

**PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION
SEPTEMBER 14, 2016
MINUTES**

The Pennsylvania Historical and Museum Commission met on September 14, 2016 in the 5th Floor Board Room of the State Museum of Pennsylvania, Harrisburg, Pennsylvania. The following Commissioners were present: Ophelia Chambliss, William Lewis, Alice Lubrecht, Andrew Masich, Nancy Moses – Chair, Fredrick Powell, Robert Savakinus, Kate Eckhart for Senator Joseph Scarnati and Philip Zimmerman. Representative Robert Matzie and Ken Turner participated via conference call.

The following staff was present: James Vaughan, Samara Gomez, Brenda Reigle, Andrea MacDonald, Pam Roche, David Carmichael, Beth Hager, Howard Pollman and Scott Doyle. Heather Hu represented the Pennsylvania Heritage Foundation.

I. CALL TO ORDER

Nancy Moses, Chair called the meeting to order at 10:00 a.m.. At this time, she asked everyone to introduce themselves.

II. APPROVAL OF AUGUST 18, 2016 MINUTES

Nancy Moses, Chair called for a motion to approve the minutes from the August 18, 2016 meeting. MOTION: (Powell/Savakinus) Motion to accept the minutes as presented from the August 18, 2016 meeting were approved. 11 in favor/0 opposed/0 abstention. Motion carries.

III. CHAIRMAN'S REPORT

Nancy Moses, Chair reported that she participated in a sail on the Flagship Niagara part of the Erie Tall Ships Festival. At the August commission meeting, Nancy framed commissioner's role as representatives, experts and champions. Nancy thanked commissioners who have signed up to represent the commission at historic marker dedications and for agreeing to complete site visits to one or more of our historic sites and museums.

The list of upcoming special events for the Bureau of Historic Sites was distributed to commissioners along with questions for commissioners to consider during their site visits. Commissioners will provide a report at the next commission meeting following their site visit.

At this time, Jim Vaughan read the following recusal letter from PHMC Commissioner, Kenneth Turner: “I hereby recuse myself from participation or involvement in all responsibilities and matters relating to the New Castle City Council’s conditional use approval to Speedway LLC or the property that I own affected by the approval. In accordance with the Public Official and Employee Ethics Act, 65 Pa.C.S. § 1101 *et seq.* and the Executive Order 1980-18, as amended, the Governor’s Code of Conduct, I shall refrain from discussing such matters with employees and Commissioners of the Pennsylvania Historical and Museum Commission. I acknowledge that I am prohibited from using my position as a Commissioner to further my private interests, particularly, those interests related to my property/properties located in New Castle, Pennsylvania. Very truly yours, Kenneth Turner”

IV. ACTION ITEMS

Historic Marker Approval

Bill Lewis reported on the Booth Maternity Center Historic Marker Nomination. Nominators were asked to resubmit nominations with improvements suggested by the panel. The revised nomination provided additional information in the narrative and a bibliography of additional source material.

MOTION: (Lewis/Masich) Motion to approve the Historic Marker Nomination for the Booth Maternity Center was approved. 11 in favor/0 opposed/0 abstention. Motion carries. (See Attachment)

Retirement Resolutions

Bill Lewis reported on the following upcoming retirements - Melinda “Mindy” Kocher and Chester Kulesa. Mindy began her career at PHMC in the Bureau of Historic Sites and Museums in 1994 and Chester began his career as a curator in 1996.

MOTION: (Lewis/Powell) Motion to approve Retirement Resolutions for Melinda “Mindy” Kocher and Chester Kulesa was approved. 11 in favor/0 opposed/0 abstention. Motion carries. (See Attachment)

V. EXECUTIVE DIRECTOR’S REPORT

Budget

Jim reviewed the list of PHMC Funding Sources with descriptions and the PHMC Complement. He noted that a portion of the complement is funded by the Preservation Fund, National Park Service and Keystone Fund. Nancy Moses asked if PHMC Commissioners would receive a summary that includes funding from all sources including the Pennsylvania Heritage Foundation and friends groups.

Jim discussed strategies for the budget going forward and will ask commissioners for their help talking with legislators, governor’s office and others. Commissioners will receive a list of talking points. He discussed the 10 year budget summary that was included in the PHMC Commissioners Handbook. The budget summary shows a reduction in our budget and complement. In 2008, the maintenance fund was zeroed out and never restored. The maintenance fund paid for utility bills such as sewer, water and phone. The elimination of the maintenance fund caused the commission to use money from other sources to pay the utility bills and to reduce staff. Jim is working on the re-budget and will ask for the maintenance fund to be restored to \$2.6 million. The additional money will be used to pay for upgraded computer lines and a request to restore curatorial positions will also be submitted.

Commissioners discussed the possible impacts of not receiving the additional funding such as the possibility of site closures and museums losing its accreditation. It was suggested that staff meet with as many legislators as possible to discuss the need for additional funding.

On November 4th, commissioners are invited to attend the celebration of the Railroad Museum as a Smithsonian Affiliate museum.

Jim updated commissioners on Argus.net, the future collections management system. Our goal for the system is to be up and running by the end of this year with staff begin training in early 2017.

Legislative Report

Howard Pollman reported that commissioners received a legislative report in their meeting packets. Legislative reports will update commissioners on legislation of interest to the commission at the present. Pending legislation is HB 1872 – revisions to the Pennsylvania History Code.

State Historic Preservation Office

Andrea MacDonald reported on the planning process for the Statewide Historic Preservation Plan. The plan is updated every five years and is a requirement of our National Park Service funding. Staff invests a tremendous amount of time in the development of engaging the citizens of Pennsylvania. Andrea asked commissioners to take part in the online survey. The next step in the planning process is a series of public meetings conducted throughout Pennsylvania this fall.

State Archives

David Carmichael reported on the State Historic Records Advisory Board (SHRAB) which operates under federal regulations governing the National Historical Publications Records Commission (NHPRC). The role of the SHRAB is to advise the State Archives, provide leadership, advocate, encourage preservation, promote accessibility and raise public awareness and appreciation.

SHRAB members were originally appointed by the governor in 1976. Today, members are appointed by PHMC Commissioners. The Pennsylvania SHRAB supports: Archives Month in Pennsylvania, Archives without Tears program, Annual Archives and Records Management Conference, reviews NHRPC grant applications and conduct surveys.

At the December meeting, commissioners will be asked to vote on three nominations to fill vacancies. David encouraged commissioners to suggest potential members.

State Museum

Beth Hager reported on the artist's conversations, a program that was instituted a few years ago. Recently Pennsylvania First Lady Frances Wolf and artists featured in the show shared their insight on the show with visitors.

Bobbie Glass produced a series of reading programs called StoryTime for young children. She reads to toddlers and preschoolers with a special song or activity following in Curiosity Connection or related galleries.

The Learn at Lunchtime program began at 2012 where the museum opened its doors to many commonwealth employees working in the Capitol Complex on Fridays around noon during the summer for free admission. This year, museum staff led tours and offered "chats" through the galleries in the museum.

Upcoming events this fall include: Archaeology Dig at Fort Hunter (September 7th through October 7th), Home School Day (September 28th), Night of the Great Pumpkin family event (October 14th), a presentation and book signing from former PHMC Executive Director and Smithsonian Director Brent Glass on October 26th at 7pm and an exhibit opening "Pennsylvania at War: The Saga of the USS Pennsylvania," Sunday, December.

On Friday, October 21, The State Museum will host an exhibit opening and reception "Sixty Years with the Seven Lively Artists: 1956 – 2016" which celebrates the 60th anniversary of Central

Pennsylvania's plain air painting group The Seven Lively Artists. The exhibit will run through Sunday, February 12, 2017.

Beth announced that the State Museum was awarded "Simply the Best" 2016 museum in Central Pennsylvania.

Historic Sites and Museums

Brenda Reigle reported that the lease for the berthing space for a second ship was sent to the Flagship Niagara League.

Landis Valley Village and Farm Museum has a weathervane exhibit that is up through the end of the calendar year. An article about the exhibit appeared recently in the Main Antiques Digest.

Brenda reported that she talked with some of the staff from Pennsbury Manor regarding the bandwidth issue. A curator who currently uses the existing electronic records management system to manage their collection said that it takes him 3 – 4 minutes to update a collections record using the current bandwidth. She would like to bring our sites into the 21st century in terms of bandwidth. The initial cost to increase the bandwidth is \$300,000 which includes the equipment and wiring.

The Standards Program is one of the top priority projects within the Bureau of Historic Sites and Museums. We began our program in 2013 and is based on what the American Alliance of Museums calls their core document program and input from the Pennsylvania Association of Nonprofit Organizations (PANO). We continue to work with our sites and associate groups to complete - mission statements, code of ethics, financial control, personnel policies and disaster plans as high priority documents. We are also developing curatorial/collections care standards for our sites.

VI. PENNSYLVANIA HERITAGE FOUNDATION

Heather Hu updated the commissioners on the Pennsylvania Heritage Foundation. Historically the foundation has not been a reliable source of income for the Pennsylvania Historical

and Museum Commission. We have separate grants that are solicited by commission staff that are managed by the foundation. We have an effective and strong membership program that the foundation runs on behalf of the Pennsylvania Historical and Museum Commission. In the past, there has not been additional funding that the foundation has raised. Heather is trying to change this after seeing the need and opportunity for private funding to partner with state funding. The foundation is working hard to build a sustainable operations income for the foundation which takes time. A lot of the updates show that the foundation is making progress in the right direction.

In the past, the funding that supported operations for the foundation was through the grant management fees; the foundation received a 8% management fee anywhere between \$60,000 to \$150,000 per year. The management fees helped support the operation of the foundation. The foundation now receives \$1,000 per year in management fees. We don't have that stream of unrestricted income any longer.

Additionally membership had tapered off in the past few years. We are working very hard to regrow our membership program and to add other benefits to get better renewal rate as well as to get new members.

Fundraising efforts include: a second direct mail appeal that went out in early July where the foundation received over \$12,000 in contributions. We have created an Annual Giving Circle membership that supports the foundation with a minimum gift of \$1,000 on an annual basis.

The foundation is currently rebuilding the board. Due to a ruling by the ethics counsel within the past year, 5 voting commissioners stepped down from position on the board. The foundation is seeking community leaders throughout the commonwealth who have interest in the work of the commission. The next Pennsylvania Heritage Foundation meeting will be held in December outside of Harrisburg.

VII. OLD BUSINESS

Strategic Plan Update on Proposed Changes and Strategies

Jim Vaughan introduced to commissioners the strategic plan in preparation for the December meeting. In January of 2016 the commission began to update the plan to add strategies to include 2016 – 2020. The document at everyone place is the document with the suggested revisions that the commission reviewed previously. The changes are highlighted in red and blue.

The purpose of the strategic plan is to guide the direction of the organization. We started with the idea of where do we want to be in the year 2020 and laid out our goals and vision statement for the commission. It is largely an internal document and is to guide the staff in making decisions that further these goals.

Recent changes include adding:

- Value statements which have a more powerful meaning. This year we will organize this year's annual report around the value statements.
- This plan assumes modest growth in the general operations budget and filling critical staff vacancies will be required if PHMC is to successfully implement its mission as now defined.
- Complete construction of new State Archives building.
- Increase efficiency and data management of SHPO

Jim would like to beef up the Education and Lifelong Learning section and asked for thoughts and comments from commissioners.

- Teach Pennsylvanians about their history and civic responsibility.
- Develop a culture of exceptional customer service.
- Improve stewardship and eliminate deferred maintenance of PHMC historic structures and landscapes.

- Secure adequate storage for museum artifacts to replace Market Street and Indiantown Gap facilities.
- Amend the History Code to allow PHMC to do long-term leasing and develop a Resident Curator program to allow other methods of providing stewardship to historic structures.
- Allocate appropriate portions of capital and Keystone expenditures to reduce deferred maintenance.
- Improve the quality of PHMC's property management.
- Provide secure funding for Development Director and Membership Director.
- Evaluate future budget and staffing levels required to fulfill PHMC's mission.
- Promote PHMC's role among state agencies as leader for preservation, archives, records management, and as a steward of the state's cultural and natural history collections.
- Create a high energy, high productivity, and high satisfaction workplace.
- Improve staff performance standards, talent management, and professional development opportunities.
- Advocate the importance and relevance of PHMC to various audiences.

Jim asked commissioners to review the strategic plan so that we can discuss it at the December meeting.

VII. ADJOURNMENT

Nancy Moses adjourned the meeting at 1:05 p.m.

SUMMARY OF ACTIONS

20160914_1 MOTION: (Lewis/Masich) Motion to approve the Historic Marker Nomination for the Booth Maternity Center was approved. 11 in favor/0 opposed/0 abstention. Motion carries. (See Attachment)

20160914_2 MOTION: (Lewis/Powell) Motion to approve Retirement Resolutions for Melinda “Mindy” Kocher and Chester Kulesa was approved. 11 in favor/0 opposed/0 abstention. Motion carries. (See Attachment)