Culture & Heritage  
Board of Commissioners Meeting  
January 3, 2012  
6:00 pm  
Museum of York County  

Approved 1-30-12  

Person Presiding:  Chair, David Plexico  

Members Present:  Hester Benitez, Ragin Craig, David Duncan, Dennis Getter, Jonell Hagner, and Rick Lee  

Ex-Officio Present:  Pat Veasey  

Staff Present:  Shawn Beckwith, Harry Exell, and Elaine Lavender  

Other:  Michael Kendree, County Attorney, Jamie Self, Herald reporter, and Members of the public.  

The meeting was called to order by David Plexico, CHC Chair, at 6:00 pm.  

David Plexico welcomed new District 3 commissioner David Duncan. Duncan was sworn in by County Attorney, Michael Kendree.  

Motion was made by Ragin Craig and seconded by Jonell Hagner to approve the minutes of the 11-28-11 CHC meeting as presented. Motion passed by a majority vote. Rick Lee abstained since he did not attend the 11-28-11 meeting.  

Staff Reports and Information  

Report from Harry Exell (Summary – full reports were distributed to Commissioners)  

- Manager Reports from Nat’l History, History, Archives & Collections, Business/Marketing, Site Mgr MYCO/MSCM, Site Mgr HB/McClevey, Exhibitions and Facilities Operations were distributed.  

- Facilities  
  - We are working with County IT group for transition of computer/telephone equipment to County standard.  
  - Planetarium upgrade specs have been forwarded to County Purchasing for the preparation of a bid package.  
  - HB Brick House up fit documents have been delivered to County Purchasing for bid package development.  
  - We are doing structural evaluation of MYCO roof prior to new roof being bid out.  
  - Mark Kettlewell, County Engineer has invited us to work with the County to develop a Capital Facilities Plan in order to plan cash flow 2012 – 2013 fiscal cycle.  

- Programs  
  - America Recycles Day – 641 students.  
  - Christmas Candle Light Tour – great success  

- CHM Commission request for information:  
  - Collaboration meeting was held 12-16-11 with Wenonah Haire, Bennish Brown and Exell. Collaborative opportunities were reviewed which could be brought to fruition in the near future.  
  - Harry Exell advised that he has been unable to find any unrest in the Carole School system.  
  - County cell phone, email and internet policies are attached to this report.
• Dennis Getter explained that the Finance Committee was trying to determine which employees need cell phones to conduct their business and the decision was made that we would have one phone for the Director.
• Exell stated that there might be some exceptions in the future that we will have to deal with.
• Rick Lee feels that this is an operational issue and the Director should be empowered to resolve which employees should have a cell phone.

Motion was made by Rick Lee and seconded Ragin Craig that we adopt the County email, internet and cell phone policies and that we direct the Director to review cell phone usage requirements for the CHM, identify those members of staff who require them and move ahead with removing phones not needed and making sure those who need them have them.

Dennis Getter requested the motion be amended to delete the reference to adopting the County policies because by definition we are already under the jurisdiction of all County Policies. Craig withdrew his second on the original motion.

Amended motion was made by Rick Lee and seconded by Ragin Craig that we direct the Director to review cell phone usage requirements for the CHM, identify those members of staff who require them and move ahead with removing phones not needed and making sure those who need them have them. Motion passed unanimously.

• Event Supply Cupboard
  o An inventory of donated event beverages containing alcohol and being stored on CHM property was distributed to the Commissioners
  o Exell advised that the event supply cupboard includes cases of wine, etc which have been donated for events over the past years. He asked for commissioners' advice on how to handle this now that we are under county policy.
  o Exell had phoned the county to ask about the Christmas docent event being held during work hours with staff invited.
  o Wade Fairey stated that it's a question of who has access to it and making sure it is safeguarded.
  o Exell stated that it is kept locked and can be opened by a master key only.
  o Ragin Craig stated that he has a problem with alcohol being stored and consumed on county property only because it offends some taxpayers. He thinks it is not appropriate because these type parties may be keeping people away who might be offended by it. This is now 100% county facility. Craig feels we may be hurting our attendance to events by serving alcohol. Craig questioned whether or not we can legally store alcoholic beverages on County property.
  o Michael Kendree stated that according to County Policy, we may serve alcohol at certain events with the approval of the County Manager and County Attorney. There is a series of awareness issues that have to be addressed such as designated drivers, alternative beverages, etc.
  o Craig stated that the main issues he has are—should we have these events regarding the legality and are we keeping people away from the events by serving the alcohol
  o Getter stated that since we are not violating county ordinances by storing the alcoholic beverages and we are taking good stewardship of it, we can discuss down the road whether or not we serve alcohol at certain events.
  o Rick Lee thinks this is an integral part of the fundraising process and it doesn't affect who shows up at events. Anyone can buy a ticket and in the past the events he has attended have been well hosted and well attended.
  o Hester Benitez feels when you have fundraisers and alcohol is involved you have a choice to drink or not drink and should make responsible choices by having designated drivers. It should not be offensive if you buy a ticket knowing alcohol is being served.
  o Getter stated that we should never have an event where alcohol is served to staff who are on the payroll at the time of the event.
  o Craig doesn't think it is appropriate at any time on County taxpayer's property.

• Keepers of the Culture
  o Craig stated that he has been given three different versions of how the Keepers were chosen at the last event, including one posted on the CHM website.
o Craig feels these award events are political now, however not the current Board's politics.

o Fairey feels that this event is a fantastic way to recognize people throughout the region who have contributed a great deal to the Culture & Heritage; however, he feels it has become too political and that the new director should review the policy and come up with some means for the Board to have a part in choosing who will be honored as Keeper of the Culture.

- Managers' Reports
  
o Rick Lee called attention to the Contributions Report from Development and the fact that we are well behind on contributions. Lee suggested that Richard Campbell review old records and create a chart showing the monthly contributions compared to the last four years.

o Exell stated that Campbell and his development team are working very hard to close this gap.

o Getter stated that Campbell is already working on an analysis using donations information including who is giving, who is not giving and the reason they are not giving.

o Getter stated that we have specific people representing specific companies refusing to give because of the County's actions – and that group is very active in soliciting people not to give. We are trying to develop new donors and Campbell is doing a spectacular job in identifying other companies we can seek donations from. Our goal is to at least break even this year.

o Lee emphasized that it is important for all Board members to join the CHM.

o Getter stated that it is important for commissioners to try and neutralize the effects of companies who are vocally bad mouthing the Museum and asking other companies to discontinue their donations as well. Getter feels there is a conspiracy against the Museum.

o Lee does not feel the term conspiracy is appropriate given the actions the County took and the logical responses so many people had with the changes, but if we know of firms who are doing that, it is incumbent upon the Board to take action led by our Chair to meet with these folks and address their concerns. It is important that we take steps now to end this decline in contributions.

o Getter made reference to a prominent person in the community sending an email to ex-commissioners with false information and telling them to call and complain to their county Council representative. Getter stated that there are rebel rousers in the Community whose concerns we need to address and move forward.

o Lee reminded commissioners that at the first meeting in York he brought up the fact that the CHC needed to take steps to re-establish ourselves in the community and the Board has taken little if any action. Lee stated that characterizing as rebel rousers in a public meeting people who formerly contributed money to the Museum and who were on the team when they are responding to actions they did not initiate or have any part of.

o David Plexico stated that he did not have a problem meeting with anyone anytime if that is what Lee would like to do and he knows all of the commissioners want the Museum to move forward in a positive manner.

o Lee suggested that Plexico needs to schedule meetings with anyone who has discontinued their donations.

o Plexico asked for a list of folks that he needed to meet with. Wade Fairey stated he would be happy to join any meetings that are scheduled.

o Fairey questioned the low number of classes attending the Children's Museum noted on the report. Exell will check on which classes are included in the report.

o Exell advised that we have filled the Education position at the MSCM and Kevin Lynch has offered the African American Interpreter position to a gentleman, but we're not sure of the start date.

o Shawn Beckwith updated the commission on his process of prioritizing work that needs to be done on the buildings at HB. We still need drawings for the Brick house so we can get things out to bid. Beckwith feels we should use this building as a tool and has contacted the State Historic Preservation offices to learn more about grants and matching funding. He suggested using this as an educational opportunity by using a local trade school or university with a strong architectural program to work on the drawings. He is gathering information on what has been done so far on various buildings at HB. The commissioners suggested several local trade schools including CDC and York Tech.
- Exell advised that Windy Tuck has accepted the position of volunteer coordinator.
- County HR usually list an open position for less time if we have a good candidate in-house who is interested in the position.

**Committee Reports**

- **Finance Committee**
  - Dennis Getter reviewed the following topics, since there was no official Finance Committee meeting:
    - Donors – Richard Campbell is updating the list of donors posted in the MYCO lobby.
    - Telephone/Computers – Joel Abernathy with the County is putting together a plan for computers and telephones at each location. The long term solution is to have county fiber at all locations except HB. Our current phone system is rented from Compromium and hopefully when we convert over to VOIP for trunk lines and purchase our own phone system we will save a lot of money. In reviewing the phone bills we discovered that we have phone lines that we can’t figure out what they are used for.
    - Computers – currently we rent the computers and are paying a fortune for older equipment. Abernathy will put us on the County computer rotation looking at needs by location.
    - Our goal is to have the phones and computers all owned by us and in the County IT system by the end of this calendar year.
    - Ragnar Craig requested that we create detailed reports to show the County how much money we have saved with our new phone and computer systems.
    - Campbell will review our wedding rental policy at High Tower versus using High Tower for exhibit space to make sure this is the best use for this space.
    - We are requesting financial reports from all of our support organizations including Foundation, Friends, and Guild so we will have these reports on file.
    - The CHM audit should be completed no later than the end of February. We are starting to produce financial info (sample included in packets.) We should have a complete budget for the first half of this year by the end of January.
    - Campbell is reviewing fund raising category by category - company by company to determine who is not giving and why. Starting the end of January the Finance Committee will start meeting each month at 5:00 pm before the CHC meeting.
    - The new budget must be submitted before April 1st.

- **Governance Committee**
  - Jonell Hagner advised that the Committee is reviewing the applications received for the Director’s position.
  - Ragnar Craig asked Michael Kendree at what point in the interview phase for the Director are we obligated to give the names of the applicants to the media.
  - Kendree responded that when you get down to the number of finalists that you are going to pick from, you should provide names to the press. If someone is concerned about their job if their names are released, the request for confidentiality can be communicated to the media for them to decide whether to honor or not.
  - Jamie Self with The Herald stated that they consider a request for confidentiality on a case-by-case basis.

- **Old Business**
  - Discussion regarding using $114,000 from insurance proceeds on Brick House renovations
    - Exell advised that some of this money has been used for archaeology.
    - Fairey feels the Store is an integral part of the historical village at HB and it needs to be a part of our physical plan for the future.
    - Exell agrees that rebuilding the Store is an excellent idea however currently we are faced with crumbling existing buildings.
    - Fairey suggested we pursue other alternatives to raise money for the Brick House.
• Beckwith suggested that he get some drawings and solid numbers for reproducing the store and find out from County building officials what we will be required to do and possibly raise money by doing it in phases.
• Lee suggested we get an analysis of probable cost for the Store and the Brick House.
  o Discussion regarding the Collection Committee
    • Fairey suggested we table this discussion until we hire the Director.
  o Discussion regarding the Keepers of the Culture event.

Motion was made by Ragin Craig and seconded by Dennis Getter that any nominations or awards given by the CHM have to be first approved by the Commissioners. Motion passed unanimously.
• This issue will be revisited again after the Director is hired.

**New Business**

- Discussion regarding former employee access to private areas at CHM sites.
  • Lee stated this should apply to everyone, not just former employees.
  • Exell will talk to staff and make sure they understand they are not obligated to let former employees or anyone into private areas, including the Finance area at MYCO.
  • Exell assured the Commissioners that all private areas are secure.
- Hagner questioned the status of The Battle of Hucks Defeat event.
  • Bob McCann, re-enactors' representative, encouraged the Commissioners to have the event near the time that it actually took place rather than move it to another month. Exell will check on the plans for this event.
- Exell will also clarify with the County whether or not the County will include in their Capital Facilities Plan our exhibit buildings.
- After a brief discussion regarding committee reports, Rick Lee requested that the committee chair indicate that the report is for information only if the committee has not met since the previous CHC meeting.

**Executive Session**
Personnel Matter – Review Director applications.

**Reconvene to Open Session**

Will no further business to discuss the meeting was adjourned at 8:45 pm

Prepared By:   Elaine Lavender
Submitted By:  Dennis Getter, CHC Secretary/Treasurer
The meeting was called to order by David Plexico, CHC Chair, at 6:00 pm.

Motion was made by Ragin Craig and seconded by Rick Lee to approve the minutes of the 1-3-12 CHC meeting as presented. Motion passed by unanimously.

Public Presentations

- Presentations were made by Michael Scoggins, CHC Historian; Jayne Scarborough, Executive Director, Olde English District; David Reuwer, ARA President; Greg Greenwalt, local Col. William Bratton, SAR Chapter President; and Gloria Kellerhals, Carolina Thread Trail to encourage the current commission and York County to affirm to the NPS that the Culture & Heritage Commission and the York County Council still supports CHM’s involvement as the managing entity of the Southern Campaign of the Revolution National Historic Area according to its 2009 proposal.
- Scoggins reviewed the results of the Park Service’s feasibility study which explains the four out of ten criteria that the NHA feels we did not meet and would like for us to address further.
- In summary, Scoggins requested that the current commission revise the proposal submitted in 2009 if they decide we should still be considered as the managing entity since the NPA is aware of the CHM re-organization and wants to be assured that the new CHC, as well as York County Government still supports the proposal.
- Scoggins advised that the advisory committee is putting together a formal response to the National Park Service regarding the four criteria they feel we did not meet.
- Scoggins stated that once the feasibility is complete and endorsed by the Secretary of State, it has to be approved by Congress. We would have 3 years to draw up the management plan with funding at approximately $150,000/yr. Once the plan is up and running, funding would increase to approximately $300,000/yr.
- Scarborough stated that even though this will not be a funding source, it would enhance many other things the CHM is doing and is a perfect fit for the CHM.
- Reuwer strongly encouraged the commissioners to pass a resolution showing our interest in being the managing entity and send a letter to the NPS by February 19th.
- Greg Greenwalt reviewed the history of the Sons of the American Revolution and the services they provide and advised the commissioners that SAR has adopted the HB site as their Revolutionary War Site. A formal SAR grave marking ceremony for Col. Bratton and Martha Bratton is planned for March 24th, at the Bethesda Presbyterian Church at 2:00 pm. Greenwalt stated that since we are so close (the proposal was ranked 95 out of a 100) we should do what we can to get the Heritage Trail here, which should generate millions of dollars in tourism.
- Gloria Kellerhals reviewed the history of the Carolina Thread Trail, as well as plans for the future and encouraged the commission to reaffirm the CHC’s support to become the managing entity.
Staff Reports and Information

Report from Harry Exell (Summary – full reports were distributed to Commissioners)

- Manager Reports from Nat’l History, History, Archives & Collections, Business/Marketing, Site Mgr MYCO/MSCM, Site Mgr HB/McCelvey, Exhibitions and Facilities Operations were distributed.
- Facilities
  - MYCO roof repair study is complete. Will discuss moving project forward with Jim Baker since it fits into an “urgent response required” definition
  - Continuing to work with County IT to transition new computer and telephone equipment.
  - Met with Mark Kettlewell, County Engineer regarding our capital facilities plan. All buildings owned by York County, including historic structures, fit into this plan with the exception of one historic building at HB.
    - Getter feels it is imperative to inventory and define our needs – then meet with the County, determine who is responsible, and either request the money from the County or request a commitment from the County to do it. This must be defined by the end of March when budget is due.
  - Continued preparation before demolition begins at the McCelvey Annex.
  - Worked with mechanical firm on warranty repair at MSCM.
  - Obtained Inland Marine policy to insure Peanuts Naturally exhibit for $84,500.
- Programs
  - MSCM – Christmasville weekend attendance – 767.
  - HB – ALFAM February conference schedule finalized and sent to members.
  - HB – Christmas Candle Light Tour – 2043 visitors this year.
  - MYCO – Created new syllabus/course outline for Naturalist Center Teacher Institute
- CHM Commission Request for Information
  - Update status of planning for the Battle of Hucks Defeat.
    - Exell distributed surveys completed by participants over a 2 yr period.
    - We need to look carefully at declining numbers and why this is happening.
    - We are looking at moving the event to another time of the year, teaming up with another event and making it more attractive for the re-enactors.
    - We have an advantage since Federal Parks are no longer allowed to have black powder.
    - Exell requested that commissioners review the surveys.
    - Regin Craig feels we are not getting the number of re-enactors we need now and it would be a mistake to change to another time, but maybe should link it to a chain of events at other locations.
    - Getter questioned whether or not we had surveyed company commanders and advised them that our plan for hospitality will be upgraded to determine if they would attend.
    - Jonell Hagner stated that the four re-enactors she talked to thought it would be detrimental to the event to cancel it or move to a date that it did not occur.
    - Getter recommended that we address as many of the negatives as we can and have it at the same time as a 2-day event.
    - Getter feels that we should not have to discuss whether to do things that have always been a normal event in the past. We should discuss only if we are considering discontinuing normal events that we have always done in the past.

Committee Reports

- Finance Committee – Dennis Getter
  - Friends of HB and MYCO Guild
    - Committee had a very positive meeting with the Friends President and the Guild Treasurer about their plans and financial situation.
    - Their contributions will not change to operation money; however they will continue to make targeted donations and satisfy specific requests that might come.
Beth Latham, County Treasurer
  o Beth Latham delivered and reviewed financials that showed our actual results for the first
    half of the year.
  o Even though some coding errors may need to be corrected, the total figures show that
    our total income is more than our total expense.
  o Latham will be making a presentation next month on the audit.
  o Latham will send budgeting paperwork to the CHM department heads.
  o Committee is asking for preliminary numbers by the end of February - CHC will vote on
    the budget at the March 27th meeting - budget will be presented to County – April 1st.
  o Budget should show some cost reductions as the County decides responsibility on
    maintenance issues and takes over CHM computers and phones.
  o The MYCO Guild’s ability to raise funds thru the Gala Raffle was dramatically impacted
    with the demise of Gala.
  o There will be some expenses this year associated with unemployment compensation.

- Governance Committee – Jonell Hagner
  o Committee reviewed revised org chart Richard Campbell, CHM Business Manager, had
    created including staff names with the positions.
  o New African American Interpreter started today.
  o 39 applications were received for Director position with 21 having past museum
    experience. These were narrowed down to four finalists who have been interviewed.

- New Business
  o Discussion regarding adding additional information about Museum Governance on the
    CHM Web Page.

Motion was made by Dennis Getter and seconded by Rick Lee that the following information be
placed on the CHM Web Page in the Governance section:
  1. Ordinance 611
  2. CHC By Laws
  3. CHC Strategic Plans
  4. Current Core Program and Initiatives
  5. Last 2 years of CHC Approved Meeting minutes
  6. Last 2 years of CHC accounting audits
  7. Last 2 years of CHC Form 990
  8. Current CHC annual budget
  9. Quarterly actual to budget reports for the current year

The motion was amended by Dennis Getter and amended motion seconded by Rick Lee to also
include the Agenda for Upcoming CHC Meetings. Amended motion passed unanimously.

Motion was made by Ragin Craig and seconded by Rick Lee to affirm our support for the CHM’S
involvement as the managing entity of the Southern Campaign of the Revolution NHA.

The motion was amended by Dennis Getter and amended motion seconded by Rick Lee that we
not only affirm the CHC’s support but also ask the York County Council to support it.
  o Mr. Reuwer will help draft a letter to the NPS affirming our support before February 19th.
  o Rick Lee wants to be sure we do our research so we don’t find ourselves on the hook for
    significant expenditures if the money disappears.

Motion passed unanimously.

Executive Session
  Personnel Matter – (To discuss Director’s position)
Reconvene to Open Session

Motion made by Jonell Hagner and seconded by Dennis Getter to hire Carey Tilley for the position of CHM Director, contingent upon passing the County screening process. Motion passed unanimously with one abstention from Hester Benitez.

Will no further business to discuss the meeting was adjourned at 9:00 pm

Prepared By: Elaine Lavender
Submitted By: Dennis Getter, CHC Secretary/Treasurer
Culture & Heritage
Board of Commissioners Meeting
February 27, 2012
6:00 pm
Museum of York County

Approved 3-26-12

Person Presiding: Chair, David Plexico
Members Present: Hester Benitez, Ragin Craig, David Duncan, Dennis Getter, Jonell Hagner, and Rick Lee
Ex-Officio Present: Pat Veasey
Staff Present: Harry Exell, Elaine Lavender, and Kevin Lynch
Other: Jamie Self, Herald reporter, and members of the public.

The meeting was called to order by David Plexico, CHC Chair, at 6:00 pm.

Motion was made by Rick Lee and seconded by Ragin Craig to approve the minutes of the 1-30-12 CHC meeting as presented. Motion passed unanimously.

Audit Presentation – Beth Latham, York County Treasurer
- C. J. Palmer, with Elliott Davis presented the CHC audit for the year ended June 30, 2011
- Copies of the audit were distributed to each Commissioner by Beth Latham, County Treasurer.
- The Audit will also be placed on the CHM Web Page.

Staff Reports and Information

Report on ALFAM
- Kevin Lynch, CHM Events Manager presented a brief overview of the 2012 Southeast ALHFAM Conference, February 24-26, 2012 hosted by the CHM.
  - 67 Registrants
  - 7 pre-conference workshops
  - 17 presentations
  - 2 Field trips (Old Hill Dept. Store & Bratton Academy and Carroll School)
  - Revenue from registration fees $9,275
  - Approximately $700 in gift shop sales
  - MYCO Guild hosted the opening reception at MYCO.
  - Friends of HB provided refreshments during conference sessions at Hightower Hall and also provided beverages for the opening reception and Hospitality suite.

Report from Harry Exell (Summary – full reports were distributed to Commissioners)
- Manager Reports from Nat’l History, History, Archives & Collections, Business/Marketing, Site Mgr MYCO/MSCM, Site Mgr HB/McCelvey, Exhibitions and Facilities Operations were distributed.

- Facilities
  - Exell has discussed MYCO roof upgrade with Jim Baker and the importance of moving this project forward.
  - Frank Couch has been developing capital facilities plan which will be given to Mark Kettlewell, County engineer, and folded into County’s capital plan.
  - Continued preparation before interior demolition begins at the McCelvey Annex.
    - Harry Exell requested permission to deaccession one of our collections pieces, The Pressley Express, stored in the McCelvey Annex and called attention to CHM Collections Manager, Latashia Richards’ request for this item to be deaccessioned.

Motion was made by Jonell Hagner and seconded by Rick Lee to deaccession the folk art piece, The Pressley Express, from the CHM collections.
  - Rick Lee suggested we review all folk art collections for possible deaccession.

Motion passed unanimously.
CHM, to be in full compliance regarding writer/performer royalties, needs to join BMI and SESAC. This is in conjunction with ASCAP that we already belong to.

Motion was made by Rick Lee and seconded by Ragin Craig to approve the CHM join BMI and SESAC
  o Cost is approximately $250/ea.
  o Expense is already included in Mary Lynn’s budget.

Motion and second were withdrawn because this is an expenditure that is already budgeted under contractual agreements.
  o Architect working on McElvey and the Annex found out the fire hydrant across the road from our property does not work. The City of York is requesting CHM pay for two new hydrants on our property.
    • Dennis Getter suggested Frank Couch should have a meeting with the County to determine who should pay for these hydrants.
  o Stats from Cate Crane were distributed regarding attendance at CHM sites on Easter Sunday for Commissioners’ review.

• CHC Commission Request for Information
  o Update status of planning for the Battle of Hucks Defeat.
    • We are in the process of working up a plan to have Huck’s Defeat reenacted in July as requested by the CHC.

Motion was made by Jonell Hagner and seconded by Rick Lee that CHM sites close on Easter Sunday 2012.
  o Exell will give commissioners a call if he finds issues that would make this closing something the commissioners should reconsider.

Motion passed unanimously.

Committee Reports

• Finance Committee – Dennis Getter
  o Summary of finance committee meeting of 1/30 included in Board packets.
  o Getter was surprised to hear that both Guild and Friends of HB were very disappointed with previous management of the museum and had basically shut down cooperating with the museum. Both organizations have resolved to get more involved now with the museum.
  o Getter advised that the volunteer section of the CHM web page would acknowledge both the Guild and Friends by including their by-laws, last financial report and a brief history of the support organizations.
  o We do evaluate and take credit in our finances for volunteers’ hours.
  o January financial statement was reviewed – positive $64,000.
  o Staff is working with Beth Latham on the budget process for FY12/13 and will have preliminary numbers available by 3/9.
  o Dept heads will meet with the Finance Committee and Beth Latham on Monday 3/12 at 3:00 pm. at MYCO to work on the budget.
  o Finance Committee may need to meet one more time before the March CHC meeting.
  o If commissioners have questions, Department heads should be able to answer those questions at the 3/12 meeting.
  o Getter called attention to the following items in the audit:
    • Membership had a collapsing year before the new commission came on board. Now have the benchmark for putting new programs together.
    • When we passed the motion to indefinitely suspend the new museum because we never got the land, we were told not a penny of tax payers money was spent on the new museum. Auditors found that $1.1 million of tax payers money was spent on the new museum, some of which was spent for physical improvements on the land that we did not own.
    • There is a capitalized cost of $943,000 for the MSCM - the plan was to spend $250,000 for the building, $250,000 on renovation of space, and $400,000 on exhibits
of which $450,000 came from County and $450,000 from City of Rock Hill. Total cost was $1.2 million with overrun in the renovations rather than exhibits. The rest of the money was received from CHF and private donations.

- Ragin Craig requested seeing revenue per location in the next financial statement.
- The Committee has met with the Friends and the Guild. Bill Easley with the Foundation refused to make a presentation because of bad blood and we need to work on a plan to eliminate this bad blood.
- Getter distributed and reviewed the Foundation’s Form 990.
- The Museum’s Form 990 and its Strategic Plan will be added to the CHM Web Page.

- Governance Committee – Jonell Hagner
  - Lisa Davidson is still waiting on Job Descriptions for Site Managers.
  - Exell advised that an all staff meeting will be held at 8 am on March 19th to welcome Carey Tilley and welcomed Commissioners to attend.

- New Business
  - Discussion regarding commissioners and the possibility of running for public office.
    - Ragin Craig is concerned about a previous donor’s offer to hold a hospitality event/fund raiser for the new director, since the donor is running for public office.
    - Craig stressed the importance of the CHM staying neutral regarding the upcoming County Council elections and recommended the CHM hold a political stump meeting at HB and MYCO inviting all of the candidates to speak to the public.
    - Exell will check the events schedule at both HB and MYCO.
    - Rick Lee feels there is no legal conflict with accepting the donor’s offer and that we are passing up a good fund raising opportunity.
    - There was no discussion on CHC members running for public office since no commissioners are planning to run for a public office at this time.

Motion was made by Ragin Craig and seconded by David Duncan that we consider having a political stump meeting at HB and MYCO and have the Director look at potential available dates. Motion was passed by a majority with 1 no vote from Rick Lee. Hester Benitez abstained from voting on the motion.

- Discussion regarding commission authorization to speak before County Council.
  - Lee objected to the commissioners not knowing the CHC officers were making a report to County Council at Council’s last meeting.
  - Getter explained that the request from Council came one week before the council meeting and there was not time to have a CHC meeting.
  - Craig wasn’t concerned about the report since the information given to Council was public information that the Commissioners had already discussed.

- Pat Veasey was concerned about the lack of communication to the full commission that Carey Tilley had accepted the Director position.
  - David Plexico and Jonell Hagner explained the timeline of events after receiving the acceptance email from Carey Tilley.
  - Lee suggested going forward that there be a method of communication so that these occurrences don’t take place again.

- Getter questioned why Lee didn’t feel he needed commission authority to make comments on a local radio station specifically about the organization and the commission.
  - Lee feels speaking on the radio was a different situation since he was not reporting on behalf of the official body.
  - Getter questioned why Lee’s email requesting the full commission know when CHC officers are going to make a report to County Council was copied to outsiders other than commission members.

- Hagner advised that the Friends have agreed to arrange for Carey Tilley to live in the cottage at HB for a few months before his family arrives and would like to have the Commissioners’ approval.
Motion was made by Jonell Hagner and seconded by Ragin Craig that the CHC approve allowing Carey Tilley to use the rental cottage at HB for temporary housing thru May 31 or date to be determined. Motion passed unanimously. Hester Benitez abstained from voting on the motion.

- Pat Veasey asked that we move forward creating the Collections Committee at the next meeting. Getter and Veasey will work on the structure of the Collections Committee to be presented by Veasey at the next meeting.

- Wade Fairey has resigned. Applications to fill this ex-officio position will be accepted by the County Office. The CHC will review the applications and send their recommendation to County Council.

- Veasey advised that in honor of Museum Advocacy Day she had completed an Economic Impact Statement for the CHM to forward to SC Legislatures to bring museums to the forefront. Commissioners agreed she should forward to the Legislatures.

- Craig listed some issues he thinks should be addressed between the Carroll School and the Rock Hill School District and asked Exell to check on these issues with appropriate CHM staff.

- Plexico will send a letter to Wade Fairey thanking him for his service on the CHC.

**Executive Session**
Personnel Matter – To discuss employee salary change.

**Reconvene to Open Session**
Will no further business to discuss the meeting was adjourned.

Prepared By: Elaine Lavender
Submitted By: Dennis Getter, CHC Secretary/Treasurer
Culture & Heritage  
Board of Commissioners Meeting  
March 26, 2012  
6:00 pm  
Museum of York County  

Approved 4/30/12  

Person Presiding: Chair, David Plexico  
Members Present: Ragin Craig, David Duncan, Dennis Getter, Jonell Hagner, and Rick Lee  
Members Absent: Hester Benitez  
Ex-Officio Present: Pat Veasey  
Staff Present: Barbara Ardrey, Harry Exell, and Carey Tilley  
Other: Michael Kendree, County Attorney and a member of the public.  

The meeting was called to order by David Plexico, CHC Chair, at 6:00 pm.  

Motion was made by David Plexico and seconded by Ragin Craig to approve the minutes of the 2-27-12 CHC meeting as presented. Motion passed unanimously.  

Staff Reports and Information  

Report from Harry Exell (Summary – full reports were distributed to Commissioners)  

- Manager Reports from Nat’l History, History, Archives & Collections, Business/Marketing, Site Mgr MYCO/MSCM, Site Mgr HB/McCelsvey, Exhibitions and Facilities Operations were distributed.  
- Deaccession recommendations from Latasha Richards were reviewed. Richards will work with the CHC to create a Collections Committee.  

Motion was made by David Duncan and seconded by Ragin Craig to approve Deaccessions as recommended by Latasha Richards as follows: Object #’s HB88.17, HB186, HB8526, 1982.043.001, HB88.148, HB127, 2004.005.008. Motion passed unanimously. (Complete deaccession recommendation is attached to minutes.)  

- Carroll School  
  o Staff suggested programming is too time consuming  
  o Carey Tilley will review programs and make a recommendation at the April CHC meeting.  

Committee Reports  

- Finance Committee – Beth Latham  
  o Additional capital projects recommended by Carey Tilley were reviewed.  
  o Beth Latham suggested looking into hospitality tax funding for repairs to the Brick House roof.  

Motion was made by Dennis Getter and seconded by David Plexico to accept the FY11/12 budget as presented by the Finance Committee with an additional $120,000 for capital expenses. Motion passed unanimously.  

Old Business  

- Pat Veasey would like to see Collections Committee added to CHC committees.  
- CHC needs to amend By Laws so that non-voting members of the CHC can serve on a committee.  
- Michael Kendree, County Attorney, noted that County Council must give final approval to By Laws changes.  
- Commission decided that at least two voting members should serve on a committee.  

Motion was made by Ragin Craig and seconded by David Plexico to nominate Jonell Hagner and David Duncan to serve on the Collections committee.  

1 of 2
Discussion – Dennis Getter had previously agreed to serve on this committee.

Motion was amended to nominate Jonell Hagner and Dennis Getter to serve on the Collections Committee. Motion passed unanimously.

New Business
- Jonell Hagner advised that the two qualified applicants for the vacant ex-officio position on the CHC were Annie Williams and Robert (Bob) McCann.

Motion was made by Ragin Craig to nominate Annie Williams for the ex-officio position. With no second, motion dies.

Motion was made by Rick Lee and seconded by Jonell Hagner to nominate Bob McCann for the ex-officio position. Motion passed by a majority with five yes votes from Rick Lee, Jonell Hagner, David Plexico, David Duncan and Dennis Getter and one no vote from Ragin Craig.

- CHM and Foundation Discussion
  - Ragin Craig is concerned because the Foundation spent money to raise money last year, but didn’t donate money to the CHM in accordance with its mission and feels a letter should be written to the Secretary of State.
  - Craig also disagreed with written comments made by the County Manager to the Legislative Delegation regarding the downsizing of staff at the CHM as an effort of the County Manager instead of recognizing the downsizing as an effort of the current commission.
  - Michael Kendree suggested this discussion be continued in Executive Session.

Executive Session
- Receipt of Legal Advice

Reconvene to Open Session

Motion was made by Ragin Craig and seconded by David Duncan directing the County Attorney to draft a letter to the SC Secretary of State questioning/complaining of the CHF’s raising funds on behalf and in the name of CHM, as expressed in its Charter, yet not donating any funds to CHM. Motion passed by a majority with five yes votes from Ragin Crairn, David Duncan, David Plexico, Dennis Getter, Jonell Hagner and one no vote from Rick Lee.

Motion was made by Ragin Craig and seconded by David Duncan requesting the Commission Chairman draft a letter to the County Council Chairman expressing concern-seeking clarification on written comments to the Legislative Delegation regarding the downsizing of staff at the CHM as an effort of the County Manager, as opposed to recognizing the downsizing as an effort of the current Commission.

Discussion - Rick Lee suggested the letter of inquiry be sent directly to the County Manager, Jim Baker.

Motion passed unanimously.

- Ragin Craig wants Carey Tilley to look at available dates in May to hold a stump meeting.

With no further business to discuss motion was made to adjourn the meeting.

Dennis Getter requested that David Plexico write a formal letter thanking Harry Exell for his service as Interim Director.

Prepared By: Elaine Lavender
Submitted By: Dennis Getter, CHC Secretary/Treasurer
RECOMMENDATION FOR DEACCESSION

<table>
<thead>
<tr>
<th>Object Numbers:</th>
<th>Date of Accession:</th>
<th>Collection Type:</th>
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<tbody>
<tr>
<td>HB 88.17*</td>
<td></td>
<td>History-Agricultural</td>
</tr>
<tr>
<td>HB186*</td>
<td></td>
<td>&quot;</td>
</tr>
<tr>
<td>HB8526*</td>
<td>November 1988</td>
<td>&quot;</td>
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<td>1982.043.001*</td>
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<td>HB88.148</td>
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<tr>
<td>HB127*</td>
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<td>&quot;</td>
</tr>
<tr>
<td>2004.005.008*</td>
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</table>

* Due to inconsistent record keeping, and object and accession numbering signed paperwork could not be located for these items. However the number systems utilized do identify these items as having been donated to CHM or its premerger entities.

Description of Object(s) & Condition: Parts of a seeder; Double tree harness; Section of a grain cradle; Maul; Fertilizer; HB 127; Unknown Parts

Method of Acquisition:
It is assumed these were given as general donations to the institution.

Legal Status

Appropriate museum staff has consulted to ascertain whether there are any legal restrictions that would limit the CHM’s right to deaccession and dispose of the object(s).

Restrictions: N/A

Justification

Specific reasons for recommending the deaccession of the object(s): Overall these items are in poor condition. Due to extended use before or after their donation, many of these pieces have severely worn and rusted parts in addition to suffering from pest damage. Furthermore, the majority of these pieces are broken and missing several parts that would clearly identify what they are and their functions in agriculture. They are quite extensively incomplete and repair would compromise any possible historic integrity.

Do they complement another collection? No

Exhibit History

Unclear due to lack of records. Items were more likely stored and possibly used at Historic Brattonsville at one time.

Does the object have possible future value as a loan or for exhibition? No, condition and lack of provenance render these useless.
Can the object be used as part of a study collection? No, condition and lack of provenance render these useless. Collections did discuss these items with Interpretation and Bratonsville staff and there was no interest in these items.

<table>
<thead>
<tr>
<th>Publication History</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Value:</th>
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<tbody>
<tr>
<td>Current estimated value and determining source: N/A</td>
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<tr>
<th>Proposed Disposition:</th>
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<tbody>
<tr>
<td>Transfer to:</td>
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<tr>
<td>CHM Department &amp; Explanation: N/A</td>
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<tr>
<th>Another museum/public agency:</th>
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<tbody>
<tr>
<td>Transfer via:</td>
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<tr>
<td>Sale</td>
</tr>
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<td>N/A</td>
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If transferred to public sector, transfer will occur via:
Public Auction | Dealer |
N/A |

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<tr>
<th>Physical Destruction</th>
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<tbody>
<tr>
<td>Method &amp; Explanation: The pieces are already deteriorated and broken. I recommend that they be disposed of via the local landfill.</td>
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*In accordance with the CHM’s Collection Policy and AAM Code of Ethics, any proceeds derived from the sale of deaccessioned objects will be placed into a fund for the acquisition or direct care of CHM collections.*

<table>
<thead>
<tr>
<th>Collection Manager’s Signature:</th>
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<th>Director’s Signature:</th>
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**ACTION TAKEN ON COLLECTION MANAGER’S RECOMMENDATION**

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<tr>
<th>Collections Committee:</th>
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<td>Referred to CHM Board:</td>
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Culture & Heritage
Board of Commissioners Meeting
April 30, 2012
6:00 pm
Museum of York County

Approved May 29, 2012

Person Presiding: Chair, David Plexico
Members Present: Hester Benitez, Ragin Craig, David Duncan, Dennis Getter, Jonell Hagner, and Rick Lee
Ex-Officio Present: Pat Veasey and Bob McCann
Staff Present: Barbara Ardrey and Carey Tilley
Other: Members of the Public

The meeting was called to order by David Plexico, CHC Chair, at 6:00 pm.

Motion was made by David Duncan and seconded by David Plexico to approve the minutes of the 3-26-12 CHC meeting as presented. Barbara Ardrey will verify that the motion made concerning sending a letter to the Council Chair is recorded properly. Motion passed unanimously.

Staff Reports and Information

Report from Carey Tilley
- Manager Reports are included in Board Packet. In the future, a summary of Manager’s Reports will be in the Board packets rather than individual reports.
- Tilley requested a review of the CHC By-Laws and suggested a Statement of Delegation of Authority which will not only define the Director, Staff and Commission roles but also is required for Accreditation, be added to the By-Laws.
- Getter will research the By-Laws and the Director Job Description and discussion related to this will be on the agenda for May’s meeting.
- Tilley requested that the Administrative Associate position be changed to full-time.

Motion was made by Jonell Hagner and seconded by David Duncan to make the 32 hour/week Administrative Associate position full-time. Motion passed unanimously.

New ex-officio member Bob McCann was introduced to the Commission.

- Tilley presented a draft Vision Statement as follows:
  It is our vision to be recognized nationally as leaders in preserving our unique and irreplaceable resources while maximizing the potential of our sites to accurately tell the story of the Carolina Piedmont in a memorable way that engages visitors of all ages.
- Tilley recommended additional review and discussion by the staff and board before finalizing the statement. Commissioners will review and send suggested edits to the Commission Chair. The final version will be presented for approval at the May meeting.

Committee Reports

- Finance
  - Budget Process – Beth Latham
    - Budget is moving thru the County Council approval procedure with readings, work sessions and public hearings.
  - Explanation of Capitalization associated with Hightower and comments made to Herald Reporter - Beth Latham
    - Latham explained her comment to the Herald reporter regarding the accounting error and the capitalization associated with Hightower.
    - Latham reviewed the history of the funding on a 50/50 match with the County for Hightower renovations.
    - It was recorded as a past debt on CHC financial statement, 6/30/10.
    - Latham explained to the Herald reporter that this was not done to embellish the financial statements, but merely an honest accounting error.
    - The prior period adjustment happened before the current commission was in place.
This adjustment didn’t affect cash flow and no money was lost.

- April Financials were reviewed.
- Membership Numbers are down.
- Dennis Getter and Ragin Craig will call on individual donors and Rick Lee and David Plexico will call on corporate donors to try to increase membership.

- Foundation 990 Forms not Matching Foundation Audit
  - Getter explained that figures on the Foundation 990 Form and the Audit do not match.
  - The Committee has been told that the 990 consist of the Foundation only and the Audit consist of a consolidated return of the Culture and Heritage Foundation; SDG, Inc; and SDG Properties.
  - Dennis Getter reviewed the past Foundation history in detail.
  - Getter has attempted unsuccessfully to talk with Bill Easley (Chairman) and the Foundation accountant concerning the numerous questions of mismatches between the audited return and the 990.
  - Getter explained that he is not asking any political questions, but is only asking them to explain their own documented 990 and their own audited returns and why these expenses seem out of line.
  - Getter concluded his review of the Foundation History, by stating that the Foundation had one goal – give support to the CHC – and they have tremendously deviated from that goal. They have lost their way unfortunately and have not been able to pull back and reconsolidate.

Motion was made by Dennis Getter and seconded by Ragin Craig that due to the public damages being done to the Museum Commission by the continual refusal of the Foundation to give open access and complete financial disclosure, that the Commission Chairman write letters to each Foundation Director asking that they appoint new independent Directors that will reveal all information. Tilley offered to speak to the current Foundation leadership as an alternative. After considerable discussion, motion passed by a majority vote with five yes votes from Dennis Getter, Ragin Craig, David Plexico, David Duncan and Jonell Hagner and two no votes from Rich Lee and Hester Benitez.

- Governance
  - Revisions to the Organizational Chart as proposed by Carey Tilley were discussed.

Motion was made by Rick Lee and seconded by Dennis Getter to support changes to the Organizational Chart as submitted by Carey Tilley. Motion passed unanimously.

**Old Business**
- Collections Committee Charter was discussed.

Motion was made by Dennis Getter and seconded by David Plexico to adopt the Collections Charter as presented with elimination of the following words in the first paragraph, 2nd sentence as follows: of research, natural, cultural and historical materials. Motion passed unanimously.

- Fundraising
  - Craig would like to see different types of events/exhibits to attract a more diverse group of visitors.
  - Events such as turkey shoot, gun shows, and Civil War were discussed.
  - Tilley stated that we will need time to evaluate all programs and incorporate feasible new ideas into a comprehensive programming plan.

**New Business**
- Hagner brought up the question of opening HB on Mondays, especially for the summer months.
- Tilley wants to look into spreading out the staff – possibly adding some hours.
- Lee requested an update on budget projects at HB and the status of reconstruction of the HB Store.
- Tilley feels funds need to go to restoring present structures first.
- Hagner reviewed upcoming Meet & Greet the Director events.
- Tilley advised that all Planetarium bids have been submitted. We are working with the County and hope to have the new Planetarium up and running in the Fall.

With no further business to discuss the meeting was adjourned.

Prepared By: Barbara Ardrey
Submitted By: Dennis Getter, CHC Secretary/Treasurer