

Cayce Historical Museum Commission Meeting
Wednesday, February 2, 2022
4: 00 PM

Agenda

- I. Call to Order
- II. Invocation
- III. Approval of minutes for the last meeting of January 5, 2022
- IV. Discussion of CLG (Certified Local Government) brochure and enabling legislation.
- V. Discussion of revisions to the Commission Bylaws
- VI. Museum Staff Reports
- VII. Other Business

Adjourn

**Cayce Historical Museum Commission Meeting
Minutes for November 3, 2021
4: 00 PM**

Members present: Archie Moore, Mary Sharpe, A. G. Dantzler, Marion Hutson, Pamela Sulton, and Leo Redmond, Ex-Officio

Absent, Excused: James Stewart, David Brinkman, Garrett Creasman, and Charlita Earle

Museum Staff present: Andy Thomas

- The meeting was called to order by Chairman, Archie Moore
- Commissioner A. G. Dantzler offered the Invocation
- Commissioner Hutson moved to approve the minutes of October 6, 2021 as submitted. Commissioner Sharpe seconded the motion and the Minutes were approved unanimously.
- The Assessment Checklist for Museum Accreditation Possibility was discussed and Chairman Moore asked for anyone who has completed their checklist to submit them to be included into future discussion.
- The Relocation of the Archaeological Curation facility at USC was not discussed since Commissioner Stewart was not present.

Museum Staff Report

Andy Thomas reviewed the upcoming Christmas Traditions Celebration Schedule and asked for approval for spending on Advertising as follows:

\$ 595.00	Gardners Guide
495.00	Cola. Today
75.00	4' X 8' Sign
<u>79.00</u>	Flyers
\$ 1,244.00	Total

Museum Commission Minutes of Nov. 3, 2021 (continued)

Commissioner Dantzler moved to approve the expenditure for Advertising. Commissioner Hutson offered a second and the motion was approved unanimously.

Andy Thomas provided the reports of Visitation numbers, Visitation fee collections, and the Budget Expenditure report.

In other Business, Commissioner Dantzler asked that the Commission consider asking Jerry Kirkland to join him in driving the fire truck in the Christmas Parade. The Commission agreed to ask Jerry if he would like to participate. If so, the Commission agreed by majority acclamation to approve his participation.

After the vote was taken Commissioner Sulton asked who Jerry Kirkland was since she is fairly new to the Commission and does not know him. At this point in order to answer Commissioner Sulton's question, Commissioner Moore explained that Jerry Kirkland was the Museum Curator that recently resigned and the reason for asking him to participate in the Parade is because Jerry did most of the work on restoring the fire truck and has not been given much recognition for his effort.

The Meeting was adjourned at 5:07 PM

Cayce Historical Museum Commission January 5, 2022, Meeting Minutes

The January 5, 2021, meeting of the Cayce Historical Museum Commission (CHMC) was held in the City of Cayce Council Chamber. The meeting was convened at 4:00 by Chairman Archie Moore. The following individuals attended the meeting:

Name	Status
Archie Moore	Chairman
Mary Sharpe	Vice Chairman
James Stewart	Commissioner/Secretary
A.G. Dantzler	Commissioner
Charlita Earle	Commissioner
Pamela Sulton	Commissioner
Garrett Creasman	Commissioner
David Brinkman	Commissioner
Andy Thomas	Cayce Museum Office and Communications Associate
Tracy Hegler	City of Cayce Administrator
Danny Crowe	City of Cayce Attorney

ACTION ITEMS from the January Meeting:

Review CLG brochure and enabling legislation for discussion at February Meeting.

Upcoming Events:

January 20, 2022 – Presentation on Granby by David Brinkman

February 17, 2022 – Legends of Cayce Reception

April 2, 2022 – Tartan Day Colonial Fair

April 28, 2022 – South Carolina Confederation of South Carolina Local Historical Societies Reception

Invocation: Commissioner Dantzler

December Meeting Minutes:

Following a review of the minutes from the last meeting, Commissioner Sulton made a motion to accept the minutes with corrections. This motion was approved by the Commission.

Election of Commission Officers

Commissioner Dantzler nominated Commissioner Moore for the position of Commission Chairman for 2022. Commissioner Moore nominated Commissioner Sharpe for the position of Vice Chairman for 2022. Commissioner Sulton nominated Commissioner Stewart for the position of Secretary for 2022. The Commissioners voted all three into their nominated positions.

Old Business

A scheduled discussion of the results of the Mr. Crowe's investigation was tabled since the report had not been submitted to the City Council.

The Commissioners discussed the outcome of the 2021 Christmas Traditions event and ways to improve the next Christmas event. These included the introduction of exit surveys at the event or digital surveys to collect input from constituents and attendees. Volunteer workshops for the creation of new decorations was also suggested.

New Business

The discussion transitioned to a focus on increasing guest numbers for the event and visits to the museum. Suggestions to increase students visits centered making more connections with local teachers and providing promotional materials that highlight how museum exhibits can fit with our state's teaching standards. The development of a virtual tour or introductory digital media for social studies coordinators and teachers was also suggested.

The Commission completed the American Association of Museums (AAM) Questionnaire for the Museum Assessment Program (MAP). The results of the questionnaire indicated that the museum would best benefit from an AAM Organizational Assessment.

The Commissioners began a discussion of the Certified Local Government (CLG) program and copies of the South Carolina Department of Archives and History (SCDAH) brochure were distributed. There is a detailed list of requirements for the program, several of which would require changes to the Commission Bylaws.

Museum Staff Report

Mr. Thomas estimated the between 200 and 250 people attended the 2021 Christmas Traditions event. He also updated the Commission on roof repairs to the smoke house and dairy. Mr. Thomas had a request by friends and family of Mr. David Frame requesting the privilege to hang a plaque honoring Mr. Frame's contributions to the Museum. Commissioner Creasman made a motion to approve the request. Commissioner Sharpe seconded and the motion was passed. Ms. Margie Shealy asked to donate some items to the museum. Mr. Thomas planned to meet with her and discuss the donation before the next meeting.

With no additional items on the Agenda, Commissioner Dantzler motioned to adjourn the meeting Commissioner Sulton seconded the motion, and the CHMC voted to adjourn the meeting at

6:00 PM.