

**Culture & Heritage
Board of Commissioners Meeting
February 25, 2013
6:00 PM
Museum of York County**

Approved: 03-25-13

Person Presiding: Chair, David Plexico
Members Present: Dennis Getter, Jonell Hagner, David Duncan
Members Called In: Hester Benitez, Rick Lee, Ragin Craig
Ex-Officio Present: Bob McCann
Ex-Officio Absent: Pat Veasey
Staff Present: Carey Tilley, Barbara Ardrey, Steve Fields
Other: County Attorney, Michael Kendree; County Finance Director, Beth Latham

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

Plexico asked for a motion to approve the minutes of the 01/28/13 meeting. Lee moved to approve the minutes as presented; Plexico seconded; no discussion; motion passed 6 to 0, with Duncan abstaining because he was not present for the majority of the meeting.

Plexico asked that Tilley move forward with his report until presenters are available.

Staff Reports and Information

Report from Executive Director

- Service Numbers
Visitation year-to-date is up at three of our four sites, with Historic Brattonsville being the exception; however, Brattonsville showed a strong on-site improvement this January over last January (up 29%). School groups are encouraging – MYCO up 68% and HB up 43% in January.
- Finances
Finances are generally in good shape with the only concern being contributed income, which is down 10%. We should be able to turn this around with the right person in Development.
- Development
Tilley reported that it was a surprise to everyone when Molly Brown announced she would be leaving her position as Development Director. He noted that he was pleased with her work and the effort she put forth while here and there was not any sort of personnel problem involved.
- Projects
 - MYCO Roof and HB Brick House pending. Brick House design in hand and being reviewed; MYCO roof is being reviewed internally at Raymond Engineering. Bid process for these two projects running concurrently; both will need County Council approval of successful bidders. Work to begin sometime in May.
 - McCelvey Annex project has run into an unanticipated foundation issue -- problem with a hollow area underneath that is holding water. Additional cost can be covered by the contingency. Project most likely will be delayed by two months.

- Programs and Events
 - Sally Middleton Exhibit – new exhibit at MYCO opened Feb. 2
 - Flibbity Jibbit – new exhibit at MYCO opened Feb. 23
 - Children’s Day on the Farm – Mar. 23 / biggest single day event at HB
 - Hog Butchering Day – at HB was Jan. 12/225 in attendance
 - By Way of the Backdoor – at HB every Saturday in Feb. Presented life on the Bratton farm from the perspective of the African-American historically enslaved who lived there.
- HB Interpretive Plan
Currently trying to identify site for the 1780 Farm
- Rainey House
The committee met on Feb. 7, to discuss potential usage and feasibility of operating for educational purposes. Strong consensus that house tells an important story. There needs to be a meeting with the Probate Judge handling the Will to see what can and what cannot be done under the conditions of the Will. Committee will need to make a recommendation to the Commission.

Presentation by Beth Latham, County Finance Director, of the FY 2012 Audit

Beth Latham presented the FY 2012 audit, which was prepared by Elliott Davis CPA firm. She stated the presentation could be summed up by the following three bullet points which are printed on page 3 of the audit and provided the page numbers in the audit which related to each of the bullet points.

- The assets of the Culture and Heritage Commission exceeded its liabilities at the close of the most recent fiscal year by \$275,319 (net assets). [See pg. 7]
- Government fund balances for the Culture and Heritage Commission at the beginning of the year totaled \$529,019 and \$643,505 at the end of the year, reflecting an increase of \$114,486. [See pgs. 10, 24]
- At the close of the current fiscal year, of the Commission’s \$643,505 fund balance, \$272,040 is unassigned and available for use within the Commission’s designation and policies. [See pg. 9]

The Commission received the auditor’s unqualified opinion which is the opinion that is desired. The 990 has been completed and will be forwarded to Carey Tilley for his review and for him to share with the Commission, so they may review and consider approving at their March meeting. Once the 990 is approved, it will be submitted.

Audit to be posted on CHM website in accordance with our policy of transparency. No approval required.

Presentation by Steve Fields, Curator of Natural History, on New Pleistocene Exhibit

Fields gave a PowerPoint presentation showing plans for tying our African animal collection to the Carolina Piedmont and thus our mission statement. He explained that during the Ice Age, the environment of the Carolinas was much like you would find in east Africa and there were animals living here that were very similar to animals living in Africa today. There are fossils that support the evidence of these animals having lived here. We actually have some of these fossils in our collection and are utilizing them in our Naturalist Center programming. Fields went on to describe plans for the future of the second African Hall where we could fabricate models and make them scientifically validated to look like some of the animals that once lived in the Carolina Piedmont and have those on one side of the hall and similar animals living in present-day Africa on the other side, using mounts from our African

collection. "Way Back When: Ice Age Beasts of Carolina" is a new exhibit planned for a June opening in the Springs Gallery, which exhibit will act as a precursor for this project.

Committee Reports

- Finance Committee
No meeting this month but Getter did report that once the museum personnel have a budget put together, then the committee will meet -- approximately the third week of March -- to review and have it ready to present and vote on at the March Commission meeting.
- Governance Committee
No meeting but Hagner did inquire about the posting of the Development Director job. Tilley noted it would be posted next week and he is confident that we will get some strong applicants.

Old Business

- Collections Committee Chair
 - Plexico noted there was previous discussion about appointing Pat Veasey.
 - Veasey had indicated her willingness to serve in that capacity to Tilley.
 - It was determined that such appointment would be at the discretion of the Commission Chair; Plexico then appointed Veasey as Collections Committee Chair.
- County Ordinance
Attorney Kendree reviewed the conflict of the CHM Director's powers and wording of the HR Ordinance as discussed at the last meeting. Tilley and Getter have since reviewed the HR Ordinance and have indicated the places where it should be cured with respect to the Director of the Culture and Heritage Museums. Kendree noted that this is a County Ordinance and the Museum employees are subject to it; therefore, Kendree indicated that a recommended change will need to come before Council for approval at some point and a report will need to come from this body requesting that change be made.
Getter noted that the museums are subject to Personnel Policy #33 but that was written without considering the position of the CHM Executive Director. There are numerous references in the Ordinance giving the County Manager authority in certain situations involving personnel but no references to the Executive Director. Since the County Manager and Executive Director positions are basically perceived as equal with respect to personnel issues, Getter suggested adding a sentence at the beginning or the end of the policy that says, "As pertains to Museum personnel and Museum policy or property, wherever it says County Manager, the Executive Director would have the same authority." It would be limited to just within the envelope of the personnel policy.
Getter suggested publishing a blanket statement to everyone next month or by May; then make a formal motion through Personnel that this would be the recommended change in this Ordinance and have Attorney Kendree present to Council for approval.
Kendree noted that the paragraph by paragraph review is important to support the recommendation.
Rick Lee brought up two other issues with the Ordinance that had been discussed previously but not addressed – 1) staggering terms and changing length of terms of board members and 2) the absolute number of board members. Tilley noted that he feels these issues are important and need to be addressed but he would like to vet with others before going forward with any recommendation. Getter suggested including this as an agenda item under New Business for the March meeting.

Tilley asked that the HR issue be addressed first and make a decision on that at the next meeting and then move the other issues regarding size of the board and terms to the May meeting for action.

New Business

- **Site Mission Statements**

Tilley noted that he would like Board approval on the Mission Statements as well as the Strategic Objectives and Initiatives as presented at the last meeting but that could be delayed until the next meeting if more time was needed for review. Getter asked to proceed. Discussion followed.

Getter moved to adopt the Working Mission Statements as presented in Addendum A to the Minutes with the addition of “York County and” after the words “heritage of” in the fourth statement entitled York County Center for Historical Research and Preservation Mission Statement; David Duncan seconded; a vote was taken and the motion passed unanimously.

- **Strategic Objectives and Initiatives**

Getter stated that he liked the objectives and initiatives as presented but he felt that the fourth initiative regarding launching a Capital Fundraising Campaign for projects at HB was not in process at the moment and it would probably be best to eliminate that initiative at this time. He added that it could be included later. Tilley agreed that this item will require more study and this Commission’s backing but also noted that in order to launch other initiatives we will need to pay for them.

Hagner brought up question of capital expenditures on Homestead and Col. Bratton House – the money has not been spent. Tilley stated the money should be in the Operations budget and he will check with Frank Couch on the status.

Getter moved to accept, as presented in Addendum B to the Minutes, the Strategic Objectives and Initiatives for 2013-2014, with the omission of Objective I, Initiative 4; David Duncan seconded; discussion followed -- Plexico stated that the omission involved the initiative to “Launch a Capital Fundraising Campaign for projects at Historic Brattonsville – anticipated goal of \$1,000,000.”; a vote was taken and the motion passed six to zero, with Rick Lee not voting because he was off the conference call line at the time.

New Business

- **Audit and 990**

Getter stated that everyone heard the presentation on the audit and has a copy.

On the 990, Getter noted there were a few small errors; when available, it will be emailed to all the Commissioners for their review and presented for approval at the next meeting.

- **Grant from York County Community Foundation**

\$4,500 is being requested to pay for field trips to Brattonsville for York District 1 schools that need funding.

Duncan moved to proceed with the Grant; Getter seconded; all voted in favor and the motion passed unanimously.

- Hospitality Tax (H-Tax)
Tilley brought up that the H-Tax is changing. He noted the need to proceed with requests for capital projects: the Battlefield interpretation and the next phase of the Brick House. There was a question about Commission approval before applying and Kendree advised that if there was a time constraint, the Commission could ratify the action if it was submitted in advance. Tilley will email Commissioners a breakdown of what is being applied for and then it can be ratified at the next meeting if necessary.
- Fundraising Committee
Getter would like to present to the Commission at the next meeting language to form a Fundraising Committee and then get that approved..

Plexico moved to go into Executive Session to seek legal advice; Duncan seconded; no discussion; the motion passed unanimously.

Executive Session

- Receipt of Legal Advice

Reconvene to Open Session

David Plexico stated that no action was taken in Executive Session.

Ex-Officio member Bob McCann asked to speak. He stated he needed to resign from the Commission due to a conflicting commitment. He noted that he will still be able to volunteer at Historic Brattonsville and would like to be involved with collections. The Commissioners wished him well and thanked him for his service.

Plexico moved to adjourn and Getter seconded; the motion passed unanimously.

Prepared by: Barbara Ardrey
Submitted by: Dennis Getter, Secretary/Treasurer