

Cayce Historical Museum Commission Meeting  
Wednesday, September 1, 2021  
4:00 PM

Agenda

- Call to Order: Chairman, Archie Moore
- Invocation
- Approval of minutes for last meeting of August 4, 2021
- Report on Cannon Carriage transfer to SCV Museum
- Up date on the Proposal for Cayce Museum to host a reception for the Confederation of South Carolina Local Historical Societies (40 people) in the museum Visitor's Center
- Christmas Traditions Celebration
- Museum Staff Report
- New Business

Adjourn

## **Cayce Historical Museum Commission August 4, 2021, Meeting Minutes**

The August 4, 2021, meeting of the Cayce Historical Museum Commission (CHMC) was held in the Museum Conference Room. The meeting was convened at 4:00 by Chairman Archie Moore. The following individuals attended the meeting:

<b>Name</b>	<b>Status</b>
Archie Moore	Chairman
Mary Sharpe	Commissioner
A.G. Dantzler	Commissioner
Marion Hutson	Commissioner
Charlita Earle	Commissioner
Pamela Sulton	Commissioner
Garrett Creasman	Commissioner
Leo Redmond	Ex-Officio Commissioner
James Stewart	Commissioner/Secretary
Tracy Hegler	Cayce City Manager
Mendy Corder	Cayce Municipal Clerk
Andy Thomas	Cayce Museum Office and Communications Associate

Absent: David Brinkman (excused)

**Invocation was given by Commissioner Dantzler**

**Election of Commission Secretary:**

James Stewart was nominated to serve as Commission Secretary. The CHMC approved this nomination by voice vote.

**July 15 Meeting Minutes:**

One clarification was offered for the July 15 Meeting Minutes. The theme of the Museum's Christmas Traditions event was corrected to:

Christmas  
United We Stand

Commissioner Sulton motioned to approve the minutes with this correction. Commissioner Hutson seconded the motion, which was approved by the CHMC.

**ACTION ITEMS from the July Meeting:**

- Enlist Cayce-West Columbia Chamber of Commerce help in organizing the Christmas Traditions Christmas tree decoration – Commissioners Dantzler and Sharpe coordinating.
- Obtain additional details for the Confederation of South Carolina Local Historical Societies – Mr. Thomas and Commissioner Sulton

**OLD BUSINESS:**

All documents have been arranged to gift the Civil War gun carriage from the Museum collection to the National Confederate Museum in Columbia, Tennessee.

The decoration of Christmas trees for the Museum will be let out to individuals or businesses seeking to sponsor a tree. All trees should be placed and decorated by November 21, 2021. Commissioner Hutson has lined up entertainment and local arrangements for the Christmas Traditions celebration. Commissioner Sulton has also volunteered for the Christmas Committee. Commissioners Sharpe and Dantzler will coordinate efforts to locate sponsors and promote the event. The CHMC also seeks to collaborate with local businesses to foster community goodwill. A motion to solicit Cayce-West Columbia Chamber of Commerce aid in organizing the event was made by Commissioner Moore and seconded by Commissioner Dantzler. The motion was approved, and Commissioner Dantzler volunteered to serve as a liaison between the CHMC and the Chamber of Commerce.

**NEW BUSINESS:**

At the end of the holiday season, the CHMC plans to turn its focus towards a Museum Strategic Plan and future projects.

**Museum Staff Report**

Mr. Thomas provided a report of several events he has organized for the Museum. He has also made progress in the effort to obtain automobile insurance and license tags for the fire truck. The African American Committee plans to produce a series of 25 cards commemorating the African American Legends of Cayce. The series focuses on long time African American residents of Cayce.

The Confederation of South Carolina Local Historical Societies has permission to use the Museum Visitor's Center for their April 28, 2022, meeting. Commissioner Sulton submitted a motion to collect further details about the event. Commissioner Stewart seconded the motion, which was approved by the Commissioners.

**Upcoming Events:**

September 24, 2021 – Presentation on Eighteenth Century Naturalist Mark Catesby (6:00)

September 25, 2021 – Archaeology Fall Field Day at the 12,000 Year History Park (10:30-3:00)  
Camden Fire Fest (9:00-1:00)

October 2, 2021 – Cayce Fall Fest

October 6, 2021- Docent Appreciation Event and monthly Commission Meeting

October 7, 2021 – Brickmaking along the Congaree Presentation

November 21, 2021 – Deadline for Museum Christmas Tree Decoration

April 28, 2022 – South Carolina Federation of Museums Reception

Following the Museum Staff Report, Commissioner Dantzler motioned to adjourn the meeting. Commissioner Hutson seconded the motion, and the CHMC voted to adjourn the meeting at

**5:09 PM.**

## **Cayce Historical Museum Report: September 1, 2021**

### **Museum Reports**

Packet of Information from Mary Sharpe

---Presentations at Camden (40-50), Weberite Lecture (18), Cayce Elementary School (19)

---Fire Truck Insurance

---Volunteer Insurance

---African American Committee Report (Fall Fest-Oct. 2nd)

---Museum Staffing – Vacation Closed - Sept 10-18

### **Action Item**

April 28<sup>th</sup>, 2022 (5-7:00 P.M.) Host Reception for Confederation of South Carolina Local Historical Societies (40 people) in museum Visitor's Center

### **Upcoming Programs/Events:**

September 23: Lecture on Mark Catesby (John Meyers) 6:00

September 25: Camden Fire Fest

October 2<sup>nd</sup>: Cayce Fall Fest (African American Legends of Cayce)

### **New Acquisitions**

None

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## Cayce Historical Museum Visitor Numbers: August 1, 2021-August 30, 2021

**Total Number of Visitors from August 1<sup>st</sup>-August 30<sup>th</sup>, 2021: 48**

### **Total Number of Visitors by Day:**

**Monday: 0**

Tuesday: 3

**Wednesday: 17**

Thursday: 6

Friday: 10

**Saturday: 10**

Sunday: 2

### **Total Number of Visitors by locality (%):**

Local: 42 (87%)

Other South Carolina: 0

Other Southeastern States: 1 (Fla) (3%)

Other United States: 5 (TX) (10%)

Unknown: 0

Other International Countries: 0

### **Admission #'s:**

**Total collected: \$92.00**

**Adult: \$63.00 (21)**

**Senior: \$16.00 (8)**

**Children: \$13.00 (13)**

**Military: \$**

**Sunday Free Visitors: 2**

**Uncollected: 4 (1 with free admission token signed in, 1 Commission member signed in; 2 with business with museum signed in)**

**Underage (Free): 0**

**Donation: \$3.00**

**TOTAL VISITORS 2021: 291**

Range of Accounts: 10-1465-101-000 to 10-1465-828-000

Include Cap Accounts: Yes  
Skip Zero Activity: Yes

As of: 08/31/21

NOTE: This report includes ONLY activity originally budgeted/charged to Budget Year 2.  
Prior Year Budgeted/Encumbered/Payable amounts rolled to Budget Year 2 have been EXCLUDED.

Account No	Description	Budgeted	Transfers	Encumber	Net Expd/Reimb	Payable	Balance YTD	%used
10-1465-101-000	SALARIES & WAGES	91,736.00	0.00	0.00	8,479.75	0.00	83,256.25	9
10-1465-210-000	PRINTING/OFFICE SUPPLIES	2,500.00	0.00	0.00	133.75	0.00	2,366.25	5
10-1465-211-000	POSTAGE	230.00	0.00	0.00	0.71	0.00	249.29	0
10-1465-214-000	DUES & MEMBERSHIPS	670.00	0.00	0.00	0.00	0.00	670.00	0
10-1465-215-000	TRAVEL EXPENSE	350.00	0.00	0.00	0.00	0.00	350.00	0
10-1465-220-000	ELECTRIC & GAS EXPENSE	6,500.00	0.00	0.00	480.87	0.00	6,019.13	7
10-1465-221-000	TELEPHONE EXPENSE	6,000.00	0.00	0.00	1,072.31	0.00	4,927.69	18
10-1465-226-000	SERVICE CONTRACTS	5,050.00	0.00	0.00	1,364.14	0.00	3,685.86	27
10-1465-228-000	BUILDING REPAIR EXPENSE	6,350.00	0.00	0.00	0.00	0.00	6,350.00	0
10-1465-264-000	EMPLOYEE TRAINING EXPENSE	250.00	0.00	0.00	0.00	0.00	250.00	0
10-1465-271-000	SPECIAL DEPT SUPPLIES/EXP	4,850.00	0.00	0.00	139.38	0.00	4,710.62	3
10-1465-805-000	SCRS EXPENSE	14,414.00	0.00	0.00	1,391.55	0.00	13,022.45	10
10-1465-810-000	SCRS PRE-RET DEATH BENEFIT	132.00	0.00	0.00	12.72	0.00	119.28	10
10-1465-814-000	FICA EXPENSE	6,848.00	0.00	0.00	639.43	0.00	6,208.57	9
10-1465-820-000	GENERAL INSURANCE EXPENSE	2,050.00	0.00	0.00	1,021.00	0.00	1,029.00	50
10-1465-821-000	WORKERS COMP INS EXPENSE	354.00	0.00	0.00	85.12	0.00	268.88	24
10-1465-822-000	MEDICAL INSURANCE EXPENSE	6,338.00	0.00	0.00	1,048.80	0.00	5,289.20	17
Control: NCC	Total	154,642.00	0.00	0.00	15,869.53	0.00	138,772.47	10
Fund: 10	GENERAL FUND Budgeted Total	154,642.00	0.00	0.00	15,869.53	0.00	138,772.47	10
Fund: 10	GENERAL FUND Non-Budgeted Total	0.00	0.00	0.00	0.00	0.00	0.00	0
Fund: 10	GENERAL FUND Total	154,642.00	0.00	0.00	15,869.53	0.00	138,772.47	10
Final Budgeted		154,642.00	0.00	0.00	15,869.53	0.00	138,772.47	10
Final Non-Budgeted		0.00	0.00	0.00	0.00	0.00	0.00	0
Final Total		154,642.00	0.00	0.00	15,869.53	0.00	138,772.47	10