Culture & Heritage
Board of Commissioners Meeting
May 29, 2012
6:00 pm
Museum of York County

Approved 6/25/12

Person Presiding: Chair, David Plexico
Members Present: Hester Benitez, Ragin Craig, David Duncan, Dennis Getter and Jonell Hagner
Members Absent: Rick Lee
Ex-Officio Present: Pat Veasey and Bob McCann
Staff Present: Barbara Ardrey and Carey Tilley
Other: None present

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

Motion was made by Ragin Craig and seconded by David Duncan to approve the minutes of the
4-30-12 CHC meeting as presented. Motion passed unanimously.

Staff Reports and Information

Report from Carey Tilley

- **Organizational Vision Statement**
  Briefly reviewed discussion from last Commission meeting. Tilley would like Vision Statement to reflect
  how we make the community a better place. Based on input and feedback from staff and
  commissioners, Tilley offered a more global model, recommending a vision statement that greatly
  values natural and cultural resources. Tilley put that forward for discussion.

  - Discussion followed on what we can and need to do better.
  - Tilley explained how we are handling current situation with staff on hand and what areas need
    more attention than others at the moment.
  - The need for new ideas/programming was discussed. Tilley would like a formal programming
    session with staff coming up with recommendations to the Commission. Need to study all
    ideas with consideration toward cost, how the program meets our mission, etc. He would like
    to see maybe two big programs and a few smaller programs for next year. Tilley was
    questioned as to what he considers next year – July 2013–June 2014. Commissioner Craig
    would like to see more program ideas investigated – 7 or 8. Tilley noted that new programs
    often take at least 7 or 8 months to develop. Idea for Highland Games was discussed further.
  - Commissioner Getter suggested that a chart of major events planned for the year would be
    helpful and he asked that one be presented for next year at the June meeting.
  - Tilley noted the need well in advance of the year for strategic planning, programs and
    budgeting. He will come up with a recommended schedule for these.
  - Tilley gave examples of vision statements for large corporations to show simplicity.
  - Discussion on measurability of statement presented; possible inclusion of the word “historical”;
    challenge of four different sites; and use of the word “greatly”.
  - Tilley stressed the importance of the Commission believing in the Vision Statement.

Getter recommended that since the Vision Statement is on the Agenda under Old Business, wait for
the motions until that time.

- **Organizational Values**

  Tilley offered the following Values for consideration:
  1) Authenticity
  2) Professionalism
  3) Meaningful Visitor Experience
  4) Respect of the people whose stories we’re telling

  - Tilley recommended that the Commission consider approving the above examples as the
    organizational values with future consideration of additional values.
  - Chairman Plexico suggested waiting until next meeting and decide then what to add or
    eliminate.
- **Planetarium Update**
  Audio-Visual Imagineering, Inc., was decided upon for the installation of the new planetarium. A recommendation has been submitted for County Council approval on June 4. Want to open by October 1st.

- **Organizational Chart**
  - Reviewed changes regarding adding part-time clerical position and reducing Membership Coordinator position from full-time to part-time. No change in budget bottom line.
  - Discussed Facilities Rental position as moving toward more marketing and public relations. Getter requested that Tilley generate a new job description for the position.
  - Discussion on HR guidelines

  Tilley asked for action on org chart changes. Getter noted under Old Business.

  - Tilley explained that the part-time farmer at Historic Brattontville is leaving and that that job needs to be posted as full-time.
  - Change will cost additional $17,000; Tilley checked with Beth Latham and that additional amount can be covered.
  - Discussed job requirements and need for full-time position.
  - Additional discussion on adding new part-time general clerical and need to reduce hours for Membership Coordinator.
  - Tilley requested an Executive Session for further discussion.

Motion was made by Ragin Craig and seconded by Dennis Getter to move into Executive Session to discuss personnel matters. Motion passed unanimously.

**Back in Open Session**

- **Membership**
  - Discussed change in membership benefits at all levels to include unlimited visits to Main Street Children’s Museum and admission to certain special events; already showing results
  - Getter and Tilley want monthly reports with numbers
  - Discussion on different ideas for promoting museums/gaining new members; getting more people involved – don’t just concentrate on large donors
  - Craig brought up question of alcohol use at museum events and negative press associated therewith; wants Commission to consider eliminating alcohol at all sites
    - Getter suggested waiting to see event plan by Tilley and then see if we need to move to eliminate; also check with County Attorney about county policy – may be a moot issue; check legal liability

- **Upcoming Events**
  - Discussed New Harmonies Exhibit Grand Opening on June 16 at the McCelvey Center and day-long events, including Meet & Greet for Tilley from 2:00 to 4:00 pm
  - Hagner noted that The Friends will help staff with the McCelvey Meet & Greet

**Committee Reports**

- **Finance** no meeting, but Getter reported in general as follows:
  - Commission members were mailed 990 for review; ask Getter if you have any questions
  - Budget making through process
  - Tilley charged for June’s meeting with presenting overall goals and objectives for next fiscal year
  - Plans & Initiatives to be put on CHM Website
  - Start July 1st with full transparency on website
  - Craig inquired on status of Foundation situation; Getter reported no change.
  - Discussion on river property; Tilley noted that even if we are not a named party, we have a responsibility to protect the resources that are there.

- **Governance Committee** no meeting/no report
Old Business

- Change in By-Laws to add Statement of Delegation of Authority
  - Getter reported that By-Law changes need to be submitted seven days in advance of the meeting and these were not.
  - Consider notification as of tonight; vote next meeting
  - Changes indicated in red on insert; Tilley requested any change in language to the proposal be made tonight—no changes made

- Final Version of Vision Statement discussed

Motion made by Dennis Getter and seconded by David Duncan that the following be placed on CHM’s website and be known as our Vision Statement: The vision of the Culture and Heritage Museums is to create a community that greatly values natural, historical and cultural resources. Motion passed unanimously.

- Organizational Chart

Motion made by Ragin Craig and seconded by David Duncan to approve the Organizational Chart as amended to include 2 full-time farm assistant positions and 1 part-time at 40 hrs. / 20 hrs. per week and to add “Executive” to the Director’s title. Motion passed unanimously.

New Business

- New roof for MYCO
  - Tilley approached by a Councilman who would like us to do more than just repair roof
  - Hip roof looks better, costs more -- $600,000 to $650,000; would also need to revamp H-vac system
  - Landscaping first – curb appeal at MYCO may take away from roofline; discussion followed on possibility of using various volunteer groups to cut down on costs
  - Tilley asked what the Commission wants to present to County Councilman who approached him on roof issue
    - Getter noted it is their building so let them do whatever they can and are willing to do
    - Tilley advised that we need to identify our priorities in current budget year – money is not there
    - Awnings will cost $8,000 to replace
    - $300,000 to fix roof was high on priority list
    - One possibility is to change façade to help improve aesthetics

- Discussion on Anderson Car
  - Agreement through August to leave car at the Cotton Factory, then where
  - Good Kia was discussed – no climate control
  - Other options discussed – Tilley noted leaving at Cotton Factory would be safe, no cost and still available to public, until McElvey Annex is finished
  - Getter noted we need to look at terms of contract before renewing

With no further business to discuss the meeting was adjourned.

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