

Minutes of the Museum, Education and Overnight Camping Committee of the Patriots Point Development Authority, 10:30 AM, Thursday, May 20, 2021, Leadership Training Facility, Patriots Point Naval and Maritime Museum, Mt. Pleasant, South Carolina

COMMITTEE MEMBERS PRESENT: Susan Marlowe, *Chairman*
Wayne Adams

NOT PRESENT: Zeb Williams

PPDA STAFF PRESENT: Mike Hastings
Keith Grybowski
Melissa Buchanan
Chris Hauff
Cole Futch
Royce Breland
Thom Ford
Allison Hunt

Ms. Marlowe called the meeting to order at 10:30 AM.

Prior to the meeting, a copy of the proposed agenda were distributed via electronic mail to the Board members, media and designated guests.

A. APPROVAL OF AGENDA

The agenda was approved as presented.

B. APPROVAL OF PREVIOUS MINUTES

The minutes were approved as presented.

C. MUSEUM SERVICES REPORT

1. Mr. Mike Hastings reported on the Exhibits and Curatorial budget. He provided a spreadsheet of expenditures to include planning, information from curatorial, graphics, etc. and museum services. Mr. Hastings reported on the repairs and cost for the Vietnam Experience (VNE). The gap in the budget was explained. There are less people, no temps. Classified positions for Museum Services went from 13 to 7, variances of \$344,000 to include temps, vacant salaries and employee contributions. Maintenance supplies is a catchall phrase to include screws, etc. Tour route maintenance increased from 2020. The cost of lumber has increased causing the VNE repair costs to be \$25,000 for the mess hall. \$20,000 was budgeted for the fragile collections exhibit but less was used. Melissa did not travel last year but there are upcoming conferences, so the travel budget has increased. Ms. Susan Marlowe asked for a different format of the budget that is easier to understand. The question was also asked of who comes up with projects. Keith comes up with a concept and then the departments meet together then the budget and funds are looked at then the project begins. Is this efficient? Mr. Hastings said that instead of going between two departments, it is all mixed into one group. Ms. Susan Marlowe said that it looks like Maintenance is driving the museum, does this set-up allow for the museum to come up with ideas? There was further discussion about project

ideas. Mr. Wayne Adams expressed that curatorial should be separate from maintenance. Contractual services are available if the maintenance department cannot do a project. Ms. Susan Marlowe expressed that she does not want Melissa Buchanan to say “no” due to restrictions.

2. Brandon Dermody will give an update on grants tomorrow. Allison Hunt and Jessica Steinberg reported on grant programs. There is not as much funding available as last year. Jessica Steinberg is following the SC Humanities, who awarded the museum \$11,000 in Covid relief last year through the National Endowment of the Humanities (NEH), for more funding. More money is available. The Rescue Plan was discussed along with the SVOG grant. The museum is eligible for the third phase, information is constantly being released. The committee was asked to assist in any way possible.

D. EDUCATION AND OVERNIGHT CAMPING REPORT

1. Keith gave a handout about what has gone on in the department for the last month. He is talking with the EOC about how many upstate schools visited with the EIA grant. There are some ideas about controlled access and not blanketing the state. The position for the History Teacher will be posted June 2. Ms. Susan Marlowe asked if this will be funded with EIA or regular funds. It will be regular funds.

2. Keith did not break down the budget and compare years. The budget compared to FY 2018-2019 is less. Contractual services are covered in the Education budget. There are no temps. Mr. Wayne Adams asked what position was being added, Keith said the camping position would be added and 1099’s would be brought on as needed. Ms. Susan Marlowe asked about the money for distance learning, which will come from EIA, she also asked if the numbers will be limiting if things go better than projected. Mr. Wayne Adams said that the board can allot more money if it is justified, as the camping budget is bare bones. Ms. Susan Marlowe asked if the camping expenses were in another department, which they are – marketing and operations. Mr. Wayne Adams asked for a broad spective, one sheet to say about operating camping, a recap with information all together, a balance sheet. A plan is also needed, why it will cost “x” amount of dollars. Ms. Susan Marlowe asked where money to travel was. The proposal is to hire an overnight camping director, to separate Education and Camping. Mr. Wayne Adams asked for a summary detailing the split. Mr. Hastings clarified if the committee/board wanted the cost to run across three departments on one documents and what they make. Mr. Wayne Adams said that the board needs this for all revenue streams, a “spend vs. get”, snapshots of information.

E. PUBLIC COMMENTS

There were no public comments

F. ADJOURNMENT

With no further business, the meeting was adjourned at 11:43 AM.

Respectfully submitted,

Jessica Steinberg, *Recording Secretary*

Mike Hastings, *Acting Executive Director*

Recording note: These minutes do not reflect a verbatim transcript.

A taped recording of these minutes is maintained for record purposes.