:**

- Collect audience feedback through surveys, group meetings, individual conversations, and online comments. **Ongoing**
  - Surveys are the primary source of audience input along with observational data gathered by staff and discussed at program planning meetings.
  - Online feedback is shared with staff to inform planning.
- Consider factors such as attendance and sample size when evaluating whether or not feedback is representative of the experience. **Ongoing**
  - Data is consistently analyzed based on sample size and other factors that could indicate specific responses are outliers.
  - Look to attain a 10% sample size for surveys to ensure results are statistically relevant.
- Analyze data to determine areas that need to be improved or strengthened. **Ongoing**
  - Feedback is discussed and used in planning and wrap-up meetings to ensure visitor needs and concerns are addressed.
- Improve program or project as appropriate in response to feedback. **Ongoing**
  - Feedback is utilized in the planning process to include visitor needs and concerns.
  - Members visiting the MSCM and MYCO about their experience with the online ticketing process, length of visit, COVID-19 policies, and overall visit satisfaction. **May 2021**
- Evaluate ongoing programs annually. **Ongoing**
  - Programs and events are evaluated on a regularly and compared to data from previous years.

**GOAL III:** Continue to improve visitor services, amenities, and accessibility.

**STRATEGY 1:** Develop a staffing plan to accommodate increasing attendance and institutional growth.

**Site:** All CHM sites

**Project Coordinator:** Sarah Lewis

**Target Completion Date:** March 2017

**Measure of Success:**

- Creation of a five-year plan to address staffing needs.

**Action Steps:**

- Assess growth trends and the projected impact of proposed programmatic and capital changes on visitation. **Ongoing**
  - The opening of the Pleistocene Exhibit at MYCO, the Brick House at HB, and the reopening of the Children’s Museum led to a reassessment of positions across all sites.