Culture & Heritage  
Board of Commissioners Meeting  
January 27, 2014  
6:00 pm  
Museum of York County

Approved 2-24-14

Person Presiding: Chair, David Plexico  
Members Present: Dennis Getter, Jonell Hagner, David Duncan  
Members Called In: Rick Lee, Ragin Craig, Carlos Bryson  
Ex-Officio Present: Pat Veasey, Nancy Craig  
Staff Present: Carey Tilley, Barbara Ardrey, Shawn Beckwith; Marie Cheek  
Others: County Attorney Michael Kendree, County Treasurer Beth Latham, Auditors Keith Campbell and Mike Downing

The meeting was called to order by CHC Chair, David Plexico, at 6:10pm. (Note: Commissioner Bryson was not present when meeting was called to order but called in at 6:40pm.)

Craig made a motion to approve the minutes of the CHC November 25, 2013 meeting; Lee seconded; no discussion; a vote was taken and the motion passed unanimously.

Plexico asked Director Tilley to introduce the new CHM Community Relations Coordinator, Marie Cheek. Marie gave a short summary of her background and expressed her excitement to be part of this organization. The Commission then welcomed her.

Presentation by Auditors – Financial Statements, Year Ended June 30, 2013

Auditors Keith Campbell and Mike Downing with Greene Finney & Horton gave a presentation on the Financial Statements for the year ended June 30, 2013. The Commission was issued an unmodified opinion, which is the best opinion to receive. (For a complete report, refer to printed powerpoint presentation attached to and made a part of these minutes.)

Tilley noted that this same team put together the 990’s which are ready. He then passed out copies to the commissioners in attendance and asked that they be sure to for review and advise if they have any issues as soon as possible. Copies to be emailed to Commissioners calling into the meeting.

Staff Reports and Information

Report from Executive Director

(See full report of Executive Director attached as an Addendum to these minutes.)

Committee Reports

- Finance Committee
  - Getter reported that the committee did not meet. Auditors presented findings on Financial Statements earlier in the meeting. He reminded commissioners of the need to review the Form 990 and advise Director Tilley or himself if anyone has questions.
• Governance Committee
  o Hagner pointed out the need to revamp, revisit the Governance Committee – more members/new members. Discussion followed regarding duties of the committee, etc.
  o Plexico volunteered to serve on the Governance Committee.
  o Nancy Craig interjected that according to the By-laws, the ex officio members are not eligible to serve on any standing committee.
  o Attorney Kendree noted that Ms. Craig brought out an important point and if the By-laws note their nonparticipation, then the By-laws need to be amended to reflect how you want ex officios to serve and in what capacity. There may be some other things that also need to be changed and By-laws changes need to be approved by Council.
  o Ragin Craig stated that the committees are evolving and changing and more attention is needed regarding the fundraising committee at the moment. Hagner agreed.
  o Getter requested that everyone look over the By-Laws before the next meeting and have as an item on the next agenda possible changes be discussed to start the process.
  o Plexico noted that the By-laws are to be commented on under New Business.
  o Tilley reminded the Commission of the need to elect new officers in May and noted that that may need to go through a committee. The Governance Committee may need to be in charge of watching the By-laws and make sure we are in compliance.
  o Lee commented on previous discussions by the Commissioners regarding the size of the current board in light of the need for fundraising and how to accomplish that. He noted that there was talk, not consensus, about adding membership to the board with people from the community who would be a major part of the fundraising effort and he feels that is still a valid topic to raise when the time is appropriate.

• Collections Committee
  o Veasey pointed out that the board packets contained eight items for Commission approval -- two recommendations for deaccession and the rest for accession. Ragin Craig questioned the recommendation to accession high school annuals. Lengthy discussion followed as to the significance of collecting these annuals. Veasey read from the Recommendation form as follows, “The archive collects yearbooks of former students to preserve the history of the McElvey Center as well as document the students and faculty that attended the school.” She then offered to check with Archivist Nancy Sambets and report back to the Commission. Craig explained his concern over what we collect. Tilley supported the staff on the recommendations presented but he did note that the Collections Committee may need to address a policy about more current items – at what point do they become historic. Veasey added that the Collections Committee is going to look at the draft of the Collections Policy at its next meeting and questions about what is collected and why will be addressed at that time. Craig also questioned the need to accession a photo of teachers and students at York Graded School, circa 1947/1948. A question came up about the history of McElvey and York High School. Veasey noted that she will research that question and report back.
  o Craig asked about the possibility of a cost analysis on keeping items such as the annuals. Also, what could be saved by deaccessioning certain items. Such information could help the Commission to make a determination. Tilley said that could be explored.

Ragin Craig offered a motion to approve the recommendations with conditions as to the annuals and photo. Getter asked for a new motion without contingencies and suggested moving on each item separately.

Craig made a motion to not approve accession of the annuals and asked for a second; no second; the motion dies.
Lee made a motion to approve all recommendations of the committee as to accession and deaccession as outlined and requested; Getter seconded; no discussion; a vote was taken with 6 voting in favor and Craig opposed; the motion passed 6 to 1.

**Old Business**

- **Brick House**
  - As set forth in his January Report, Tilley noted that substantial completion of Phase I of the work on the Brick House has been reached. He now wants to present an opportunity to the Commission which would allow us to continue working with the current contractor, Centennial Preservation, on the front porch restoration since the structural work in Phase I dovetails into the work required for that restoration. He noted that Centennial has proven to do quality work and they are mobilized. Centennial has submitted an estimate of the cost for their portion of the work on the front porch. They were the lowest bidder by far on the portion of the project currently underway. Tilley reported that staff had talked with County Purchasing and that the simplest way to continue, would be to do a Change Order and add the new work to the old work. That would extend their contract by $23,000 labor. Further, Tilley explained there will also be additional costs related to the engineers’ contract, the architects’ contract and purchasing materials.

  - Duncan made a motion to authorize expenditure of $24,000 of the $45,000 from Hospitality Tax to be spent via a change order with existing contractor, Centennial Preservation, to complete the planned restoration on the front porch of the Brick House; Getter seconded; no discussion; a vote was taken and the motion passed unanimously.

    - Tilley noted how possible savings from the contracted work coming in under budget could be used. He explained that when this was initially put out for bids, the low bid was over the budgeted amount, necessitating a new scope of work being created that included some work as alternatives. The low bid was accepted without the alternatives. The deferred items such as gutters and water-diverting devices, now need to be addressed and Tilley would like to use some of the savings, if any, for that purpose. Shawn Beckwith, Restoration Specialist, then explained how work on these deferred items could be accomplished and the estimated cost of that work.

    - tilley asked about the need for a motion to use any savings from the contract for this work.

    - Getter suggested waiting until the contract is finished and closed and then come back to the Board with the amount saved and request to use those savings on the house in those areas.

    - Beckwith noted that he would not need the money before the next Board meeting. Tilley agreed that waiting would be ok.

    - Kendree asked for and received clarification that the alternative is not being pursued but rather the subject matter of the alternative after the close out.

- **Admission Charges**
  - Tilley summarized Cate Crane’s report (copy not included in packets) as to why the Children’s Museum admission charges are different from the other sites and the idea of making MYCO and HB consistent. He concluded that it may not be the time for a change but left that up to the board. Getter asked that the board be given a copy of Crane’s report.

  - Veasey brought up MYCO’s Free Sundays and how that affects revenue. Discussion followed which included related issues such as offering free Sundays at HB, staffing concerns, etc. Tilley noted that there are pros and cons. He will prepare a full report of the effects of Free Sundays and related issues to present to the Board with staff recommendations for the February or March meeting.
• Discuss Forming Fundraising Committee
  o Hagner read the By-laws as concerns the fundraising committee. She suggested that such a committee could possibly include some commissioners, staff and outside people. Tilley noted that as a standing committee, the same issue would exist with the By-laws and non-voting committee members discussed earlier.
  o Ragin Craig added that a group of three or four commissioners could oversee a larger group. Kendree agreed but noted that the By-laws would need to reflect that.
  o Getter stated that the first step, which is within the current By-laws, would be to have an elected Chairman. Hagner volunteered to act as Chair to get started.
  o Craig asked Tilley to come up with a possible framework for such a committee. Tilley agreed to do some legwork on finding what other organizations that are similarly structured do.

Getter moved that Jonell Hagner be designated as Chair of the Fundraising Committee; Duncan seconded; discussion; a vote was taken and the motion passed unanimously.

New Business

• Approval of Proposed Dates for CHC Regularly Scheduled Meetings for Calendar Year 2014
  o Kendree noted this is a requirement under the law.
  o Duncan asked if dates submitted could be changed as needed and Kendree answered that they could.

Duncan moved to accept the list of dates included in the packet; Hagner seconded; no discussion; a vote was taken and the motion passed unanimously.

• YCF Representative
  o Tilley explained that YCF (York County Forever) protects land for the County and we are supposed to have an ex officio position on their Board. Technically their by-laws say that would be our Chair, or David, but in practice we have had a staff person or a person at large from the commission serve. They actually requested Steve Fields from our staff because of his knowledge of the natural history of the area. Tilley noted that he feels formal approval of Steve should come from this body.
  o At Getter’s request, Kendree went into more detail as to the purpose of the organization.
  o After Commission votes, he will need to be placed before Council to be formally sworn in.

Ragin Craig made a motion that the Commission nominate Steve Fields to serve on the York County Forever Board; Duncan seconded; no discussion; a vote was taken and all voted in favor; the motion passed unanimously.

• By-laws / Rules Discussion
  o Plexico noted that there has been discussion about allowing call-ins at meetings and specifically during Executive Session. Discussion ensued.
  o Plexico further stated that per Michael Kendree, if the Commission decides not to continue the practice of call-ins, a By-Law change would be needed.
  o Getter commented that changing the By-laws is involved and that all issues should be included together; that a detailed documented hand-out with proposed changes needs to be provided to the Commissioners in advance of the next meeting so that it can be voted on; and further, that one crisp, clean motion be presented to County Council.
  o Getter requested that the Commissioners give him all their proposed changes and he will have a proposal to bring before the Board at the next meeting.

Plexico called for a motion to go into Executive Session for receipt of legal advice and personnel matters; Getter so moved; Duncan seconded; no discussion; the motion passed unanimously.
Executive Session

- Receipt of Legal Advice
- Personnel Matters

Reconvened to Open Session

Plexico noted that the meeting was back in Open Session. As a result of Executive Session, Hagner made the following motion.

Hagner made a motion to take the present grade 5 Visitor Services Coordinator job and make it a grade 9 effective the beginning of the next pay period; Plexico seconded; no discussion; all voted in favor and the motion passed unanimously.

Getter moved to adjourn; Duncan seconded; no discussion, all voted in favor and the motion passed unanimously.

Prepared by:  Barbara Ardrey
Submitted by:  Dennis Getter, Secretary/Treasurer
CULTURE AND HERITAGE
COMMISSION OF YORK COUNTY

Financial Audit Presentation
Year Ended June 30, 2013

2013 FINANCIAL AUDIT
CULTURE AND HERITAGE COMMISSION

OPINION
The Commission’s responsibility:
- Effective internal controls
- Financial statements
GF&H responsibility:
- Opinion – reasonable assurance that financial statements are materially correct
Issued unmodified opinion
BEST OPINION THE COMMISSION CAN RECEIVE
**2013 FINANCIAL AUDIT**
**CULTURE AND HERITAGE COMMISSION**

**General Fund**
- Total fund balance of $1,254k
- Increase of $628k
- Non-spendable fund balance of $95k for prepaids and inventory
- Restricted fund balance of $28k for cultural programs
- Assigned fund balance of $511k for capital outlay

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**2013 FINANCIAL AUDIT**
**CULTURE AND HERITAGE COMMISSION**

**General Fund**
- Unassigned fund balance is $619k
- Represents 19% of 2013 actual expenditures and 12% of 2014 budgeted expenditures of $4,964k (which includes $1M for capital outlay)
2013 FINANCIAL AUDIT
CULTURE AND HERITAGE COMMISSION

Major Reasons To Maintain An Adequate Fund Balance:
- Significant emergencies and unanticipated expenditures
- Flexibility for discretionary funding needs
- To cover potential shortfalls that may come from the County and other primary funding sources
- Extremely important given the uncertain economic times

General Fund Revenues:
- $3.9M million for 2013:
  - $3.0M in County appropriations
    - Over 75% of total revenues
  - $0.8M in program revenues (includes $284K in grants from the County and others)
  - $0.1M in other support
- $0.5M (14%) increase from 2012
  - Primarily due to higher actual County appropriations of $0.3M and higher grants of $0.2M.
- $0.5M (12%) less than budgeted
  - Primarily due to lower than expected County appropriations ($0.2M), grants ($0.2M), and other support ($0.1M)
2013 FINANCIAL AUDIT
CULTURE AND HERITAGE COMMISSION

General Fund Expenditures:
$3.3M for 2013:
$1.8M in operations
$1.3M in programs
$0.2M in capital outlay

$22k (1%) decrease from 2012
Primarily due to lower operations and program expenditures, partially offset by higher capital outlay.

$1.5M (31%) under budget
Primarily due to lower than expected capital outlay ($0.9M), operations ($0.4M), and programs ($0.2M).

2013 FINANCIAL AUDIT
CULTURE AND HERITAGE COMMISSION

Other Items of Note:
The Commission has no debt
Total capital assets were $0.9M at 6/30/13 – increase of $31k from 6/30/12:
  Planetarium equipment purchased for $0.1M
Construction commitments of approximately $0.7M at 6/30/13 (roof repairs and Brickhouse renovations)
2013 FINANCIAL AUDIT
CULTURE AND HERITAGE COMMISSION

Government-Wide (GASB #34)

- Net Position - $518k
  - $927k Net Investment in Capital Assets
  - $28k Restricted
  - ($437k) Unrestricted (Deficit).
- Revenues - $3.9M.
- Expenses - $3.7M.
  - $88k is non-cash depreciation
  - $361k for increases in the OPEB for the current year

Assets - $2,581k
- $927k in capital assets.
- $999k in cash
- $519k in due from the County
- $136k in other assets

Liabilities - $2,063k
- $75k for accounts payable and other accruals
- $325k for deferred revenues
- $159k for compensated absences (accrued vacation)
- $1,503k for Other Post Employment Benefit Obligation – see next slide

Other Post Employment Benefits (OPEB):
The Commission, in conjunction with York County, sponsors a plan to provide health insurance to eligible retirees.
GASB #45 requires governments to recognize the cost of providing OPEB over the active service life of its employees.
An independent actuary estimates that the Commission’s actuarial accrued liability was $2,995k at June 30, 2013, and the annual required contribution (ARC) for 2013 was $457k.
GASB #45 does not REQUIRE governments to fund its ARC, but any portion that is not funded is required to be recorded as a liability on the Government-Wide (GASB 34) Statements (not the General Fund).
The Commission (similar to the County) is not funding its ARC – total unfunded amount as of June 30, 2013 is $1,503k.
This could be detrimental to the Commission –
Grantors and others could view this unfavorably.
The longer the Commission operates without funding the ARC, the more pressure it will put on future budgets and cash flows.
2013 FINANCIAL AUDIT
CULTURE AND HERITAGE COMMISSION

AUDITING/ACCOUNTING UPDATE:
Future Significant Changes in Accounting Principles:
- GASB #68: Accounting and Financial Reporting for Pensions
  Effective in 2015 for cost-sharing multiple-employer plans (SCRS)
  The Commission will be required to record its pro-rata portion of the net pension liability associated with this plan in its Statement of Net Position
  This will significantly decrease the Commission’s net position

Compliance
No findings, significant deficiencies, or material weaknesses were noted

Management Letter
Required communications to management and those charged with governance – one comment
  Funding for OPEB (Retiree healthcare) – see previous discussion
ADDENDUM TO MINUTES OF CHC 01-27-14 MEETING
Culture and Heritage Museums
Director’s Report
January 27, 2014

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

CHC Commissioners
I would like to thank you once again for your support and commitment to the museums. The past two months have been busy with both positive accomplishments and unexpected challenges. I continue to be impressed with the way our staff steps up under unusual circumstances.

Visitation Numbers
Despite our first two consecutive down months since September and October of 2012, the attendance numbers for the first six months of FY 2013-2014 remain strong. Overall on-site visitation at the Museum of York County, Historic Brattonsville, and the Main Street Children’s Museum continue to be up from last year. In addition, each of the three major attendance categories for these locations (General Admission, Groups, and Special Events) are outpacing last year’s mid-year totals. Total General Admission is up almost 7%, total Group visitation is up slightly over 30%, and attendance at Special Events is up 18%. Numbers at the McCelvey Center continue to be split with the daily use of the Research Room up; however, a change in concert schedule has resulted in no performance numbers posted to date in 2013-14.

Year-To-Date On-site Visitation Comparisons

<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 2013-2014</td>
<td>39,532</td>
<td>13,986</td>
<td>14,573</td>
<td>10,423¹</td>
<td>550</td>
</tr>
<tr>
<td>YTD 2012-2013</td>
<td>36,812</td>
<td>12,206</td>
<td>13,874</td>
<td>9,544</td>
<td>1,188²</td>
</tr>
<tr>
<td>Change from Previous Year</td>
<td>+2,720</td>
<td>+1,780</td>
<td>+699</td>
<td>+879</td>
<td>-638</td>
</tr>
<tr>
<td>% Change from Previous Year</td>
<td>+7.4%</td>
<td>+14.6%</td>
<td>+5.0%</td>
<td>+9.2%</td>
<td>-53.7%</td>
</tr>
<tr>
<td>Avg. of last 5 yrs.</td>
<td>32,441³</td>
<td>11,414</td>
<td>15,606</td>
<td>9,743⁴</td>
<td>1,192</td>
</tr>
<tr>
<td>Change from Avg.</td>
<td>+7,091</td>
<td>+2,572</td>
<td>-1,033</td>
<td>+680</td>
<td>-642</td>
</tr>
<tr>
<td>% Change Avg.</td>
<td>+21.9%</td>
<td>+22.5%</td>
<td>-6.6%</td>
<td>+7.0%</td>
<td>-53.9%</td>
</tr>
</tbody>
</table>

¹ Main Street Children’s Museum YTD Totals for 2013-14 include Countdown to Kindergarten (total of 500).
² “Countdown” was a first-time program not held in previous years.
³ McCelvey YTD Totals for 2012-13 include Southern 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 held in November of 2012 with an attendance of 200.
⁴ 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 have exceeded the five-year mid-year average by 2.7%.
⁵ MSCM’s mid-year average attendance is only for the past two years since it did not open until December of 2010.
**Monthly Visitation**
November’s most significant drop was in Group Visitation to Historic Brattonsville. While this drop may be partially attributable to an agreement for the Rock Hill Schools to take over the Carroll Schools program, there is also a correlation to smaller groups. Since overall, groups at HB are up for the year, this one month decline is not a major concern at this point. There was also a slight drop in groups at MYCO in December. Since this category is up 83% for the year there, the decrease in a particular month likely only reflects different timing of the field trips.

### November Monthly On-site Visitation Comparison

<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>November 13/14</td>
<td>6,873</td>
<td>3,056</td>
<td>2,151</td>
<td>1,595</td>
<td>71</td>
</tr>
<tr>
<td>November 12/13</td>
<td>7,802</td>
<td>2,870</td>
<td>3,153</td>
<td>1,484</td>
<td>295</td>
</tr>
<tr>
<td>Change from Prev. Year</td>
<td>-929</td>
<td>+186</td>
<td>-1,002</td>
<td>+111</td>
<td>-224</td>
</tr>
<tr>
<td>% Change</td>
<td>-11.9%</td>
<td>+6.5%</td>
<td>-31.8%</td>
<td>+7.5%</td>
<td>-75.9%</td>
</tr>
</tbody>
</table>

Clearly, the major reason for December’s drop is the rain on both weekends of Christmas Candlelight. This Holiday event is our biggest event of the year. With bad weather the first Saturday and worse weather the second, we were quite fortunate to have 828 people attend. Still this was down by 1,050 from last year and accounts for the total December deficit.

### December Monthly On-Site Visitation Comparison

<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>December 13/14</td>
<td>5,526</td>
<td>1,543</td>
<td>1,877</td>
<td>2,029</td>
<td>77</td>
</tr>
<tr>
<td>December 12/13</td>
<td>6,437</td>
<td>1,833</td>
<td>2,585</td>
<td>1,974</td>
<td>45</td>
</tr>
<tr>
<td>Change from Prev. Year</td>
<td>-911</td>
<td>-290</td>
<td>-708</td>
<td>+55</td>
<td>+32</td>
</tr>
<tr>
<td>% Change</td>
<td>-14.2%</td>
<td>-15.8%</td>
<td>-27.4%</td>
<td>+2.8%</td>
<td>+71.1%</td>
</tr>
</tbody>
</table>

**Membership**
At the end of December, we had 1,112 current members. This number is up from 1,093 at the end of November. We believe that the number is up from this time last year but we cannot yet verify the number from previous years due to a different methodology in tracking membership. We can, however, demonstrate that membership income has risen significantly. Income from retail membership in December was up by $1,700 over last year’s December total and is $2,560 more than income from last month. Overall income from Retail Membership for the first six months of FY 2013-14 totaled $25,393. This amount is up $4,671 or 22.5% from the same time period last year.

**Christmas Candlelight**
Christmas Candlelight was held on December 7th and December 14th. As mentioned earlier, the rain caused attendance numbers to fall significantly short of last year’s strong total of over 1,800. 567 attended the first weekend following a break in the rainfall. Near-record rainfall throughout the day on the 14th resulted in only 261 visitors on the second Saturday. A total of 82 volunteers (including three commissioners) and 21 staff members offered a great program once again and they should be commended for their diligence under challenging circumstances.

**Cookies with Santa**
*Cookies with Santa* on December 13th at Main Street Children’s Museum was a successful evening as 110 children and parents attended this special event for members. The Children’s museum has been an important source for new members this year and the event was a way to recognize this connection with our families. Since space was limited, reservations were required. The event was completely booked well in advance.

**Christmasville**
During Rock Hill’s award-winning *Christmasville* festival, the Main Street Children’s Museum was open for its regular hours with special items offered in our gift shop. Rain over the weekend seemed to impact general turnout for the festival, still we had a total attendance at the Children’s Museum of 843 during the event (down by 137 from last year).

**Hog Butchering Day**
Rain struck again at Historic Brattonsville with a very soggy *Hog Butchering Day* on January 11th. Staff and volunteers provided quality programming to 118 dedicated visitors. This event had grown steadily over the past three years (2011=70, 2012=185, 2013=226) and likely would have continued to grow if not for the weather. A front-page article in the Enquirer-Herald on January 17th—“Going Whole Hog” reflects continued strong interest for these types of events that depict traditional family activities. HB will be offering an interpretation of the challenges of daily life as a slave on Saturdays in February. Our next big event will be Children’s Day on the Farm on March 22nd.

**Southern Sound Series**
We kicked of our annual concert series at McElvey with the *Steep Canyon Rangers* on January 17th with a full house of 500 people. The show was completely sold out by the 13th as inquiries for tickets continued to be received throughout the final week. Season ticket sales and advanced sales for the remaining three shows are also going well. The remaining schedule for the series includes *Tim O’Brien and Darryl Scott* on February 22nd, the *Carolina Chocolate Drops* on March 7th, and the return of *Suzy Bogguss* on April 5th. All four of the acts in this year’s series can boast Grammy Awards.

**MYCO Roof**
The work, including the final punch list, on the roof of the Museum of York County has been completed. It appears the total cost of the project will be c. $2,000 under the budgeted amount. Currently the project engineer is awaiting final lien waivers in order for us to close the project.

**McElvey Annex**
Provided that there are no issues with the final inspections, Hendrick Construction expects their work at the McCelvey Annex to be completed by this Friday. It is likely that final punch list items will still need attention. We have scheduled the high-density shelving to be installed on February 2nd. Our next step will be to complete the furnishing including both moving some existing furniture and purchasing new furniture according to the budgeted plan. Tentatively, we anticipate that staff will move into the building in late February and the Research Room will be ready to open to the public in March or April. Moving the collections and archives, which will require much more care and documentation, will take place over several months.

**HB Brick House**
We have reached substantial completion of the first phase of the Brick House at Historic Brattonsville. This phase has focused on replacing the roof on both the front and rear portions of the house, repairing and replacing damaged masonry, and structural stabilization. Remaining work in the original scope includes (1.) adding longer metal shingles across the ridge of the front portion of the house which required new shingles be manufactured and (2.) final painting of the metal shingles which can best be done when there is a guaranteed stretch of weather above freezing. Currently, we anticipate the final cost of completing the contracted work to be substantially under-budget ($20,000 - $30,000). Since much of the structural work in Phase I dovetails into the work required for the Restoration of the Porch, we would like to move into the Porch work through a change order to our current contract with Centennial Preservation. Funds are currently in place through the Hospitality tax program for this work. We also would like to use the contractual savings to address other building needs that were deferred due to the original anticipated costs. We will address these issues in more detail during the “New Business” portion of the meeting.

**HB Huck’s Defeat Battlefield**
Work on the Huck’s Defeat Battlefield is moving forward. The artists (Don Troiani and Dan Nance) are working with staff on sketches as well as on refinement of actual artwork for the signage that will be installed. Staff has reached agreement on the text for each of the interpretive signs and sent it to our sign designers/fabricators (Interpretive Graphics). We are currently reviewing video production companies to create an interpretive video about the battle to be shown in our orientation room. Our own operations staff will create/modify the trail itself. They will begin physical work in the near future.

**Personnel Changes**
We would like to welcome Cynthia Spratley as our new Family/Educational Programs Manager at MYCO. She is replacing James Wells who accepted a position in Nashville with the Tennessee Council for the Arts. We also would like to welcome Bob Bemis to our Historic Brattonsville interpretive team. Bob is replacing Karen Cox who was promoted to Educational Programs Manager at HB. Dareen Weatherlow has joined the MYCO staff as a Part-Time Interpreter. Collections Specialist Keara Reburn has accepted a new position in Charleston. We are currently reviewing applications to fill this vacancy. The Full-time interpreter position vacated by Ms. Spratley has been posted and will close Wednesday. Volunteer Coordinator, Windy Cole, has been out on medical leave since mid-December following surgery. We look forward to her return at the end of next week. Facilities Manager, Frank Couch, has also been out since mid-December following surgery. We are still awaiting word of his return date. With a
staff of approximately sixty people we do expect to occasionally have vacant positions for various reasons; however, we realize the significance of each person when they are not here.

Flooding & Extreme Cold
Over the past two months we have had some very unusual weather. Record rainfall not only adversely impacted our attendance numbers but also created water encroachment issues at three of our sites. The McCelvey Center took on water on the basement level because of a faulty drainage system in a window well on the street side of the building. The York County Engineering and Public Works departments are working with us to address the issue. Water seeped through at the Brick House related to the current construction and the high volume of water finding its way into the basement. The water caused no damage but did point out the need to address water-diversion issues around the building as soon as possible. The greatest threat from the recent heavy rains was at the Museum of York County where water encroached on the lower floor as a result of the high volume of rain and an undiscovered previously minor issue in the depths of the building. The water did not reach the collections or equipment but did make office space less viable. Clean-up of the water and removal of ruined carpet cost over $5,000. Staff is still exploring ways to permanently address this threat. In addition to the rain, we have had record cold temperature over the past two month. The extreme cold did less damage than it might have, however, sprinkler pipes at Hightower Hall did burst causing some issues there as well.

Conclusion
Despite the challenges of the weather, solid progress at the museums continued in November and December. Major projects are coming to fruition and, aside from the very real weather set-backs, attendance continues to be strong. Once again, I thank you for your commitment and please do not hesitate to contact me if you have any questions.

Sincerely,

(submitted electronically)

Carey L. Tilley
Executive Director