Culture & Heritage  
Board of Commissioners Meeting  
May 17, 2016  
6:00 PM  
Museum of York County  

Approved: 06-28-2016  

Person Presiding: Dale Dove, Chair / arrived after Call to Order  
All Members Present: Nancy Craig, James Duncan, Craig Lentz, Jeff Lyon, Bessie Meeks, Penny Sheppard  
All Ex Officio Members Present: Rick Chacon, Carolyn Mendenhall  
Staff Present: Carey Tilley, Barbara Ardrey, Steve Fields  
Others Present: Debora Hutchins / Yorkville Historical Society  

Call to Order  
The meeting was called to order at 6:07pm by Vice Chair James Duncan in Chair Dove’s absence. Duncan noted the first order of business was to approve the draft minutes of the April 19, 2016 Commission meeting.  

Craig Lentz moved to approve the draft minutes as submitted; Penny Sheppard seconded; a vote was taken and all present voted in favor.  (Dove was not present for the vote.)  

Calendar Review  
Tilley reviewed dates for upcoming Council meetings when he will give short presentations on each of our sites as to what is being done with respect to our strategic plan. Tilley also reviewed the dates for the stakeholders’ public meetings.  (Chair Dale Dove arrived and took over meeting.) Tilley clarified that the annual review of the Strategic Plan will be in September this year in order to allow an extra month before submitting the plan to AAM but thereafter the review will be in October as noted on the calendar.  

Staff Reports and Information  

- Staff Presentation (moved before Executive Director’s Report)  
  - Dr. Steve Fields, Curator of Natural History, reported on proposed changes to the African Hall at MYCO that would utilize some of our African animal mounts, with alterations, to compare them to animals found in the Carolina Piedmont during the Ice Age.  [Note: Ice Age - 2 million years ago up to 12,000 years ago] This would allow us to align our African animal collection with our Mission Statement.  
  - Fields noted that he had prepared tonight’s presentation to give at a recent convention he had attended and the scholars present had very favorable comments.  
  - Questions/comments were taken at the end of the presentation.
• Report of Executive Director
  o Tilley noted that the numbers are up and while we are more than numbers, they are good indicators.
    ▪ MYCO growth up 19% in the last year
    ▪ MSCM continues to accelerate its growth
    ▪ HB is growing, not at the same rate, but we will start focusing on Brattonsville now and have some exciting things happening
    ▪ McCelvey is down but not a concern – could simply be difference in summer concert attendance. Research Room numbers are up
    ▪ Growth in membership income is very impressive. Since 2011-12 we are up 100% in the income produced by general membership.

  [See full report attached to these minutes as Addendum “A”.]

  o Tilley then presented a special report to the Commission, in preparation for his evaluation highlighting growth comparisons in visitation, membership, earned income, etc., over the last four years since he has been Executive Director.

  [See full report attached to these minutes as Addendum “B”.]

**Committee Reports**

• Finance Committee
  o Nancy Craig reported that there was no Finance Committee meeting this month.
  o Craig advised that Financial Statements were in the packets – the only difference between these statements and earlier statements is that now the Foundation for the Carolinas money ($939,000) is included in the income and all the projects are assigned on the expenditure side. Craig noted that we have only spent $3,500 so far, which means that most of that money will be carried over to next year so we will be doing a budget amendment probably in July or August which will give a distorted financial picture at the end of this year. Craig stated that she believes there will be a statement of explanation in the audit. Everything else looks in order.
    ▪ Dove asked Craig to pursue the possibility of separating the capital projects and the operating expenses to make the budget more understandable for everyone.
    ▪ Penny Sheppard suggested a separate footnote to show “X” amount is operating and “Y” is capital projects.
    ▪ Dove noted anything that would make it simple for people in general to understand would be helpful.

• Collections Committee
  o Lentz reported that there was a Collections Committee meeting last week but he was unable to attend. He received a report from Latasha Campbell.
  o Two Recommendations for Accession:
    1) Various booklets, brochures, pamphlets, etc., from York Place Episcopal Church Home for Children (TC86); and
2) Letter dated November, 1918, metal id tag, and elongated penny with Lord’s Prayer embossed on one side (TC 101)

Lentz moved to accept the Recommendations for Accession as presented; Duncan seconded; no discussion; all voted in favor and the motion passed unanimously.

(See copies of approved Recommendations for Accession noted above attached to these minutes as Addendum “C”.)

- Governance Committee
  - Staggering Terms
    - Duncan handed out an ordinance amendment proposal prepared by County Attorney Michael Kendree. Basically it calls for 3-year staggered terms for the CHC plus a provision that allows the current commissioners to all start a new term July 1, 2016. Two districts will serve 1-year terms, two districts will serve 2-year terms, and three districts will serve 3-year terms. Duncan explained that at the conclusion of the first term, everyone will go back to their normal 3-year terms. At the conclusion of two consecutive terms, there is a one-year waiting period before anyone can serve again.
    - Ex officio members will serve 3-year terms.
    - Discussion followed on best way to choose who serves what term length. It was decided that to be fair, the terms would be written on a dry erase board beginning with the 1-year terms, then 2 and then 3. The district numbers would be drawn out of a hat and written in in the order shown.

Dove called for a motion; Duncan moved to adopt the language of the ordinance amendment proposal drafted by Attorney Kendree; Lyon seconded; discussion followed which included actually choosing the terms by the process noted earlier with the names and district numbers to be added to the ordinance amendment proposal when submitted to County Council: 1-year terms initially, District 7/Craig Lentz and District 2/Bessie Meeks; 2-year terms initially, District 1/Penny Sheppard and District 4/Jeff Lyon; 3-year terms Initially, District 3/James Duncan, District 6/Dale Dove and District 5/Nancy Craig; a vote was taken to approve the motion as set forth and authorize James Duncan to submit the proposed amendment to County Council; all voted in favor and the motion passed unanimously.

- Director’s Review
  - Duncan passed out blank appraisal forms approved at a prior meeting.
  - Dove asked Commissioners to have their completed forms to Duncan by Friday, May 27, and requested that an email reminder be sent out.
  - A question was asked about eligibility of ex officio members to participate in appraisal process. Duncan will check with Lisa Davidson and Michael Kendree on that and have a cover sheet prepared with process listed and answer to that question.
  - Lentz asked that the language on the grading scale be reversed between number 4 and number 5 so that 4 reads “consistently meets/achieves expectations” and 5 reads “always meets/exceeds expectations”. Duncan agreed to make change and send out corrected copy.


- Commissioners asked questions on form content and the process itself. It was decided to reassess the evaluation process after Tilley’s review.
- Results will be reviewed at the June meeting in Executive Session.

  - Election of Officers

Lyon made a motion that the Board keep the same officers; no second; the motion failed.

  - Dove explained that the officers to be elected include the Chair, Vice Chair and Secretary/Treasurer.
  - Dove then opened the floor for nominations.

Penny Sheppard nominated James Duncan as Chair; Craig Lentz seconded. Dove asked for any other nominations for Chair; none were offered and Dove closed the nominations.

Jeff Lyon nominated Dale Dove for Vice Chair; Craig Lentz seconded. Dove asked for any other nominations for Vice Chair; none were offered and the nominations were closed.

Penny Sheppard nominated Nancy Craig for Secretary/Treasurer; James Duncan seconded. Dove asked for any other nominations for Secretary/Treasurer; none were offered and the nominations were closed.

Dove called for a vote on the Slate of Officers as presented; Meeks, Lyon, Lentz and Sheppard voted in favor; none opposed.

Dale noted that those will be the new officers beginning July 1, 2016.

**Old Business**

- Institutional Plan
  - Tilley called attention to the copy of the Institutional Plan in each packet and noted that this is the version sent to AAM along with our interim report.
  - Tilley asked the Commission to consider attending the public meetings. Commission can decide at the June meeting who will attend each meeting.
  - Tilley announced the dates of the meetings for the Commissioners and noted they are also listed on the Annual Calendar.

- Community Engagement
  - Covered in Director’s Report

- Email Service
  - Discussed problems and solutions with new g-mail accounts.

**New Business**

- Approve Monthly Meeting Dates
  - Tilley advised that a poll was taken and the fourth Tuesday of each month seems to work best for everyone.
Duncan made a motion that all of the CHC meetings take place on the fourth Tuesday of every month; Lentz seconded; all voted in favor and the motion passed unanimously. (It was noted that this will begin in June.)

- Email Lists
  - Previously discussed.

- Location of Future Meetings
  - Rotating sites every few months seems to be favorable. Dove suggested letting the Chair decide.

- Visiting Museum of Western York County
  - Dove pointed out that this is an interesting museum that the Commissioners should be aware of. Possible meeting location in the future.

- Meeting with Foundation for the Carolinas Advisory Board
  - Dove encouraged meeting with this Board to strengthen our relationship since they are the body ultimately recommending our requests for funds for our capital projects.

- Development/Funding Issues
  - Dove questioned whether a regular report on development issues would be a good idea. What are we doing with that position to help make it successful.
  - Tilley noted that he could include any significant development issues in his monthly report. He further reported that currently we are still moving through the position change for the new Development Director and need to wait until the budget and org chart are approved.
  - Nancy Craig as Treasurer advised that she was good with Tilley including any information regarding development in his report and then perhaps having Windy come in periodically to discuss what she’s doing that is not covered in the Director’s Report.

There being no further business to come before the Commission, the meeting was adjourned at 9:20pm.

Prepared by:  Barbara Ardrey
Submitted by: Nancy Craig, Secretary/Treasurer
Addendum A

Culture and Heritage Museums
Director’s Report
May 17th, 2016

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

CHC Commissioners,
April has been a productive month at the Culture and Heritage Museums. Both the 2016-17 CHC Budget and Organizational Chart have been completed, approved by the Commission, and submitted to the Council for final approval. In addition we have reviewed, and the Commission has approved, the IRS Form 990. The Planning Retreat on April 8th and 9th marked a major threshold in the Review and Refinement of our Institutional Plan and we have submitted our Interim Report on the planning process to the American Association of Museums. The Request for Proposals with Qualifications for the Master Site Plan at Historic Bratonsville has been handed off to the County Purchasing Department. Major events in April included Sheep Shearing Day at Historic Bratonsville, Earth Day Birthday at the Museum of York County, and Iris Dement closing out the Southern Sound Series at the McCelvey Center. Visitation and membership totals continued to be very strong with double-digit year-to-date growth in both areas.

On-site Visitation through April
Overall attendance numbers through April of 2016 continue to be up significantly from the strong showing of last year. Our three major attendance sites are each up with McCelvey lagging slightly behind. Significantly, the combined total of all four sites is out-performing the average attendance of the past three years by 20%. The admission rate increase went into effect on May 1st and we will be monitoring any impact on attendance growth in the coming months.

Year-to-Date Visitation Totals through April 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 2015-2016</td>
<td>81,302</td>
<td>30,498</td>
<td>24,827</td>
<td>23,194</td>
<td>2,783</td>
</tr>
<tr>
<td>YTD 2014-2015</td>
<td>72,009</td>
<td>25,710</td>
<td>23,546</td>
<td>19,464</td>
<td>3,289</td>
</tr>
<tr>
<td>Change from Previous Year</td>
<td>+9,293</td>
<td>+4,788</td>
<td>+1,281</td>
<td>+3,730</td>
<td>-506</td>
</tr>
<tr>
<td>% Change from Previous Year</td>
<td>+13%</td>
<td>+19%</td>
<td>+5%</td>
<td>+19%</td>
<td>-15%</td>
</tr>
<tr>
<td>Avg. of last 3 yrs.</td>
<td>67,691</td>
<td>24,329</td>
<td>22,797</td>
<td>17,516</td>
<td>3,050</td>
</tr>
<tr>
<td>Change from Avg.</td>
<td>+13,611</td>
<td>+6,169</td>
<td>+2,030</td>
<td>+5,678</td>
<td>-267</td>
</tr>
<tr>
<td>% Change from Avg.</td>
<td>+20%</td>
<td>+25%</td>
<td>+9%</td>
<td>+32%</td>
<td>-9%</td>
</tr>
</tbody>
</table>
Membership through April
The record number of memberships rose slightly in April to a new high of 1,488 and remains up by 23% from one year ago. In an obvious correlation, membership income continues to rise led by the increase in General Membership. The membership rate increase went into effect on May 1st and we will be monitoring the impact closely over the next few months.

Membership Totals through April 30th

<table>
<thead>
<tr>
<th></th>
<th>Total Memberships</th>
<th>Total Membership Income</th>
<th>General Membership Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-2016</td>
<td>1,488</td>
<td>$79,825</td>
<td>$70,415</td>
</tr>
<tr>
<td>2014-2015</td>
<td>1,208</td>
<td>$64,334</td>
<td>$53,589</td>
</tr>
<tr>
<td>Change From Prev. Year</td>
<td>+280</td>
<td>+$15,491</td>
<td>+$16,826</td>
</tr>
<tr>
<td>% Change from Prev. Year</td>
<td>+23%</td>
<td>+24%</td>
<td>+31%</td>
</tr>
</tbody>
</table>

Institutional Planning
Review and refinement of our Institutional Plan has been a major focus of the past few months. To date we have had 41 meetings with key stakeholders (including meetings with individual Commissioners) in addition to reformatting the plan and getting input from staff. The planning retreat resulted in clear consensus on our direction and the creation of a draft for public stakeholder review. The “stakeholder draft” will be included in your Commission packets. On April 29th, we submitted our interim report on our planning progress as well as the Stakeholder Draft of the plan to the Accreditation Commission of the American Alliance of Museums. They will review the report at their meeting in June with feedback following shortly thereafter. In the coming weeks we will be making short presentations of our goals and strategies for each site to the County Council. The Community Stakeholder meetings which will be open to invited guests as well as the general public will begin on June 30th. Each of the stakeholder meetings will focus on topics specific to the host site.

County Council Presentations
➢ June 6th: Historic Brattonsville
➢ June 20th: Main Street Children’s Museum & Museum of York County
➢ July 18th: The McCelvey Center

Community Stakeholder Meetings
➢ June 30th: Historic Brattonsville
➢ July 7th: Museum of York County
➢ July 14th: Main Street Children’s Museum
➢ July 28th: The McCelvey Center

Following the stakeholder meetings, staff will synthesize the community input and finalize a draft of the Institutional Plan for the Commission to consider at its September meeting. Once approved, the Institutional Plan is intended to be a living document that will be reviewed annually. The approved version including additional tactical details will be submitted to the Accreditation Commission along with our final report for their consideration.
Community Engagement
In addition to the stakeholder meetings, through the first ten months of this fiscal year, we have partnered with over 200 groups from this community on programs, events, and projects. Earth Day Birthday and Countdown to Kindergarten in particular have provided numerous opportunities for collaboration. A list of various partnerships since July 1st is provided in the Commission packet. Please note that this list is not exhaustive but does provide a good representation of the collaborative efforts that are ongoing at the museums. In addition to the partnerships we have been visited by 335 different school groups. Further broad-based community support is demonstrated through the record number of memberships and the steadily rising visitor counts.

Historic Brattonsville Interpretive Plan
We have submitted a draft of the Request for Proposals with Qualifications to the County Purchasing Department to seek consultants to work on the Master Site Plan for Historic Brattonsville. While not all of the Phase I projects at HB are dependent on completion of the Master Site Plan, the work will be a pivotal step in establishing placement, phasing, and costs for the work at the site. We expect to have the Preservation Specialist position for Historic Brattonsville filled by early June. This position will be integral for moving the capital projects at HB forward. Currently, former HB Site Manager, Chuck LeCount, is working on an Interpretive Manual for the 1780 Farm. The next projects for which we will be preparing proposal requests in the coming months are Paint Analysis and Archaeological Evaluation.

Upcoming Events
We are currently looking forward to a busy summer which will kick off with Memorial Day at Historic Brattonsville. We anticipate large turnout at the Museum of York County for our upcoming exhibit, Dinosaur Revolution Maze which will be up in both the Springs Gallery and the auditorium from June 11th to September 11th. In conjunction with this exhibit, we are also honored to have the Cherokee Springs Meteorite on loan from the Smithsonian Institution this summer. This meteorite which fell to Earth in July of 1933 is one of only six documented in South Carolina and one of only two in the piedmont area of the state. We will also be featuring special concerts at McElvey this summer with the Cottonwood Bluegrass Band on June 11th and the reunion of the Grammy-winning Peasall Sisters on July 8th. Historic Brattonsville will host its annual Independence Day Celebration on July 4th quickly followed by the annual Battle of Huck’s Defeat Reenactment. This year, special recurring programming is scheduled throughout the summer at three of our sites including Tuesdays at Two at the Main Street Children’s Museum, Wonderful Wednesdays and Dino-Mite Fridays at the Museum of York County, and Time Travel Tuesday and Windows into the Past at Historic Brattonsville. A more complete listing of our upcoming events is offered on the following page.

Thank you once again for your service to the Culture and Heritage Museums.

Sincerely,

(submitted electronically)

Carey L. Tilley
Executive Director
Culture and Heritage Museums
Recent and Upcoming Programs and Events

Recent Programs and Events (April 1\textsuperscript{st} through May 16\textsuperscript{th})

- April 6\textsuperscript{th} @ MSCM: Wee Wednesday (recurring weekly through May)
- April 7\textsuperscript{th} @ MSCM: Spring Break Camp
- April 9\textsuperscript{th} @ HB: Sheep Shearing Day
- April 12\textsuperscript{th} @ MYCO: Carolina Skygazers (recurring monthly)
- April 16\textsuperscript{th} @ MSCM: Main Street is Hopping (Come See Me Event)
- April 16\textsuperscript{th} @ HB: Horseback Riding on the Walt Schrader Trails (monthly)
- April 20\textsuperscript{th} @ MSCM: Froggy Friends (Come See Me Event)
- April 20\textsuperscript{th} @ HB: Home School Day: Technology on the Bratton Plantation
- April 21\textsuperscript{st} @ MYCO: Come See Me Coloring Contest
- April 30\textsuperscript{th} @ MYCO: Earth Day Birthday
- April 30\textsuperscript{th} @ McCelvey: Iris Dement (Southern Sound Series)
- May 14\textsuperscript{th} @ MYCO: Invisible Inhabitants

- 96 School Programs took place between April 1\textsuperscript{st} and May 16\textsuperscript{th} (71 Different Schools)

Upcoming Programs and Events (May 17\textsuperscript{th} through June 30\textsuperscript{th})

- May 17\textsuperscript{th} & 18\textsuperscript{th} @ MYCO: Homeschool Day: Welcome to the 400 Acre Wood
- May 18\textsuperscript{th} @ MSCM: Wee Wednesday (recurring Weekly through May 25\textsuperscript{th})
- May 21\textsuperscript{st} @ HB: Horseback Riding on the Walt Schrader Trails (monthly)
- May 21\textsuperscript{st} @ MYCO: Beginning Herpetology Workshop
- May 30\textsuperscript{th} @ HB: Memorial Day at Historic Brattonsville
- June 7\textsuperscript{th} @ HB: Time Travel Tuesday (Weekly through July 26\textsuperscript{th})
- June 7\textsuperscript{th} @ MSCM: Tuesdays at Two (Weekly through July 26\textsuperscript{th})
- June 9\textsuperscript{th} @ HB: Windows into the Past: Antebellum Education
- June 9\textsuperscript{th} @ MSCM: Playcation (Day Camp recurring weekly through July 21\textsuperscript{st})
- June 11\textsuperscript{th} @ MYCO: Dinosaur Family Day (opening of Dinosaur Revolution)
- June 11\textsuperscript{th} @ McCelvey: Cottonwood Bluegrass Band (Grand Ole McCelvey Series)
- June 15\textsuperscript{th} @ MYCO: Wonderful Wednesdays: Dive into Dinosaurs
- June 16\textsuperscript{th} @ HB: Windows into the Past: Pewtering
- June 22\textsuperscript{nd} @ MYCO: Wonderful Wednesdays: Fabulous Fossils
- June 23\textsuperscript{rd} @ HB: Windows into the Past: Collections
- June 24\textsuperscript{th} @ MYCO: Dino-Mite Fridays (June 24\textsuperscript{th}, July 8\textsuperscript{th}, & July 22\textsuperscript{nd})
- June 29\textsuperscript{th} @ MYCO: Wonderful Wednesdays: Create-a-saurus
- June 30\textsuperscript{th} @ HB: Windows into the Past: Benjamin Franklin

- 25 School Programs are scheduled between May 17\textsuperscript{th} and May 31\textsuperscript{st} (17 Different Schools) while we have booked 12 programs and 28 Groups (16 are self-guided) for the month of June following the end of the school year.
March 15th marked my fourth anniversary at the Culture and Heritage Museums. I began with three months left in a year that had seen significant organizational changes. The Commission was in their first full year and had been tasked with difficult decisions. When the year began, overall attendance was on a three-year downward trend, a very public fundraising project had fallen significantly short of its goal and the fund balance had dropped to a dangerously low level. The County millage rate assigned to the museums had been cut from 2.8 to 2.6 resulting in a budget reduction of over $500,000. Most of these cuts came in payroll. In September of 2011, the total number of employees was reduced from 79 to 64 (from 55 full-time-equivalents to 47 full-time-equivalents). A net of seven full-time positions were eliminated including all five Deputies. When I arrived in March of 2012, the difficult choices had been made and we were left to rebuild with a reduced operating budget and fewer employees. The past four years have marked a time of strong visitation growth, fiscal responsibility, greater transparency, and sound preparation for the future. Visitations is on pace to exceed 95,000 by year-end – a 30% increase from 2011-2012. Membership is at a record level. Earned income is on pace to be up by more than $100,000 over 2011-12 and Fund Balance is has increased by more than $1,000,000 since that time. In addition, we have approximately $8 million set aside for our Capital Projects.

<table>
<thead>
<tr>
<th>Visitation Year End Projected Total – Comparison to 2012 YE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall</td>
</tr>
</tbody>
</table>
| YE 2015-2016 (projected year-end)
  | 95,071 | 35,470 | 29,109 | 27,475 | 3,017 |
| YTD 2011-2012
  | 72,918 | 25,298 | 27,350 | 17,096 | 3,174 |
| Change from 2012
  | +22,153 | +10,172 | +1,759 | +10,379 | -157 |
| % Change from 2012
  | +30% | +40% | +6% | +61% | -5% |

The overall growth in visitation of the past four years has accelerated in the current fiscal year. If we simply match last year’s monthly visitation totals in May and June, we will be up by almost 11% at year end. Currently we are on pace to be up by 13%. Either number will represent the highest growth rate in the four-year trend.

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1. 2015-16 Projection is based on YTD total plus May and June totals of the previous year.
2. In 2012 HB on-site visitation numbers included 1,968 school children participating in the Carroll Schools program operated off-site in conjunction with Rock Hill Schools. This program was discontinued as a CHM Initiative in 2013 but is still offered by the school system. Without these numbers, HB visitation is projected to rise by 3,727 or approximately 15% at year end.
Our three major visitation sites are on pace to have the highest visitation totals in at least six years. The Museum of York County and the Main Street Children’s Museum have had incredibly strong years. Attendance at both sites has been climbing steadily over the past four years with this year’s growth rate being projected to be at least 15% (Year-to-date growth rate at both sites is currently at 19%).
Growth in visitation at Historic Brattonsville has been more modest but we are still on pace to have a five-year high. Brattonsville has been growing steadily since a drop in 2012-13 attendance related to the discontinuation of the Carroll Schools Program.

The attendance numbers at the McCelvey Center are driven primarily by the concerts held in the Lowry Family Theater. Because the numbers are small in comparison to the other venues, the annual totals are more susceptible to the vagaries of individual events. While the four concerts that comprise the Southern Sound Series were comparable in turn-out to last year, the lag is related to low turn-out to our smaller “summer” shows and one less event. A final concert planned for June should make up a portion of the deficit. The number of people using the research room currently stands at 1,000. This year-to-date total is up 16% from last year and 49% from 2011-12.
The total number of Memberships has also grown steadily since 2011-12. As with visitation, this trend has significantly accelerated in 2015-16 which is up 23% from last year. Our current total of 1,488 memberships is well ahead of any other totals on record. The 28% increase from 2011-12 while very strong may be understated as memberships were counted for fifteen months rather than twelve prior to October of 2012. A better indicator of growth in membership is the steady increase in income produced by membership. By year-end, the total income from membership is projected to be up 19% from last year and 43% from 2011-12. The bulk of this growth has been in general memberships which will be up by 26% over 2014-15 and 103% over 2011-12 by year-end.
It is difficult to project Year-end advancement income because of the changes in timing of contributions and large grants. Grants for capital projects fluctuate significantly from year-to-year. In 2015-16, we have been approved for more than $1,000,000 from the Foundation for the Carolinas and the Robert Haywood Morrison Foundation to implement the first phase of the Interpretive Plan at Historic Brattonsville. These funds will not show as revenue against our budget until the projects are ready to go. There is an additional $7,000,000 in a fund at the Foundation for the Carolinas that can only be used for capital projects of the CHC. Advancement Income to cover annual operating expenses includes grants that are reimbursed at year-end and are based on total expenses. If we were to project based on the past two months of 2014-15, this number would be up in 2015-16; however, in this case the numbers are too unpredictable to offer that projection. Still, we can see an upward trend in Gross Advancement Income through year-end 2014-15 and, more significantly, a steady rise in Net Advancement Income for operating through 2014-15. At year end 2014-15 this category was up 235% from 2011-12. We did this by significantly cutting unproductive expenses while still generating more income.
We have made significant increases in earned income over the past couple of years. If we match the May and June of last year in the final two months of 2015-16, we will generate over $517,000 through earned sources. This would represent a $44,000 or 9% increase from 2014-15 and a $105,000 or 26% increase from 2011-12.

Specific major categories of earned income include the following:

- Admissions income is projected to be up 18% from last year and 24% from 2011-12.
- Income from School Groups is projected to be up 11% from last year and 44% from 2011-12.
- Rental Income is up projected to be up 36% from last year and 84% from 2011-12.
- Store Income (the smallest growth) has improved 1% from last year and 8% from 2011-12.
We are a County museum system with governance established by County ordinance. We could not exist without significant governmental support. Still it is important that we have additional sources of funding to facilitate growth. In 2011-12 77% of our funding for both operating and capital expenses came from County taxes. In the budget proposed for 2016-17 we have reduced that number to 63%.

When the Commission changed in 2011-12, our available Fund Balance stood at $510,963. By the beginning of the current fiscal year this number stood at $1,617,828. This number represents a healthy 33% of our total budget which includes the $935,000 which has been committed but has yet to be received from the Foundation for the Carolinas.

As we near the completion of our fiscal year, the Culture and Heritage Museums are in a very positive position. Visitation is on a steady upward trend and membership is at record levels. We are building relationships in the community as we strengthen our Institutional Plan. Funding as well as a solid plan is
in place to position Historic Brattonsville as a major Heritage Tourism and Education Destination. In addition the community is demonstrating a strong affinity for Main Street Children’s Museum and the Museum of York County. At McCelvey, we have a state of the art facility for the long-term preservation of our art, artifacts, and archival material. We still have work to do, but this is a good time to be a part of the Culture and Heritage Museums.

Once again, I thank the Commission for the support that you have given me and your service to the mission of the Culture and Heritage Museums.

Sincerely,

(submitted electronically)

Carey L. Tilley
RECOMMENDATION FOR ACCESSION

Temporary Custody ID: TC86
Collection Type: Archives
Method of Acquisition: Donation

Name of Donor: Kenneth Merritt

Description of Accession:
Booklets, brochures, pamphlets, newsletters, scrapbooks, newspaper clippings, loose photographs and negatives from York Place Episcopal Church Home for Children. See attached inventory.

.001 - Black metal seal press of "Episcopal Church Home for Children / 1850"

Overall Condition: □ Excellent  X  Good  □  Fair  □  Poor

General/Comparable Size of Collection
3 boxes: 1 oversize box (scrapbooks, ledgers), 2 letter sized document boxes (photos, papers)
Seal Press: 6.5" x 2.25" x 9.25"

Significance/Ownership History  Mission Rating: 5 (Scale of 1 – 5; 5 matches mission 100%)
Specific reasons for recommending the accession of the object(s):
The donor, a former employee of York Place, saved these archival materials and seal press when the facility closed in the summer of 2015. The donor’s last day at work was in September 2015.

History:
The Church Home, established in 1850 by the Episcopal Diocese of SC in Charleston, was the first church supported home for children in the state. On May 13, 1909 the orphanage moved from Charleston to the former Kings Mountain Military Academy in York, which had closed in 1908. The Church Home changed its name to the Episcopal Church Home for Children in 1949 after the Church Home for Ladies in Charleston and the Children’s Home in York became separate entities. In 1966, the Church Home Administrative Building, built in 1857, was replaced with a new modern structure. In 1970 the Home accepted its first African American child, the first to be accepted by any church-sponsored Children’s Home in the state. The Church Home operated as an orphanage until 1973 and a number of its residents attended local York schools.

In 1969, the Board decided to phase out its regular program by June 1973 and devote itself to the treatment of emotionally disturbed children. It was one of the first residential treatment centers for emotionally disturbed children in the state. About 1981, in an effort to improve understanding of the Home’s new mission and increase fund-raising, the agency was renamed York Place: Episcopal Church Home for Children, locally known as York Place. Over the years, the campus had grown from its original 10 acres to 120 acres and added more buildings and amenities to the site including a gym, indoor pool, tennis court, playground, fishing pond, athletic field, arts & crafts room, as well as nature and bike trails.

In June of 2013, York Place merged with Thompson Child & Family Focus who continued to operate the
site as a location for psychiatric care for young children as well as assistance to single mothers with substance abuse issues and their children. In 2015, Thompson decided to close the facility in York and concentrate on its location in Fort Mill.

**Potential Uses:** X Research  □ Exhibition  □ Loan

**Explanation of Use:**
These records are a primary source and these will be useful for patrons researching activities and history of the Church Home. These original materials will supplement the secondary resources in the library.

**Restrictions:**
None

**Unusual Costs:**
None

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**Staff Recommendation (Signature & Title):**  
Honey Daniels Archivist  
5-4-16

**Director Recommends (Signature):**  
Amy F. Tillery  
5-4-16

**Approved by Culture & Heritage Commission on:**  
5-17-16

**Signature, Title:**  
Amy F. Tillery  
5-27-16
TC86

Kenneth Merritt Inventory

Permanent

- 30 booklets
  - 1, "A Brief History of the Diocese of Upper South Carolina, Fiftieth Anniversary Year, 1922-1972"
  - 1, "A Survey of Parental Involvement in Residential Treatment Centers in the US, 1979"
  - 1, "The Dedication of the James F. Byrnes Children's Center, 1979"
  - 1, "James F. Byrnes"
  - 1, "Putting Families Back Together"

- 2 brochures, "York Place Episcopal Home for Children" with insert "Glossary of Terms", n.d.

- 1 pamphlet, "Providing a Refuge for Troubled Children", n.d.

- 2 inserts, "The Episcopal Church Home for Children", Sandlapper, 1973


- 1 scrapbook, black

- 1 record book, "Church Orphanage"

Education/Library

- 2 newspaper clipping books
- 1 photograph album, green
- 1 photo copy of advertisement, "Child with Emotional Problems"
- 2 pages, memo "In a Nutshell"
- 1 book, "Notes from Hash"

Return

- 1 guest book
• 1 photograph album, blue
• 1 Bible
• Miscellaneous papers
• 1 clipping, “The Reminder” July 1976
• 1 envelope, Thanksgiving Offering
• 4 cassette tapes, “Audio for Slides”
• 2 framed letters, Henry W. Longfellow, J. C. Calhoun
• 274 photographic slides
• 2 framed photographs

4 record storage boxes of photographic prints/negatives
RECOMMENDATION FOR ACCESSION

Temporary Custody ID: TC 101
Collection Type: Archives
Method of Acquisition: Donation

Name of Donor: Joe Lee McCarter

Description of Accession:
Letter to Private Daniel E. McCarter dated 25 November 1918 with its envelope postmarked "Clover, SC"
Metal id tag "Property of D.E. McCarter Rt. 1 Clover S.C."
Elongated penny with Lord's Prayer embossed on one side and the other side is blank

Overall Condition: ■ Excellent □ Good □ Fair □ Poor

General/Comparable Size of Collection
Items will fit into one 8 1/2 x 11 inch acid free folder

Significance/Ownership History Mission Rating: 5 (Scale of 1 – 5; 5 matches mission 100%)
Specific reasons for recommending the accession of the object(s):
The donor Joe Lee McCarter obtained these items from the belongings of his mother, Flossie Mae Spies McCarter (1902-2003). She inherited the items from her husband Barber Finely McCarter (1902-1950), who is the brother of Daniel Ewart McCarter (1893-1965). Both Barber and Daniel are the sons of Robert Ervin McCarter (1870-1938) and his wife Mary Susannah Devinney McCarter (1874-1944). According to the 1900 census, the family is living in York County. Daniel E. McCarter is the uncle of the donor Joe Lee McCarter.

Robert Ervin McCarter wrote this letter to his son Daniel Ewart McCarter, who was serving in the American Expeditionary Forces during World War I. Daniel’s draft registration card, dated 5 June 1917, reveals he was born in York County, single and had a farm in Clover. The letter was returned to sender due to incorrect address. It appears he may have served in a Pioneer Infantry. These regiments were not a part of any division and could be attached to whichever American Army or Corps needed them. They were trained and equipped as infantry to be used as troops of emergency, either for combat or simple engineering construction. After the war, Daniel returned to his farm in Clover. His death certificate reveals he never married. He died in at the Veterans Administration Hospital in Fayetteville, NC. The metal id tag may have been used on a trunk or locker and family tradition says he carried the elongated penny with him during the war.

History:
World War I began on July 28, 1914 and ended on November 11, 1918. The United States joined the war on April 17, 1917. The American Expeditionary Forces were established under the War Department on May 26, 1917 commanded by General John J. Pershing. The AEF conducted military operations against Germany, conducted military operations in North Russia, provided medical relief in Poland, and occupied Germany after the war. Headquartered in France, the AEF saw action alongside French and British allied forces on the Western front and the Italian Front. The AEF was abolished on August 31, 1920. They were succeeded by American Forces in Germany and American Forces in
France.

A fire at National Personnel Records Center in 1973 destroyed US Army personnel files created 1912-1963. This makes it challenging to locate service records for veterans.

The first elongated coins in the US were produced for the World’s Columbian Exposition in Chicago in 1893. The first elongated coins were made by a die and metal rollers. It is common to find coin operated “pressed penny” machines at amusement parks, etc. One of the most popular designs is the Lord’s Prayer.

Potential Uses: X Research □ Exhibition □ Loan

Explanation of Use:
This letter and keepsakes are useful for researching Daniel Ewart McCarter family history and also World War I veterans in York County.

Restrictions:
None

Unusual Costs:
None

Staff Recommendation (Signature & Title):

ירמי שֶׁבֶץ ארכיון
5-4-16

Director Recommends (Signature):

ירמי שֶׁבֶץ
5/4/16

Approved by Culture & Heritage Commission on: 5-17-16

Signature, Title:

ירמי שֶׁבֶץ
5/27/16