

**Sugar Hill Historic Preservation Society Meeting
Wednesday, September 18, 2019, 7:00 P.M.
City of Sugar Hill City Hall – History Room
Meeting Minutes**

I. Approval of the Agenda

Chris Walker, Sugar Hill Historic Preservation Society (SHHPS) Chairman, convened the meeting at 7:08 p.m. He called for a motion to approve the agenda. Kathryn Baskin, Board Member, made a motion to approve the agenda. Stephanie Isaacs, Board Member, seconded the motion. The agenda was approved unanimously.

The following individuals were in attendance:

NAME

Kathryn Baskin*	Secretary/Board Member
Joann Burel	Treasurer/Board Member
Ryan Butts	Guest Member
Varessa Butts	Guest Member
Tiffany Hale Carter*	Board Member
Stephanie Isaacs*	Board Member
Kim Landers	Guest Member
Amanda McKinnon	Guest Member
Darrell Pruitt	Board Member
Sherry Smith	Guest Member
Chris Walker	Chairman/Board Member

*Indicates committee chair

II. Approval of Meeting Minutes

Chairman Walker asked for approval of the August 21, 2019, meeting minutes. Tiffany Hale Carter, Board Member, made a motion to approve the minutes and Darrell Pruitt, Board Member, seconded the motion. The minutes were adopted without objection.

III. Treasurer's Report

Chairman Walker called on Joann Burel, SHHPS Treasurer, to give the Treasurer's report. She reported that there is a balance of \$8,072.47 as of September 18, 2019. Ms. Burel added that several invoices had been submitted and were being processed. Mr. Walker called for a motion to approve the Treasurer's Report. Tiffany Hale Carter made a motion to approve the Treasurer's Report. Stephanie Isaacs seconded the motion. The vote was unanimous.

IV. Committee Chair Reports

Chairman Walker announced 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 a meeting with Troy Besseche, Assistant City Manager of Sugar Hill, was still pending.

Research Committee –Next, Mr. Walker called on Stephanie Isaacs, Chair of the Research Committee, to provide her report. Ms. Isaacs reported that she and Councilman Hembree were scheduled to speak at the Buford-Sugar Hill Public Library on November 13th at 7:00 p.m. She added that she also intended to make copies of Sugar Hill articles available in a scrapbook at the library and planned to approach them about providing the copies at no charge.

In addition, Ms. Isaacs reported that she and Councilman Hembree had visited the Sugar Hill Elementary School to pick up some items that will be included with the other Sugar Hill archives in the museum. She told members that she had brought a few items for members to peruse at the meeting. Ms. Isaacs advised the members that there were some larger items to collect but they would have to be stored somewhere. Mr. Walker commented that he also was storing some items at his home and that they needed to be added to the other artifacts that will need storage until they are displayed in the museum. She noted that various storage options were being considered.

Ms. Isaacs added that she would be updating the outline and the inventory spreadsheet. In addition, she commented that several books and some past editions of *The Heritage* newsletter had been purchased from the Gwinnett Historical Society and that they would be added to the museum library. Ms. Isaacs noted that she had loaned the Sugar Hill history book to Jennifer Alsobrook and her daughter Katharine for the “walking tour” Girl Scout project that Katharine Alsobrook was developing. She told members that a book on the Cherokees and Native Americans was loaned to Ryan Butts for his research on this topic.

Scholarship Committee – Next, Chairman Walker announced that Holli Stouffer, Chair of the Scholarship Committee, was unable to attend the meeting. He advised members that he planned to distribute the winning essay to board members soon.

Digital Archives Committee – Chairman Walker announced that Margaret Neal, Chairman of the Digital Archives Committee, was unable to attend the meeting and called on Kim Landers, Guest Member, to provide an update. Ms. Landers reported that the practice session for the Sugar Hill Scan Day had been scheduled for September 28th from 9:00 a.m. to 11:00 a.m. Chairman Walker told members that he had an appointment with Ned Jasarevic on Thursday, September 19th to discuss SHHPS plans for the Digital Archives Committee and other matters.

Ms. Landers advised that Ned Jasarevic had inquired about SHHPS long term goals. Ms. Landers stated that Mr. Jasarevic was able to provide city laptops and a scanner but use of a camera would have to be arranged through Mercy Montgomery. In addition, Ms. Landers stated that Mr. Jasarevic had advised that SHHPS needed to determine how/where to store the scan day data as well as all other data collected by SHHPS such as the video interviews and other data. She said that there were several options that need further consideration.

Ms. Landers also gave some price breakdowns for flash drives that would be given to contributors at scan day. Members discussed the amount of storage and pricing and decided to purchase 25 flash drives with 2G of storage. Chairman Walker called for a motion to approve the purchase of 25-2G flash drives for \$180.75. Darrell Pruitt, Vice-chairman, made a motion to approve the expenditure of \$180.75 for flash drives and Stephanie Isaacs seconded the motion. Members determined that the flash drives should be green with the SHHPS acronym.

In closing, Ms. Landers asked members to volunteer for various tasks connected to the Sugar Hill Scan Day in response to Ms. Neal’s email. She added that Ms. Neal wanted to provide light refreshments for participants. Members agreed that the refreshments would need to be outside the History Room to protect the materials and equipment. Members agreed that refreshments in the vestibule area would be appropriate.

Cemetery Committee – Next, Chairman Walker called on Stephanie Isaacs to give an update on the activities of the Cemetery Committee. Ms. Isaacs announced that the script for the cemetery tour was completed and had been shared with Chairman Walker and Councilman Hembree. Mr. Walker

directed her to share the script with all the board members. She advised members that the cemetery tour would be of a historical nature and not have a Halloween theme even though it was scheduled for November 2nd. Ms. Isaacs commented that she would be meeting with Mercy Montgomery to discuss marketing and electronic ticket pricing and purchases. She noted that all the funds would be allocated to restoration projects. In addition, Ms. Isaacs commented that Tim Schick and the Players Guild had been contacted and apprised of the plans for the cemetery tour.

Ms. Isaacs informed the members that the tour would take one hour to one hour and 15 minutes. She said the time frame for the tours was 4:00 p.m. to 6:30 p.m. which would allow for about 7 groups with 15 minutes between each group. In addition, she described how there would be designated points to stop and provide details on specifics in that particular area. Ms. Isaacs commented that she and Councilman Hembree would start and end the tours but other volunteers were needed for the groups in between.

After some discussion, members requested that the cemetery tour be rescheduled to the Spring of 2020 because of numerous activities already scheduled for October and November 2019. Ms. Isaacs agreed and she will work with the city and Councilman Hembree to determine a date in the Spring of 2020.

Next, Ms. Isaacs went over some dates that Councilman Hembree had asked her to review with the members. She reported the dates as follows:

October 5th

Calaway Cemetery DAR project

October 12th - (9:00 a.m. – 12:00 noon)

Benson-Kile Cemetery (work on grave markers)

October 26th – (9:00 a.m. – 2:00 p.m.)

Gwinnett Greater Days of Service (approximately 30 volunteers committed from the public. The city is buying the pea gravel and there will be refreshments/lunch for volunteers.

Ms. Baskin asked if there was still going to be a Gwinnett Greater Days of Service on September 25th for SHHPS and city staff volunteers. Chairman Walker stated that he would confirm with Councilman Hembree.

Budget Committee – Chairman Walker called on Kathryn Baskin, Chairman of the Budget Committee, to give a report for the budget committee. She announced that there was approximately \$2300 in unobligated funds for the 2019 budget. Chairman Walker announced that the historic marker for the 1908 train wreck at Mangum’s Crossing had been ordered and that it would cost \$2,345.00. Ms. Baskin commented that she had submitted receipts in the amount of \$70.00 for reimbursement for the purchase of the Gwinnett Historical Society books for the Sugar Hill museum. She also reminded the committee members that budget requests were needed as soon as possible.

V. Old Business

Chairman Walker advised members that former Gwinnett County Commissioner Maron Buice was honored on August 31, 2018, with a celebration to dedicate the bridge located just beyond the intersection of State Highway 20 with Peachtree Industrial Boulevard as the Maron Sidney Buice Bridge.

Next, Mr. Walker reminded members that the historic marker for the Old City Hall is scheduled for October 5th at 10:00 a.m.

Ms. Baskin announced that the annual Winn Fair would only be one day this year and it would be held on October 5th. She also informed the group that the dedication of the Old City Hall (currently the Suite Spot) marker would be from 10:00 am. to 11:00 a.m. on October 5th.

VI. New Business

Chairman Walker asked if there was any new business. He reminded members that Sugar Rush was scheduled for October 19th from 10 a.m. to 6 p.m. Mr. Walker said that he would be circulating a sign-up sheet for volunteers. He advised members that he would be setting up the sluice box and the **Face in a Hole** photo stand with Ryan Butts and others at 9:00 a.m. Chairman Walker announced that he was working on a design for new T-shirts for SHHPS members. He said they would be basic cotton shirts with a graphic design.

VII. Discussion/Questions

Chairman Walker asked if there were any further questions or discussion. There being no further business, Mr. Walker adjourned the meeting at 8:11 p.m.