



**SOUTH CAROLINA NATIONAL HERITAGE CORRIDOR  
BOARD OF DIRECTORS MEETING  
July 15, 2010**

Directors Present: Charlie Sweat, Pete Weathers, Ray Anderson, John Singh, Jim Harrison, Nancy Foster, Maceo Nance, Donna Livingston, Ken Durham, Cheri Standridge, Charlie Thornton, Bob Alexander, Neal Workman, Bobbi Kennedy, Chad Prosser

Directors Absent: none

SCNHC Staff Present: Michelle McCollum, Devon Harris, Elizabeth Harm, Whitney Ellis, Anna Friar

SCPRT Staff Present: Amy Duffy (Chief of Staff) Kim Paradeses (Finance Office), BJ Willoughby (PRT Attorney)

- I. Call to Order
  - a. Location: South Carolina Department of Parks, Recreation and Tourism
  - b. Time: 10:06 a.m.
- II. Welcome
- III. Agenda Review
  - a. Motion: To approve the agenda with the addition of Review of Terms of November board election
    - i. Motion Author: Ray Anderson
    - ii. Motion Second Author: Neal Workman
    - iii. Result: All in favor. Motion Passed
- IV. Approval of Minutes from May 11, 2010
  - a. Adjustments: None
  - b. Motion: Approval of Minutes
    - i. Motion Author: Ray Anderson
    - ii. Motion Second Author: Neal Workman
    - iii. Result: All in Favor. Motion Passed.
- V. Financial Reports
  - a. SCPRT report
    - i. Kim Paradeses gave an overview of the financial report ending May 31, 2010. There is \$753,749 available. \$397,065 available for grants and \$376,494 available for administration. \$20,000 was

added to the admin line item from carry over from the first NPS cooperative agreement.

- b. Motion to accept the report as presented
  - i. Motion Author: Bob Alexander
  - ii. Motion Second Author: Cheri Standridge
  - iii. Result: All in favor. Motion Passed
- c. 501 © 3 Report
  - i. Charlie Thornton announced that a reporting system is currently being developed with reporting moving from a simple Excel spreadsheet to Quickbooks. This transfer will cover years ending October 31<sup>st</sup> 2008, 2009 and 2010. We have approximately \$60,000 in the account and a full ledger will be available for board review at the retreat. The Audit Committee is preparing an RFP for audit services for these years once transferred over to the new system. The projected deadline is January 2011.

VI. Executive Director's Report

- a. National 60 Day Campaign with the Alliance of National Heritage Areas
- b. International Heritage Development Conference
- c. Travel Magazine

VII. LAC Audit

- a. Chad Prosser announced that the agency received a letter from the Legislative Audit Council stating that a request had been made by several legislators to audit the SCNHC program. The council has not yet contacted the agency for an initial meeting but the agency will keep the board posted as the process unfolds.

VIII. Budget Update

- a. Chad Prosser announced that in an effort to ensure that the program is operating in a manner that will both sustain the program in difficult budgetary times and also the mission of the program, the agency has implemented changes to the staff and budget as discussed in coordination with the board at the May meeting. \$326,000 will be budgeted for administration and operations. The staff has been reorganized to an Executive Director, Chief of Operations, Director of Development Upstate, Director of Development Lowstate, Graphics Manager, and Group Tour Manager. PRT will cost-share all employees except for the Director at 20% - 30% of time. Region One and the Mountain Lakes CVB will cost share with the Group Tour Manager for 75% of time.
- b. Timing of Next Grant Round will be tabled until November meeting

IX.. Discovery Center Update

- a. Chad Prosser announced that ownership of the Region Two Discovery Center will transition to the Edgefield County Historical Society as was envisioned at the inception of the program. The agency has received one response for the Region Three Center and the Region Three Committee has requested an extension to find additional funds to operate at the current location. The Committee has been granted a 30 day extension after which time a decision will be made. The agency will keep the board updated on developments.

- X. Old Business
- a. Policy Documents: Michelle McCollum passed out policy documents that the board approved in November 2009: Code of Ethics, Conflict of Interest, Conflict of Interest Disclosure Form, Whistleblower Protection Policy and Document Retention and Destruction Policy. Once signed these documents will be filed in the Director's office. These policies, along with the Nominating Procedure Policy and the Committee Charters will be placed on the SCNHC website. Nancy Foster will mail her copies into the office at a later date once she has reviewed them.
  - b. Bylaw Revisions: Chad Prosser passed out copies of the current bylaws and announced that a set of bylaws with tracked revisions from the board attorney and the PRT attorney will be mailed by the first week of August which will reflect the new policies and procedures approved and adopted by the board. A special meeting will be called to vote on the bylaw revisions in early September.

(Board recessed for lunch and reconvened at 12:05 PM)

- XI. New Business
- a. Economic Impact Study: Rich Harrill from the University of South Carolina gave an overview of the Economic Impact Study which is on file in the Director's Office.
  - b. Owen Clary: Addressed the board regarding his concerns about the Heritage Corridor.

XII. Meeting adjourned: 1:00 PM

Signed: \_\_\_\_\_

Date: \_\_\_\_\_