

**PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION
NOVEMBER 17, 2010
MINUTES**

A meeting of the Pennsylvania Historical and Museum Commission was held on November 17, 2010 in the 5th Floor Board Room of the State Museum, Harrisburg, Pennsylvania. The following Commissioners were present: Chairman Wayne Spilove, Flora Becker, Laura Fisher participated via conference call, Cheryl McClenney-Brooker participated via conference call, Janet Klein, Kathleen Pavelko, Alice Lubrecht for Clare Zales and Michele Sellitto. Andrea Bowman, from the Office of General Counsel was present as PHMC Counsel.

The following staff were present: Barbara Franco, Jean Cutler, Rhonda Newton, David Dunn, David Haury, Tom Leonard, Steve Miller and Kirk Wilson.

I. CALL TO ORDER

Chairman Spilove called the meeting to order at 9:30am.

II. APPROVAL OF MINUTES FROM OCTOBER 6, 2010

Chairman Spilove called for a motion to approve the minutes from October 6, 2010.

On motion by Ms. Pavelko, seconded by Ms. Lubrecht, the minutes were approved.

III. ACTION ITEMS

a) State Archives – Use and Reproduction Policy and Prices

Mr. Haury reported his office evaluates the fee structure for providing reproduction services to the public every two to three years. Reasons for an increase include inflation, cost of labor, and increased cost of toner cartridges.

Chairman Spilove called for a motion to approve the Use and Reproduction Policy and Prices. On motion by Ms. Pavelko, seconded by Ms. Lubrecht, the Use and Reproduction Policy and Prices were approved.

b) Strategic Plan

Ms. Fisher reported the strategic planning session held in October 2010 was positive with great participation from staff. The critical issue for us is to understand what our core functions are that are mandated by law. We have to make the point to the Governor-Elect Tom Corbett in a letter that we have already been disproportionately cut.

Our immediate focus is to try and come out with a strong and positive case to the governor that we have real economic impact and are prepared to be a critical partner in doing things more efficient and effectively.

Ms. Pavelko added that in the letter to the Governor-Elect Tom Corbett we might want to add a sentence or two that points specifically to the constitutional provisions and to the legislation which underlie our existence. We should take this earliest opportunity to point out that we are entrusted by constitution and by law with certain critical responsibilities.

Ms. Fisher suggested we list key data points that show the economic impact of the historic sites, visitation, number of counties served where we can provide detail, number of non-Pennsylvania revenue.

Ms. Franco will make changes to the cover letter and resend to commissioners for review before sending to Governor-Elect Tom Corbett. She will also send a personal letter to Mrs. Corbett.

Ms. Franco, drafted goals based on the discussion from the strategic planning session in October.

1) Develop a statewide constituency for history in Pennsylvania

- Relationships with state agencies, organizations, and increase in membership; identify champions for history in political and private sectors, playing a leadership role in

national and statewide initiatives, local passion for history into statewide advocacy and build awareness and support for PHMC programs

2) Align financial and human resources to sustain core mission and programs

- include governance/organization structures,

3) Preserve and manage Pennsylvania's historical resources for future generations

- plans and objectives for State Museum and State Archives

4) Connect citizens to Pennsylvania History through education programs and outreach that meet the needs of 21st century learners.

Ms. Franco asked for feedback from the Commission whether the goals are in the right direction and if the Commissioners are willing to accept these goals.

c) Transition Documents

Ms. Franco asked the Commissioners to review the draft transition document and asked if this is format was appropriate to send to the transition team. The transition document includes a one page summary about the Commission and individual pages for each of the bureaus listing what their responsibilities, mid-year priorities and challenges.

Ms. Klein noted that this would be a good document for new commissioners to receive.

IV. COURTESY RESOLUTIONS

a) Retirement Resolution for Jim Caulfield

Mr. Leonard recommended for approval a retirement resolution for Jim Caulfield. Mr. Caulfield began his career with the Commission in 1989 in the Bureau for Historic Preservation as staff preservation architect and in 1996 joined the staff of the Division of Architecture and Preservation as Architectural Supervisor and Chief of the

Architectural Services Section. Mr. Caufield will be retiring from Commonwealth service on January 14, 2011.

Chairman Spilove called for a motion to approve the retirement resolution for Jim Caufield. On motion by Mrs. Klein, seconded by Ms. Pavelko, the retirement resolutions for Mr. Caufield were approved.

Mrs. Klein reported that she recently attended the opening of the Ned Smith exhibit at the Academy of Natural Sciences. She met Scott Weidensaul who wrote the following letter to Mrs. Klein regarding PHMC.

“I wanted to express again my appreciation, as curator for the Ned Smith Center for Nature and Art’s collection, for all the help and support the PHMC has provided to our institution over the years – help with exhibit logistics, planning and advice, among many other services. Having a state agency with such a trove of expertise available to small museums and non-profits is a God-send. I have watched the PHMC’s budgetary woes with great concern, because I know how we and many other similar institutions depend on the commission.

I also want to particularly thank Robert Bullock, chief of the PHMC’s exhibit management division. Not only has Robert been of enormous help through his position, he has volunteered countless hundreds of hours to the Ned Smith Center through the years, and now c-chairs our exhibitions and curatorial committee. His commitment to helping small Pennsylvania institutions like ours is unmatched, and we’re very grateful to him – and the PHMC – for that help.” Sincerely, Scott Weidensaul.

V. REPORTS

a) Washington Crossing Historic Park

Mr. Miller reported that Nancy Dering Mock facilitated the Washington Crossing Working Session held on October 20, 2010 at Pennsbury Manor.

Ms. Franco reported to the Commission that she would like to convene a second meeting to discuss and define a kind of structure; identification of other interested stakeholders and funding for a master plan for Washington Crossing Historic Park.

Ms. Pavelko felt the commission should seek a way for parties to assemble and create a structure in which the various groups would work together for the benefit of the park. She is pleased to hear that the meeting on October 20th was productive. Ms. Pavelko approves of the idea of a master plan that looks at the park as a whole.

b) Pennsylvania Heritage Society

Ms. Newton reported to the Commission that the Annual Appeal letters have been mailed and invited everyone to stop by the 5th Annual Holiday Marketplace in the Commonwealth Keystone Building Thursday, November 18th and Friday, November 19th. Participating sites include: Somerset Historical Center, Ephrata Cloister, Landis Valley, Railroad Museum of Pennsylvania, State Museum store and state bookstore as well as DCED's Artisan Trails, DCNR Parks, Capitol Preservation Committee and the Keystone Cafeteria will offer free samples.

Initial products for the Civil War 150th Anniversary are available for purchase at the State Museum store. Civil War fabrication of the road show exhibit is underway and the 2011 road show visits are scheduled.

The PA Heritage Society has two full time employees working with the State Archives and two part time employees working in the State Museum Store.

Ms. Sellitto asked that membership forms be sent to Commissioners who are not yet members.

Ms. Newton reported that the gift membership promotion for holiday giving is at the printers. This promotion is buy one membership get one new membership free. As of October 2010 there are 451 State Museum Affiliate Members.

c) Collections Audit

Mr. Dunn provided an update regarding the collections audit to the Commission. In his report he included background information regarding the audit, Letter from Auditor General's office requesting information about the items, list of items located by PHMC since Audit Report October 28, 2010, new photographs of select items located and list of artifacts from Report Appendices D and E that have not been located.

VI. CHAIRMANS REPORT

Chairman Spilove gave a summary of the meetings he attended this past quarter regarding:

- Letter to the Editor regarding the Collections Audit
- Washington Crossing Historic Park
- Letter of recognition to non-violent criminals who helped clean up along the river behind the Thompson Neely House
- Civil War 150th Celebration

VII. EXECUTIVE DIRECTORS REPORT

Ms. Franco received a thank you note from Dr. Brian Mitchell and read the following to the Commission:

“my hope for the continued vitality of history within the common “wealth”. Please also take a moment to extend my best wishes to and high regard for the PHMC's staff and my colleague Commissioners.” Warm regards, Brian

VIII. NEW BUSINESS

There was no new business to discuss at this time

IX. OLD BUSINESS

There was no old business to discuss at this time.

X. ADJOURNMENT

Chairman Spilove adjourned the meeting at 11:45 am