

Sugar Hill Historic Preservation Society Meeting
Wednesday, May 15, 2019, 7:00 P.M.
City of Sugar Hill City Hall – History Room
Meeting Minutes

I. Approval of the Agenda

Darrell Pruitt, Sugar Hill Historic Preservation Society (SHHPS) Vice-chairman, convened the meeting at 7:00 p.m. He announced that two guests were present and he welcomed Amber Chambers and Tom Losonc. Mr. Pruitt gave a brief introduction to the Sugar Hill Historic Preservation Society and its current activities.

Mr. Pruitt then called for a motion to approve the agenda. Holli Stouffer, Board Member, made the motion to approve the agenda. Bill Harting, Board Member, seconded it. The agenda was approved unanimously.

The following individuals were in attendance:

NAME

Kathryn Baskin

Secretary/Board Member

Ryan Butts

Guest Member

Varessa Butts

Guest Member

Charlie Butts

Guest Member

Tiffany Hale Carter

Board Member

Amber Chambers

Guest

Bill Harting

Board Member

Stephanie Isaacs*

Board Member

Kim Landers

City Staff

Tom Losonc

Guest

Darrell Pruitt

Vice-chairman/Board Member

Sherry Smith

Guest Member

Holli Stouffer*

Board Member

*Indicates committee chair

II. Approval of Meeting Minutes

Darrell Pruitt asked for approval of the April 16, 2019, meeting minutes. Stephanie Isaacs, Board Member, moved for the meeting minutes to be approved and Tiffany Hale Carter, Board Member, seconded the motion. The minutes were adopted without objection.

III. Treasurer's Report

Darrell Pruitt announced that Joann Burel, SHHPS Treasurer, was unable to attend the meeting. He reported that there is a balance of \$10,000 as of May 15, 2019. Mr. Pruitt called for a motion to approve the Treasurer's Report. Kathryn Baskin, Secretary, made a motion to approve the Treasurer's Report as given by Mr. Pruitt. Holli Stouffer seconded the motion. The vote was unanimous.

IV. New Board Member

Darrell Pruitt announced that the Sugar Hill City Council had approved a new SHHPS Board Member, Bill Harting. Members congratulated Mr. Harting on his appointment.

Following the announcement of the new Board Member, Mr. Pruitt told members that SHHPS would be responsible for placing orange flags to identify veterans who are buried in the Sugar Hill Historic

Cemetery. He said that there were approximately 180 veteran graves that will need to be marked so that the Suwanee Creek Chapter of the Daughters of the American Revolution (DAR) can place American flags on each of the graves. Mr. Pruitt announced that the marker flags would be placed on Saturday, May 25th at 10:00 am. Holli Stouffer committed to sending out an event invite to all the members to determine how many volunteers would be available.

V. Committee Chair Reports

Mr. Pruitt commented that the next item on the agenda was for the committee chairs to report their progress thus far.

Museum Committee – Tiffany Hale Carter, Chair of the Museum Committee, reported that there she had communicated with Troy Besseche, Assistant City Manager for Sugar Hill. She stated that she had received some CAD files from Mr. Besseche that showed the general layout of the museum. Ms. Carter advised that she would be meeting with Mr. Besseche in the near future.

Research Committee – At this time Vice-chairman Pruitt called on Stephanie Isaacs, Chair of the Research Committee, to provide her report. Ms. Isaacs reported that she had continued communicating with the staff at the Collins Hill library and was informed that the library's subscription to Fold3 had not been renewed. Ms. Baskin commented that she had a personal subscription to Fold3 and offered to use it for research of military records when needed.

Ms. Isaacs told members that she had updated the inventory list and offered to share it with all members at their request. Kim Landers, Guest Member, inquired about the quality of the photos that were taken of the museum inventory. After some discussion, Ms. Isaacs explained the photos were not for a permanent record but that they were used as a reference tool in documenting the inventory on the spreadsheet. Ms. Isaacs also commented that she had added items from a zip drive that Councilman Hembree had provided her.

Holli Stouffer inquired about the Sudderth family. Kim Landers and Stephanie Isaacs explained there were several Sudderth/Suddereth families that have lived in the Sugar Hill community over time. Also, Ms. Stouffer told Ms. Isaacs that she had found a sign for Buice Elementary School and she had brought it in so Ms. Isaacs could include it in the museum artifacts and inventory.

Ms. Baskin asked where the ledger that contained historical minutes for the Sugar Hill City Council was stored. Kim Landers responded that she was perusing it and currently had it in her office. She asked Ms. Isaacs if the items displayed in the glass cabinets in the city hall foyer were included in the museum inventory. Ms. Isaacs responded that they were not but she could add once it was confirmed that they would be placed in the museum. Ms. Landers commented that she would talk to Mr. Besseche regarding those items being relocated to the new history museum.

In closing of her update, Ms. Isaacs requested up to \$500.00 as a backup fund to cover administrative and other costs related to the SHHPS Research Committee. Mr. Pruitt called for a motion to approve Ms. Isaacs request. Ms. Baskin made the motion to approve up \$500 for incidental costs associated with the conduct of the SHHPS Research Committee activities. Ms. Carter seconded the motion. The members voted to approve the motion unanimously.

Scholarship Committee – Next, Mr. Pruitt called on Holli Stouffer, Chair of the Scholarship Committee, to give an update. Ms. Stouffer commented that the SHHPS Scholarship activity was in a waiting phase with anticipation for applications over the month of June. She added that there had been very little email traffic but that she was monitoring it on a regular basis. As an aside, Ms.

Stouffer told members that there was an email from someone inquiring about an unusual tree on their property and she had forwarded that email to Chris Walker, Chairman of SHHPS.

Digital Archives Committee – Vice-chairman Pruitt advised the group that Margaret Neal, Chairman of the Digital Archives Committee, was unable to attend the meeting and called on Kim Landers to give members an update.

Ms. Landers told the group that she and other committee members had participated in a Digital Library of Georgia webinar on *Hosting a Scanning Day in Your Community* on April 24th. She commented that the webinar was instructive and helpful for the SHHPS plans for a scanning day in conjunction with Sugar Rush. Ms. Landers reported on a number of details that were discussed during the webinar.

Ms. Landers added that she, Margaret Neal, and Chris Walker had met with Ned to discuss the web site and what it should look like. She said that they had reviewed and discussed the Charleston Historical Society web site and the Georgia Historical Society web site. Ms. Landers noted that those who had viewed the two sites were split in their decision as to which one they favored. On another note, she told members that they had discussed what type of folders should be used to help organize the information on the web site. She gave the following suggestions for folders:

- About Us
- Events
- History
- Museum
- News
- People
- Search Engines

She added that she had called Sheila McAllister with DLG and had an in-depth conversation with her today (May 15th) regarding conducting a scanning day in Sugar Hill. Ms. Landers stated that Ms. McAllister had offered DLG's services to conduct a training session for SHHPS members to ensure that the Sugar Hill scanning day was successful and accomplished its goals. She told members that the training usually lasts 4 to 6 hours and that it would be a combination of lecture and some hands-on activities. Ms. Landers advised that Ms. McAllister indicated that the two parties (DLG and SHHPS) would execute agreement to devote the training to specific objectives. Ms. Landers also stressed that everyone needs to be familiar with the copyright laws. Ms. Landers noted that a number of materials are available through the DLG web site.

In addition, Ms. Landers noted that Ms. McAllister recommended that SHHPS identify partners for the event such as the local library. Ms. Landers named a number of historical associations that Ms. McAllister suggested would be good resources on various aspects for SHHPS to reference. She stated that some of these included:

- American Association State & Local History;
- Georgia Association of Museums;
- Georgia Historical Advisory Council; and,
- Northeast Document Conservation Center.

Ms. Landers reported that she and Ms. McAllister discussed a number of other topics related to hosting a Sugar Hill scanning day including the use of interns from Georgia State and Clayton State

public history programs and museum design. In closing, Ms. Landers told members that Ms. McAllister had advised that the training should be scheduled about two months out from the actual scan day. Ms. Baskin asked if the committee was still considering conducting the scan day as part of Sugar Rush. Ms. Landers and Mr. Pruitt responded that it was still the objective to combine it with Sugar Hill's Sugar Rush.

Following Ms. Landers update, Darrell Pruitt advised members that he had conducted a practice interview with Brandon Hembree so that he could proceed with interviewing others for the video archives. He said he expected to start the interviews soon.

Before moving to the next committee update, Ms. Baskin inquired about including storytelling as part of the scan day activities as mentioned in the webinar. Ms. Landers responded that the city had ESRI GIS software that addressed story mapping and that she would look into using that software since the city already has a subscription. She also mentioned that Ms. McAllister felt it was important that SHHPS should use PastPerfect software to record and document all the archives in the museum.

Cemetery Committee – Since Councilman Hembree was unable to attend the meeting, Stephanie Isaacs gave an update for the Cemetery Committee. Ms. Isaacs reported that she had finished the correlation of the 1985 data and the SHHPS data. She added that there were some people that she was still working on and had been unable to locate. Ms. Isaacs reported that she and Councilman Hembree had met with Tim Schick, City of Sugar Hill. She stated that they had walked the cemetery and discussed how the rows would be numbered. Ms. Isaacs said that the rows would be recorded as within a five row range and that the GPS data would not be available until later. In addition, Ms. Isaacs told members that Mr. Schick had agreed to provide aluminum stakes she could write on and for her to use in marking the unknown graves that she had identified. She noted that she had counted about 25 people who were in family plots but their graves were not marked for one reason or another. Ms. Isaacs reported that she had the opportunity to speak to a Taylor family member. She said that they have family graves in the back of the cemetery and that they may be able to put a permanent marker on those graves.

VI. Old Business

Darrell Pruitt reported that Chris Walker, SHHPS Chairman, was in the process of ordering the marker for the old schoolhouse. Ms. Isaacs inquired about the location of the marker. Mr. Pruitt responded that since the one corner had been identified that the marker would probably be placed in that area. Ms. Isaacs noted that the location is near the roadway.

Mr. Pruitt told members that the Arbor Day Ceremony for the champion southern red oak tree was very nice. Ms. Baskin asked about the official designation for the tree. Varessa Butts, Guest Member, cited the City of Sugar Hill press release for Arbor Day. Mr. Pruitt verified that it had been designated a Champion tree.

VII. New Business

Mr. Pruitt asked if there was any new business. He reminded members that the Memorial Day Celebration preparation would occur on Saturday, May 25th at 10:00 a.m. and that volunteers would be needed to place the temporary flags on the Veterans' graves. Mr. Pruitt added that the actual Memorial Day Celebration would occur Monday, May 27th at 11:00 a.m. He said that the DAR and American Legion would be providing the American flags to replace the temporary flags.

There being no further business, Mr. Pruitt adjourned the meeting at 8:08 p.m.