Culture & Heritage Commission
Special Called Board of Commissioners Meeting
December 19th, 2017
6:00 PM
Museum of York County
Approved: January 23rd, 2018

Person Presiding: James Duncan
Members Present: Nancy Craig, Jeff Lyon, Penny Sheppard
Members Absent: Dale Dove, Craig Lentz
Ex Officio Members Present: Carolyn Mendenhall
Ex Officio Members Absent: Rick Chacon
Staff Present: Carey Tilley, Alison Gray, Kevin Lynch, Joe Mester, Michael Scoggins
Others: Michael Kendree, Andrew Kohr, Jay White, Jamie Harfield, Barbara Ardrey

Call to Order
The meeting was called to order by James Duncan at 6:12 pm.

James Duncan moved to amend the agenda, moving “Use of Enterprise Fund for Catharine Ladd Book” as well as “FFTC CHC Capital Funds Advisory Committee Appointees” to executive session; Jeff Lyon seconded; there was no discussion; a vote was taken and the agenda was amended.

Penny Sheppard moved to approve the draft minutes of the November 28th, 2017 meeting as written; Jeff Lyon seconded; no discussion followed; a vote was taken and the minutes were approved unanimously.

Calendar Review
- Carey Tilley reminded the Commission that the presentation of the audit will take place in January. The 990 should be done prior to the January meeting for review. Institutional Plan review has been moved to February so that there is ample time for the audit and 990 presentation at the January meeting.

Reports and Presentations
- HB Master Plan Presentation
  o Andrew Kohr, Jay White, and Jamie Harfield of Stantec presented an update on the Historic Brattonsville Master Plan. Since White and Kohr presented at the September CHC meeting, they focused this presentation on the guiding principles used to create the Master Plan, the prioritization of preserving and restoring original structures, and the phasing of projects. Next steps will be to work with the internal CHM team to finalize the Master Plan. The representatives from Stantec and CHM Staff answered questions from the Commission throughout their presentation regarding specific buildings, balancing immediate needs and future planning.

- Director’s Report
  o Tilley gave an abbreviated report as this was a special called meeting. This included a brief update on the projects at Historic Brattonsville, the numbers from Christmas
Candlelight Tours at Historic Brattonsville and ChristmasVille events at the Main Street Children’s Museum, the Pleistocene Hall project at the Museum of York County and the McElvey Center’s upcoming Southern Sound Series.

[Note: See full copy of Director’s report attached to these minutes as Addendum “A”.

**Committee Reports**
- Collections Committee
  - No report.
- Finance Committee
  - Committee chair, Penny Sheppard, shared that the Finance Committee met the day after the November meeting to go over the audit. The audit received the best possible result. Nancy, Carey and Penny will receive the 990 prior to the January meeting so that they can review it and have a recommendation at the January meeting.
- Governance Committee
  - No report.

**Old Business**
- Use of “Non-recurring Building Projects Fund” (Equity Account 5000-25352-000) to repair Hightower Barn Roof
  - Tilley shared that an emergency repair is needed of the Hightower Barn Roof. Joe Mester explained that this is a mid-20th century barn that is integral to operations, housing tractors and equipment. The roof system that will be put on costs roughly $22,500, but there may be additional work that needs to be done, such as framing. Overall, Mester believes that the overall cost should not exceed $30,000.

Penny Sheppard moved to use up to $30,000 of the Non-recurring Building Projects Fund (Equity Account 5000-25352-000) to repair the Hightower Barn Roof as quoted; Jeff Lyon seconded; discussion followed; a vote was taken and the motion passed unanimously.

- Establish Special HB Farm Fund
  - Tilley shared that when animals are sold, he would like for the revenue from those sales to be put in a special account designated for the care and acquisition of farm animals. This would be similar to the way that revenue from collections are handled. Discussion followed regarding the type of account and how to establish the account.

Penny Sheppard moved, upon recommendation of the Finance Committee, that the Commission establish a “Special HB Farm Fund” for the care and acquisition of animals on the farm. All proceeds of sales of animals from this time forward will be moved to this established account; Jeff Lyon seconded; no discussion followed; a vote was taken and the motion passed unanimously.
  - There was discussion about moving the money from selling the mules into this account.
Penny Sheppard moved that the $4,000 from the sale of the mules will be deposited into the new account; Jeff Lyon seconded; no discussion followed; a vote was taken and the motion passed unanimously.

Jeff Lyon moved to go into executive session for receipt of legal advice, and to discuss personnel and contractual matters; Penny Sheppard seconded; no discussion followed; a vote was taken, the motion passed unanimously and the meeting entered executive session.

Executive Session
- Receipt of legal advice and discussion of personnel and contractual matters.

James Duncan announced that the meeting was back in open session and that the following actions were necessary as a result of executive session.

James Duncan entertained a motion to authorize the Executive Director to use up to $5,000 of the Enterprise Fund for publication of the Catharine Ladd biography by Pat Veasey; Penny Sheppard so moved; Jeff Lyon seconded; a vote was taken and the motion passed unanimously.

James Duncan called for a motion to reappoint Pat Veasey as a member of the Foundation for the Carolinas Culture and Heritage Commission Capital Funds Advisory Committee; Penny Sheppard so moved; Jeff Lyon seconded; a vote was taken and the motion passed unanimously.

There being no more business James Duncan called for a motion to adjourn; Penny Sheppard so moved; Jeff Lyon seconded; a vote was taken and with everyone voting in favor, the meeting was adjourned.

Prepared by: Sarah Lewis
Submitted by: Penny Sheppard, Secretary/Treasurer
Culture and Heritage Museums
Director’s Report
December 19th, 2017

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

CHC Commissioners,

I want to thank you again for your service to the museums and the people of York County. Since this evening’s meeting is a special meeting, this report will be somewhat abbreviated for the sake of time (both in preparation and presentation). As we approach the end of the calendar year we continue to move forward as an organization. Through November, overall visitation is up while we have set up a new all-time record in total memberships at 1,534.

The Historic Brattonsville (HB) Master Plan is wrapping up giving us important guidance for the future of the site. Other work at HB is reaching important thresholds as we received our first look at the reports by the Liollio architectural team on the Brick House earlier today. The Furnishing Plan for the Brick House (including the floor design of the store) has also been completed while the Finishes analysis continues to move forward according to schedule. We released a Request for Qualifications for Architectural / Engineering consulting on the Homestead and Colonel Bratton House yesterday and have scheduled opening of submittals for the end of January. Although much of it is behind the scenes, work overseen or carried out by our internal team continues at the site. Critical to all of these projects is the vacant Preservation Coordinator position. We have a follow-up on-site interview with a very strong candidate scheduled for later this week.

Christmas Candlelight was held at HB over the first two Saturdays in December. Although the event was well-received, attendance was down this year primarily due to rain and wintry mix throughout the early part of the day on the second weekend. Overall attendance through November is down at HB due to this year’s cancellation of the Civil War Reenactment in October which accounts for approximately 1,000 visitors each year. Planning continues on the new revamped program for 2018 focusing on the Bratton Plantation during the Civil War. The first planning committee meeting is planned for the week of January 22nd.

At the Museum of York County (MYCO), the design work for the Pleistocene Hall is moving forward according to schedule and our consultants at JMD and Taylor continue to be very positive and responsive. Although the other sites have dropped slightly through the early part of this year, MYCO leads the pace in attendance through November and is well ahead of both FYE 2017 and the three-year average.

The Main Street Children’s Museum saw its highest Christmasville attendance ever in early December with 1,228 visitors during the annual Rock Hill festival. The strong December should make up for the slower start to this year’s visitation totals.

At the McElvey Center, we have announced the 2018 line-up for the Southern Sound Series with Nikki Lane on January 20th, Steel Wheels on February 17th, Mark O’Connor on March 17th, and Rhiannon Giddens on April 20th. Tickets may be purchased at www.chmuseums.org/southernsoundseries. While visitation to the research room continues to climb, McElvey’s numbers trail last year due to the absence of Summer Concerts and America Recycles Day – an event that drew over 400 students last year.
YTD Visitation Totals through November 30th

<table>
<thead>
<tr>
<th></th>
<th>Overall</th>
<th>MYCO</th>
<th>HB</th>
<th>MSCM</th>
<th>McCelvey</th>
</tr>
</thead>
<tbody>
<tr>
<td>YTD 2017-2018</td>
<td>40,889</td>
<td>17,621</td>
<td>11,147</td>
<td>11,399</td>
<td>722</td>
</tr>
<tr>
<td>YTD 2016-2017</td>
<td>40,829</td>
<td>15,537</td>
<td>11,835</td>
<td>12,143</td>
<td>1,314</td>
</tr>
<tr>
<td>Change from Previous Year</td>
<td>+60</td>
<td>+2,084</td>
<td>-688</td>
<td>-744</td>
<td>-592</td>
</tr>
<tr>
<td>% Change from Prev. Year</td>
<td>+0.15%</td>
<td>+13.41%</td>
<td>-5.81%</td>
<td>-6.13%</td>
<td>-45.05%</td>
</tr>
<tr>
<td>Avg. of last 3 yrs.</td>
<td>38,436</td>
<td>14,169</td>
<td>11,887</td>
<td>11,199</td>
<td>1,182</td>
</tr>
<tr>
<td>Change from Avg.</td>
<td>+2,453</td>
<td>+3,452</td>
<td>-740</td>
<td>+200</td>
<td>-460</td>
</tr>
<tr>
<td>% Change from Avg.</td>
<td>+6.38%</td>
<td>+24.36%</td>
<td>-6.23%</td>
<td>+1.79%</td>
<td>-38.92%</td>
</tr>
<tr>
<td>% Change since 2012</td>
<td>+28.19%</td>
<td>+72.52%</td>
<td>-15.26%</td>
<td>+50.50%</td>
<td>-24.32%</td>
</tr>
</tbody>
</table>

YTD Membership Totals through November 30th

<table>
<thead>
<tr>
<th></th>
<th>Total Memberships at the end of Month</th>
<th>Total Membership Income</th>
<th>General Membership Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-2018</td>
<td>1,534</td>
<td>$42,630.00</td>
<td>$38,990.00</td>
</tr>
<tr>
<td>2016-2017</td>
<td>1,510</td>
<td>$38,918.50</td>
<td>$35,748.50</td>
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<tr>
<td>Change From Prev. Year</td>
<td>+24</td>
<td>+$3,711.50</td>
<td>+$3,241.50</td>
</tr>
<tr>
<td>% Change from Prev. Year</td>
<td>+1.59%</td>
<td>+9.54%</td>
<td>+9.07%</td>
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<tr>
<td>Avg. of Prev. 3 yrs.</td>
<td>1,345</td>
<td>$34,281.90</td>
<td>$29,010.23</td>
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<tr>
<td>Change from Avg.</td>
<td>+189</td>
<td>+$8,348.10</td>
<td>+$9,979.77</td>
</tr>
<tr>
<td>% Change from Avg.</td>
<td>+14.05%</td>
<td>+24.35%</td>
<td>+34.40%</td>
</tr>
<tr>
<td>% Change from 2012</td>
<td>+24.21%</td>
<td>+51.47%</td>
<td>+149.38%</td>
</tr>
</tbody>
</table>

The Development Department continues to make progress with membership, contributions and planning for a significant fundraising event. The total number of memberships at the Culture and Heritage Museums stood at 1,534 at the end of November setting a new all-time record. Total year-to-date membership income through November is also at an all-time high for the first five months of the year with the pace being led by General Membership levels.

We have received a gift of $10,500 from Dennis and Debbie Getter in memory of their grandson, Luke Howard. The gift has been designated to be used for two planetarium shows - “We are Stars!” and “Weather: Wonders and Mysteries Revealed”. We have also received an additional $50,000 from the Robert Haywood Morrison Foundation. This contribution represents the third of three installments totaling $150,000 for the Restoration of the Brick House.

Thank you once again for your continued support.

Carey L. Tilley
Executive Director