Call to Order
Chair Penny Sheppard called the meeting to order at 6:06 PM.

Penny Sheppard called for a motion to approve the draft minutes of the June 25th Monthly Meeting and the July 9th Special Called Meeting as presented; Ed Stewart so moved; Craig Lentz seconded; no discussion followed; a vote was taken and the minutes were approved unanimously.

Calendar Review
- Sheppard and Tilley shared upcoming calendar items including the Executive Director’s evaluation being sent to York County Human Resources in August and the Development Director’s report to the Commission in September.

Reports and Presentations
- Director’s Report
  o Tilley apologized that there was no written report. He discussed highlights including:
    ▪ Three contracts were approved at the July 15th County Council meeting. These include the contract for the Pleistocene Hall construction work, the contract for the Pleistocene Hall exhibit fabrication, and the contract for the McCelvey Window restoration.
    ▪ Marketing grants have begun to come in for the year.
    ▪ New hires include a new integrated marketing coordinator for social media, the full-time early childhood educator (Erin Russell), and the new volunteer coordinator at Historic Brattonsville (Johanna Addison).
    ▪ There will be a volunteer appreciation event for Historic Brattonsville volunteers on August 17th. Tilley said that details for this event would be sent to the Commission.
    ▪ A Foundation for the Carolinas distribution request has been submitted for the three approved contracts as well as some smaller approved expenses. The request will total over 1.3 million. Tilley clarified that this distribution request is for projects that have already had funding awarded.
    ▪ The physical work on the Brick House will begin on August 1st, two weeks later than planned, but this will not impact the overall schedule.
The Homestead and Colonel Bratton house are still in the architectural study phase.

The Historic Brattonsville video is under contract.

The furnishings plan for the Colonel Bratton house has been completed. The furnishings plan for the Homestead should be completed in December. Both furnishings plans will be a fundraising opportunity.

In-house work on dairy and slave house continues.

- Tilley offered to answer any questions that the Commission might have. Dale Dove asked about the Museum of Western York County. Tilley shared that they are in contract negotiations and he will be meeting with them. He shared that we need to make them comfortable about what they will have to do with items that we cannot accept.

- Tilley also shared that there had been a very positive meeting with the Vernon Grant Committee last week. He stated that they had discussed some of the concerns that were there, but the staff came up with an idea that they want to present to the Lowenstein building. The Vernon Grant Committee, staff and Grant family felt good about this new proposal.

- Dale Dove asked if a letter was sent to the Museum of Western York County as instructed at the last meeting. Tilley said a letter was sent to Paul Boger and there was concern about some of the language, so he was looking at revising it.

[Note: Dale Dove arrived during Director’s Report 6:10 pm.]

Committee Reports

- Collections Committee
  - Craig Lentz noted there was nothing to present from the Collections Committee. Their next meeting is scheduled to take place on August 8th, 2019.

- Finance Committee
  - Nancy Craig noted there was no meeting this month. She noted that the packet includes the revenue and expenses through June 30th because it had not been included in a while. However, Craig noted that these are not the final numbers for June 2019 as invoices for last fiscal year continue to come in and be paid and as encumbrances are moved into the new fiscal year. Tilley explained that there was a planned deficit with the special renovation projects completed this year that were paid from fund balance. Craig stated that she wanted to publicly thank Michelle for her hard work.

- Governance Committee
  - Committee Chair, Jeff Lyon had not arrived yet. Former Committee Chair, Dale Dove noted that the Director’s review should be submitted to York County Human Resources by 8/31.

Old Business

- Potential Naming Opportunities
  - Nancy Craig noted that the ideas for honoring Michael C. Scoggins were presented at the last meeting. Since that time an additional suggestion was submitted by Nancy Sambets. Her suggestion was to call the annex building the Michael C. Scoggins Building. This was emailed out and approved by the Committee. Craig asked the committee members to submit their top three suggestions to her. Overall, the three top suggestions were:
    - Renaming the Historic Center or naming the building
    - Installing a marker honoring Michael’s contributions at the Battlefield Trail
- Accepting a library of Michael’s work
  - Craig noted that Michael’s sister was appreciative that the Commission was choosing to do something in Michael’s memory and that it was up to the Commission to determine which idea they wanted to pursue.
  - Discussion followed regarding the process of renaming the building, types of signage that would be appropriate and the pros and cons of each idea. There was a general consensus that naming the building and placing a sign at Historic Brattonsville were both appropriate. There was discussion about the challenges of accepting Michael’s library into the collection. Discussion ended with Teresa Armour and Nancy Sambets being tasked with determining cost and wording for trail signage at the Battlefield Trail and for the Collections Committee to discuss what items from Michael’s Library to accession at their August 8th meeting.

[Note: Jeff Lyon arrived during above discussion at 6:36 PM.]

Dale Dove moved to endorse the proposal of the three concepts and bring back a detailed plan for implementing it; there was further discussion; Dove withdrew motion.

Dale Dove moved that the Commission ask the County Council to name the building in honor of Michael C. Scoggins with appropriate signage and explanation on and in the building in keeping with what Nancy presented to us today and that the County Attorney be asked to prepare the resolution for that; Craig Lentz seconded; no discussion followed; a vote was taken and the motion passed with all voting in favor.

Teresa Armour and Nancy Sambets were tasked with determining cost and production details of trail signage commemorating Michael C. Scoggins’ role in discovering the Huck’s defeat battlefield trail.

The Collections Committee was tasked with determining what types of items from Michael’s library we might want in the collection.

**New Business**
- Recommendation of request for Friends of MYCO Endowment funds from the Foundation for the Carolinas for Collections Care
  - Tilley explained that, as part of settlement agreement there is a Friends of MYCO Endowment to be used for collections care. Tilley is recommending that the Commission request up to $30,000 to fund two part-time positions to assist with processing the collection from the Museum of Western York County. Tilley noted that the remaining funds for this position will come from funds that will be transferred from the Museum of Western York County.
  - There was clarification that this $30,000 would include the $10,000 from the fund that had already been budgeted for the year. The Foundation for the Carolinas would still have to review the request. Lentz asked if the contract needed to be signed before requesting the funding. Tilley stated that if the request is approved by the Commission it will allow for him to request the funding once a contract is finalized.

Nancy Craig moved to ask the Foundation for the Carolinas for up to $45,000 from the Friends of MYCO endowment for use for collections coming from the Museum of Western York County; Craig Lentz seconded; discussion followed; a vote was taken and the motion passed with all voting in favor.
• Recommendation of Creation of two temporary part-time Collections Specialists for the Museum of Western York County project subject to new funding
  - Tilley noted that these are the two temporary positions previously discussed. These positions would allow for processing of the Museum of Western York County collection. Tilley recommends creating two part-time positions as opposed to one full-time position so that the person is not working alone.

Craig Lentz moved to create two temporary part-time collections specialist positions for the Museum of Western York County project subject to new funding; Jeff Lyon seconded; there was no discussion; a vote was taken and the motion passed with all voting in favor.

• Recommendation of creation of a permanent part-time Exhibits Preparator position at Historic Brattonsville using funds within the existing exhibits budget
  - Exhibits Manager, Teresa Armour explained what the exhibits department does at Historic Brattonsville and how this new part-time exhibits preparator would contribute to changing out and creating new décor seasonally. Tilley and Armour answered various questions about the position regarding where the person’s workroom would be and ongoing cost of the position in future years.

Jeff Lyon moved to create a permanent part-time exhibits preparator position at Historic Brattonsville using funds within the existing exhibits budget; Ed Stewart seconded; no discussion followed; a vote was taken and the motion passed with all voting in favor.

  - Tilley noted that this will require County Council approval. County Attorney Michael Kendree said it would require Council approval and he will check with HR on how they want to handle it. Kendree suggested adding it to the agenda for County Council’s August meeting.

Penny Sheppard called for a motion to enter Executive Session for the discussion of a personnel matter to complete the Executive Director’s Annual Review; Craig Lentz so moved; Dale Dove seconded; there was no discussion; a vote was taken and it was unanimously decided to enter Executive Session.

Sheppard noted there would be a five minute break before executive session.

Executive Session
  • Completion of the Executive Director’s Annual Review

Reconvene to Open Session
Penny Sheppard announced that the meeting was back in open session.

Dale Dove moved to direct the Chair and the Commission’s Attorney to meet together and also with the Executive Director to address personnel concerns and potential solutions raised in Executive Session; Ed Stewart seconded; there was no discussion; a vote was taken and the motion passed unanimously.

Penny Sheppard called for a motion to adjourn; Craig Lentz so moved; Ed Stewart seconded; no discussion followed; a vote was taken; it passed unanimously and the meeting was adjourned.

Prepared by: Sarah Lewis
Submitted by: Nancy Craig, Secretary/Treasurer