

**Sugar Hill Historic Preservation Society Meeting
Wednesday, November 20, 2019, 7:00 P.M.
City of Sugar Hill City Hall – History Room
Meeting Minutes**

Approval of the Agenda

Darrell Pruitt, Sugar Hill Historic Preservation Society (SHHPS) Vice-Chairman, convened the meeting at 7:01 p.m. He called for a motion to approve the agenda. Bill Harting, Board Member, made a motion to approve the agenda. Ryckie Fernandez, Board Member, seconded the motion. The agenda was approved unanimously.

The following individuals were in attendance:

NAME	
Kathryn Baskin*	Secretary/Board Member
Ryan Butts	Guest Member
Tiffany Hale Carter*	Board Member
Amber Chambers	Guest Member
Ryckie Fernandez	Board Member
Bill Harting	Board Member
Kathy Harting	Guest Member
Brandon Hembree	Board Member/City Liaison
Marsha Hunter	Guest Member
Stephanie Isaacs*	Board Member
Kim Landers	Guest Member
Tom Lobonc	Guest Member
Margaret Neal	Board Member
Darrell Pruitt	Board Member
*Indicates committee chair	

Approval of Meeting Minutes

Approval of the October 16, 2019, meeting minutes was deferred since the SHHPS Secretary, Kathryn Baskin was unable to attend the October meeting. Ryan Butts, Guest Member, commented that Varessa Butts, Guest Member, had taken notes but due to surgery had been unable to submit them prior to the meeting. Brandon Hembree motioned to postpone the approval of minutes until they could be submitted. Bill Harting seconded the motion and the motion was approved.

Treasurer's Report

Vice-Chairman Pruitt reported that Ms. Burel was unable to attend the meeting but had emailed him that there was no change in the budget since October 2019.

Committee Chair Reports

Vice-Chairman Pruitt announced that the next item on the agenda was for the committee chairs to report their progress thus far.

Museum Committee – Councilman Brandon Hembree and Tiffany Hale Carter, Chair of the Museum Committee, reported that the city had issued a Request for Proposal (RFP) for the design of the museum. Councilman Hembree noted that he thought that the RFP process would occur over the next few months. He added that he anticipated that the museum could possibly open around November 2020 but nothing was official yet.

At this point in the meeting, Kathryn Baskin, asked the Vice-Chairman if there could be a pause on the agenda so that members could introduce themselves to the new guest, Marsha Hunter. Vice-Chairman Pruitt asked members to introduce themselves and then called on Ms. Hunter to introduce herself. Ms. Hunter told members that she was a retired media specialist and archivist. She added that she worked at Georgia Power for two years as their archivist.

Research Committee – Next, Mr. Pruitt called on Stephanie Isaacs, Chair of the Research Committee, to provide her report. Ms. Isaacs reported that the background research outline is being updated as well as the inventory. She added that the updated versions would be sent out soon. Ms. Isaacs reminded the members that she had been making copies of articles in a scrapbook about Sugar Hill that was in the possession of the Buford/Sugar Hill library. She told members that she had talked with the library about donating the scrapbook of articles to the Sugar Hill Historic Preservation Society. Ms. Isaacs announced that she had received an email and that they had agreed to donate the scrapbook of articles. Ms. Isaacs advised the members that she will not need the balance of the research funds in the budget for copying expenses because of the donation.

Scholarship Committee – Next, Vice-Chairman Pruitt announced that Holli Stouffer, Chair of the Scholarship Committee, was unable to attend the meeting and there were no updates at this time.

Digital Archives Committee – Vice-Chairman Pruitt called on Margaret Neal, Chairman of the Digital Archives Committee, to report. Ms. Neal reported that the SHHPS Scan Day was productive and that along with the scanner and a photographer, the group had been able to digitize a number of artifacts and documents. She added that since the data had been collected that the next step would be for a sub-group to develop the metadata that eventually will be linked to the SHHPS website.

Cemetery Committee – Next, Vice-Chairman Pruitt called on Brandon Hembree to give an update on the activities of the Cemetery Committee. Councilman Hembree stated that the Gwinnett Great Days of Service went well and a lot was accomplished by the volunteers. Members commented that it was a successful event and a lot of hard working youth had contributed as well as many adult volunteers from the community. Councilman Hembree also thanked everyone for participating and supporting the activities before Veterans Day such as putting out and removing the flags from the graves. He gave special thanks to Bill and Kathy Harting and Stephanie Isaacs for their help. Councilman Hembree added that the Veterans Day Memorial Dedication was impressive. Mr. Pruitt commented that the memorial will be a place for people to come and reflect for decades. Members complimented the ceremony and the memorial.

Councilman Hembree continued to describe the design of the memorial when it is finished. He told members that there would be a walkway between the back of the memorial and the cemetery fence and that eventually the names of veterans will be etched on the back of the pillars representing the branches of the military. He said that the public will be able to purchase memory bricks that will be added to the front of the monument in the future. Councilman Hembree noted that pricing and other matters regarding the bricks were under discussion. He stated that all the bricks that were previously purchased for the veterans memorial would be moved to the new memorial.

Budget Committee – Vice-Chairman Pruitt called on Kathryn Baskin, Chairman of the Budget Committee, to give a report for the budget committee. She announced that the two historic markers should be delivered by December 5th and therefore should be expensed before the end of the year. She stated that the total of the two markers was \$4,290. Ms. Baskin continued with reporting that Chairman Walker had asked her to discuss the need to replace the sluice box pump and replenish

the supplies for Sugar Rush. She explained that there was \$500 in the approved budget that had not been expended for Sugar Rush and that she was proposing that \$200 be allocated to replace the pump. Councilman Hembree made a motion to approve \$200 from the Sugar Rush budget to replace the sluice box pump. Mr. Pruitt seconded the motion. The motion passed unanimously.

Ms. Baskin reported that approximately \$1500 remained in the approved 2019 budget but that actual expenditures may be less than budgeted.

Old Business

Vice-Chairman Pruitt asked members to comment on the Sugar Rush event. Members commented that the event was successful with a great turnout and that changing the day was a good decision. Councilman Hembree noted that some of the bags of dirt had red clay and the clay may have been the cause of the pump stopping to work. Mr. Pruitt asked members if there were “lessons learned” that might help in planning for the coming year. Ms. Neal replied that she thought it would be good to have more volunteers. Kathryn Baskin commended Ana Walker for her hard work and help with the sluice box event.

Councilman Hembree mentioned that there was some damage to the sluice box as well as the “face in a hole” photo board and that better storage is probably needed. He noted that Mr. Walker is working with the city to determine if other storage is available for SHHPS items and what type of storage is needed.

Mr. Pruitt added that more dirt would be needed for 2020 and that Mr. Walker had notified him that the dirt would cost \$1200 for 500 bags. Members inquired about the possibility of purchasing the dirt with the remaining 2019 budget allocation. Councilman Hembree responded that SHHPS will need to work with the city to determine the storage needs. Vice-Chairman Pruitt noted that we would need a motion for the \$1200. Councilman Hembree suggested that the discussion be moved to the December meeting. All members agreed to move the discussion to the December agenda.

New Business

Vice-Chairman Pruitt asked if there was any new business. He called on Councilman Hembree to report on the Buford/Sugar Hill library presentation. Mr. Hembree reported that the presentation went great. He added that he and Stephanie Isaacs had developed a joint presentation that can be shared with others in the future. Mr. Hembree reminded members that the library will be celebrating its 30th anniversary on December 5th at 3:00 p.m. to 5:00 p.m.

Mr. Harting commented that he had received the Golden Wagon award last month and he wanted to pass it along to Charlie Butts for his contribution and hard work during Sugar Rush.

Stephanie Isaacs praised Bill Harting for his cooking at the Great Days of Service.

Councilman Hembree announced that the City is considering having the Volunteer Appreciation event on December 18th at 7 p.m. He noted that it will occur at the same time as the SHHPS monthly meeting and asked members to consider convening the SHHPS meeting at 6:00 p.m. to enable members to attend both events. Members agreed to meet at 6 p.m. on December 18th if the SHHPS meeting date and time conflict with the Volunteers Appreciation event.

Discussion/Questions

Vice- Chairman Pruitt asked if there were any further questions or discussion. Mr. Harting announced several events that would be occurring during December. He discussed the Funtasia event for FriendsUNeed and he noted that he would be playing the role of Santa. Other members discussed several additional events that would be occurring in the community during the holidays.

There being no further discussion. Vice-Chairman Pruitt adjourned the meeting at 7:44 p.m.