

**Sugar Hill Historic Preservation Society Meeting
 Wednesday, January 20, 2021 7:00 P.M.
 City of Sugar Hill City Hall
 Meeting Minutes**

Approval of the Agenda

Kathryn Baskin convened the meeting at 7:04 PM. She called for a motion to approve the agenda. Stephanie Isaacs made a motion to approve the agenda. Ryckie Fernandez seconded the motion. The agenda was approved unanimously.

The following members, volunteers, and guests were in attendance:

NAME	TITLE
Kathryn Baskin*	Board Member/Chairman
Joann Burel	Board Member/Treasurer
Tiffany Hale Carter*	Board Member
Bill Harting	Board Member VIRTUAL
Stephanie Isaacs*	Board Member/Vice Chairman
Kim Landers	City Liaison/Secretary
Margaret Neal*	Board Member
Ryckie Fernandez	Board Member VIRTUAL
Brandon Hembree	Board Member/City Council, Post 1 VIRTUAL
Darrell Pruitt	Board Member VIRTUAL
Rebecca Jordan	Suwanee Creek Chapter Daughters of Revolution VIRTUAL
Jude Sterling	Kathryn's Grandson VIRTUAL
Curtis Northrup	City of Sugar Hill Projects Administrator VIRTUAL
Ansley Rodesta	City of Sugar Hill Events Coordinator VIRTUAL
Lindsay K. Davis	Visitor/potential Volunteer

The following members were absent:

NAME	TITLE
Chris Walker	Board Member
Ryan Butts	Board Member
Varessa Butts	Volunteer

*Indicates committee chair

Approval of Meeting Minutes

Kathryn Baskin called for a motion to approve the meeting minutes from September. Margaret Neal made a motion to approve the minutes. Tiffany Hale Carter seconded the motion. Motion approved unanimously.

Kathryn Baskins stated that the City Council had a Proclamation this month to recognize the Suwanee Creek Chapter – National Society Daughters of the American Revolution for all they have done for the Community and City of Sugar Hill and they certainly have the spirit of community and they have supported many events for the military to recognize their service (living and past), as well as recently presented SHHPS with a \$1,000.00 to help support some of the needs for the museum that is related to genealogical research. SHHPS is really excited about the partnership and the opportunities that will be available with this organization.

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Kathryn Baskin stated the Society is very honored that Curtis Northrup, City of Sugar Hill Project Administrator for the City of Sugar Hill is present to speak about the amazing History Museum the City has provided for SHHPS. Curtis Northrup thanked the Society for having him speak and the kind words about the city and museum.

Curtis provided an update on where the construction stands for the Museum/Art Gallery. Final Inspection from the City approved, tomorrow will be final inspection from the Fire Marshal's office. Once FM inspection has passed the City will be able to obtain a Certificate of Occupancy, then the doors will be open for SHHPS and the Arts Commission to begin planning and decorating. There is still an issue with the floor which will hopefully be resolved by close of business tomorrow. Ned Jasarevic with the City's IT Department will be installing all the technology (computers, wireless, TV, alarm system). Simultaneously or shortly thereafter additional fixtures will be installed to help control sound, then SHHPS and Arts Commission will be able to start bringing artifacts in. Anticipating this will be completed by the middle to the end of next week provided there are no other issues. The space is looking better every day, the city is finalizing the small stuff and wants to make sure it is right and beautiful and represents the city in the best possible light. The City has been working with a great contractor, and great architect, the design itself is one the city, SHHPS, Arts Commission and our citizens can be proud of, and Curtis is really excited and looking forward to it. The grand opening is proposed for the early part of February. If you have concerns or questions Curtis works 3 days a week and can be reached at city hall.

Kathryn Baskins introduced the next speaker, Ansley Rodesta, the Events Coordinator for the City. Ansley will be staffing the portion of the Museum/Art Gallery the city is providing. Kathryn has met with Ansley to work out some details on what responsibilities will be for the city, SHHPS and Arts Commission and this is going to be a great partnership to introduce the community to all our history we have in the museum.

Ansley gave a brief overview for the city's position with the Museum/Art Gallery. The city will be staffing someone part-time and is in the process of hiring someone to work at the front desk for 30 hours per week. Until someone is hired Ansley will be handling. She is working on finalizing the schedule for this staff member, any time outside of this schedule that SHHPS or the Art Commission desire for the facility to be open will be the responsibility of SHHPS/Arts Commission. There is no pressure on the city's end for SHHPS/Art Commission to be ready for this immediately. Once everyone is settled, this can be revisited to extend hours when a solid volunteer line-up schedule can be provided by SHHPS/Arts Commission. The city staff members responsibility will be customer service, helping customers when they come in, answering the phone, retrieving packages, email, locking and unlocking the building. Kathryn mentioned to Ansley that a reference sheet can be provided to this staff member. Overtime this employee will learn the facts, so they can be more helpful to the SHHPS/Arts Commission, Ansley will be getting familiar with this as well. There has also been discussion about a brochure, graphics or QR codes that can take people to some of the facts about the artifacts. Any events and/or openings of the exhibits will be the responsibility of SHHPS and/or Arts Commission but Events would like to partner with the groups for Sugar Rush, holiday's celebrations which will be similar to the past partnership. The groups can meet to brainstorm ideas, and the City Events Department will be able to assist with signage and getting people over to the museum during city events so people will be able to experience the Museum and

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Art Gallery. Ansley will keep SHHPS posted for plans for Sugar Rush and holiday celebrations as we get closer to those events since we are still navigating COVID. Events discussed getting a sign-in book to track attendance and keep up with how many people are visiting the museum.

Kathryn asked Ansley about the discussion on Events helping with the QR Coded and Ansley stated that one of their part-time staff members (Cameron) should be able to help with this and she can get with him.

Kathryn stated for the brochure she had thought about engaging the Youth Ambassadors to see if they can assist with graphics and asked if there was some level with the city to make sure SHHPS is doing what the city is comfortable with on the brochure. Ansley stated she can reach out to Joel Hoffman the City's Creative Content Coordinator to get his thoughts on this. Joel has worked with the Players Guild and can probably offer some suggestions and can possibly proof what SHHPS comes up with for standard graphics. Brandon Hembree stated that Varessa and Ryan Butts could not be at the meeting but Varessa asked Brandon to mention to SHHPS that she's working on a brochure for SHHPS, Brandon feels with her city background she can work with the city and any edits and wanted to let the society know she was working on. Kathryn indicated this was good news. Ansley will hold off on reaching out to Joel until Kathryn can find out from Varessa on where she is at with the brochure.

Kathryn also mentioned the discussion with Ansley on Stephanie Isaacs's very detailed outline and research categories and indicated that SHHPS research committee will minimize this down to one page, and/or will continue to explore the QR codes for this. Ansley indicated this was a lot of information, so a condensed version would be more helpful.

Bill Harting asked what the hours would be for the museum. Ansley stated what they tentatively have is Monday from 10 am to 5 pm, Tuesday 10 am to 12 noon, Wednesday from 10 am to 5 pm, Thursday from 10 am to 12 noon, and Friday from 10 am to 5 pm, she and Megan Carnell, the Events and Cultural Programming Manager are looking at adjusting this so that the museum can be open a little later in the evening to accommodate people that are working and may want to bring their kids during the evenings. When this is finalized Ansley will share with Kathryn. Kathryn mentioned having one day set aside to work on exhibits, administrative necessities, etc. Ansley indicated that the part-time city employee will be available to SHHPS if new items are coming in for a new exhibit or organizing needs to be done when the museum was closed, whatever the needs are, the part-time city staff member will be available to assist as needed. Ansley indicated that Megan found that a lot of museums are closed on Mondays and therefore thought about potentially being closed on Monday's to get ready for the week. Kathryn stated they plan to be open for a certain block of times on Saturday's and Sunday's as well and will need time for administrative items, organizing, etc.

Curtis reminded Ansley that this is a shared space and asked if conversations have been had with the Arts Commission on possibilities for volunteers and how SHHPS and Arts Commission will share the volunteer hours between the two groups. Ansley indicated this was on her list of things to do and she will be having a similar conversation with the Arts Commission. Curtis indicated this would make the brochure and/or QR codes that much more important to help explain the exhibits.

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Kathryn indicated she would love to have a meeting with the Arts Commission as well. Ansley indicated that as they get closer to the open date, she will coordinate that. Brandon recommended that conversation be between the SHHPS Chairman, Arts Commission Chairman and Ansley only to be most productive.

Kim Landers asked if they were already advertising for the part-time position. Ansley indicated that she and Megan submitted the job description, and they are waiting on the approval to post and this will hopefully within the next week or two it will be up on the website.

Treasurer's Report

Joann Burel provided the treasurer's report. Kathryn Baskins stated that they wound up not spending \$2,215.27. Some of the items that were ordered got caught up in the mail/delivery and did not come in before the end of the year. These items that did not come in could not be allocated in the 2020 budget and will have to come out of the 2021 budget. The scholarship \$1,000 was postponed, this helped reduced the budget. Considering the circumstances and timing for 2020 the society overall did well for the 2020 budget. Kathryn Baskins called for a motion to approve the Treasurer's report. Stephanie Isaacs made a motion to approve the agenda. Bill Harting seconded the motion. The agenda was approved unanimously.

Tiffany Hale Carter chairman of the museum committee provided a presentation of the museum. She provided pictures of the near complete museum for the members and guest that have not seen the museum so everyone can get an idea of the floor plan and layout (cabinets/spacing above and in-between the cabinetry, wall space for special exhibit area, built in bookcase, research room , with the flooring, glass panels, and with wood paneling where the TV will be mounted, Curtis suggested shelving on either side of the TV for research storage needs, and the saddle case). Tiffany, Kim, Stephanie, and Kathryn worked together to come up with the best layout for the museum. Tiffany presented the layout. As you enter on the right you will have exhibits as follows; Native American, Goldmines, Moonshine, Diversity will be on the far back wall along with Black American, Lake Lanier, and Business and Industry. In the cabinetry will be the churches, in-between the cabinetry will be a display area, then schools in the next cabinet with another display area. The exhibit area will have movable partitions. Curtis indicated once the floor issue is resolved staff will show everyone how the partitions work. The far back two cabinets will be used for Community and there is a larger space for display in-between these two cabinets and the last cabinet that will be for Fire Department and Services. The bookcase is has really deep shelving, as Kathryn indicated she did not want to use this bookshelf for the research books so this can be used for City of Sugar Hill, awards and other displays and the books will be in the research room on either side of the TV. As you exit the museum on the wall on the righthand side you will have Present Day. Kathryn indicated this layout was still a work in progress. Tiffany indicated the first exhibit will be Black History,, she and Stephanie have worked on this, Tiffany went through the presentation of this research with includes main highlights being Sugar Hill early American black residents, timeline and corresponding events including service men, government and family churches. Tiffany indicated she reached out to Kathryn to see if her grandson Jude who loves research on the military to see if he could assist with this research. Tiffany indicated she would like to recognize Jude he has knocked this out of the park and provided a lot of information on this category, and the research committee appreciates his assistance with this and hopefully Jude will continue to assist with

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research in this area. Tiffany indicated that Bwatch has a black history program, she would like to bring them into the program and presented pricing and a draft information card that could be handed out to help learn more about our black history and hopefully help bring Bwatch in as well. Lastly, Tiffany indicated that she will be reaching out to pastor Chuck and Beth Sudderth at the Family Church, as well as Brandon Hembree to assist with the American Legion to see what information they may have.

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Committee Chair Reports

Budget Committee

Kathryn Baskin provided a listing of things that have already been approved for the budget which shows the budgeted amount and includes items that have already been received as well as other items that are not in the system at all. Kathryn explained that there are a number of items needed for the museum. She suggested a blanket motion for \$5000.00 to purchase the books for the reference library and also the items that will be used in the museum for displaying the artifacts in addition to a few other things. Brandon Hembree had recommended that SHHPS order the remainder of the books on the list that the DAR suggested for the reference library which is about \$1,000.00 of books to be ordered and the \$1,200.00 that had already been approved. The motion will include the \$1,000.00 for the remainder of the books on the list she provided. The museum supplies \$2,389.75 is what Tiffany Hale suggested for displays in the museum. City of Sugar Hill Ned Jasarevic has provided the prices for the computer in the reference room, and an all-in-one scanner and printer, and the necessary software for \$1,447.99. Stephanie Isaacs is getting a price for the Margaret Powell (killed in the 1924 tornado) marker, and once she knows what is remaining in the budget, she will know the amount she needs to stay within for this marker. All these items bring the total budget to \$8,934.07 leaving the remaining amount of \$1,065.93.

Kathryn Baskin called for a motion to approve \$5,000.00 (rounded up to include anything unforeseen {taxes/shipping}) to purchase the additional items as discussed above. Kathryn Baskin asked Bill Harting about the flag holders that he purchased. Bill Harting indicated that he was donating those to the cause. Kathryn Baskin indicated that she needed to check with Chris Walker on the cleaning of the saddle as it may also be an expense. Margaret Neal made a motion to approve the additional \$5,000.00 budgeted items as discussed by Kathryn Baskin. Joann Burel seconded the motion. The motion approved unanimously.

Museum Committee

Tiffany Hale Carter stated that Kim Landers pulled everything out of the current archives to see what the society currently has for display. Kim Landers, Kathryn Baskin, Stephanie Isaacs, and Tiffany Hale Carter laid out the dimensions of the museum in the current history room to get an visual perception of the space and came up with a flow for the new museum. The Museum Committee also came up with a budget for the museum and Tiffany Hale Carter went over the list of items they proposed, the total budget items total \$2,389.75. Mrs. Carter told the group that the

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museum is coming together quickly so SHHPS is on a time crunch to get these items ordered and received this year for the current budget. This list is provided and attached to these minutes. Bill Harting asked about getting a 42" monitor for Veterans recognition only. Tiffany indicated she's not sure if that's a possibility due to the limited space in the museum, but that she will double check with Troy Besseche. There is a monitor that will be located inside the research room, and the back area behind the wall where the saddle is to be located will be utilized for the DAR special exhibits. Originally it was discussed to have media in this area, but the design team came back and said there would not be media in that area. This is the reason why the media was moved to the research room. Bill Harting indicated this would be out in the open and used only to display the Veteran's names. Tiffany Hale Carter indicated she did not remember a need for an additional monitor and said that she would talk with Troy Besseche. Kathryn Baskin asked if there is a military section. Tiffany Hale Carter indicated there is not a dedicated military section. Tiffany Hale Carter indicated she had spoken with Brandon Hembree about the Veterans program and she indicated to him they needed to have some special exhibits to recognize the Veterans in the museum. Kathryn Baskin told the group that she had spoken with the DAR and they told her due to COVID they would loan SHHPS demo kits which has replicas of artifacts to teach various things. Kathryn Baskin stated that Brandon Hembree had suggested getting a military uniform and putting it on a mannequin to showcase Charlotte Howerton's service during WWII. She added that there is a possibility that during Veteran's Day and Memorial Day, SHHPS may be able to run the names of the veterans on a monitor as a screen saver. Tiffany Hale Carter indicated that if SHHPS were to receive a lot of donations of memorabilia pertaining to the military then a space would be dedicated specifically for the display of military items. Stephanie Isaacs had her floor plan that the Museum Committee came up with and that was passed around to the SHHPS members to look at. The topics the committee has come up with thus far include, Communities, Schools, Diversity, Native American, Present Day, City of Sugar Hill, Then and Now, Lake Lanier, Business and Industry, Fire Department and Churches. Kathryn Baskin indicated that the construction of the museum is anticipated to be completed by the end of this month. Tiffany Hale Carter thanked Kim Landers, Kathryn Baskin, and Stephanie Isaacs for working with her to determine the layout of the artifacts for the museum. She stated that it took two days to go through all the artifacts and to determine the topics for the museum. Tiffany Hale Carter left the meeting after giving her report.

Research Committee -

Stephanie Isaacs stated they are still waiting to determine the actual artifacts to be placed in the museum and then if additional research is needed the committee will act from there.

Scholarship Committee -

Ryckie Fernandez indicated that because he's a pastor and very involved in his church, as well as an IT engineer, and having two small children, he is going to have to step down as the Scholarship Committee chairman. He expressed his regrets but has realized that he can't give this the attention it needs and deserves. Kathryn Baskin indicated that she mentioned to Brandon Hembree they really do not have enough time to award the scholarship this year and it would not be fair to SHHPS nor to the students applying to try and rush the process. She added that a subject has not been determined, and even if there was a subject there would only be about three weeks for students to turn in and essay. Further, she advised that the essays would have to be evaluated. Ms. Baskin

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noted that there wasn't enough time to choose the recipient and to award the scholarship before the end of the year. Kathryn Baskin indicated her recommendation is to wait until the fall of next year as the previous committee chairman Hollie Stouffer had recommended or wait until after the first of the year to readdress the scholarship. The \$1,000.00 that was set aside for this year will go back into the budget. Stephanie Isaacs indicated due to the unique time period and with the way that the schools are with part in-person and part virtual, the timing to publicize the scholarship opportunity would be compromised. Kathryn Baskin indicated they can revisit in January and set a timeline then. Kim Landers stated that she feels like they should address the scholarship in January and at least come up with a subject for the essay, set a timeline to advertise, including deadlines, and schedule a time to evaluate the essays. She added that the award dates should be scheduled so that there is a regular schedule and the teachers will know about this scholarship ahead of time. Ryckie Fernandez indicated that he thought it would be advantageous to revisit it in January and that Varessa Butts had scholarship ideas. He said that revisiting the scholarship timeline would allow Mrs. Butts time to bring these ideas to the table.

Digital Archives Committee -

Margaret Neal indicated that she, Kathryn Baskin, and Kim Landers met again today, and that they meet approximately every two weeks to go over the metadata and its entry into the Omeka system. She reported that they still are working on the procedure, but that it is close to being finished. Mrs. Neal stated that they would soon have a working procedures document with the goal to have someone enter the data into the system. Kathryn Baskin stated that each time they meet they make progress. Margaret Neal told the group that being detailed is important because we want to be consistent, and Kathryn Baskin stated we also want to meet DLG standards so they will accept our metadata. This will allow our viewers to have public access to our data through the Digital Library of Georgia in addition to our Omeka System. Kathryn stated the committee is still considering who will enter the data, unsure about the logistics of an intern, but the committee may be able to utilize the Youth Ambassadors for data entry once trained.

Cemetery Committee -

Stephanie Isaacs stated that the clean-up day was held and there was a pretty good turn-out with approximately 40 volunteers. Some did pea gravel work; others did headstone clean-up. The water supply from the Veteran's Memorial helped considerably. There were also a lot of trees down from the recent hurricane, and the city was able to provide a dumpster so they were able to get everything loaded into the dumpster and now the area looks amazing. Stephanie stated there is one tree in the back of the cemetery that will need to be cut up. Kathryn Baskin indicated that she had walked back there recently, and it appears the tree was being removed.

Old Business

Kathryn Baskin asked if there was any old business. Being there was none, she then reported on New Business.

New Business

Kathryn Baskin stated the December meeting will be December 16, 2020, and that there would not be a speaker for the December meeting.

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No other discussion or questions were noted. There being no further business, Kathryn Baskin adjourned the meeting at 8:11PM.