Culture & Heritage Commission  
Board of Commissioners Meeting  
April 23rd, 2019  
6:00 PM  
Museum of York County  
Approved May 28th, 2019

Person Presiding: James Duncan  
Members Present: Nancy Craig, Dale Dove, Jeff Lyon, Penny Sheppard, Ed Stewart  
Members Absent: Craig Lentz  
Ex Officio Members Present: None  
Ex Officio Members Absent: Carolyn Mendenhall  
Staff Present: Carey Tilley, Sarah Lewis, Richard Campbell, Cate Crane, Alison Mallard, Joe Mester  
Others: Michael Kendree

Call to Order  
Chair James Duncan called the meeting to order at 6:19 PM.

James Duncan called for a motion to approve the draft minutes of the March 26th monthly meeting as presented; Nancy Craig so moved; Penny Sheppard seconded; no discussion followed; a vote was taken and the minutes were approved unanimously.

Calendar Review  
- Duncan shared upcoming calendar items for May and June. Duncan asked if any edits needed to be made to the annual calendar. There were none.

Reports and Presentations  
- Director’s Report  
  - Tilley updated the commission on current visitation numbers, status of the special renovation projects, progress on capital projects, and current vacant positions. Tilley offered to answer any questions that the Commission had, there were none.

[Note: A full copy of the Director’s Report is attached to these minutes as “Addendum A”.

Committee Reports  
- Collections Committee  
  - In the absence of committee chair Craig Lentz, Director Carey Tilley presented a Recommendation for Deaccession of a full-body taxidermy mount of a Central African giant eland. The mount will be deaccessioned, transferred to the education collection and moved to the Naturalist Center.

Penny Sheppard moved to deaccession the Central African giant eland (1967.001.001); Dale Dove seconded; no discussion followed; a vote was taken and the motion passed unanimously.
[Note: A copy of the Recommendation for Deaccession referenced above is attached to these minutes as “Addendum B.”]

- **Finance Committee**
  - Penny Sheppard shared that Finance Committee had not had the opportunity to meet to review the proposed budget for FYE 2020 in detail. She recommended tabling the budget approval until the Special Called Meeting scheduled for April 30th. Duncan agreed that the budget proposal could be added to the agenda for the April 30th meeting.

- **Governance Committee**
  - The Governance Committee had nothing to report.

**Old Business**

- **Capital Projects Update**
  - Tilley noted this was covered in his report.

- **Hightower Repairs**
  - Tilley had anticipated having cost information to present to the Commission, but does not have those numbers yet, therefore no action is required at this time.

- **McCelvey Windows**
  - Tilley noted that the RFP for the McCelvey Windows is currently posted with an opening date of May 16th. Tilley noted that the Commission had previously expressed support for paying any balance for the cost of the windows that exceeds the amount of the H-Tax award with fund balance, but that they have not approved an amount. Tilley requested that they discuss the amount to be used from fund balance in Executive Session.

**New Business**

- **FYE 2020 Organizational Chart**
  - Tilley shared suggested changes to the organizational chart for FYE 2020. These changes include:
    - The addition of a second Integrated Marketing Coordinator to focus on Social Media under the Business Director. This will be paid for with existing funding from the traditional advertising budget and with a correction of the computer reserve expense as budgeted in the current year.
    - The addition of a Temporary Site Manager position (one year) to study a potential African American Cultural Center under the Executive Director. Approved by CHC Contingent upon funding at the January 2019 meeting. Funded by City of Rock Hill and CHC Fund Balance.

James Duncan called for a motion to approve the 2020 Organizational Chart as presented; Penny Sheppard so moved; Ed Steward seconded; no discussion followed; a vote was taken and the motion passed unanimously.
• FYE 2020 Budget
  o Duncan noted that this would be covered at the April 30th meeting.

• Potential Naming Opportunities
  o Nancy Craig suggested naming something, perhaps the Southern Revolutionary War Institute, after Michael Scoggins in order to honor his memory and recognize the work that he did for CHM. Tilley suggested creating a committee to brainstorm and bring back a recommendation to the Commission, noting that having a committee would allow for Michael’s family to have input. Discussion followed regarding the creation of a committee. Duncan asked Craig if she would be willing to chair this committee. Craig agreed.

James Duncan called for motion to form a committee as discussed with regards to potential naming opportunities related to Michael Scoggins; Penny Sheppard so moved; Ed Stewart seconded; no discussion followed; a vote was taken and the motion passed unanimously.

James Duncan called for a motion to enter Executive Session for the discussion of a contractual matter related to the McCelvey Windows Project and receipt of legal advice/discussion of a contractual matter related to the Lowenstein Project Proposal; Penny Sheppard so moved; Jeff Lyon seconded; a vote was taken and it was unanimously decided to enter Executive Session.

Duncan noted that there would be a five minute recess before entering Executive Session.

**Executive Session**

• Discussion of a contractual matter related to the McCelvey Windows Project
• Receipt of legal advice/discussion of a contractual matter related to the Lowenstein Project Proposal

**Reconvene to Open Session**

Duncan announced that the meeting was back in open session and that two motions would be made as a result of Executive Session.

Penny Sheppard moved to approve the use of fund balance for the McCelvey window repairs not to exceed the dollar amount discussed in Executive Session on the project that is currently out for proposals; Dale Dove seconded; no discussion followed; a vote was taken and the motion passed unanimously.

Dale Dove moved that the CHC agree to become a partner for the development of the Bleachery Heritage project as proposed in the document distributed in Executive Session and agrees to pursue the creation of a temporary staff position with the following purpose: to work with the other partners to put together a development plan for the Bleachery Heritage project including relationship building with the community, site plan, interpretive planning, fundraising and facility development and management with the hope of developing a long-term partnership with CHM, Lowenstein Partners, City of Rock Hill and other possible partners with the responsibility of each partner clearly defined; Jeff Lyon seconded; discussion followed regarding whether the motion was committing the CHC to funding the position, the process for creating a position and whether it would need County Council approval; Dove amended the motion to read that CHC agrees to become a partner for the development of the Bleachery Heritage project as proposed in the document distributed in Executive
Session and agrees to pursue the creation of a temporary staff position, contingent upon approval of County Council with the following purpose: to work with the other partners to put together a development plan for the Bleachery Heritage project including relationship building with the community, site plan, interpretive planning, fundraising and facility development and management with the hope of developing a long-term partnership with CHM, Lowenstein Partners, City of Rock Hill and other possible partners with the responsibility of each partner clearly defined; Jeff Lyon seconded the amended motion; there was no further discussion; a vote was taken on the amended motion with Dale Dove and Jeff Lyon voting in favor, James Duncan and Ed Stewart voting against, and Penny Sheppard and Nancy Craig abstaining; with a tie the vote failed.

Dove asked as a matter of old business if there had been any follow up with Mr. McDow. (Note: This item had not appeared on any previous agenda.) Tilley noted that staff had discussed reaching out to him for a potential presentation at a Guild Meeting but he did not know the outcome at that time. Duncan noted that if Dove wanted this to be added to the May agenda, they could do that.

James Duncan called for a motion to adjourn; Penny Sheppard so moved; Jeff Lyon seconded; no discussion followed; a vote was taken; it passed unanimously and the meeting was adjourned.

Prepared by: Sarah Lewis
Submitted by: Penny Sheppard, Secretary/Treasurer
Addendum A

Culture and Heritage Museums
Director’s Report
April 23rd, 2019

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 continued support of the mission of the Culture and Heritage Museum. March was an especially strong month for visitation with four successful events. We are also making progress on several of our major projects. At the same time, we were working through budgeting process and will be presenting the results this evening.

Through the end of March, we had received 60,839 visitors on site. Obviously, we are still impacted by the absence of the Main Street Children’s Museum (MSCM); however, combined attendance at our other three sites (52,700) is the highest it has been at this point in the year in at least thirteen years.¹ The Museum of York County (MYCO) continues to lead the way. Harry Potter was very successful this year with 1,665 visitors – an increase of 58% from last year. The event generated $12,368 in revenue – up 72% from 2018.

Historic Brattonsville (HB) is rebounding well in the third quarter from the rain-soaked first half of the year. Although still behind for the year, the period January through March is the second highest third quarter on record and has increased 68% since FYE 2012. Children’s Day on the Farm experienced very strong attendance with 2,112 visitors. With beautiful weather, this total was up 118% from last year’s chilly and rain-threatened day and is the second highest attendance on record for the event. The revenue of $11,854 represented a 225% increase from last year and established a new CDF record. In addition, we sold 47 memberships that day.

Other strong March events included Seusathon at MYCO (480) and a sold-out SteelDrivers concert at McElvey (500+).

Volunteer numbers through the first nine months are also very strong this year. Combined site volunteer hours is already over 20,000 with three months to go and is up 33% from last year. The growth in volunteer hours is especially strong at HB which grew from 4,811 hours in through the third quarter of FYE 2018 to 9,242 hours through March of 2019 – an increase of 92%. The growth at HB has been consistent with eight of nine months seeing an increase.

Special Renovation Projects
Earlier this fiscal year the Commission approved twelve needed intermediate projects to be funded through Fund Balance. Six of these projects have been completed while three are in process.

¹ Records prior to 2007 were not available at the time of compiling this report.
Projects Completed
- Restroom remodel (MYCO)
- New septic system at Hightower (HB)
- Elevator lift (HB)
- Front sidewalks (McCelvey)
- New sidewalks, handicap ramp and rails (McCelvey)
- Replacement of existing rear handicap parking pad (McCelvey)

Projects in Process
- Restroom remodel (HB) - work started this past week and is expected to take four to six weeks.
- HVAC for collections/archives (McCelvey) – awaiting third quote
- Digital Marketing Media Platform (All Sites) – submitted purchase requisition on April 15th and we are expecting completion in four to six weeks.

After meeting with various professionals, staff determined that the replacement of the septic system at Historic Brattonsville would not be needed and could be addressed through regrading. The painting of Hightower and the three associated outbuildings has been put on hold until the repairs to the tower are completed.

Capital Projects

MSCM
- We have executed the contract with Redbox not to exceed $62,380 for Exhibit Fabrication
- The County Council has approved negotiations with Liollio Architects to provide Architectural and Engineering Services - including specifications and contract administration - for the required general contract work at MSCM. We are currently finalizing the contract which will still need to be presented to the Council for approval.

HB Brick House Restoration
- We have executed the contract with Huss, Inc for $617,073 for the General Contractor portion of the Brick House restoration.
- We have made a request for distribution of awarded funds from the FFTC of $467,073 (will initially be placed in deferred revenue)
- We have already received $150,000 from Robert Haywood Morrison Foundation (in deferred revenue).
- The project will take approximately one year with completion in the spring of 2020.

HB Education Area
- Staff is currently finalizing the contract with Liollio Architecture for A/E work on the Education Area
- Key components of the work included A/E services for:
  - Relocation of Academy
  - Construction of new restrooms
  - Relocation and conservation of two non-original structures, the Double Corn Crib & Smith House.
- Infrastructure & landscaping
  - Funding for the restrooms and relocation of the academy is available through awarded funds from the Foundation for the Carolinas.
  - Funding for the conservation work will be needed from our Capital Projects Buildings account (5000-45090).

**HB 1780 Farm**
- Negotiations with Liollio Architecture have been approved by the Council. We are still awaiting proposed contract from Liollio

**HB Video (Interpretation)**
- Work by LionHeart Productions is underway for the Video portion of the Brick House Furnishings and Interpretation. Funding is in place in deferred revenue.

**HB Col. Bratton House & Homestead Preservation**
- A draft of the research portion of the Historic Structures Report for the Homestead has been completed and sent to Architectural Team
- A draft of the research portion of the Col. Bratton House is being finalized and should be sent to A/E team by the end of the month.
- The next step is the investigative phase on existing materials to assess extent of repair needed and better understand the evolution of the house.

**HB Dairy & Original Slave Cabin**
- Preservation staff has selected Gabe Harper, a graduate student at the University of Pennsylvania to serve as our preservation intern this summer. His primary focus will be to assist preservation staff with these two buildings. His start date is set for June 3rd. Funding for the intern is provided by the Friends of Historic Brattonsville. Any excess funds will remain in an equity account to be used for this purpose as a later date.

**HB Hightower: Tower Repair**
- We are still awaiting finalization of Construction Drawings and cost estimates for the repair to the Hightower Tower. The project was expected yesterday but there was a delay as they needed to examine an additional girder to be more confident in costs.

**McElvey Windows**
- The Request for Proposals is currently posted on the County website. It will close on May 16th. We then will need Council approval to negotiate with the selected firm. We will then need approval of the contract. YC has already approved $500K in H-Tax funds. CHC has indicated support of using Fund Balance for the Balance in discussions in November; however, we will need to consider formal approval of up to a specific amount.

**Ice Ages Exhibit**
- Design has been completed. The A/E / design team will continue to be involved by Contract Administration through the installation.
- We have contracted for exhibit mounts and taxidermy mounts and the work is underway.
- We continue to work to identify vendors for some specialized exhibit models.
➤ Preparations for in-house production are underway
➤ African Hall was closed on March 11th and removal, storage and transfer of animal Mount is due to be completed on May 3rd.
➤ Bids for General Contract portion of the project will be opened tomorrow. Contract for selected firm will still need to be submitted to County Council for final approval.
➤ Requests for Proposals (RFP) are currently posted on the County website and will be opened on May 7th. Once a selection is made, we will need to get Council’s approval to negotiate a contract. The negotiated contract will then need to be approved by the Council. Because of the way that the Council meetings breakdown, it may be July before we can issue notice to proceed.

**Vacant Positions - Current Status:**
➤ Historian – Closes 04/24
➤ Education Program Manager (African American History) – Reopened
➤ Volunteer Resources Manager (Living History) – Opens this week
➤ Early Childhood Educator (Full Time) – Currently Open
➤ Early Childhood Educator (Part Time) – Not yet posted
➤ Visitor Services (8 hour MSCM) – Not yet Posted
➤ Visitor Services (8 hour HB) – Soon to be vacant (promoted to PT Interpreter)

In addition to the usual list of recent and upcoming events, a more complete list of projects with a brief description of their status follows this report. Thank you once again for your service to the Culture and Heritage Museums.

Sincerely,
Carey L. Tilley
(Submitted Electronically)
Recent and Upcoming Events

Recent Programs and Events (March 1<sup>st</sup> through April 23<sup>rd</sup>)

- March 1<sup>st</sup> @ MYCO Early Explorers (Weekly through May for Members – MSCM Program)
- March 2<sup>nd</sup> @ MYCO Seuss-a-thon (MSCM Program)
- March 6<sup>th</sup> @ MYCO Wee Wednesday (Weekly Through May – MSCM Program)
- March 9<sup>th</sup> @ HC Historical Center Open (Monthly on 2<sup>nd</sup> Saturday)
- March 9<sup>th</sup> @ MYCO Harry Potter Science Saturday
- March 9<sup>th</sup> @ McCelv Vittles & Fiddles
- March 9<sup>th</sup> @ McCelv Southern Sound Series: Steeldrivers
- Mar. 12<sup>th</sup>&13<sup>th</sup> @ MYCO Homeschool Days
- March 12<sup>th</sup> @ MYCO Carolina Skygazers Astronomy Club (Monthly on 2<sup>nd</sup> Tuesday)
- March 16<sup>th</sup> @ HB Walt Schrader Trails open for Horseback Riding (Monthly on 3<sup>rd</sup> Sat.)
- March 19<sup>th</sup> @ MYCO Carolina Piedmont Seminar Series: Beginning Bird ID
- March 21<sup>st</sup> @ McCelv Teen Science Café
- March 23<sup>rd</sup> @ MYCO Wild Wonder Saturday: What Animal Signs Tell Us
- Mar. 28-30 @HB & McC SC Humanities Festival (Events at HB and McCelvey)
- March 30<sup>th</sup> @ HB Children’s Day on the Farm
- April 6<sup>th</sup> @ MYCO Wild Wonder Saturdays: Geologists Rock!
- April 10<sup>th</sup> @ MYCO Froggy Friends (MSCM Program – A Come-See-Me Activity)
- April 13<sup>th</sup> @ MYCO Wild Wonder Saturdays: A Bee-utiful Day for Bees
- April 13<sup>th</sup> @ MYCO Opera Carolina’ Opera Xpress Presents “A Busy Bee” Performance
- April 13<sup>th</sup> @ HC Historical Center Open (Monthly on 2<sup>nd</sup> Saturday)
- April 13<sup>th</sup> @ McCelv Vittles & Fiddles
- April 13<sup>th</sup> @ McCelv Southern Sound Series: Sierra Hull
- April 16-18<sup>th</sup> @ MYCO Spring Break Special – Buzz by for Pollinators
- April 18<sup>th</sup> @ MYCO Teen Science Café

Upcoming Programs and Events (April 24<sup>th</sup> through May 31<sup>st</sup>)

- April 24<sup>th</sup> @ MYCO Wee Wednesday (Weekly through May - MSCM Program)
- April 26<sup>th</sup> @ MYCO Early Explorers (Weekly through May for Members – MSCM Program)
- April 27<sup>th</sup> @ MYCO Earth Day Birthday
- April 28<sup>th</sup> @ HB Walt Cathcart Appreciation Day
- May 1<sup>st</sup> @ HC Historical Center Open (Monthly on 2<sup>nd</sup> Saturday)
- May 1<sup>st</sup> @ HB Sheep Shearing
- May 1<sup>st</sup> @ MYCO Wild Wonder Saturday: A Naturalist Ramble
- May 14<sup>th</sup> @ MYCO Carolina Skygazers Astronomy Club (Monthly on 2<sup>nd</sup> Tuesday)
- May 18<sup>th</sup> @ HB Walt Schrader Trails open for Horseback Riding (Monthly on 3<sup>rd</sup> Sat.)
- May 18<sup>th</sup> @ MYCO Wild Wonder Saturdays: Ocean Connections
- May 18<sup>th</sup> @ MYCO Drawn to Light: Moths Exhibit Opens
- May 25<sup>th</sup> @ MYCO Wild Wonder Saturday: Natural History Jeopardy
- May 27<sup>th</sup> @ HB Memorial Day at Historic Brattonsville
Projects List
There are currently twenty projects funded by the Foundation for the Carolinas in various stages at Historic Brattonsville.

1. **Site Master Plan**: Completed

2. **Archaeological Evaluation**: Completed primary areas – holding funds in reserve for potential additional work identified through course of project.


4. **Paint Analysis of Original Structures**: Completed

5. **Bratton Brick House Restoration**: Contract for General Contractor negotiated, approved, and signed with Huss, Inc.

6. **Bratton Brick House Furnishing Plan**: Completed

7. **1780 Farm Interpretive Plan**: Completed

8. **Relocation of Bratton Academy**: Combined with Restrooms and relocation of two non-original structures as Education Area. Finalizing negotiations with A/E Consultant.

9. **Construction of Education Area Restrooms**: Combined as Education Area. Finalizing negotiations (see Relocation of Bratton Academy).

10. **Original Slave House Preservation**: Mostly completed with the exception of some tasks to be completed in-house by preservation staff and interns. Interns selected with start date of June 3rd. Funding for the interns has been provided by the Friends of Historic Brattonsville.

11. **Original Dairy Preservation**: Mostly completed with the exception of some tasks to be completed in-house by preservation staff and interns. Interns selected with start date of June 3rd. Funding for the interns has been provided by the Friends of Historic Brattonsville.


13. **Col. Bratton House Furnishing Plan**: Completed.

14. **Homestead A/E**: In progress. See Col. Bratton House A/E. Draft of the historical section of the HSR for the Homestead has been completed.
15. Homestead Furnishing Plan: In progress


17. Bratton Brick House Interpretation: In progress. Video production company under contract and working on project.


20. Historic Brattonsville Land Acquisition: Completed using FFTC funds as well as funding from York County Forever.

Other significant projects at Historic Brattonsville include:

21. Hightower Barn Roof::completed

22. Hightower Tower and Porch Repair: A/E Contract underway. Fieldwork completed. Engineering team had planned to have 50% Construction Documents completed and estimates to us prior to the April CHC meeting but were delayed because of needing to reassess the condition of a girder in order to firmly establish costs.


24. Visitor Center Restrooms: Purchase documents in place. Work was to proceed this week.

25. Septic Field Visitor Center: Will not require replacement but may require simple grading to promote appropriate drainage. We are currently awaiting word from the landscaper on the grading.


27. Fencing McGill Barn Sheep & Hog Pen area: Work underway

MYCO Projects

➢ Ice Ages Exhibit (Pleistocene Hall): GC bids will open tomorrow. Exhibit Production bids will open May 7th. African Hall closed and removal, storage, and transfer of taxidermy mounts to be completed by May 3rd.

➢ MYCO Restrooms:Completed.
McCelvey Projects

➢ **McCelvey Windows**: Requests for Proposals posted with opening on May 16th.

➢ **McCelvey Sidewalks**: Completed.

Main Street Children’s Museum

➢ **General Contractor**: Finalizing contract to create the specifications for the General Contractor work at the Children’s Museum.

➢ **Exhibits**: Reviewing contract with RedBox for Exhibit Fabrication and Installation.
RECOMMENDATION FOR DEACCESSION

<table>
<thead>
<tr>
<th>Accession number:</th>
<th>Collection Type:</th>
<th>Date of Accession:</th>
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<tbody>
<tr>
<td>1967.001.001</td>
<td>Natural history specimen</td>
<td>1967</td>
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Description of Object(s) & Condition:
Taxidermy full body mount of Central African giant eland (male)

Method of Acquisition: tanned skin of the eland was donated to the museum in 1967, after which it was mounted in a life pose for exhibition.

Legal Status
Appropriate museum staff has consulted to ascertain whether there are any legal restrictions that would limit the CHM's right to deaccession and dispose of the object(s).

Restrictions: No known restriction

Justification
Specific reasons for recommending the deaccession of the object(s): This specimen, like the other African taxidermy mounts, no longer fits the mission of the Culture and Heritage Museums. However, it does exemplify the “broader global connections” phrase of the Museum of York County Mission Statement. We would like to display the eland in the Naturalist Center as the largest living species of antelope. In order to facilitate this desire, we need to deaccession the specimen to the educational collection because it will be necessary to remove the horns to allow height clearance to move the specimen. The horns will be reattached before display.

Does it complement another collection? We plan to display the eland as an example of the diversity of the antelope family. As the largest living species of antelope, it will stand in contrast to the royal antelope, the smallest living species.

Exhibit History
The giant eland has been on display in the African Hall since the mid-1970s. Now that the African Hall is being renovated to the Pleistocene Hall, we wish to move the eland to the Naturalist Center.

Does the object have possible future value as a loan or for exhibition? (see above)

Can the object be used as part of a study collection? No

Publication History
N/A
Value:

Current estimated value and determining source: The tanned skin was valued at $2,500.00 by the donor in 1967. The taxidermy full mount was valued at $7,500.00 in 1986 by Brian A. Gaisford of the Hemingway African Gallery in New York.

Proposed Disposition:

Transfer to:

CHM Department & Explanation: Deaccession and transfer to educational collection for Naturalist Center display as previously explained

Sale | Donation | Exchanged for
--- | --- | ---
N/A | N/A | N/A

Physical Destruction

Method & Explanation: N/A

Collection Manager's Curator's Signature: Date:

[Signature]

9 April 2019

Director's Signature: Date:

[Signature]

04/09/2019

Approved by Culture & Heritage Commission on:

Signature, Title: Date:

ACTION TAKEN ON CURATOR'S RECOMMENDATION

Disposition of Object(s):