



Old State Capitol  
and Public Square

Thomas D. Clark  
Kentucky History Center

Kentucky Military  
History Museum

**GOVERNING BOARD MEETING  
FRIDAY, OCTOBER 20, 2023 – 1:00 P.M. EDT  
THOMAS D. CLARK KENTUCKY HISTORY CENTER, BROWN-FORMAN ROOM B  
ALSO VIA ZOOM TELECONFERENCE**

**MINUTES**

**PRESENT:**

Board Members: In-person – Alan Denny, Tommy Druen, Mel Hankla, Alissa Keller, Sheila Mason, Beth Milburn, Lora Suttles, Cynthia Torp, and Alicestyne Turley; via Zoom – Anthony Apro, Jennifer Brown, Ryan Craig, Curtis Dame, Dee Davis, and Haley McCoy.

KHS Staff: In-person – Scott Alvey, Michael Cruikshank, Karen Marlowe, Jonathan Noffke, Stuart Sanders, and Teresa Stivers; via Zoom – Dana Zinger

Guests: None.

**I. Call to Order/Welcome:**

First Vice President Cynthia Torp called the October 2023 quarterly meeting of the Kentucky Historical Society's (KHS) Governing Board to order at 1:05 p.m. EDT/12:05 p.m. CDT. Fifteen board members were present either in person or via Zoom video conference. A quorum was present.

**II. Approval of Minutes of July 21, 2023, Board Meeting**

Vice President Torp called for additions or corrections to the July 21, 2023, Governing Board meeting minutes. There were none. Vice President Torp called for a motion to approve the minutes.

**Motion by Tommy Druen, second by Alissa Keller, that the minutes of the July 21, 2023, Governing Board meeting be approved. Motion carried.**

**III. Reports:**

**A. Finance Committee:**

KHS Director of Finance Karen Marlowe presented the report of the finance committee. The first quarter of Fiscal Year 2024 showed low activity as is customary at the beginning of a fiscal year. A new earned revenue source line item has been added to the report relating to membership funds. The first quarter of FY2024 showed memberships added \$12,776 in revenues to KHS. As these funds were previously processed through the KHS Foundation, there is no previous year's history for comparison. Going forward in future years, this line item will show a



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historical record. On the expense items, Director Marlowe has begun recording expenses paid through the KHS Foundation in programmatic areas to be recorded under the applicable operating expense line item. The first quarter of FY2024 showed that KHS drew over \$7,818 in funds from the KHS Foundation, indicated by the revenue line item for marketing and fellowship costs that were included in the operating expense line items. The KHS Foundation has approved a programmatic support budget of \$360,000 for FY2024. KHS will continue to use its own earned revenues for operations before drawing foundation funds to prevent any net revenues from being swept by the state at the end of the fiscal year.

Director Marlowe also reported that her team and Executive Director Scott Alvey had been working on KHS's biennial budget (FY2025-2026) to be submitted first to the Tourism, Arts, and Heritage Cabinet (TAHC) which will compile all agency budgets in the cabinet to submit to the State Budget Director's Office for submission to the Governor who will in turn prepare his budget to submit to the Kentucky General Assembly in January 2024. The Kentucky General Assembly will review and approve the FY2025-2026 budget for all state government cabinets and agencies. The new budget analyst for the TAHC has requested further clarification on items submitted by the cabinet from all agencies, and Director Marlowe and her team are working on these clarifications to be submitted before October 30, 2023.

Director Marlowe also reported that KHS had submitted in their biennial budget request Additional Budget Requests (ABRs) for four (4) full-time personnel positions, continued funding of the Kentucky Sestercentennial Commission, and security upgrades for the KHS campus.

There was also a copy of the KHS Capital Budget Plan Summary provided to the Governing Board which will be presented at all upcoming meetings with reports as to the current status of these capital requests.

The Governing Board accepted this report.

**B. Nominating Committee:**

Executive Director Alvey presented the report of the nominating committee. In the board packet was a bio summary of the slate of candidates for 2024. These include the following candidates:

**Officer Class of 2024:**

Cynthia Torp	Louisville	President
Sheila Mason	Frankfort	First Vice President
Alicestyne Turley	Clay City	Second Vice President
Lora Suttles	Staffordsville	Third Vice President

**Board Member Class of 2024-2027:**

Bobbie Smith Bryant	Louisville
Jeff Hoover	Jamestown
Tommy Hines	Woodbury
Scott Keadle	Prospect

The nominating committee considered various measures of diversity including ethnicity, gender, age, occupation, and geographic area. KHS continues to seek candidates from across the



Commonwealth, especially in Northern Kentucky, Western Kentucky, Southcentral Kentucky, and the Louisville area. The nominating committee requested that Governing Board members continue to send the names of prospective board, committee, workgroup, commission, etc., members whom they know to either Scott Alvey or Teresa Stivers, KHS Director's Office Manager, throughout the year.

Executive Director Alvey stated that Teresa Stivers had sent out on Thursday, October 19, the annual mailing to the membership with a ballot and this slate included. The Annual Meeting of the Society will be held on Friday, November 10, 2023, at 11:30 a.m. EST/10:30 a.m. CST in the Old State Capitol where the election of the 2024 new officers and board members will take place.

The Governing Board accepted this report.

C. Education Team:

Executive Director Alvey stated that KHS was in the process of hiring a new Director of Learning. This position will oversee the team of museum and teacher program educators and coordinators. The focus of this team will be on civics education, social studies standards, and school and public programming.

The Governing Board accepted this report.

D. Research and Collections Teams:

1. Research and Publications:

Director of Research and Publications Stuart Sanders reported that over the past quarter, his team had released two issues of *The Register of the Kentucky Historical Society*, Volume 121, Nos. 1 and 2, which focus on the early beginnings of KHS and on Appalachian history, respectively. KHS has started a new podcast series, *KHS Chronicles*, that focuses on interviews with authors from *The Register* as well as the research fellows about their research and Kentucky history.

KHS's research fellows program includes researchers from across the United States as well as from around the world. The next round of research fellows will be announced in early November 2023.

KHS's Civil War Governors of Kentucky Digital Documentary Edition continues to draw visitors to this online archive. Over the past quarter more than 5,200 visitors logged into this project site.

The historical markers program dedicated four (4) new markers this quarter. Staff are currently working on the text for the historical markers that were approved during the 2023 cycle.

KHS research and genealogy presentations and programs continue strong as do research requests to the library staff. The Research and Publications team is also working on developing lesson plans, educational materials, and additional statewide programs for the services that KHS will offer to the public.

2. Historical Resources:

Director of Historical Resources Jonathan Noffke reported that this team, which is comprised of the collections, archives, and oral history staff, is working to develop the



Keeneland Gallery into a two-gallery space for rotating exhibits, programs, and activities. At this time, the *Our Stories, Our Service* exhibit is using the entire space, which is anticipated to remain for a while before being replaced with an exhibit for the upcoming celebration of the Sestercentennial. KHS is attempting to work with the indigenous tribes of Kentucky to be a part of an exhibit talking about Kentucky's history from the American Revolution to statehood.

The oral history staff will be meeting with the Oral History Commission in December 2023 for its semi-annual meeting. The second cycle of proposed oral history grant applications will be considered for approval at that Commission meeting.

KHS will undergo a reaccreditation review with the American Association of Museums (AAM) with a review of KHS policies and procedures taking place that will be required for submission to AAM in March 2024. Executive Director Alvey stated that the Governing Board will be a part of the review process later in 2024 when site reviewers come to the KHS campus. This reaccreditation process takes place every ten (10) years to help museums maintain high-level industry standards.

The Historical Resources team presented a request to the Governing Board for the deaccession of the following items:

- a. **Object I.D. Nos. 1994.12.01-.07** – Objects purchased in the accession of a World War II exhibit from the Pioneer Peddler Antiques in Lexington. The items consist of a WWII Imperial Japanese army helmet, khaki cotton jacket, and khaki cotton pants; brown leather shoulder bag; ca. WWII U.S. Army cap, U.S. Army herringbone twill uniform shirt, and U.S. Army herringbone twill uniform pants. An associated item with this collection, Object I.D. 1994.12.08, a gas can, has been missing for many years from the collection.

**Reason for Deaccession:** These objects do not have a direct connection to Kentucky's history.

**Method of Disposal:** Move these items to the special use collection if the Learning Team is interested in the objects as teaching materials. If not, witnessed destruction.

- b. **Object I.D. Nos. 1977.83.01-.10** – This collection was donated in 1977 by Reba Terry. This portion of the donation was unprovenanced. These objects include an olive green and a green U.S. Army officer's service caps (ca. 1945); an olive wool U.S. Army trousers (ca. 1943); U.S. Army breeches with belt (ca. 1945); U.S. Arm M1926 officer's blouse (ca. 1920); U.S. Army M1926 enlisted man's service coat (ca. 1920); U.S. Signal Corps M1917 military uniform tunic (ca. 1917), U.S. Army fatigue shirt (ca. 1945); olive green wool trousers (ca. 1945); and U.S. khaki wool pants (ca. 1945).

**Reason for Deaccession:** There is no provenance to connect these items with Kentucky's history.

**Method of Disposal:** Move these items to the special use collection if the Learning Team is interested in the objects as teaching materials. If not, witnessed destruction.

- c. **Object I.D. No. 2017.132**: Twenty-four (24) spiral-bound issues of stories written by Western Kentucky University-Glasgow campus students beginning in 1983.

**Reason for Deaccession**: This is an unprocessed collection since its accession in 2017. This collection did not fit the scope of an oral history collection. The purpose of the accession was for use in the KHS research library. Western Kentucky University already has a copy of these issues in its library.

**Method of Disposal**: Offer this collection to the KHS Library Committee for consideration of processing into the KHS Library collection.

Vice President Torp called for a motion and discussion on these three deaccession proposals.

**Motion by Tommy Druen, second by Alan Denny, that Object ID. Nos. 1994.12.01-.07, 1977.83.01-.10, and 2017.132 be deaccessioned and disposed of in the manner recommended. Motion carried.**

This concluded the reports of the Research and Collections Teams. The Governing Board accepted these reports.

E. Executive Director's Report

Executive Director Alvey reported on the following administrative items for the quarter:

1. Personnel:

KHS was able to add twelve additional positions to its personnel cap – the number of positions for which KHS has budgetary funds available for personnel costs. These twelve (12) positions will be posted for hire throughout the year with the hope that all of these positions will be filled by June 30, 2024. KHS has also sought an additional budget request for its 2024-2026 budget for three (3) additional positions to add to its complement in the next biennial period. Current searches include the division director for the Learning Team, a researcher for the America250KY unit, and the head librarian.

The KHS Foundation is also undertaking the search for a new advancement director to head up the Foundation office. The KHS Foundation will be seeking the assistance of a professional search firm to assist in this process.

2. Museum Re-accreditation:

KHS will be seeking re-accreditation by the American Alliance of Museums (AAM) in 2025. As a part of this re-accreditation process, KHS will be required to submit various policies, procedures, and information to AAM. There will also be a site visit by an accreditation team which will involve tours of the KHS museum and other facilities, interviews with KHS staff, and a meeting with KHS board members. More details will come on this reaccreditation process in 2024.

3. KHS Budgeting Process:

As previously stated in the finance report and this report, KHS has submitted its proposed FY2025-2026 (July 1, 2024 – June 30, 2026) to the TAHC along with its additional budget requests. The KHS Capital Budget for 2026-2030 is currently under review by the Kentucky General Assembly.



4. KHS Parking Lot Lease:

KHS has been in talks about the Broadway/Ann Street parking lot which lease expired at the end of June 2023 with Wesbanco, the lot owner, the City of Frankfort, the leaseholder, and the Finance and Administration Cabinet, the sublease on behalf of KHS. The lease agreement is currently undergoing review and revisions and will hopefully be finalized in the next few weeks. This parking lot is used by visitors to KHS, KHS staff, and the Kentucky Heritage Council staff.

5. Planned Closure of Kentucky Capitol Building in 2024:

KHS has been in discussions with various offices regarding the upcoming closure of the Capitol Building following the legislative session in 2024. The Kentucky Supreme Court may be coming to hold its court hearings at the Old State Capitol in the courtrooms on the first floor. Details are still being ironed out for this. KHS is also attempting to work with Historic Properties regarding field trips that will be postponed from the Capitol Building to try to pull in more school and general public traffic to the KHS campus during the Capitol Building's shutdown period (now anticipated to last until the fall of 2026).

The Governing Board accepted this report.

#### IV. Old Business:

A. KHS Branding Update:

Following the last Governing Board meeting in July, Vice President Cynthia Torp, KHS Foundation Board Director Dan Barbercheck, TAHC Executive Director for Public Affairs and Constituent Service Anita Hatchett, Executive Director Alvey, and KHS Director of Marketing and Communications Dana Zinger met with the Miles Group, the vendor hired to help with the rebranding process, to discuss a change in the proposed brand design for KHS with a fresh start from the previous submission. More details will be shared with the Governing Board as this process continues forward for future action. The rebranding for KHS will hopefully launch in the spring of 2024.

B. KHS Historical Markers Policy:

Director Sanders reported that KHS staff are in the process of completing a comprehensive plan for the decommissioning/retirement of certain historical markers. The Governing Board requested that any decommissioned/retired markers continue to have a listing on the historical marker application database with a disclaimer as to why the historical marker is no longer available.

C. KHS Facilities Use Policy:

Executive Director Alvey reported that KHS was working with its legal counsel of the TAHC about its campus facility use—Kentucky History Center and garden, Old State Capitol and grounds, and the Kentucky Military History Museum. A statement of purpose will be drafted which Executive Director Alvey will share with the full Governing Board.



**V. New Business:**

A. Acceptance of New/Renewal Members:

The Governing Board was presented a list of new or renewed KHS memberships for the past quarter.

**Motion by Alissa Keller, second by Tommy Druen, that the memberships presented be approved. Motion carried.**

B. KHS Annual Meeting:

The Governing Board was advised that the Annual Meeting of the Society will be held on Friday, November 10, 2023, at 11:30 a.m. EST/10:30 a.m. CST, according to KRS 171.311, Article VII.

**VI. Additional Reports:**

A. Kentucky Museums and Heritage Alliance:

Alissa Keller, current President of the Kentucky Museums and Heritage Alliance (KMHA) stated that they were promoting the Southeastern Museum Conference meeting being held in Louisville, Kentucky, November 13-15, 2023, to Kentucky museums and historic properties across the state. Executive Director Alvey reported that over 20 KHS staff would be attending that conference.

Ms. Keller also reported that the next board meeting for KMHA will be held at the end of October. The Alliance is working on starting up a mentorship program for experienced museum professionals to help new museum professionals in the field.

Finally, Ms. Keller stated that the KMHA Annual Meeting is being planned for June 2-4, 2024, and will be held in Maysville, Kentucky.

B. Kentucky Military History Museum Advisory Committee:

Executive Director Alvey stated that the Kentucky Military History Museum will celebrate its 50<sup>th</sup> anniversary in 2024 and that a celebratory event will take place in late February 2024 to recognize this anniversary. More details will be forthcoming on this event.

C. Kentucky Department for Libraries and Archives:

Beth Milburn, Deputy Commissioner for the Kentucky Department for Libraries and Archives (KDLA), reported that KDLA was undergoing some building updates and setting up an exhibit space for some of their archival collections. KDLA is also expanding some access to some of its meeting spaces for small groups. There is also a current search for the State Archivist position taking place.

**VII. Announcements/Adjournment:**

A. 2024 Governing Board Meetings Dates:

The quarterly Governing Board Meeting dates for 2024 will be January 19, April 19, July 19, and October 18. The KHS Annual Meeting in 2024 will be on November 8.



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**B. Adjournment:**

There being no further business to come before the Governing Board, the meeting was adjourned by acclamation at 2:23 p.m. EDT/1:23 p.m. CDT.

Respectfully submitted,

C. Scott Alvey, KHS Executive Director

Teresa S. Stivers, KHS Director's Office Manager, Recorder