

**Culture & Heritage
Board of Commissioners Meeting
May 5, 2014 (moved from April 28, 2014)
6:00pm
Museum of York County**

Approved 06-23-2014

Person Presiding: Chair, David Plexico
Members Present: Ragin Craig, David Duncan, Dennis Getter, Jonell Hagner,
Rick Lee
Members Absent: Carlos Bryson
Ex Officio Present: Nancy Craig
Staff Present: Carey Tilley, Barbara Ardrey, Richard Campbell
Others: None

The meeting was called to order by CHC Chair, David Plexico at 6:07pm. Plexico asked for a motion to accept the minutes of the 3-24-2014 meeting.

Ragin Craig so moved; Lee seconded; no discussion; a vote was taken and the motion passed unanimously.

Plexico then asked for a motion to accept the minutes of the 3-31-2014 special called meeting.

Hagner moved to accept; Lee seconded; no discussion; a vote was taken and the motion passed with Plexico, Hagner, Getter and Lee voting in favor and Ragin Craig and Duncan abstaining because they were not at the meeting.

Staff Reports and Information

- Report of Executive Director – (See full report attached as Addendum A to these minutes.)

Committee Reports

- Finance Committee
 - Getter reported that the committee met at 4:00pm prior to the Commission meeting and he asked for a recap by Tilley or Campbell on the report and amounts being requested. (Complete handout in packets)
 - Tilley noted that after it was amended, the 2014 budget was \$4,964,010; the recommended budget for 2015 starting July 1, 2014, is \$3,753,464 for a decrease of \$1,210,546.
 - On the revenue side, he showed that most of the reduction is in the capital projects, which came mainly from fund balance and grants in 2013-14. The Capital projects portion of the budget can be increased later in the year if and when revenue to cover it is identified.
 - Tilley pointed out that contributed income was reduced significantly by \$125,600. We are short of our goal set for 2013-14. In the coming budget we tried to be more realistic with projections for contributed income resulting in the big change on the revenue side

in the operating budget. (Earned income, however, is doing well and is projected to increase overall by \$13,000.)

- Last year we took money out of the fund balance for capital projects and we will not be doing that this year.
- On the expense side, Tilley noted that the 2014-2015 recommended Budget has decreased by \$1,210,546 - also primarily in capital projects. Four projects are expected to be completed in FY2014 totaling \$1,182,765.
- Also, the Development Director's position is not being funded this year due to the productivity of that job and the challenges of fundraising at this time. The position is not being eliminated, however.

(See Budget memo by Tilley attached as Addendum B to these minutes.)

Getter moved that the Commission accept, for the fiscal year 2015, the recommended base budget of \$3,753,464, subject to approval of capital projects, as funding for projects become identified; Duncan seconded; no discussion; a vote was taken and the motion passed unanimously.

- Governance Committee
 - Hagner reported that the Governance Committee met at 5:00pm today (May 5, 2014). Hagner then asked Tilley to go over the proposed staff/org chart changes.
 - Tilley noted that the changes are reflected in the current budget that was just proposed and that there are actually three position changes and three explanations on what is being done and how it will affect the org chart.
 - 1) Create a second Preservation Coordinator position to address preservation needs at McCelvey. In order to do that we are eliminating one Operations Associate 1 position and we are going to offer that person the opportunity to move into the Preservation Coordinator position.
 - 2) The Development Director's position is not being funded which will be a significant savings.
 - 3) As an organizational chart change we are recommending that the Facilities Department be moved under our Business Manager, Richard Campbell. Richard will be handling all of the administrative duties. That should free up time for the Operations Manager, which was Frank's old job, to be more hands on with repairs and maintenance. The Operations Manager will be supervising three sites instead of four. Brattonsville will still be under the Property Manager who will also be reporting to Richard.

Hagner made a motion to accept the changes as presented; Getter seconded; no discussion; a vote was taken and the motion passed unanimously.

- Collections Committee
 - Duncan reported that there was no Collections Committee meeting but that the committee members had been furnished copies of the Recommendation for Accession of the Celanese Fibers Company Policy Guide, 1976 and the Telephone Directory, Celriver plant, June 1950, and the Recommendation for Deaccession of the 13 specimens from the Natural History Collection that are being presented to the Commission and that both were approved by all the committee members, except for one who could not be contacted.

(Recommendations for Accession and Deaccession attached collectively as Addendum C to these minutes.)

Duncan moved the Commission accept both recommendations; Lee seconded; no discussion; a vote was taken and the motion passed unanimously.

Old Business

- By-Laws
 - Getter noted that the proposed changes in the By-Laws had been sent out several weeks ago. (Hard copies were included in board packets.)
 - Ragin Craig asked Getter to review changes and in particular the change pertaining to "Participation by Conference Telephone." Getter reported that the consensus of the Commission members was that effective July 1, 2015, there will be no phone participation allowed.
 - Getter then reviewed all the proposed changes as follows:
 - 1) On page 4 under Section 7 (a), we added the word "standing" in front of the word "committees" in the third sentence.
 - 2) Also under Section 7 paragraph (f), which specifically dealt with the Fundraising Committee, (f) now becomes the authorization for any committees that we want to add that aren't standing committees.
 - 3) Under Section 11 (c) which was "Participation by Conference Telephone" the recommendation is that that paragraph be struck but it be struck effective July 1, 2015, which is the start date for new commission terms.

Getter moved that we accept these new By-Law changes as indicated on the handout. Plexico noted that under Section 11(d) Quorum in the second sentence it states, . . . "as long as a quorum is present in person or by phone" . . . and that should also be changed.

Getter stated that under paragraph (d) Quorum in the second sentence, the words "or by phone" be struck effective July 1, 2015.

Because the above was a material change, Getter withdrew his motion until the next meeting.

Lengthy discussion ensued regarding number of commission members needed on the commission in the future including the idea of the addition of a representative from the Friends of Brattonsville and MYCO Guild as ex-officio non-voting members.

New Business

- Budget
 - The budget was discussed earlier in the meeting.
- Org Chart
 - Personnel changes were discussed earlier in the meeting. Tilley noted that he will have a hard copy of the revised Org Chart that reflects the changes as discussed to present to the Council and he will email copies to the Commissioners.

- **Landfill**
Tilley explained that there is a landfill adjacent to Historic Brattonsville and the owner, Buddy Clawson, has petitioned the Zoning Commission for a special permit for a composting operation. The biggest change/concern will involve an increase in the number of trucks on Brattonsville Road. The truck traffic poses a safety issue with the school groups as well as a concern for the stability of the historic structures. Discussion followed on how to proceed with this matter and the possibility of having the road closed to trucks.

Tilley noted that until we can be assured that there will not be any more trucks coming by Brattonsville, our position needs to be that we do not support this expansion. Tilley reported that the Zoning meeting is scheduled for Thursday night and recommended that the Commission take an official position to defer any decision until the issue with the truck traffic can be resolved.

Lee made a motion to ask the Zoning Board of Appeals to defer its decision on his (Mr. Clawson's) application based on specific points to be presented by Executive Director Carey Tilley, for a period of time that would be satisfactory to allow both parties to come to an amicable solution without having to be in disagreement; Getter seconded; discussion; a vote was taken and the motion passed unanimously.

- **May Meeting Date**
 - Tilley noted that the regular May meeting would fall on Memorial Day.
 - After some discussion, Getter suggested resuming with regular June meeting and if needed, call a special meeting.

Lee so moved; Plexico seconded; no discussion; a vote was taken and the motion passed unanimously.

(Short break)

Plexico made a motion to adjourn to Executive Session to discuss contractual matter; Getter seconded; no discussion; all voted in favor and the motion passed unanimously.

Executive Session

- **Contractual Matter**

Reconvened to Open Session

Plexico announced that no action was taken as a result of Executive Session.

Duncan moved to adjourn; Lee seconded; all voted in favor and the motion passed unanimously.

Prepared by: Barbara Ardrey

Submitted by: Dennis Getter, Secretary/Treasurer

Addendum A
Culture and Heritage Museums
Director's Report
May 05, 2014

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

CHC Commissioners,

We have completed the third quarter of our fiscal year with strong visitation and membership numbers. Several important capital projects have been completed or are nearing completion. The quality of our programs and the commitment to preservation of our resources remains high while we continue to exercise fiscal responsibility despite challenges in fundraising. For over a year, this commission along with the York County Council has stood resolute in ensuring that funds, assets, and proceeds from assets that were raised, invested, or managed in the name of the Culture and Heritage Commission are used to benefit the mission of this organization and our ability to serve the citizens of York County through our efforts to implement that mission. I understand the challenges that this has presented and sincerely respect and appreciate the resolve of this body as well as that of the county council. With light now at the end of the tunnel, I am excited about the prospect of having this matter behind us and moving forward with a renewed capacity to enhance our public offerings.

Visitation Numbers through March

Year-to-date on-site service numbers continue to be strong through March. The total people we have served through the first nine months of 2013-14 is up 4% from the same time period last year and by 23% over the average of the previous five years. Overall monthly attendance for March was up by almost 11% from March of 2013 on the strength of the record-breaking attendance at *Children's Day on the Farm* on the 22nd. Although we are still awaiting final April numbers we do expect another strong month with growth at both *Earth Day Birthday* at MYCO and *Sheep-Shearing Day* at HB.

Year-To-Date On-site Visitation Comparisons

	Overall	MYCO	HB	MSCM	McCelvey
YTD 2013-2014	57,368	20,254	19,465	15,569 ¹	2,080
YTD 2012-2013	55,157	19,176	18,322	13,965	3,694 ²
Change from Previous Year	+2,211	+1,078	+1,143	+1,604	-1,614
% Change from Previous Year	+4.0%	+5.6%	+6.2%	+11.5%	-43.7%

¹ Main Street Children's Museum YTD Totals for 2013-14 include Countdown to Kindergarten (total of 500). "Countdown" was a first-time program not held in previous years.

² McCelvey YTD Totals for 2012-13 include New Harmonies Concerts in July of 2012. These Concerts were funded by a one-time grant. The 2012-13 totals also include the "Keepers of the Culture" event and the McCelvey marker dedication (not held in 2013-14). Research Room closed in March 2014 due to relocation to annex.

Avg. of last 5 yrs.	46,518³	17,072	20,431	13,610 ⁴	2,354
Change from Avg.	+10,850	+3,182	-957	+1,959	-274
% Change Avg.	+23.3%	+18.6%	-4.7%	+14.4	-11.6%

March Monthly On-site Visitation Comparison

	Overall	MYCO	HB	MSCM	McCelvey
March 13/14	7,879	2,408	3,252	1,719	500
March 12/13	7,114	2,807	2,192	1,516	599
Change from Prev. Year	+765	-399	+1,060	+203	-99
% Change	+10.8%	-14.2%	+48.4%	+13.4%	-16.5%

Events at Historic Brattonsville

Last month, I reported a very strong visitor turnout for *Children's Day on the Farm* on March 22. The final count of 1,802 was indeed a new record for single-day visitation at Historic Brattonsville breaking the old record of 1,735 that had stood since 2003. The positive response to our events at HB continued on April 12th as 548 visitors attended *Sheep-Shearing Day* - an increase of 30% over last year's total and 196% from its first year in its current special-event format in 2012. Every rain-free event at Historic Brattonsville in 2013-2014 has experienced positive growth over the past year. There is renewed interest in the site. People are responding to our events and the time is right to start addressing our daily offerings so that Historic Brattonsville can grow into its potential of being a major historic tourism destination for the southeast.

Special Events at HB compared to Previous Year

(*Denotes two-day event)

1. Independence Day (Total of 461):up 108%
2. Huck's Defeat (Total of 1,086):up 48%*
3. Occupations of the Past (Total of 175): up 140%
4. Sweat of our Brow (Total of 426):up 53%
5. Piedmont Pottery Festival (Total of 446).....up 21%
6. Spirits & Stories (Total of 484):up 120%
7. Civil War Reenactment (Total of 1,061):up 6%*
8. Christmas Candlelight (Total of 828):down 57%* (rain both weekends)
9. Hog Butchering Day (Total of 118): down 48% (heavy rain)
10. Children's Day on the Farm (Total of 1,802):up 598% (rain prev. year)
11. Sheep-Shearing Day (Total of 548) up 30%

³ In order to show the growth in total people served at our sites, the mid-year average total attendance includes MSCM; however, it should be noted that MSCM did not open until December of 2010. If MSCM is removed from the equation, the other sites averaged 39,856 visitors over the previous five years. The 2013-14 YTD total for the other three sites is still up by 4.8% over that average.

⁴ MSCM's average YTD on-site attendance is only for the two previous years since it did not open until December of 2010.

Recent Awards

On March 28th the Culture and Heritage Museums was formally given the **2014 Preserving our Places in History Project Award** by the *South Carolina African American Heritage Commission* for “By the Sweat of our Brow”. Each September, “Sweat” uses living history to present the life and challenges of African Americans at Brattonsville both before and after slavery. The award follows on the heels of the **2013 Achievement Award** given to the CHC on March 13th for “Way Back When: Ice Age Beasts of the Carolina” by the *South Carolina Federation of Museums*.

Membership

The April membership numbers have just come in and continue to show strong growth. Monthly Membership totals rebounded from the February dip with total membership jumping from 1,104 to 1,159 in the two-month span. Membership income increased by 12% in March over March of 2013 while it increased by 20% over the previous year in April. These numbers represent an increase of almost 56% and 60% respectively over the average membership of the previous four years. The past two months have accelerated the already strong growth in membership income this year which is up by 15% from last year and is 40% over the average of the four previous years. We have already exceeded the full-year total income from FYE’s 2010, 2011, and 2012 and, with two-months to go, are only a few thousand dollars short of the 12-month growth that was seen last year.

Again, I thank you for your support for our mission and our staff.

Sincerely,

(submitted electronically)

Carey L. Tilley
Executive Director

Addendum B

To: Culture and Heritage Commission

From: Carey Tilley
Executive Director

Subject: FY 2015 Budget Recommendation

Date: May 5, 2014

The FY 2015 budget process has been an interactive process, with division heads inputting their budgets and notes into the financial software. After a comprehensive review of available revenues and requested expenditures, I believe the submitted recommended budget provides staff with the resources needed to operate efficiently while continuing to provide quality services. Below is a comparison with the current fiscal year and following are explanations of significant variances.

FY 2014 Amended Budget	FY 2015 Recommended Budget	FY 2015 Over/(Under) FY 2014
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\$4,964,010	\$3,753,464	(\$1,210,546)

Revenues

The table below shows FY 2014 and recommended FY 2015 revenues by source.

Source	FY 2014	FY 2015	Increase/ (Decrease)	%
	Adopted Budget	Recommended Budget		
County Support	3,309,942.00	3,005,514.00	-304,428.00	-9%
Grants	447,860.00	165,550.00	-282,310.00	-63%
Earned Income	400,000.00	413,000.00	13,000.00	3%
Contributed Income	295,000.00	169,400.00	-125,600.00	-43%
Appropriation of Fund Balance	511,208.00	0.00	-511,208.00	-100%
Total Revenues	4,964,010.00	3,753,464.00	-1,210,546.00	-24%

County tax revenues in the recommendation are \$304,428 lower than the FY 2014 budget. As you can see from the table on the following page, the significant decrease is attributable to the County allocation that was designated for capital projects that should be completed in the current fiscal year. Based on the growth in the tax base and estimated delinquent collections, the County allocation for operating expenses is \$7,314 higher than FY 2014 and that revenue is based on the current millage rate of 2.6 mills.

ACCOUNT	FY2014	FY2015		% Change
	Adopted Budget	Recommended Budget	Increase/ (Decrease)	
5000-31000-000 York County Operating	2,998,200.00	3,005,514.00	7,314.00	0%
5000-31001-000 County Capital	150,000.00	0.00	-150,000.00	-100%
5000-31001-000 County Capital (Deferred from FY 2013)	161,742.00	0.00	-161,742.00	-100%
Total-County Support	3,309,942.00	3,005,514.00	-304,428.00	-9%

Most of the decrease in grant revenues of approximately \$282,000 is due to Hospitality Tax funded projects that are expected to be completed in the current fiscal year. Included in this revenue category, there is an amount of \$50,000 for any grant opportunities that may become available in FY 2015. An offsetting expenditure budget has been included and may only be spent as these funds become available.

Earned income is projected to increase overall by \$13,000 and that increase is attributable to increases related to additional concert series and sales of livestock which are somewhat offset by decreases based on current overall revenue trends.

The decrease of \$125,600 in contributed income is based on current year projections. No appropriation of fund balance is recommended for the upcoming year. Budget in the amount of \$50,000 is included in the recommendation for any unknown sponsorships or designated gifts that may be received in FY 2015. An offsetting expenditure budget has been included and may only be spent as these funds become available.

Expenditures

The most significant items relating to the FY 2015 recommended decrease of \$1,210,946 from FY 2014 approved expenditure are listed below.

1. Capital Projects (\$1,182,765)
The following projects are expected to be completed in FY 2014.
 - MYCO Roof
 - Brickhouse Roof and Porch
 - Huck's Defeat
 - Interior/External Painting of Col. Bratton Home
2. Development Expenditures (\$ 75,915)
The recommendation does not include salaries/benefits or other associated costs for a Development Director.
3. Loan Payment Due in FY 2015 (\$ 23,825)
The loan payment does not include interest costs because the County is paying off the principal remaining on the 2002 General Obligation bond and no further annual interest payments will be made.
4. Contingency Funding (\$ 98,774)
With this reduction, there is \$24,811 in the FY 2015 recommendation for contingency funds.
5. Cost of Living (3%) \$ 54,400
This was 1% for FY 2014 and was included in contingency funding. This recommendation is based on the County recommendation for their employees.

6. Health Insurance \$ 57,945
Health insurance increase is estimated at 4.5%. In addition to the rate increase are increases related to new retirees and new employees who selected coverage is higher than previous staff members.
7. Electricity \$ 50,000
Amount recommended reflects current projected spending with addition for a full year in the annex.

Attached for your review is a staffing analysis for years FY 2011 – FY 2015, which shows the reduction of the position of Development Director which is noted in item #2 above.

While the FY 2014 budget will fall short in revenues related to contributed income, there have been significant savings in other areas of the budget; therefore we do not anticipate using the full amount of fund balance of \$511,208 that was appropriated in FY 2014. Your input and comments are appreciated and have been considered in the development of this recommended balanced budget.

Addendum C

RECOMMENDATION FOR ACCESSION

Temporary Custody ID:	Collection Type:	Method of Acquisition:
TC37	Archival	Donation

Name of Donor:
Lyn Ashley

Description of Object(s) <i>(Expand as needed)</i> :	Condition:
Celanese Fibers Company Policy Guide, 1976	fair
Telephone Directory, Celriver plant, June 1950	fair

Justification Mission Rating: 5 (Scale of 1 – 5; 5 matches mission 100%)

Specific reasons for recommending the accession of the object(s):

These original items were found in a file at the Celriver Plant by Lyn Ashley. She worked at the plant from 1991-2004. She started as an engineer and later became the Operations Plant Manager.

CHM is helping the Celriver Legacy Project to document the history of the plant with an historical marker, publishing a book, and collecting relevant items from former Celriver employees. The Celriver Legacy Project is a group of plant retirees who are working with the developer to create a plaza that memorializes the people and history of the Celriver plant. Design plans for the plaza are completed and the retirees are beginning their fundraising campaign to pay for the plaza and book. Nancy Sambets and Michael Scoggins have been attending their quarterly meetings since 2010.

In 1947, Celanese Corp. began construction of the Celriver synthetic fiber plant on 1100 acres along the Catawba River. Celriver was the first plant of its kind in SC. It began operation in 1948 and ran 3 shifts a day, 7 days a week. At its peak, it was the largest acetate filament plant in the world, with 51 acres under roof and 2,200 employees. Celriver produced cellulose acetate flake, filament, and tow, plus plasticizers, carbon fiber, and high performance PBI fiber.

The Celriver plant was a huge industrial complex that included its own water purification plant, coal-fired steam/electrical power plant, wastewater treatment plant, and chemical recycling processes. Celriver was one of the largest industrial employers in York County and unlike most industries in York County, was unionized. From 1986-1999 it was a part of Hoechst Corp. Following decreased global demand for acetate fiber, the Celriver plant closed in 2005 after 57 years of operation.

The Celanese Corporation of America was originally founded in 1918 as the American Cellulose and Chemical Manufacturing Company in New York. The German company Hoechst acquired Celanese in 1987 and formed Hoechst Celanese Corporation. In 1998, Hoechst combined most of its chemical operations in a new company called Celanese AG. A private equity firm, Blackstone Group, acquired Celanese AG in 2004 and renamed it Celanese Corporation. Under Blackstone, a number of streamlining initiatives were undertaken and production at the Celriver Plant ended.



Does it complement another collection? The archives has collected photos, papers, and objects related to the Celriver Plant from former employees since 2010. There are currently 6 collections.

Potential Uses:

X Research X Exhibition X Loan

Restrictions:

None

Potential Costs:

None

Archivist's/Collection Manager's Signature:

Date:

Nancy Lambert, Archivist

4-21-2014

Approved by Culture & Heritage Commission:

Signature, Title:

Date:

Henry L. Wilby

6/18/14

RECOMMENDATION FOR DEACCESSION

Accession number:	Collection Type:	Date of Accession:
Various (see attached list)	Natural history specimens	Various

Description of Object(s) & Condition: 13specimens (tanned skins, and skulls)

Method of Acquisition: field collections and donations

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: no known restrictions

Justification

Specific reasons for recommending the deaccession of the object(s): The specimens are not appropriate to the mission of the Culture and Heritage Museums and have been in storage for up to 30 years.

Does it complement another collection? No

Exhibit History

Most of the items have never been exhibited.

Does the object have possible future value as a loan or for exhibition? No

Can the object be used as part of a study collection? No. Most have no pertinent field data.

Publication History

N/A

Value:

Current estimated value and determining source: Most have not been appraised. Others have outdated appraised values from 1985.

Proposed Disposition:

Transfer to:

CHM Department & Explanation:

Another museum/public agency: Clemson University vertebrate collection

Transfer via: Borrower vehicle (the specimens are already in possession of [on loan to] Clemson personnel or on loan to the Schiele Museum)

Sale

Donation

Exchanged for

Carolina Piedmont specimens

If transferred to public sector, transfer will occur via:

Public Auction

Dealer

Physical Destruction

Method & Explanation:

Details:

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

Collection Manager's/Curator's Signature:

Date:

Alexander Schiele

23 Apr 2014

Director's Signature:

Date:

Conny L. Kelly

4/28/14

ACTION TAKEN ON CURATOR'S RECOMMENDATION

Collections Committee:

Referred to CHM Board:

Disposition of Object(s):

Proposed deaccession of specimens for transfer to Clemson University vertebrate collection

Specimen number	Description	Insurance value	Condition notes
AAHN	addax, desert tanned skin	N/A	good
1984.025.000=b	grysbok, Cape ♀ skull	N/A	good
1984.025.000=a	grysbok, Cape ♀ tanned skin	N/A	good
1984.025.000=b	grysbok, Cape ♂ skull	N/A	good
1984.025.000=a	grysbok, Cape ♂ tanned skin	N/A	good
BALV	oryx, scimitar-horned tanned skin	N/A	good
1983.015.021	dik dik, Kirk's long-snouted ♀ tanned skin	N/A	good
1985.020 BBMQ	duiker, Grimm's skull	N/A	good
1983.015.011	gemsbok ♀ tanned skin	N/A	good
1984.033? BBMD	Hartebeest skull	N/A	good
1983.001.067	Oryx tanned skin	N/A	good
1977.001.141=a	Python tanned skin	N/A	good
	Zorilla tanned skin	N/A	fair