



Roberts, Eugene L. Mr.      **County:** O/S      **Date Appt:** 7/23/2001      **Term** 6/30/2011  
Call Name: Gene      **Re Appt:** 5/10/2006  
430 East 57th Street  
Apt. 14A  
New York, NY 10022  
Home: 212-758-0949  
Business:  
Position: 4 Member      **Appointed by:** Governor  
Description At-large      Race: Caucasian      Sex: M

Pruitt, William W. Mr.Jr.      **County:** Beaufort      **Date Appt:** 7/1/2006      **Term** 6/30/2011  
Call Name: Bill  
1339 Bayview Road  
Bath, NC 27808  
Home: 252-923-0167  
Business:  
Position: 5 Member      **Appointed by:** Governor  
Description At-large      Race: Unknown      Sex: M

Smith, Ella Mae Ms.      **County:**      **Date Appt:** 5/26/2006      **Term** 6/30/2012  
Call Name: Ella Mae      **Re Appt:** 6/1/2007  
219 South Main Street  
Bath, NC 27808  
Home: 252-923-5041  
Business:  
Position: 6 Member      **Appointed by:** Governor  
Description At-large      Race: Unknown      Sex: F

Clement, James Edwin Dr.      **County:** Pitt      **Date Appt:** 3/31/1998      **Term** 6/30/2012  
Call Name: Ed      **Re Appt:** 6/4/2007  
102 Martinsborough Road  
Greenville, NC 27858  
Home: 252-756-7463  
Business:  
Position: 7 Member      **Appointed by:** Governor  
Description At-large      Race: Caucasian      Sex: M







Sparrow, W. Keats Dr.                      **County:** Pitt                      **Date Appt:** 8/11/2000                      **Term** 6/30/2010  
Call Name: Keats                      **Re Appt:** 5/2/2005  
                    East Carolina University  
                    Thomas Harriot College of Arts &  
                    1002 Bate Building  
                    Greenville, NC 27858  
Home: 252-756-8056  
Business: 252-328-6249  
Position: 22 Member                      **Appointed by:** Governor  
Description At-large                      Race: Caucasian                      Sex: M

Jeffers-Sayer, Karen Marie                      **County:**                      **Date Appt:** 5/30/2007                      **Term** 6/30/2010  
Ms.  
Call Name: Karen  
                    212 Carteret Street  
                    Bath, NC 27808  
Home: 252-923-0142  
Business:  
Position: 23 Member                      **Appointed by:** Governor  
Description At-large                      Race:                      Sex: F

Chrismon, Joan Ms.                      **County:** Beaufort                      **Date Appt:** 1/31/2006                      **Term** 6/30/2010  
Call Name: Joan  
                    110 North Main Street  
                    Bath,, NC 27808  
Home: 252-923-4711  
Business: 252-943-3131  
Position: 24 Member                      **Appointed by:** Governor  
Description At-large                      Race: Caucasian                      Sex: F

McClain, Ilene E. Ms.                      **County:** Beaufort                      **Date Appt:** 5/24/1996                      **Term** 6/30/2010  
Call Name: Ilene                      **Re Appt:** 5/2/2005  
                    **Re Appt:** 4/26/2000  
                    366 Bowen Road  
                    Bath, NC 27808  
Home: (252) 923-1091  
Business:  
Position: 25 Member                      **Appointed by:** Governor  
Description At-large                      Race: Caucasian                      Sex: F





Historic Bath Commission  
P.O. Box 148  
Bath, N.C. 27808

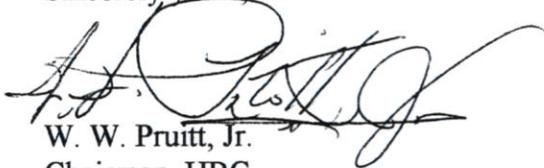
July 11, 2008

Mr. Greg Piner  
Chief Financial Officer  
Department of Cultural Resources  
4601 Mail Service Center  
Raleigh, North Carolina 27699-4601

Dear Mr. Piner:

At the annual meeting of the Historic Bath Commission earlier today, July 11, 2008, our budget for the coming fiscal year was approved. We voted to support the site's temporary salaries, up to \$5,000. Our total budget is only a little over \$20,000 so you see we take staffing the site crucial to meeting the general public's need to visit.

Sincerely yours,



W. W. Pruitt, Jr.  
Chairman, HBC

cc: Thom Rhodes  
Nancy Murray  
Leigh Swain

Copy of letter  
mailed on 7/14/08  
for HBC record



Historic Bath Commission

P.O. Box 148

Bath, N.C. 27808

June 12, 2009

Dear Commission Member:

Our annual meeting will be held at the Historic Bath Visitor Center on Friday, July 10<sup>th</sup> at 10:00 a.m. and we look forward to your attendance.

As you are aware, budget cuts are in effect throughout our state government, and the Department of Cultural Resources has certainly been no exception to these reductions in financial resources. New procedures and guidelines have been implemented which have and will continue to impact our operations and budget in Bath. We will discuss some of these changes and provide insight as to how our Commission can become more involved in assisting Leigh and our staff with the overall functions and services of our site. Additionally, we will listen to presentations on the historic activities continuing to evolve in Bath.

Attached is your copy of our proposed agenda along with the minutes of our last meeting. Please familiarize yourself with the contents of the minutes as we are required to vote on their acceptance.

Reservations for a group luncheon have been made at Blackbeard's here in Bath which is just walking distance from the center. The cost is \$10 per person and there will be three choices: cold meat sub & chip plate, antipasto salad or cheese ravioli in tomato sauce. Please call staff at the Visitor Center (252)923-3971 or email Leigh at [leigh.swain@ncdcr.gov](mailto:leigh.swain@ncdcr.gov) to advise whether you are able to attend the meeting, stay for lunch and if so, your meal selection.

Thank you again for your dedication to the Historic Bath Commission, and we look forward to visiting with you on July 10<sup>th</sup>.

Very truly yours,

W. W. Pruitt, Jr.  
HBC Chairman

Historic Bath Commission

P.O. Box 148

State, N.C. 27804

Page 1 of 2

Dear Mr. [Name]:

Thank you for your letter of [Date] regarding [Subject].

The Commission is currently reviewing the information provided and will contact you again once a decision has been reached.

If you have any questions or need further information, please do not hesitate to contact me at [Phone Number].

Sincerely,  
[Signature]

Very truly yours,  
[Signature]

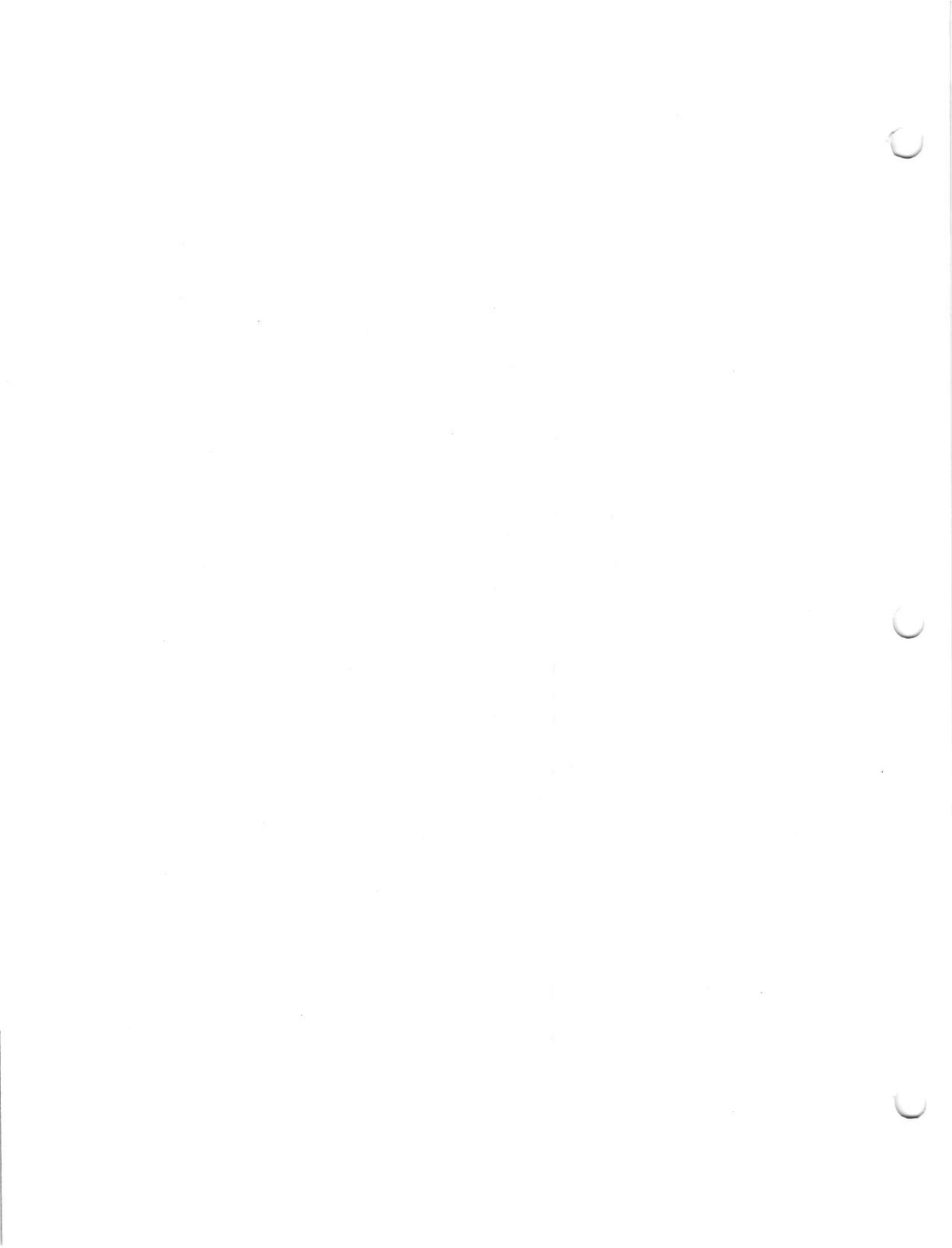
[Name]

[Title]

**Historic Bath Commission Annual Meeting Agenda**  
**July 10, 2009**  
**(tentative-could be updated)**

- 10:00            Call to Order & Welcome – Chairman Bill Pruitt  
                    Statement of Purpose/Policy Announcements
- Introduction of Guests & Membership  
                    Announcement – Vice-Chairman Joan Chrismon
- 10:30            Guest Reports  
                    Town Report – Mayor Jimmy Latham  
                    Historic Bath Foundation Report –
- Commission Reports  
                    Secretary’s Report – Penny Sermons  
                    Financial Report – Alma Evett  
                    Site Report – Leigh Swain & Bea Latham
- Old Business  
                    Bowen Avenue/Lawson Walk Update – Josie Hookway  
                    Bath Archaeological Project Update – Dr. Charles Ewen  
                    Bath High School Update – Peggy Daw
- New Business  
                    HBC Committees – Bill Pruitt  
                    Nominating Committee Report & Vote– Becky Tuten  
                    Adoption of 2009-2010 Budget
- 12:00            Adjournment with lunch served at Blackbeard’s

\*Additionally, comments will be welcomed by Secretary Linda Carlisle, Division of State Historic Sites & Properties Director Keith Hardison and East Region Supervisor Jim Bartley if they are able to be in attendance.





Sent to  
3 local  
papers

# Historic Bath

North Carolina's First Town

## Fax Cover

To: Editor

From: Historic Bath  
Fax # 252-923-0174  
Phone # 252-923-3971  
Email: [bath@ncmail.net](mailto:bath@ncmail.net)

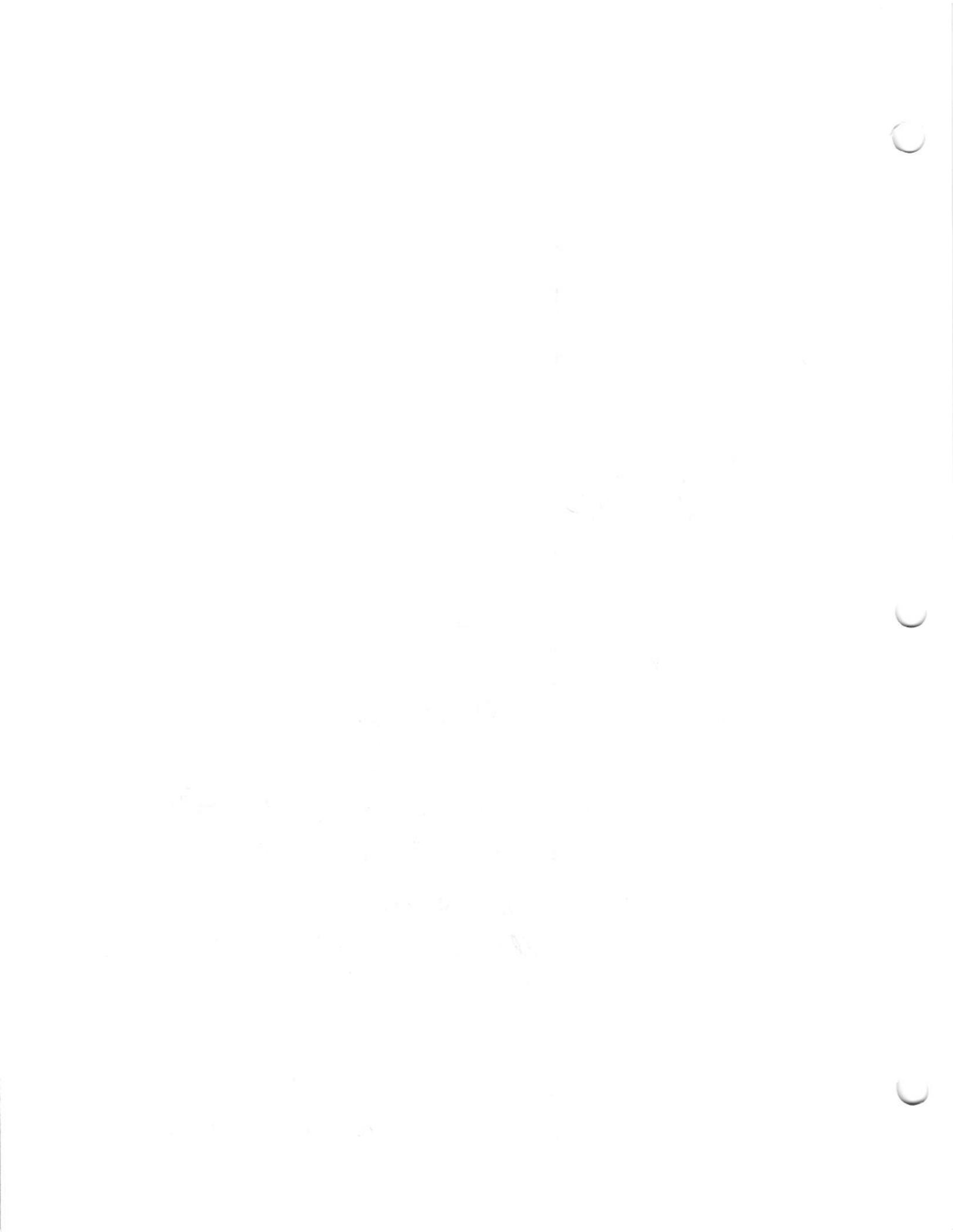
Date: June 29, 2009

Subject: Historic Bath Commission meeting

Number of Pages including Cover: 2

Message: If you can include this meeting announcement in an upcoming issue of your newspaper, I would appreciate it very much. It is my responsibility to get this information to the public. Thank you.

Leigh Swain  
Site Manager





## *News Release*

Contact: Leigh Swain 923-3971

Release: by July 8, 2009

### HISTORIC BATH COMMISSION ANNUAL MEETING

The Historic Bath Commission will hold its annual meeting on Friday, July 10 at 10:00 a.m. at the Historic Bath State Historic Site Visitor Center.

The Commission was established by the General Assembly in 1959 to acquire, repair, restore, improve and maintain historic properties in or near the Town of Bath. There are 25 governor appointed members of the Historic Bath Commission, as well as three ex-officio members – the mayor of Bath, the Secretary of the Department of Cultural Resources and the chairman of the Board of Commissioners of Beaufort County.

# News Release

FOR IMMEDIATE RELEASE

DATE: 10/15/77

## PROSTATE BY THE CHAIRMAN

The National Prostate Cancer Research Institute (NPCRI) today announced the results of a study which shows that the use of a new type of prostate needle biopsy is more accurate than the standard method.

The study, conducted by Dr. Robert C. Hendrickson, Chairman of the NPCRI, shows that the new method is more accurate than the standard method.

The study was conducted at the University of California, San Francisco, and the results were published in the Journal of the American Medical Association.

The study involved 100 patients who were undergoing prostate needle biopsy. The results showed that the new method was more accurate than the standard method.

The study also showed that the new method was less painful than the standard method. The results were published in the Journal of the American Medical Association.

The study was conducted by Dr. Robert C. Hendrickson, Chairman of the NPCRI, and the results were published in the Journal of the American Medical Association.

END

**Historic Bath Commission Annual Meeting Agenda  
July 10, 2009**

- 10:00            Call to Order & Welcome – Chairman Bill Pruitt  
                      Statement of Purpose/Policy Announcements
- Introduction of Guests & Membership  
                      Announcement – Vice-Chairman Joan Chrismon
- 10:30            Guest Reports  
                      Town Report – Mayor Jimmy Latham  
                      Historic Bath Foundation Report – Surry Everett
- Commission Reports  
                          Secretary's Report – Leigh Swain for Penny Sermons  
                          Financial Report – Alma Evett  
                          Site Report – Leigh Swain & Bea Latham
- Old Business  
                          Bowen Avenue/Lawson Walk Update – Josie Hookway  
                          Bath Archaeological Project Update – Dr. Charles Ewen  
                          Bath High School Update – Peggy Daw
- New Business  
                          HBC Committees – Bill Pruitt  
                          Nominating Committee Report & Vote – Becky Tuten  
                          Adoption of 2009-2010 Budget
- 12:00            Adjournment with lunch served at Blackbeard's

Additionally, comments will be welcomed by Secretary Linda Carlisle of the Department of Cultural Resources and Director Keith Hardison of the Division of State Historic Sites & Properties, DCR.

## **GENERAL STATEMENT OF PURPOSE HISTORIC BATH COMMISSION**

Historic preservation in Bath is a cooperative undertaking. The St. Thomas Church and the Episcopal Diocese of East Carolina are responsible for the restoration and preservation of the St. Thomas Church and the Williams "Glebe" House. They allow very generous use of the church by visitors to the town.

The Town of Bath, through its zoning ordinances, has created a Historic District Commission charged with reviewing all building activity in the National Register Historic District.

The North Carolina Department of Cultural Resources owns and administers the State Historic Site consisting of the Visitor Center, Palmer-Marsh House, Van Der Veer House, Bonner House and extensive grounds and features.

The Historic Bath Commission consists of 25 members appointed by the Governor and ex-officio members – the Mayor of the Town of Bath, the chairman of the Beaufort County Board of Commissioners, and the Secretary of Cultural Resources. Its power and duties are:

- 1) to acquire and dispose of title to or interests in historic properties in and near the Town of Bath and to repair, restore or improve such properties and to maintain them.
- 2) To offer such historic properties to the State of North Carolina, subject to acceptance by the State.
- 3) To cooperate with, assist, and advise the Secretary of Cultural Resources upon any matter pertaining to the administration of Bath State Historic Site which the Secretary of the Department may refer to it.
- 4) To carry out other programs reasonably related to these purposes.

## Historic Bath Commission Minutes from July 11, 2008 Meeting

### Call to Order and Welcome

Chairman Bill Pruitt opened the meeting with a general welcome and reminder to all that only HBC members were allowed to vote during the meeting. He asked for everyone to refer to the General Statement of Purpose included in the packets, as it will keep us focused on the goals of this group. Pruitt called on Vice-Chairman Joan Chrismon to introduce special guests attending the meeting which included the following: Keith Hardison, Jim Bartley and LeRae Umfleet of the Department of Cultural Resources; Jimmy Latham, Mayor of Bath; Representative Arthur Williams; Charles Ewen of East Carolina University, Kim Howell, summer intern at Historic Bath and all spouses and guests of Commission members. Also, new members Surry Everett and Claudia Allgood were introduced. Kim gave a short talk about her mission to preserve the Edmund Harding scrapbook to archival standards and the newly assembled book was on display.

Pruitt introduced the executive board and spoke of responsibilities of members to let the executive board know when actions are taken in order to follow the proper chain of command.

### REPORTS

#### Secretary's Report

In the secretary's absence, members were allowed time to look back over report that was mailed on June 18<sup>th</sup> and to make comments. Teresa Morris made the motion to accept the report as written and Keats Sparrow seconded.

#### Financial Report

Alma Evett presented the Treasurer's Report for the period of June 1, 2007 to June 30, 2008. She spoke of working closely with new staff member Elizabeth Midyette on Quicken and that in the past year, two separate CDs were combined into one which will mature in November 2008. Next year the report will reflect a one year time span instead of thirteen months.

#### Site Report

Leigh Swain and Bea Latham presented a PowerPoint program regarding physical improvements and programming performed during the past year. A site report detailing visitation statistics, volunteer program, personnel changes and other site happenings was given to each member. Special mention was made of the textile project progress and the acquisition of the Carson Cottage to the State.

Pruitt spoke briefly about how the job as Chairman is harder than it looks; he thanked Josie Hookway for her guidance and for making the job look easy. He also thanked Keith Hardison, Jim Bartley and site staff for their help as he has learned the job over the past year.

### Town Report

Mayor Jimmy Latham spoke of the Town of Bath's efforts to help the town and subdivision zoning rules begin to mesh together. An engineering firm has been hired to help with the Town of Bath's water and sewer restrictions and with the help of Rep. Williams he believes that problems will be solved. The Town assigned a task force to investigate possible uses for Bath High School and that much may be accomplished on this project in the near future.

### Historic Bath Foundation Report

Ed Clement, who just served a year as HBF chairman, spoke about the beginnings of the Foundation and what their mission was to include. Rather than being developed to "build a museum," the group's bylaws include a need to encourage and promote the Town of Bath and to aid the Historic Bath Commission. The HBF funds include about \$300,000. Recently, an audited financial statement was received, including a separate statement from the tri-centennial year. To show appreciation to existing members and to garner interest from potential members, the HBF hosted a champagne reception the day of the Christmas Open House, which was very successful. Also, the Foundation feels strongly that the high school should be preserved, and plans to share their resolution at the upcoming town council meeting on July 14<sup>th</sup>.

Pruitt stated that a Commission member needed to be voted onto the HBF board as our representative and Karen Sayer's name was submitted as the nominated person. Teresa Morris made the motion to elect Karen to this position, which was seconded by Josie Hookway and passed by membership.

### Old Business

#### Bath Archaeological Project

ECU Professor Charles Ewen gave an update on the scope of the work that has been accomplished and that remains to be done in Bath. This summer, he has had the gifted high schoolers in the Summer Ventures program. The students have continued digging at the site of an 18<sup>th</sup> century cellar at which 1720-1770 artifacts have been found. They have also performed some underground radar detecting of grave sites at the historic site and a private residence. Podcasts should be available online within this next year. Questions were directed to Dr. Ewen regarding the storage of items found at Bath. Those artifacts are stored at the laboratory at ECU. Blanche Monroe expressed interest in having those items displayed at Bath and Dr. Ewen said that if we had room for the items, arrangements could be made.

#### Bath High School

Peggy Daw showed the HBC a PowerPoint program of the inception of the BHS Preservation group, and the work that has been achieved, including the 2007 window project. The window project will continue with a \$2500 grant from the HBF. The high school has received proper documentation to be added to the National Register of Historic Places under its own merits, not just because of its location within a historic district. The merits under which the school qualified were education and architecture (Colonial Revival style). Fundraisers this past year included an oyster roast, raffle and

golf tournament, all which will occur again. The website has been updated (mission statement found there) and the annual newsletter *Pirate's Revenge* will be available soon. Daw asked for support by the Historic Bath Commission to help improve the BHSP group's options.

### New Business

#### Bowen Avenue/Lawson Walk

Josie Hookway, who serves on the Town of Bath's Buffer and Landscape Enhancement Committee, presented information to support/explain the change of use for Bowen Avenue. If this project is completed, the dirt road would become a pedestrian path with interpretative signs about John Lawson and the importance of the northern boundary of the town. A landscape architect has prepared drawings. Lawson's Walk is not intended to be a barrier – there would be an entrance through which people living in the future development could enter the town. The HBF has supported the project by giving \$1,000 for brochure and mailing costs. The group is proposing a need to raise \$20,000 to help match grants for which Eddy Davis will help the Town of Bath apply.

#### Nominating Committee

Becky Tuten headed the nominating committee and each of the present members of the executive board was willing to serve again. Jack Whichard made a motion to keep present officers in place for the upcoming year, which was seconded by Keats Sparrow.

#### Officers for 2008-2009:

Bill Pruitt, Chairman  
Joan Chrismon, Vice-Chairman  
Penny Sermons, Secretary  
Alma Evett, Treasurer

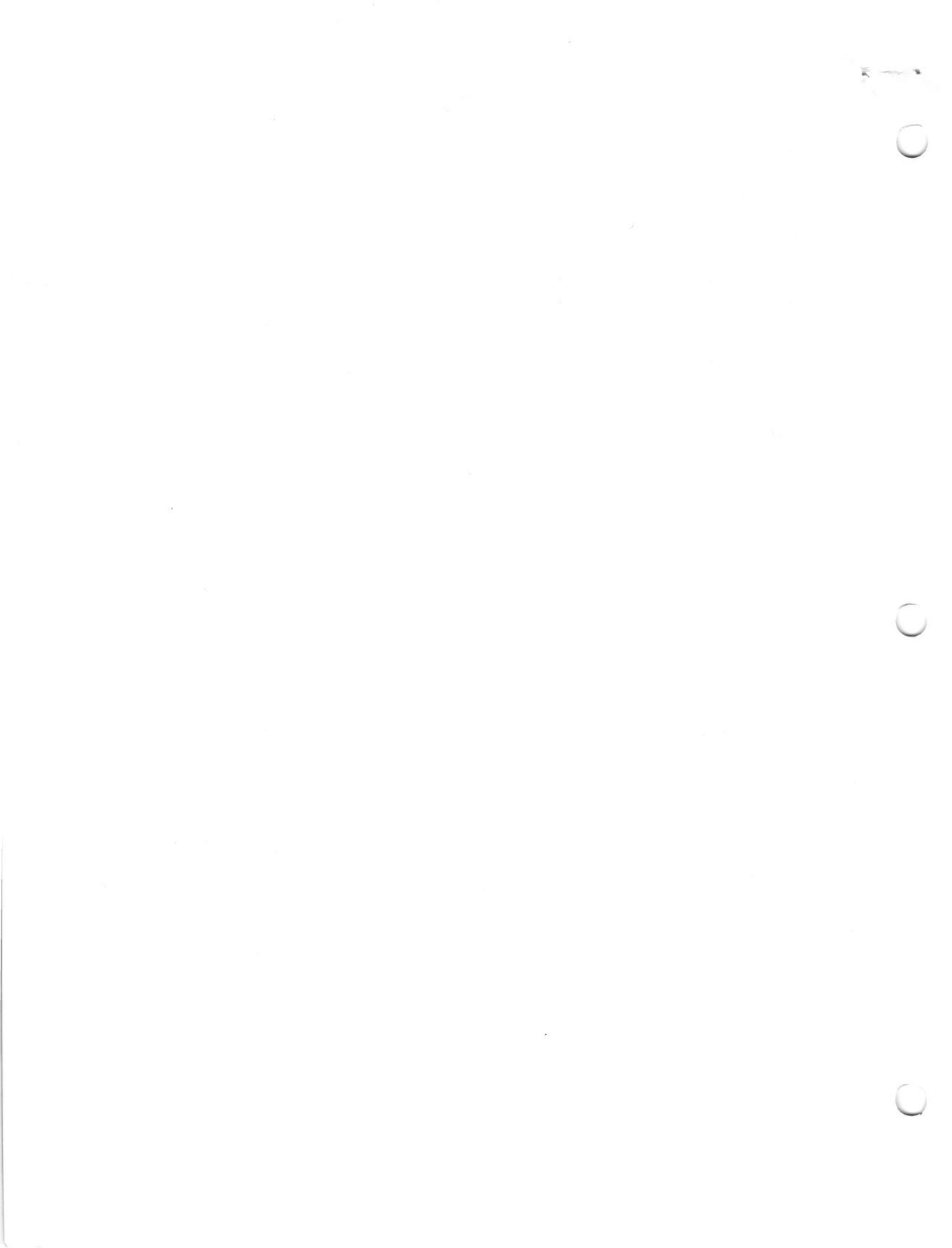
Chairman Pruitt wants there to be more involvement of Commission members by way of committees. They could help report to the executive board on various projects. This group is a strong and talented group who will be called on to do more.

#### Adoption of 2008-2009 Budget

The Commission accepted the proposed budget without any amendment. Alma did bring to the attention of members that over \$38,000 is currently in the HBC checking account and some of those funds could be moved into the current CD which matures in November or into a new CD. Ed Clement moved that the executive board look into this further and decide which option to use, along with the amount of money to divert into that type of account. The motion was seconded by Milo Gibbs and was passed by membership.

The meeting was adjourned around 11:50 a.m. with lunch being served at the Noe Building.

Respectfully submitted,  
Leigh Swain for Penny Sermons

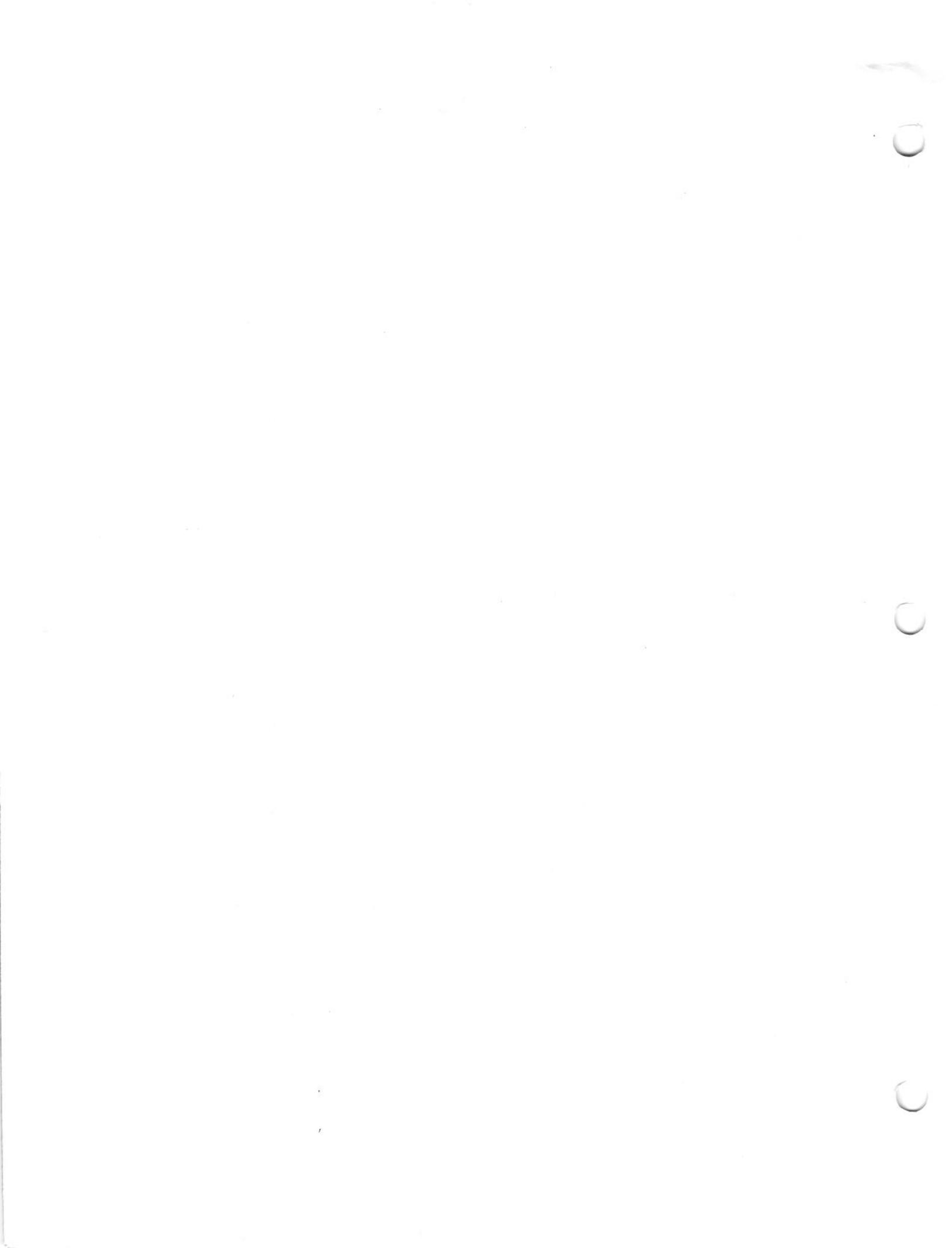


## HBC Executive Board

Members Present: Chairman Bill Pruitt, Alma Evett, Joan Chrismon, Penny Sermons, and HBC Site Director, Leigh Swain.

On March 17, 2009, the HBC Executive Board meet at Blackbeard's in Bath to discuss the following issues:

- Discussion of progress or action requested from the last HBC General Meeting – money has been transferred from checking account into a CD to accrue more interest.
- Overview of DCR – travel has been cut, unfilled positions frozen.
- Report of Budget Cut Repercussions for Bath – HBC Site Director, Leigh Swain, reported the following: she hopes to keep all positions, has noticed lower attendance in visitors, had to turn in van, not allowed to buy in bulk, and there is limited budget for supplies.
- Discussion of Commission Committees- Chairman Pruitt suggested the development of various committees to increase activity and involvement among HBC members. Possible committees include Beautification, Finance, Community Liaison, Nominations, and Special Projects. Several names were suggested as Chairs of these committees. Pruitt stated that he would contact the potential chairmen to find out if they are interested in participating.
- Membership Update – Five commission members' term expires in June 2009.
- Old Business – move money and implement committee structure – accomplished and in process.
- New Business -
- Adjournment – meeting adjourned at 1:00
- Other – Penny Sermons stated that she would contact Betsy Lee Hodges about the Secretary's position.



**TREASURER'S REPORT**  
 Historic Bath Commission  
 July 1, 2008 – June 30, 2009

<b><u>BEGINNING BALANCE</u></b>	07/01/2008	
	Southern Bank Checking Account	\$38865.18
<b><u>CURRENT ASSETS</u></b>	06/30/2009*	
	Southern Bank Checking Account	\$22,902.48
	Southern Bank Certificate of Deposit	\$22,634.92
	Southern Bank Certificate of Deposit	\$10,332.96
<b><u>INCOME</u></b>		<b>\$14,776.48</b>
<u>Grants</u>		
	B.C.Arts Council	\$ 500.00
	BCCC Foundation	1,000.00
	HBF	1,200.00
	<u>Gift Shop**</u>	9,944.12
	<u>Donations</u>	2,132.36
	Permitted Weddings	\$ 825.00
	Donation Box	371.00
	Misc. Contributions	779.36
	Castle Book	157.00
<b><u>ENCUMBRANCES</u></b>		<b>\$ 0.00</b>
<b><u>UNENCUMBERED ASSETS</u></b>		<b>\$55,870.36</b>

We have a "Staff Use Fund" within our checking account with a total of \$972.92. The money for this account comes from the donation box, Bonner's Point permits, and charitable contributions. This past year, some of the money was used for a chimney cap from Mason Tree Service, Past Times Day Camp Program, an open account at Bath General Store for misc. supplies, and postage for mailing brochures.

- \* Does not include estimated \$12,000.00 Gift Shop Inventory as of 01/01/2009
- \* Does not include Sales Tax collected and remitted to NC Dept. of Revenue in the amount of \$1,829.95
- \*\* Based on Gift Shop Sales of \$30,177.52 minus \$20,233.40 paid to vendors

Respectfully submitted,



Alma Evett  
 Treasurer

THE FIRST BIRTH RECORDS  
of the Parish of St. Andrew  
from 1700 to 1800

RECORDING BIRTHS 1700-1800  
The following table shows the number of births recorded in the parish of St. Andrew from 1700 to 1800. The number of births recorded in each year is given in the column headed "Number of Births". The total number of births recorded in the parish from 1700 to 1800 is given in the column headed "Total Number of Births".

Year	Number of Births
1700	10
1701	12
1702	15
1703	18
1704	20
1705	22
1706	25
1707	28
1708	30
1709	32
1710	35
1711	38
1712	40
1713	42
1714	45
1715	48
1716	50
1717	52
1718	55
1719	58
1720	60
1721	62
1722	65
1723	68
1724	70
1725	72
1726	75
1727	78
1728	80
1729	82
1730	85
1731	88
1732	90
1733	92
1734	95
1735	98
1736	100
1737	102
1738	105
1739	108
1740	110
1741	112
1742	115
1743	118
1744	120
1745	122
1746	125
1747	128
1748	130
1749	132
1750	135
1751	138
1752	140
1753	142
1754	145
1755	148
1756	150
1757	152
1758	155
1759	158
1760	160
1761	162
1762	165
1763	168
1764	170
1765	172
1766	175
1767	178
1768	180
1769	182
1770	185
1771	188
1772	190
1773	192
1774	195
1775	198
1776	200
1777	202
1778	205
1779	208
1780	210
1781	212
1782	215
1783	218
1784	220
1785	222
1786	225
1787	228
1788	230
1789	232
1790	235
1791	238
1792	240
1793	242
1794	245
1795	248
1796	250
1797	252
1798	255
1799	258
1800	260
<b>Total</b>	<b>5000</b>

RECORDING DEATHS 1700-1800  
The following table shows the number of deaths recorded in the parish of St. Andrew from 1700 to 1800. The number of deaths recorded in each year is given in the column headed "Number of Deaths". The total number of deaths recorded in the parish from 1700 to 1800 is given in the column headed "Total Number of Deaths".

Year	Number of Deaths
1700	8
1701	10
1702	12
1703	15
1704	18
1705	20
1706	22
1707	25
1708	28
1709	30
1710	32
1711	35
1712	38
1713	40
1714	42
1715	45
1716	48
1717	50
1718	52
1719	55
1720	58
1721	60
1722	62
1723	65
1724	68
1725	70
1726	72
1727	75
1728	78
1729	80
1730	82
1731	85
1732	88
1733	90
1734	92
1735	95
1736	98
1737	100
1738	102
1739	105
1740	108
1741	110
1742	112
1743	115
1744	118
1745	120
1746	122
1747	125
1748	128
1749	130
1750	132
1751	135
1752	138
1753	140
1754	142
1755	145
1756	148
1757	150
1758	152
1759	155
1760	158
1761	160
1762	162
1763	165
1764	168
1765	170
1766	172
1767	175
1768	178
1769	180
1770	182
1771	185
1772	188
1773	190
1774	192
1775	195
1776	198
1777	200
1778	202
1779	205
1780	208
1781	210
1782	212
1783	215
1784	218
1785	220
1786	222
1787	225
1788	228
1789	230
1790	232
1791	235
1792	238
1793	240
1794	242
1795	245
1796	248
1797	250
1798	252
1799	255
1800	258
<b>Total</b>	<b>5000</b>

RECORDING MARRIAGES 1700-1800  
The following table shows the number of marriages recorded in the parish of St. Andrew from 1700 to 1800. The number of marriages recorded in each year is given in the column headed "Number of Marriages". The total number of marriages recorded in the parish from 1700 to 1800 is given in the column headed "Total Number of Marriages".

Year	Number of Marriages
1700	5
1701	6
1702	7
1703	8
1704	9
1705	10
1706	11
1707	12
1708	13
1709	14
1710	15
1711	16
1712	17
1713	18
1714	19
1715	20
1716	21
1717	22
1718	23
1719	24
1720	25
1721	26
1722	27
1723	28
1724	29
1725	30
1726	31
1727	32
1728	33
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1783	88
1784	89
1785	90
1786	91
1787	92
1788	93
1789	94
1790	95
1791	96
1792	97
1793	98
1794	99
1795	100
1796	101
1797	102
1798	103
1799	104
1800	105
<b>Total</b>	<b>5000</b>

RECORDING BURIALS 1700-1800  
The following table shows the number of burials recorded in the parish of St. Andrew from 1700 to 1800. The number of burials recorded in each year is given in the column headed "Number of Burials". The total number of burials recorded in the parish from 1700 to 1800 is given in the column headed "Total Number of Burials".

Year	Number of Burials
1700	10
1701	12
1702	15
1703	18
1704	20
1705	22
1706	25
1707	28
1708	30
1709	32
1710	35
1711	38
1712	40
1713	42
1714	45
1715	48
1716	50
1717	52
1718	55
1719	58
1720	60
1721	62
1722	65
1723	68
1724	70
1725	72
1726	75
1727	78
1728	80
1729	82
1730	85
1731	88
1732	90
1733	92
1734	95
1735	98
1736	100
1737	102
1738	105
1739	108
1740	110
1741	112
1742	115
1743	118
1744	120
1745	122
1746	125
1747	128
1748	130
1749	132
1750	135
1751	138
1752	140
1753	142
1754	145
1755	148
1756	150
1757	152
1758	155
1759	158
1760	160
1761	162
1762	165
1763	168
1764	170
1765	172
1766	175
1767	178
1768	180
1769	182
1770	185
1771	188
1772	190
1773	192
1774	195
1775	198
1776	200
1777	202
1778	205
1779	208
1780	210
1781	212
1782	215
1783	218
1784	220
1785	222
1786	225
1787	228
1788	230
1789	232
1790	235
1791	238
1792	240
1793	242
1794	245
1795	248
1796	250
1797	252
1798	255
1799	258
1800	260
<b>Total</b>	<b>5000</b>

**HISTORIC BATH ANNUAL SITE REPORT  
JULY 2008-JUNE 2009**

**Group Visitation**

31 School  
1177 Participants  
29 General Group  
519 Participants

**Receipts Collected**

\$2992.50 Admissions  
\$2992.50 Total

**Off-Site Programs**

0 School  
0 Participants  
6 General Groups  
134 Participants

**On-Site Programs**

24 programs held  
1,462 attended

**Labor Statistics**

93 Volunteers \*  
510.75 Hours  
3 Community Service  
96 Hours  
42 Inmates  
334 Hours

**Promotional Exhibitions**

0 Shows/Convention  
0 Participants  
1 Festivals  
5,000 Participants

**On-Site Visitation**

20,290 Year 2007  
15,654 Year 2008  
8,149 Present 2009

\* Some volunteers worked multiple months; this number (93) was gathered by monthly reports and does not reflect that number of individuals.

**PROJECTS**

Funding from the Historic Bath Commission and the Historic Bath Foundation, Inc. has allowed us to nearly complete the textile project in the Palmer-Marsh House. This year, the dining room, parlor, and office received their makeovers from Natalie Larson of Historic Textiles, Williamsburg, VA. We are awaiting the installation of linen shades for the small parlor to complete this massive project.

East Carolina University's graduate anthropology students under Dr. Charles Ewen continued their exciting discoveries in town. The 18<sup>th</sup> C storehouse (a multi-year project) has been unearthed as far as the existing Intern House allows, revealing information about itself and its history. Ground Penetrating Radar (GPR) and digital mapping computer programs have helped the students learn more about the Palmer-Marsh House graveyard and its occupants. After all data is collected, studied and reported on, the historic site will benefit by receiving written reports on the findings and artifacts for display will be made available as needed. We wish to highlight the dig of the storehouse in our Visitor Center display case next year.

Lawson Walk on Bowen Avenue, a Town of Bath project intending to define the northern boundary of the historic district, has continued to move forward over the course of the year. The HBF provided seed money last summer in order to print and mail brochures. Through these recent fundraising efforts, almost half of needed funds to begin Phase I have been collected. The town is also working toward grant submittals to further

the project. Dr. Ewen will provide archaeological monitoring of any ground disturbing activities at the time work begins. This project will increase the town's green space and the final product includes elements that promote heritage and eco-tourism. Leigh and two HBC members serve on the town's Buffer and Landscape Enhancement Committee.

Bea continues to help prepare for the Lawson Symposium to be held in Raleigh in October of this year. She will co-present a paper with Patricia Samford about John Lawson, the man.

A wayside marker about Bath's early industrial days was erected in November at the State Dock near an old steam engine on adjacent property.

### **VISITOR SERVICES**

Statistics are telling us what we already knew: people are definitely traveling closer to home these days – guests from North Carolina, South Carolina and Virginia represented three of the top five states to visit our site. Florida and Pennsylvania rounded out the top five positions. The top five visiting countries were Canada, England, New Zealand, Germany and France; we had guests from twenty-eight countries.

There were 113 dock permits received this past year.

Eleven permitted events took place on site grounds in the past year; nine of the events were weddings.

Thirty-two people or groups visited the site's geocache, which they located using GPS devices.

We received requests for information from 177 people this year; these requests are answered by mail and increasingly by email. Most people are potential visitors, although some are school students working on NC history projects or individuals doing genealogy research.

The site's hours of operation changed to Tuesday through Saturday year round, closed on state holidays. This change was a result of not being able to fill a temporary employee position because of the state's budget crisis, and follows the model that many other historic sites use within our division. We were interested to learn how this change in schedule was going to affect visitation: in our first month after implementation effective June 14<sup>th</sup> (6 closed days), our visitation was 2,271. June's visitation in 2008 was 1,493.

### **EVENTS/OFF-SITE PROGRAMS**

A total of thirty-one programs and special events were held this fiscal year. Activities included the historical film series and lectures as well as several children's programs. Major programs included Heritage Days, the summer Past Times Day Camp, Christmas Open House and Bath Fest, a town arts festival which has been combined with our traditional open house for National Tourism Week, as well as the Cutthroat Croquet Tournament we co-sponsor with BCCC. Judy Jennette of the Beaufort County College Foundation heads up this impressive tournament which takes place on our lawn near the Bonner House each year. This year, \$1,000 was earned for the site to use for restoration projects and the same amount was raised for the college's Tankard Scholarship Fund.

Several local off-site programs were held and we received travel permission to help the Museum of History with their Living History Day, where Bea made approximately 500 ropes with visitors.

Two exhibits have been displayed in the Visitor Center during this fiscal year: *If Walls Could Talk: St. Thomas Church Celebrates 275 Years* and *John Lawson's Carolina*. The Lawson exhibit will remain up through the remainder of this year.

## **SUPPORT GROUPS**

### **Historic Bath Commission**

The HBC provided invaluable assistance to our site in big and small ways. This year the organization funded major programs and projects such as the Christmas Open House, the April 4<sup>th</sup> Nautical Living History Day, and the Palmer-Marsh House textile refurbishment project. You also helped us with the purchase of program and landscaping supplies, a new bookcase for the gift shop, etc. All these things would fall through the cracks otherwise.

### **Historic Bath Foundation**

The wayside exhibit at the State Dock about early industrial Bath was erected in November. This project was accomplished through HBF small grants funding of \$1,000 awarded the previous year.

The site was one of the 2009 recipients of the Foundation's small grants program. "Let There be Light...and Shade!" was a request for three historically appropriate tasseled linen roller shades for the small parlor and was granted at a cost of \$1,200.

## **ACQUISITIONS/SITE IMPROVEMENTS**

Three buildings received new roofs – the leaking Carson Cottage, the Van Der Veer House and the Bonner kitchen.

An access ramp was built leading into the Van Der Veer House exhibit building.

A number of small rot issues with window sashes, porch railings and weatherboarding were handled in house by Craft Services.

## **PUBLICITY/PROMOTION**

Bath was shown as a Carolina Community on *NC Spin*, and was featured on UNC-TV program entitled "Cruising Carolina." The site's Christmas Open House event was highlighted in *Our State* magazine.

Local television stations WITN-7, WNCT-9 and WCTI-12 all came to the site during the course of the year to cover various events: lecture by David Moore about slave ship archaeology, the ECU field school students performing ground penetrating radar in the Palmer-Marsh House graveyard, St. Thomas Church and general Bath history.

Site programming/events and other informational articles such as site schedule changes and HBC meeting announcements are placed in several local venues – newspapers and websites. Some events were also shared with the public through television and radio station submissions.

Division of Historic Sites' website was updated and Bath can be visited at <http://www.nchistoricsites.org>.

## **MAINTENANCE (other than routine maintenance)**

A section of fence adjacent to the Visitor Center parking lot was removed as a result of damage it sustained from tropical storm Hanna. It greatly improved the vista to take

the fence down, and provides a direct route from the parking lot to the Van Der Veer House access ramp.

The Division of Historic Sites recently began a controlled growth lawn maintenance plan. The plan recognizes different types of landscapes and while we are located within town limits of Bath and cannot let the grass grow into historically accurate meadows, you will notice taller grass than you may be used to seeing on the site. Our 50% reduction of mowing and raising the blades on the mowers are ways that we can become more fiscally and environmentally responsible.

### **SAFETY/SECURITY**

The Bath Volunteer Fire Department held a training session June 2009 at the site, to familiarize approximately twelve new members with location of system panels, fire alarm systems, fire hydrants, and fire extinguishers at all of the site's buildings. The last time they did this type of training on site was in 2006.

### **PERSONNEL**

There were no changes in permanent staff members during this year.

Due to budgetary restraints, Craft Serviceman Mark Woolard began working with Bath as his home base in October.

Temporary employee Tieranny Cutler, who worked weekends as an interpreter, left in April and our efforts to fill this position were denied.

**HISTORIC BATH COMMISSION**  
**Statement of Revenue and Expenses**  
**06/30/2009**

<b>Operating Budget</b>	<b>Budget</b>	<b>Actual</b>	<b>Proposed</b>
<b>Revenue</b>			
Donations*	\$ 2000.00	\$ 2,032.36	\$2000.00
Net Sales (Estimated)**	15,000.00	9944.12	15,000.00
Grants***	2000.00	3200.00	2000.00
Designated Gifts/Grants+	2484.00	1984.00	1000.00
<b>Total Revenue</b>	<b>\$21,484.00</b>	<b>\$17,160.48</b>	<b>\$20,000.00</b>
<b>Operating Expenses</b>			
Audit	-----	-----	1500.00
Billboards	250.00	235.00	250.00
Costuming	500.00	000.00	250.00
Discretionary (Executive Board)	1,500.00	00.00	500.00
Gift Shop Expenses	2,800.00	2514.13	2000.00
HBC Meetings	100.00	53.74	200.00
Landscaping Supplies/Maint.	800.00	786.20	1000.00
Living History Materials/Educational Supplies	600.00	466.10	600.00
Miscellaneous	120.00	103.00	125.00
Newsletter	200.00	188.20	225.00
Office Supplies	75.00	107.78	175.00
Postage	50.00	13.64	50.00
Site Promotion	1,000.00	00.00	900.00
Special Events/ Volunteer	4,500.00	2275.58	3500.00
Staff Development	100.00	25.00	100.00
Staff Library	150.00	24.95	100.00
Temporary Salaries	5,000.00	2210.47	4500.00
Restoration Projects	4,000.00	3578.00	4000.00
<b>Total Operating Expense</b>	<b>\$21,745.00</b>	<b>\$12581.79</b>	<b>\$19,975.00</b>
<b>Excess Revenue (Expense)</b>	<b>\$ (261.00)</b>	<b>\$ 4578.69</b>	<b>\$ 25.00</b>

**\*Donations**

Donation income is from the donation box, permits for the use of Bonner's Point, and miscellaneous sources (donations for offsite programming, charitable contributions...)

**\*\*2008-2009 Grants**

\$500.00 from Beaufort County Arts Council/Beaufort County Government for costumed musicians Simon & Sara Spalding to perform during Bath Fest. \$1200.00 from Historic Bath Foundation, Inc. for new tasseled linen shades for the Palmer-Marsh House. \$1000.00 from BCCC Foundation from 2009 croquet tournament to be used for Historic Bath restoration projects. \$500.00 from Beau. Co. Gov't for site's Historic Albemarle Tour dues.

**\*\*2009-2010 Grants**

\$500.00 from BCAC for Bath Fest. Anticipate approximately \$1000.00 through HBF small grants program. We have been informed that we are not included in Beaufort County Government's upcoming budget for HAT dues to be paid.

**\*\*\*Gift Shop**

Gift Shop Expenses do not include \$1829.95 in sales tax collected and remitted to the NC Dept. of Revenue.

**+Designated Gifts/Grants**

Sometimes we receive financial assistance without receiving funds into the HBC account. The Site acquired an intern through the Youth Advocacy Involvement Office last summer- Half of the salary, \$1584.00, was paid directly to the intern this fiscal year. The BCAC/Beaufort County Government gave \$400.00 for the site to do a joint program with Bath Community Library. Funds were sent to the library.

We have a "Staff Use Fund" within our checking account with a total of \$972.92. The money for this account comes from the donation box, Bonner's Point permits, and charitable contributions. This past year, some of the money was used to purchase a Chimney Cap from Mason Tree Service, the Past Times Program, funds for Henry at Bath General Store, and sending Brochures to Raleigh.

\$1,000 tools  
 their general support  
 of beautification project

**HISTORIC BATH COMMISSION  
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# Commission Meeting - 7/10/09

MEMBER	Attending? Y/N	Lunch? Number?	*Selection?
✓ Claudia Alligood	? Y	_____ NO	
✓ Anna Biggs	Y	_____	
✓ Joan Chrismon	Y	_____	
✓ Ed Clement	Y	Y 1	antipasto salad
✓ Peggy Daw	Y	Y 2	" & Cheese ravioli
✓ Surry Everett	Y	_____	
✓ Alma Evett	Y	Y 1	"
✓ Milo Gibbs	Y	_____	
Betsey Lee Hodges	N	_____	
✓ Josie Hookway	Y	Y 1	"
Redden Leggett	Y	_____	
✓ Ilene McClain	Y	_____	
✓ Blanche Monroe	Y	Y 1	"
Teresa Morris	N	_____	
✓ Bill Pruitt + Betty	Y	Y 2	"
Bobby Roberson	N	_____	
✓ Gene Roberts + Susan	Y	?	
✓ Karen Sayer	Y	?	
Penny Sermons	N	_____	
Ella Mae Smith	N	_____	
✓ Keats Sparrow	Y	_____	
✓ Becky Tuten	Y	Y 1	antipasto
Ruth Waters	? Y	_____	
✓ Jack Whichard	Y	Y 1	sub & chips
✓ Ginny Williams	Y	_____	
Jimmy Bartley	N	_____	
✓ Sec. Linda Carlisle	Y	Y 1	Cheese ravioli
Jennifer Fontes -sec's office	N	_____	
✓ Keith Hardison	Y	Y 1	sub & chips
Bea Latham	Y	Y ?	
✓ Jimmy Latham	Y	Y 1	"
Jay McRoy	? Y	_____	
Leigh Swain	Y	Y 1	Cheese ravioli
✓ Charlie Ewen	Y	Y 1	antipasto
Nelda Ormond			

\*Selections for the meal are: cold meat sub & chips, antipasto salad, cheese ravioli in tomato sauce

3	9	3
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Better to pay  
us & write  
1 check

as of  
7/9/09  
at 1:45  
spoke w/ John  
\$10 ea.  
Pay at  
restaurant

 North  
Carolina  
**HISTORIC  
SITES**

*Historic Bath State Historic Site*  
*P.O. Box 148 – Bath, NC 27808*  
*(252) 923-3971*

July 14, 2009

To: Keith Hardison, Director  
Division of Historic Sites & Properties

From: Leigh Swain, Site Manager *LS*  
Historic Bath State Historic Site

Subject: Historic Bath Commission Annual Meeting

The annual meeting of the Historic Bath Commission was held on Friday, July 10, 2009 at 10:00 a.m. in the Historic Bath Visitor Center. Please accept and forward this packet of information as needed. (\*Denotes very recent reappointment for another 5 year term.)

**Members in attendance:**

Claudia Alligood	Anna Biggs	Joan Chrismon
Ed Clement	Peggy Daw *	Surry Everett *
Alma Evett *	Milo Gibbs, Jr.	Josie Hookway
Ilene McClain	Blanche Monroe	Bill Pruitt
Gene Roberts	Karen Sayer	Keats Sparrow
Becky Tuten	Jack Whichard *	Virginia Williams *

**Also in attendance:**

Secretary Linda Carlisle (ex-officio)	Jimmy Latham, Mayor (ex-officio)
Keith Hardison	Dr. Charles Ewen, ECU
Leigh Swain (site manager)	Bea Latham (assistant site manager)
Betty Pruitt (spouse of member)	Susan Roberts (spouse of member)
Nelda Ormond (interested Bath citizen)	

**Officers elected for 2009-2010 were:**

Bill Pruitt – Chairman	Claudia Alligood – Secretary
Joan Chrismon – Vice-Chair	Alma Evett – Treasurer

cc: Thom Rhodes  
Jim Bartley  
Bill Pruitt

*Division of State Historic Sites*  
*Department of Cultural Resources*

*Sent this w/ packet  
given out at  
meeting, along  
with HBC letter  
to Greg  
Piner*



Historic Bath Commission

P.O. Box 148

Bath, N.C. 27808

July 13, 2009

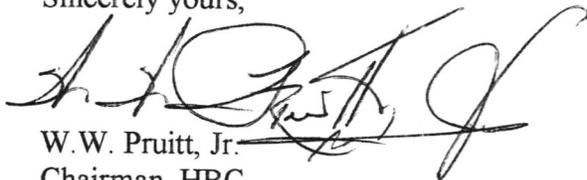
Mr. Greg Piner  
Chief Financial Officer  
Department of Cultural Resources  
4601 Mail Service Center  
Raleigh, NC 27699-4601

Dear Mr. Piner:

At the recent annual meeting of the Historic Bath Commission, held on Friday, July 10<sup>th</sup>, our budget for the 2009-2010 fiscal year was approved. We voted to support the site's temporary salaries, up to \$4,500.00.

The total budget of this organization is only \$20,000 for the year, so you can see we take staffing the site crucial to meeting our visiting public's needs.

Sincerely yours,



W.W. Pruitt, Jr.  
Chairman, HBC

cc: Thom Rhodes  
Nancy Murray  
Leigh Swain

1st draft received  
from Claudia

Historic Bath Commission Minutes from July 10, 2009

### **Call to Order and Welcome**

Chairman Bill Pruitt welcomed everyone to the meeting and reminded those present that only HBC members are allowed to vote on issues. Chairman Pruitt called the meeting to order and began by introducing the idea that all correspondence for the group should be taken care of through the internet. He asked for a show of hands to determine the group's willingness to convert to this means of communication. Mr. Pruitt's opening remarks included the acknowledgement of the cost-cutting mode that is evident everywhere, including Historic Bath. He encouraged the Commission to be more adaptive to the needs of the site and the town. He commented about the money we have in our treasury, along with the money received from the town's Tri-Centennial, with which Alma Evett has wisely invested and the Commission has been very frugal. He stated that our group needs to be more proactive. He referred the membership to the group's Statement of Purpose, particularly to the final paragraph and reiterated the fact that the meetings are open and advertised. He suggested that we move to a two-meeting schedule annually because of the many changes that are occurring, one meeting in January and one, in July. The executive board will look for possible meeting dates. He also mentioned that former chairman, Josie Hookway, had pointed out that in 1959 the Historic Bath Commission was founded and that through the group's efforts funds were raised for a historic site in Bath and then given to the state. Ella Mae Smith has been appointed the Commission's representative to the Foundation.

### **Introduction of Guests**

Vice-Chairman Joan Chrismon introduced special guests Mayor Jimmy Latham and ECU Professor of Anthropology, Dr. Charles Ewen. Later in the meeting, she introduced and welcomed the Secretary of Cultural Resources, Linda Carlisle, and Director of the Division of State Historic Sites and Properties, Keith Hardison. Mrs. Chrismon also announced that five members of the Commission, whose terms had expired this year, were invited to continue on the Commission. Those members are Redden Leggett, Peggy Daw, Alma Evett, *Jack Whitchard and Ginny Williams*.

### **Reports**

#### **Town Report**

Mayor Jimmy Latham reported that the town has received a \$500,000 grant from the Rural Center and a \$175,000 grant from Clean Water Management Trust Fund (CWMTF) (frozen until funds can be released) for the town's sewer system. He also announced that the town had made a hand-shake agreement with Bath High School Preservation to purchase the old high school. The Town Council voted to reduce Bath's ETJ from the one-mile original distance to areas nearer the town, citing Catnip Point and the land on the west bank of Bath Creek. In answer to questions submitted, he explained that the CWMTF money was used primarily for engineering expenses and that the other grant money would both repair and upgrade the current sewer system to allow more properties to hook on and be served by the town's sewer system.

### Historic Bath Foundation

Newly-installed president Surry Everett acknowledged two new members to the Foundation, Ella Mae Smith and Pat Axsmith. He also mentioned that he had begun his new term at the completion of the term served by Star Credle. The Foundation has awarded grants this year to the Historic Bath Site, St. Thomas Church, and Bath High School Preservation. He announced the Foundation's open meeting on September 11. Pat Axsmith is the new membership chairman. He spoke of some his group's funds being restrictive to museum quality exhibits. He encouraged the Commission to refurbish other buildings in the town. Chairman Pruitt thanked the Foundation for its support.

Axness  
↑

### Secretary's Report

Since members had received a mailing of the secretary's minutes, a reading was not needed. Keats Sparrow moved to accept the minutes, Ed Clement seconded, and the motion passed.

### Financial Report

Alma Evett presented the treasurer's report from July 1, 2008 through June 30, 2009. She spoke of combining CD's and noted that one will mature in December and one in September. There were no questions. Mr. Pruitt and Mrs. Evett have met with Leigh and have been over expenses. It was noted that a group with more than \$25,000 yearly assets has to have an audit. Bill Chilcoat will complete this task for the Commission at a reduced fee. Changes in Gift Shop expenses and landscaping costs were also mentioned. Milo Gibbs moved to accept the treasurer's report, and Surry Everett seconded. The motion carried.

Ken

\*Josie inquired about minutes of the executive meetings. Mr. Pruitt informed the group that a new filing system has been set up in Leigh Swain's office, containing all the business pertaining to any Commission affairs.

to

### Site Report

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fasseled

around  
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next year.

Tuesday through Saturday, like most other sites. The hours do not seem to be a detriment to visitors. When the office is closed, brochures and information about walking tours are still available to visitors. (Keith Hardison announced that the budget issue had been repealed on July 7 and that the Site can now refill the vacant position. The matter will be studied and a new decision made.)

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Dr. Charles Ewen acknowledged that working in Bath is great and that the townspeople are fabulous. This year's field <sup>*school*</sup> has been the 18<sup>th</sup> Century cellar at the Bonner House. Pod casts are being made. The cellar is 15 x 15 and is five feet deep. It was constructed between 1720 and 1780 and gives insight into life and commerce in Bath at that time. He spoke of technology that is now available that provides remote-sensing so that some information can be ascertained about underground objects before digging. He mentioned a Terrestrial Laser Scanner that digitizes objects. He is hopeful that the whole cellar can be focused in the Viz-Wall room at ECU. Dr. Ed. Clement complimented Dr. Ewen for being such a neat guy. The Chair confirmed those sentiments.

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Having had time to peruse the budget suggestions, Surry Everett moved and Keats Sparrow seconded that the group accept the recommended budget. The group approved.

In closing, Chairman Pruitt reminded the group that we need to move toward assistance patterns through all our efforts, economic and otherwise. We will endeavor to be proactive, not reactive to the needs of our Site. Everyone was reminded to leave e-mail addresses with Leigh. The minutes of the Executive Board were approved through a

motion by Anna Biggs, a second by Josie Hookway, and an approval vote by the membership.

The meeting was adjourned.

Respectfully submitted,  
Claudia Alligood, Secretary

STATEMENT OF BUDGETED EXPENSES JULY 1, 2008 - JUNE 30, 2009

	BUDGET	DATE	CHECK#	VENDOR	DESCRIPTION	COST	AMT.USED	UNUSED
<b>AUDIT</b>	\$ 1,500.00							
				<b>Total Audit</b>			\$ 1,500.00	
<b>BILLBOARDS</b>	\$ 250.00							
		11/17/2009	2968	Melvin Bailey	Billboards 09	\$ 75.00		
		11/17/2009	2969	Colleen Rivers	Billboards 09	\$ 100.00		
				<b>Total Billboards</b>			\$ 175.00	\$ 75.00
<b>COSTUMING</b>	\$ 250.00							
				<b>Total Costuming</b>			\$ -	\$ 250.00
<b>DISCRETIONARY</b>	\$ 500.00							
		11/17/2009	2970	Sparrow Keynote	Endowment Fund	\$ 50.00		
				<b>Total Discretionary</b>			\$ 50.00	\$ 450.00
<b>GIFT SHOP EXPENSE</b>	\$ 2,000.00							
		7/16/2009	2926	Town of Bath	Priviledge License	\$15.00		
		7/29/2009	2927	Embarq	CC Line	\$34.84		
		7/31/2009	draft	Southern Bank	CC Fee	\$40.84		
		8/13/2009	2935	Embarq	CC Line	\$34.52		
		8/31/2009	draft	Southern Bank	CC fee	\$40.56		
		9/17/2009	2947	Embarq	CC Line	\$34.52		
		9/30/2009	draft	Southern Bank	CC Fee	\$26.52		
		10/16/2009	2957	Embarq	CC Line	\$34.79		
		10/29/2009	2964	Southern Bank	bags	\$157.34		
		10/30/2009	draft	Southern Bank	CC Fee	\$17.56		
		11/17/2009	2965	Century Link	CC Line	\$34.79		
		11/30/2009	draft	Southern Bank	CC Fee	\$ 27.70		
		12/1/2009	2977	Lilitz Mutual Ins	Insurance	\$ 500.00		
		12/17/2009	2989	Century Link	CC Line	34.79		
		12/31/2009	draft	Southern Bank	CC Fee	18.16		
				<b>Total Gift Shop Expense</b>			\$ 1,051.93	\$ 948.07

STATEMENT OF BUDGETED EXPENSES JULY 1, 2008 - JUNE 30, 2009

**HBC MEETINGS**  
\$ 200.00

7/16/2009 2925 Bea Latham Reimbursement \$24.67

**Total HBC Meetings** \$ 24.67 \$ 175.33

**LANDSCAPING SUPPLIES/MAINTENANCE**  
\$ 1,000.00

8/27/2009 2942 Southern Bank Shop Eze Hardware \$ 10.62  
10/16/2009 2958 Blanche Monroe State Dock \$135.18

**Total Landscaping Supplies/Maintenance** \$ 145.80 \$ 854.20

**LIVING HISTORY MATERIALS/EDUCATIONAL SUPPLIES**  
\$ 600.00

12/1/2009 2978 Historic Folk Toys demonstrations \$ 46.72  
12/1/2009 2979 Southern Bank Aamstrand ropes \$ 267.97

**Total Living History/Educational Supplies** \$ 314.69 \$ 285.31

**MISCELLANEOUS**  
\$ 125.00

8/13/2009 2933 Postmaster mailbox expense \$70.00

**Total Miscellaneous** \$ 70.00 \$ 55.00

**NEWSLETTER**  
\$ 225.00

**Total Newsletter** \$ - \$ 225.00

STATEMENT OF BUDGETED EXPENSES JULY 1, 2008 - JUNE 30, 2009

**OFFICE SUPPLIES**

\$ 175.00

7/16/2009	2925 Bea Latham	Reimbursement	\$9.47
10/29/2009	2963 Leigh Swain	Reimbursement	\$30.04

**Total Office Supplies** \$ 39.51 \$ 135.49

**POSTAGE**

\$ 50.00

**Total Postage** \$ - \$ 50.00

**SITE PROMOTIONAL MATERIALS**

\$ 900.00

**Total Site Promotional Materials** \$ - \$ 900.00

**SPECIAL EVENTS/VOLUNTEER EXP**

\$ 3,500.00

7/16/2009	2924 Earl Ijames	Lecture Honorarium	\$75.00
7/16/2009	2925 Bea Latham	reimburs/Past Times	\$157.01
7/29/2009	2929 Southern Bank	Past Times	\$33.96
9/10/2009	2945 Patricia Samford	Lecture Honorarium	\$50.00
10/23/2009	2962 Terry Rollins	storytelling	\$250.00
11/24/2009	2971 Leigh Swain	reimburs/Open House	\$ 21.54
11/24/2009	2974 Lowes	Christmas Supplies	\$ 62.42
12/1/2009	2979 Southern Bank	Williamsburg	\$ 80.15
12/3/2009	2980 Piggly Wiggly	Christmas Supplies	\$ 101.62
12/3/2009	2981 Cartwrights	apples	\$ 180.00
12/8/2009	2982 Carolyn Stillman	Decorating	\$ 159.25
12/8/2009	2983 Jean Bowen	Decorating	\$ 108.75
12/8/2009	2984 Leigh Swain	reimbursement	\$ 42.00
12/17/2009	2988 Laurel Springs	decorations	\$ 127.05
12/29/2009	2992 Southern Bank	Christmas Supplies	\$ 549.46

**Total Special Events** \$1,998.21 \$ 1,501.79

STATEMENT OF BUDGETED EXPENSES JULY 1, 2008 - JUNE 30, 2009

**STAFF DEVELOPMENT**

\$ 100.00

**Total Staff Development** \$ - \$ 100.00

**STAFF LIBRARY**

\$ 100.00

12/17/2009 2990 Our State Subscription \$ 27.99

**Total Staff Library** \$ 27.99 \$ 72.01

**TEMPORARY SALARIES**

\$ 4,500.00

**Total Temporary Salaries** \$ - \$ 4,500.00

**RESTORATION PROJECTS**

\$ 4,000.00

9/28/2009 deposit money from HBC from existing cd -5434.44

**Total Restoration Projects** \$ (5,434.44) \$ 9,434.44

**Total Budgeted Expenses** \$ 19,975.00  
**Total Spent** \$ (1,536.64)



Historic Bath Commission  
P.O. Box 148  
Bath, N.C. 27808

Monday, January 4, 2010

Commission Members:

I hope each of you enjoyed a safe and joyous holiday season and are now eager to direct your attention to the work of our Commission.

Much has occurred since our last meeting back in July, and we look forward to your attendance on January 29<sup>th</sup> to learn more about the challenges facing us in 2010 and how our Commission plans to continue moving forward while adapting to those changes.

Our planned agenda is attached for your review.

Also included with this writing are minutes from our July 2009 meeting, plus minutes from the last Executive Board Meeting.

Please take time to familiarize yourself with each of these minutes, as we will vote on their acceptance and inclusion into our records.

Sadly, we plan to observe a moment of silence for the life of Dr. Keats Sparrow and briefly acknowledge his many accomplishments in the historical integrity of our Community, State and Nation.

Before our 10 a.m. meeting begins, morning refreshments will be served. No formal lunch plans have been made for the group, but anyone interested can purchase a meal at

one of the restaurants in town – Blackbeard’s Slices & Ices or Old Town Country Kitchen. Thank you for your involvement in our Historic Bath Commission, and we look forward to visiting with you on the 29<sup>th</sup>.

Best regards,

A handwritten signature in cursive script, appearing to read "W. W. Pruitt, Jr.", written in dark ink.

W. W. Pruitt, Jr., Chairman, Historic Bath Commission



Historic Bath Commission

P.O. Box 148

Bath, N.C. 27808

January 5, 2009

Mr. Keith Hardison  
NC Dept. of Cultural Resources  
Division of State Historic Sites & Properties  
4620 Mail Service Center  
Raleigh, NC 27699-4620

Dear Keith:

The Historic Bath Commission was established by the North Carolina State Legislature in 1959 and exists as an extension of the State through the North Carolina Department of Cultural Resources; therefore, we are not an independent Commission, nor do we maintain 501C-3 status and have not created a financial support group whose sole responsibility is to provide financial assistance to the Historic Bath Commission.

Our Commission does, however, depend largely on grant funding from the Historic Bath Foundation who also funds other historical projects, endeavors and entities within the Bath area. The Historic Bath Commission operates solely within the policies, rules and regulations for Commissions set forth by the Department of Cultural Resources and the State of North Carolina and we report directly to the DCR.

Therefore, by definition, it is my understanding we are exempt from establishing or creating a Memorandum of Agreement with the DCR and wish to be acknowledged as such. We have long enjoyed our relationship with your office, the Department of Cultural Resources and the State of North Carolina and desire to continue our role in this capacity.

Should you have any questions or concerns, please do not hesitate to contact me.

Very truly yours,

W. W. Pruitt, Jr., Chairman, Historic Bath Commission

cc: HBC Executive Board – Joan Chrismon; Alma Evett; Claudia Alligood  
East Regional Supervisor – Jim Bartley

 North  
Carolina  
**HISTORIC  
SITES**

*North Carolina Division of State Historic Sites & Properties*  
4620 Mail Service Center  
Raleigh, NC 27699-4620  
(919) 733-7862

January 8, 2010

Mr. W.W. Pruitt, Jr.  
Chairman  
Historic Bath Commission  
P.O. Box 148  
Bath, NC 27808

Dear Bill,

I have received your letter of January 5, 2010 regarding the execution of a memorandum of agreement between the Historic Bath Commission and the Department of Cultural Resources. I am pleased to confirm the position that you expressed in the letter. As the Commission was established by and is regulated through a state statute, it is not obligated to execute a memorandum of agreement with the Department.

The Department and Division value the long-standing, positive relationship with the Historic Bath Commission and look forward to working together for the continuing preservation and interpretation of North Carolina's oldest incorporated town.

Sincerely,



Keith A. Hardison  
Director

cc: Bryan Strickland  
Thom Rhodes  
Jimmy Bartley  
Leigh Swain

*Division of State Historic Sites  
Department of Cultural Resources*

Jan. 29<sup>th</sup> mtg.

MEMBER	Attending? Y/N
Claudia Alligood	✓
Anna Biggs	✓
Joan Chrismon	✓
Ed Clement	✓
Peggy Daw	✓
Surry Everett	✓
Alma Evett	✓
Milo Gibbs	NO
Betsey Lee Hodges	✓
Josie Hookway	✓
Redden Leggett	
Ilene McClain	yes - for a while
Blanche Monroe	✓
Teresa Morris	✓
Bill Pruitt	✓
Bobby Roberson	✓
Gene Roberts	NO
Karen Sayer	✓
Penny Sermons	✓
Ella Mae Smith	NO
Becky Tuten	NO
Ruth Waters	- ?
Jack Whichard	✓
Ginny Williams	
Jimmy Bartley	✓
Sec. Linda Carlisle	NO
Jennifer Fontes -sec's office	NO
Keith Hardison	NO
Bea Latham	
Jimmy Latham	
<del>Jay McRoy</del>	
Leigh Swain	

**HISTORIC BATH COMMISSION BI-ANNUAL MEETING AGENDA  
JANUARY 29, 2010**

**10:00**            **Call to Order and Welcome - Chairman Bill Pruitt  
Statement of Purpose - Policy Announcements**

**Introduction of Guests and Membership Announcement  
Vice Chairman - Joan Chrismon**

**Quiet Remembrance of Dr. Keats Sparrow**

**10:30**            **Guest Reports  
Town Report - Mayor Jimmy Latham  
Historic Bath Foundation Report - Surry Everett**

**Commission Reports:  
Secretary's Report - Claudia Alligood  
Commission Acceptance of Minutes  
Financial Report - Alma Evett  
Commission Acceptance of Financial Report  
Site Report - Leigh Swain  
Landscape - Blanche Monroe  
Community Liaison - Josie Hookway**

**New Business:  
Memorandum of Agreement  
Historic Bath State Historic Site Addition Plans  
Bonner House Restoration  
Plans for New Commission Committees**

**Comments from Keith Hardison and/or Jimmy Bartley**

**Old Business:  
Time Permitting Only**

**12:00**            **Adjournment**

## Historic Bath Commission Minutes from July 10, 2009

### **Call to Order and Welcome**

Chairman Bill Pruitt welcomed everyone to the meeting and reminded those present that only HBC members are allowed to vote on issues. Chairman Pruitt called the meeting to order and began by introducing the idea that all correspondence for the group should be taken care of through the internet. He asked for a show of hands to determine the group's willingness to convert to this means of communication. Mr. Pruitt's opening remarks included the acknowledgement of the cost-cutting mode that is evident everywhere, including Historic Bath. He encouraged the Commission to be more adaptive to the needs of the site and the town. He commented about the money we have in our treasury, along with the money received from the town's Tri-Centennial, with which Alma Evett has wisely invested and the Commission has been very frugal. He stated that our group needs to be more proactive. He referred the membership to the group's Statement of Purpose, particularly to the final paragraph and reiterated the fact that the meetings are open and advertised. He suggested that we move to a two-meeting schedule annually because of the many changes that are occurring, one meeting in January and one, in July. The executive board will look for possible meeting dates. He also mentioned that former chairman, Josie Hookway, had pointed out that in 1959 the Historic Bath Commission was founded and that through the group's efforts funds were raised for a historic site in Bath and then given to the state. Ella Mae Smith has been appointed the Commission's representative to the Foundation.

### **Introduction of Guests**

Vice-Chairman Joan Chrismon introduced special guests Mayor Jimmy Latham and ECU Professor Anthropology, Dr. Charles Ewen. Later in the meeting, she introduced and welcomed the Secretary of Cultural Resources, Linda Carlisle, and Director of the Division of State Historic Sites and Properties, Keith Hardison. Mrs. Chrismon also announced that five members of the Commission, whose terms had expired this year, were invited to continue on the Commission. Those members are Redden Leggett, Peggy Daw, Alma Evett, Ginny Williams and Jack Whichard.

### **Reports**

#### **Town Report**

Mayor Jimmy Latham reported that the town has received a \$500,000 grant from the Rural Center and a \$175,000 grant from Clean Water Management Trust Fund (CWMTF) (frozen until funds can be released) for the town's sewer system. He also announced that the town had made a hand-shake agreement with Bath High School Preservation to purchase the old high school. The Town Council voted to reduce Bath's ETJ from the one-mile original distance to areas nearer the town, citing Catnip Point and the land on the west bank of Bath Creek. In answer to questions submitted, he explained that the CWMTF money was used primarily for engineering expenses and that the other grant money would both repair and upgrade the current sewer system to allow more properties to hook on and be served by the town's sewer system.

### Historic Bath Foundation

Newly-installed president Surry Everett acknowledged two new members to the Foundation, Ella Mae Smith and Pat Axness. He also mentioned that he had begun his new term at the completion of the term served by Star Credle. The Foundation has awarded grants this year to the Historic Bath Site, St. Thomas Church, and Bath High School Preservation. He announced the Foundation's open meeting on September 11. Pat Axness is the new membership chairman. He spoke of some his group's funds being restrictive to museum quality exhibits. He encouraged the Commission to refurbish other buildings in the town. Chairman Pruitt thanked the Foundation for its support.

### Secretary's Report

Since members had received a mailing of the secretary's minutes, a reading was not needed. Keats Sparrow moved to accept the minutes, Ed Clement seconded, and the motion passed.

### Financial Report

Alma Evett presented the treasurer's report from July 1, 2008 through June 30, 2009. She spoke of combining CD's and noted that one will mature in December and one in September. There were no questions. Mr. Pruitt and Mrs. Evett have met with Leigh and have been over expenses. It was noted that a group with more than \$25,000 yearly assets has to have an audit. Ken Chilcoat will complete this task for the Commission at a reduced fee. Changes in Gift Shop expenses and landscaping costs were also mentioned. Milo Gibbs moved to accept the treasurer's report, and Surry Everett seconded. The motion carried.

\*Josie inquired about minutes of the executive meetings. Mr. Pruitt informed the group that a new filing system has been set up in Leigh Swain's office, containing all the business pertaining the any Commission affairs.

### Site Report

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motion by Anna Biggs, a second by Josie Hookway, and an approval vote by the membership.

The meeting was adjourned.

Respectfully submitted,  
Claudia Alligood, Secretary

Historic Bath Commission  
Executive Meeting  
November 17, 2009

Chairman Bill Pruitt, Joan Chrismon, Alma Evett, Leigh Swain and Claudia Alligood met on November 17, 2009, as the Executive Committee of the Historic Bath Commission.

Chairman Pruitt reviewed the workshop for boards and commissions which he had recently attended, noting the financial squeeze that everyone is experiencing at this time. It seems that our state department is faced with drastic cutbacks, which will require local commissions to step forward with assistance as never before. Even the basic necessities that the Site has been accustomed to receiving have been limited. He suggested that we not only need to support our Site through current funds, but also by raising funds. Mr. Pruitt suggested that a Fundraising Committee be appointed and that Teresa Morris be asked to chair that committee. This committee will be responsible to look for sources of funds to help meet the needs of the Commission and of the Site.

A second priority of the Executive Meeting was a discussion of exhibit space money. During a fact-finding meeting, Mr. Pruitt learned more about the plans involved in the expansion funds requested for the Bath Site. He emphasized that the meeting was for educational purposes only, but the discussion centered around what the state can and will do. In addition to expansion, there is a strong desire to make the façade of the building more historical in keeping with the history of the town. Jay Hardin's friend Gilbert Slack has agreed to look at the building and draw up plans for the building to include both historical emphasis and expansion space needed. It is hoped that Mr. Slack's plans can be shared with the state at such time that the expansion project is ready to begin.

Leigh Swain reported that the Palmer-Marsh House textile refurbishment project can be considered finished. She turned our attention to the Bonner House and its needs. To complete the recent painting project begun in the Bonner House, she suggested that the baseboards in the parlor should be faux grained. This is historically correct for this house. She has received an estimate from Croxson and Ward for this project and is working with John Wood of the State Historic Preservation office on this project. She was looking for suggestions of other artisans who might be able to complete the job. Suggestions were local artists/art teachers, Dapper Dan, an antique dealer from Greenville, and Colonial Williamsburg personnel. Leigh will follow up with these suggestions as to availability and costs. Other needs for the Bonner House include replacement of sun-bleached fabrics and the landscaping beautification project.

Blanche Monroe is currently heading a landscaping beautification project at the Bonner House. She has researched extensively, planned carefully, and is working to complete beginning stages of site beautification and preparing a platt plan to present at the upcoming HBC meeting. Leigh and Bill were very complimentary as to the work and plans that Blanche has undertaken.

The Committee decided that the Certificate of Deposit in the amount of \$5,434.44 would not be rolled over, but placed back into the HBC checking account so that it will be available for use. It could be used for the Bonner House restoration project, possibly for the faux graining. It was also decided that the \$1000 from the Croquet Tournament could be applied to the Landscaping Beautification Project.

The January meeting of the full Historic Bath Commission will be held on Friday, January 29, 2010, at 10:00 am at the Historic Bath Site.

By-laws of the Commission were distributed and briefly discussed.

On an extremely sad note, the Committee remembered the death of Dr. Keats Sparrow and acknowledged his contributions to the HBC. He will be greatly missed by our group. It was decided that a memorial gift will be sent to the Sparrow Keynote Lecture Endowment. It was also decided that the Executive Committee will determine memorial amounts as a death occurs in our membership, and cards will be sent for the loss of family members.

In a discussion of a faulty fire alarm, Leigh is pursuing the possibility that the State will cover the cost of making the repair, which was not covered under contract. If DCR will not pay this cost which was not pre-approved, our group will pay for the replacement.

In August there was a theft from the maintenance storage facility. Several landscaping items and tools were taken. The state replaced the chain saw that was stolen, as that is a tool that is utilized quite often. Leigh has been asked to create a list of other lost items for the Board's discussion.

Open House for the Historic Bath Site will be held on December 13 from 12 noon until 4:00 pm.

The final discussion item centered around the idea of "Rule-making." The state is concerned that we as a Commission know what we can and cannot do. Total transparency is the goal of our state agency. The whole Commission needs to be kept informed about all issues coming before the Executive Board. Alma Evett was asked to prepare and send to the Executive Board all financial reports available. All business items, minutes, etc., are stored in the "Commission File" in Leigh's office at the Historic Bath Site.

**TREASURER'S REPORT**  
 Historic Bath Commission  
 July 1, 2009 – December 31, 2009

**BEGINNING BALANCE** 07/01/2009  
 Southern Bank Checking Account \$22,902.48

**CURRENT ASSETS** 12/31/2009  
 Southern Bank Checking Account\* \$38,467.46  
 Southern Bank Certificate of Deposit \$12,987.50  
 Southern Bank Certificate of Deposit \$ 5,012.49

**INCOME** \$ 5,050.89

Grants

No grant activity shown for 6 month period.

Gift Shop\*\* \$3,993.89

Donations \$1,057.00

Permitted Weddings \$ 300.00

Donation Box 80.00

Misc. Contributions 537.00

Castle Book 140.00

**ENCUMBRANCES** \$ 0.00

**UNENCUMBERED ASSETS** \$56,467.45

We have a "Staff Use Fund" within our checking account with a total of \$ 740.96. The money for this account comes from the donation box, Bonner's Point permits, and charitable contributions. For the six month period, some of the money was used for tires for the Snapper mower, Past Times Program, and for misc. supplies.

- Does not include estimated \$12,000.00 Gift Shop Inventory as of 01/01/2009
- Does not include Sales Tax collected and remitted to NC Dept. of Revenue in the amount of \$846.51
- \* This checking account amount includes the amounts of \$5,434.44 taken from a CD in September designated for Restoration Projects and \$10,000.00 taken from a CD in December which is undesignated at this time.
- \*\* Based on Gift Shop Sales of \$14,713.40 minus \$10,719.51 paid to vendors

Respectfully submitted,



Alma Evett  
 Treasurer

Managers Report for 1/29/10 HBC meeting:

Since we last met, a lot has happened at the site – good and bad. The maintenance shop was broken into and some smaller but important items were stolen – this crime is unsolved. The State was able to replace the chain saw, but Henry has not gotten other replacements. \*\*\* A large pecan limb then fell and damaged part of the lean-to shelter behind the shop, so tree limb removal and repairs were necessary. The Van Der Veer House experienced heating and fire alarm issues, which incurred quite an expense. In other words, the State does all it can do just taking care of the necessities and emergencies and unglamorous jobs. Thank you so much for doing more for us as a site and a community.

Our division has begun implementing site goals which are measureable and help toward developing excellence in our programs. To begin, I worked with my supervisor to identify projects. It is the desire of Historic Sites to have a standardized look to its signage throughout the state so that visitors can immediately identify who we are. You may have noticed that this first goal has gone through town approval, the e-procurement ordering and building process and is now installed in the front yard!

The second main goal identified for this year is taking care of some site beautification issues. This began with my desire to get rid of the sickly boxwoods around the Bonner House and you will recall that Bill appointed Blanche Monroe to head this project. She will talk to you more thoroughly about this opportunity, but I must say that it is exciting to envision this facelift, as we face the site's 50<sup>th</sup> anniversary.

Another project I have simmering in the background is wood graining for the Bonner parlor. I took one professional recommended by John Wood on a tour of the house and she took many photographs and measurements.....I was looking forward to a good estimate but she took a job with the Department of the Interior. Croxson and Ward from Virginia, also recommended by John, gave a \$13,000 estimate.

We have had a number of programs since our last meeting – 695 Beaufort County 4<sup>th</sup> graders for Heritage Days, and 148 for the annual Christmas Open House, a low number due to inclement weather. A big hit was the Hoofprints Ghost Story Concert with 80 people in attendance.

*hosted HAT mtg.*

*Bea spoke at Lawson symposium - 200*

*\* \$5,000+ CD was put in checking in Sept. for restoration?*

*\$10,000 CD was put in checking in Dec. - undesignated*

*replacement of goods for shop = \$900-\$1,000 w/ Grainger*





STATE OF NORTH CAROLINA  
OFFICE OF THE GOVERNOR  
20301 MAIL SERVICE CENTER • RALEIGH, NC 27699

BEVERLY EAVES PERDUE  
GOVERNOR

Gubernatorial Appointees  
Conflict of Interest

**MEMORANDUM**

**TO:** All Gubernatorial Appointees to Boards and Commissions  
Board Contacts

**FROM:** Edwin M. Speas, Jr., General Counsel  
Kendra D. Hill, Chief Ethics Officer/Deputy General Counsel

**DATE:** January 6, 2010

**RE:** Executive Order No. 34, Ethics and Attendance Standards for Gubernatorial  
Appointees to Boards

Pursuant to Executive Order No. 34 issued December 9, 2009, Governor Perdue has established ethics and attendance standards for all members of boards and commissions who were appointed by the Office of the Governor. A copy of Executive Order No. 34 is enclosed for your information.

Under Executive Order No. 34, all gubernatorial appointees are required to comply with the following standards:

- (1) **Conflict of interest standard** – Requires appointees to always act in the public's best interest, without regard to their own financial interests, and to recuse themselves from voting on any matter in which the appointee has a financial interest. For purposes of Executive Order No. 34, appointees may use the following standard to determine if they have a financial interest in a matter before the board:

A member derives a financial benefit from a matter under consideration if the person or his or her spouse (i) has an ownership interest in an entity that is directly affected by the matter under consideration; (ii) will derive any income or commission as a direct result of action on the matter under consideration; or (iii) will acquire property as a direct result of action on the matter under consideration.

January 6, 2010

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- (2) Gift ban – Prohibits appointees from accepting gifts from any contractors of the appointee's board, but allows for exceptions for gifts that would otherwise be allowed under the State Ethics Act, regardless of whether the appointee is covered by the Ethics Act. Appointees should seek assistance from the board's attorney if they have concerns about accepting any gift.
- (3) Removal for indictment or failure to cooperate – Provides that indictment for a felony or failure to cooperate in a state or federal investigation constitutes grounds for removal from a board.
- (4) Attendance – Requires appointees to attend at least 75 percent of the board's regularly scheduled meetings and provides that failure to meet the standard constitutes grounds for removal from a board. Each board contact will be requested to provide an annual report of board members' attendance.

Any questions concerning Executive Order No. 34 may be directed to the Governor's Office of Legal Counsel at 919-733-9080.

EMSjr:KDH:mrl

Enclosure

c: Jackie Kohler, Director of Boards and Commissions, Office of the Governor

# State of North Carolina



BEVERLY EAVES PERDUE  
GOVERNOR

## EXECUTIVE ORDER NUMBER 34

### ETHICS AND ATTENDANCE STANDARDS FOR GUBERNATORIAL APPOINTEES TO BOARDS

**WHEREAS**, the Governor appoints members to various boards, commissions, committees, councils, and similar entities (hereinafter "boards"); and

**WHEREAS**, it is essential for the public and the Governor to have confidence in the members of boards and the work done by such boards; and

**WHEREAS**, gubernatorial appointees to boards must maintain the highest ethical and board attendance standards; and

**WHEREAS**, the failure of appointees to maintain high ethical standards erodes public confidence in the actions of boards; and

**WHEREAS**, the excessive absences of appointees from board meetings diminishes the effectiveness of the entire board.

**NOW, THEREFORE**, by the power vested in me as Governor by the Constitution and laws of the State of North Carolina, **IT IS ORDERED**:

1. In transacting board business, each person appointed by the Governor shall act always in the best interest of the public without regard for her or his financial interests. To this end, each appointee must recuse herself or himself from voting on any matter on which the appointee has a financial interest.
2. No person appointed by the Governor to serve on a board shall accept a gift from any contractors, subcontractors, or suppliers of the appointee's board. This provision does not prohibit an appointee from accepting a gift that would be permitted under the State Ethics Act, regardless of whether the appointee is covered by the State Ethics Act.

3. If any person appointed by the Governor to serve on a board is indicted for a felony by a state or federal grand jury or fails to fully cooperate in an investigation conducted by a state or federal agency pursuant to law, such action shall constitute grounds for removal from the board for misfeasance, malfeasance, or nonfeasance pursuant to N.C. Gen. Stat. § 143B-13(d), N.C. Gen. Stat. § 143B-16, or other applicable statutes or regulations.
4. All persons appointed by the Governor to serve on a board shall attend at least 75 percent of all regularly scheduled meetings of the board during the board's calendar year. Failure of a board member to attend board meetings in a manner consistent with this Order shall constitute grounds for removal from the board for misfeasance, malfeasance, or nonfeasance pursuant to N.C. Gen. Stat. § 143B-13(d), N.C. Gen. Stat. § 143B-16, or other applicable statutes or regulations.

This Executive Order shall be effective immediately and shall remain in effect until rescinded.

**IN WITNESS WHEREOF**, I have hereunto signed my name and affixed the Great Seal of the State of North Carolina at the Capitol in the City of Raleigh, this ninth day of December in the year of our Lord two thousand and nine, and of the Independence of the United States of America the two hundred and thirty-fourth.



Beverly Eaves Perdue  
Governor

**ATTEST:**

Elaine F. Marshall  
Secretary of State

## Swain, Leigh

**From:** Fontes, Jennifer  
**Sent:** Friday, January 22, 2010 2:15 PM  
**To:** Lanier, Michelle; Executive director, Becky Winslow;; Eure, Linda; Lee, Julia M; Swain, Leigh; 'Katharine A. Paulhamus'; 'annerdaniel@aol.com'; Regan, Mary; Crow, Jeff; Backstrom, Parker; 'Mary Blake'; Walker Mabe; Billy Wilson; Boone, Mary; Elkins, Anne; Lankford, Jesse; Sawyer, Kim; Williams, Kay; exdir@battleshipnc.com; 'David Chambliss Worters'; 'Sue Guenther'; Laughton, Nan  
**Subject:** Governor's Executive Order 34/Gubernatorial Appointees  
**Attachments:** 01-06-10 memo to appointees re EO34.pdf; EO34\_EthicsAttendance.pdf

Attached is a memo the Governor's Office recently sent to all gubernatorial appointees on boards and commissions, as well as a copy of Executive Order 34—"Ethics and Attendance Standards for Gubernatorial Appointees to Boards." The Executive Order applies to all Governor's appointees. I understand we will be asked to submit a report/attendance record. Please begin tracking attendance of members appointed by the Governor, although I don't know when or how often we'll be asked to submit this information. I will stay in touch as I learn more. Please let me know if there are any questions. Thank you!

Jennifer McCrory Fontes  
Office of the Secretary  
NC Department of Cultural Resources  
4601 Mail Service Center  
Raleigh, NC 27699-4601

919-807-7256 Phone  
919-733-1564 Fax

My opinion may not reflect the official position of the North Carolina Department of Cultural Resources. E-mail to and from me, in connection with the transaction of public business, is subject to the North Carolina Public Records Law and may be disclosed to third parties.

1/25/2010

# State of North Carolina



BEVERLY EAVES PERDUE  
GOVERNOR

## EXECUTIVE ORDER NUMBER 34

### ETHICS AND ATTENDANCE STANDARDS FOR GUBERNATORIAL APPOINTEES TO BOARDS

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Beverly Eaves Perdue  
Governor

**ATTEST:**

Elaine F. Marshall  
Secretary of State



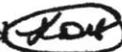
STATE OF NORTH CAROLINA  
OFFICE OF THE GOVERNOR  
20301 MAIL SERVICE CENTER • RALEIGH, NC 27699-0301

BEVERLY EAVES PERDUE  
GOVERNOR

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**MEMORANDUM**

**TO:** All Gubernatorial Appointees to Boards and Commissions  
Board Contacts

**FROM:** Edwin M. Speas, Jr., General Counsel   
Kendra D. Hill, Chief Ethics Officer/Deputy General Counsel 

**DATE:** January 6, 2010

**RE:** Executive Order No. 34, Ethics and Attendance Standards for Gubernatorial Appointees to Boards

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Pursuant to Executive Order No. 34 issued December 9, 2009, Governor Perdue has established ethics and attendance standards for all members of boards and commissions who were appointed by the Office of the Governor. A copy of Executive Order No. 34 is enclosed for your information.

Under Executive Order No. 34, all gubernatorial appointees are required to comply with the following standards:

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- (2) Gift ban – Prohibits appointees from accepting gifts from any contractors of the appointee's board, but allows for exceptions for gifts that would otherwise be allowed under the State Ethics Act, regardless of whether the appointee is covered by the Ethics Act. Appointees should seek assistance from the board's attorney if they have concerns about accepting any gift.
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Any questions concerning Executive Order No. 34 may be directed to the Governor's Office of Legal Counsel at 919-733-9080.

EMSjr:KDH:mrl

Enclosure

c: Jackie Kohler, Director of Boards and Commissions, Office of the Governor

Part 20. Historic Bath Commission.

**§ 143B-99. Historic Bath Commission - creation, powers and duties.**

There is hereby created the Historic Bath Commission. The Historic Bath Commission shall have the following powers:

- (1) To acquire and dispose of title to or interests in historic properties in and near the Town of Bath in Beaufort County, and to repair, restore, or otherwise improve such properties, and to maintain them;
- (2) To offer such historic properties to the State of North Carolina, subject to the acceptance of such properties by the State;
- (3) To cooperate with, assist, and advise the Secretary of Cultural Resources upon any matter pertaining to the administration of Bath State Historic Site, which the Secretary of the Department may refer to it; and
- (4) To carry out other programs reasonably related to these purposes. (1973, c. 476, s. 95.)

**§ 143B-100. Historic Bath Commission - status.**

The Historic Bath Commission is hereby declared not to be a State agency within the meaning of the Executive Organization Act of 1973 and shall be exempt from all provisions of the Executive Organization Act of 1973 except G.S. 143B-99 through G.S. 143B-102. (1973, c. 476, s. 96.)

**§ 143B-101. Historic Bath Commission - reports.**

The Historic Bath Commission shall submit an annual report of its activities, holdings, and finances, including an audit of its accounts by a certified public accountant, to the Secretary of Cultural Resources. In the event such annual report is not received by the Secretary, or if such report does not indicate the need for the continuation of the Commission, the Secretary of Cultural Resources is authorized to recommend the abolition of the Commission to the next General Assembly. (1973, c. 476, s. 97.)

**§ 143B-102. Historic Bath Commission - members; selection; quorum; compensation.**

The Historic Bath Commission shall consist of 25 members appointed by the Governor plus, ex officio, the mayor of the Town of Bath, the Chairman of the Board of Commissioners of Beaufort County, and the Secretary of Cultural Resources or designee. The initial members of the Commission shall be the members of the present Historic Bath Commission who shall serve for a period equal to the remainder of their current terms on the Historic Bath Commission. At the end of the respective terms of office of the initial members of the Commission, the appointments of their successors, with the exception of the ex officio members, shall be for terms of five years and until their successors are appointed and qualify. Any appointments to fill a vacancy on the Commission created by the resignation,

dismissal, death or disability of a member shall be for the balance of the unexpired term. The Commission shall elect its own officers. Members of the Commission shall serve without pay and without expense allowance from State funds. The Commission shall determine its requirements for a quorum. (1973, c. 476, s. 98.)

## **GENERAL STATEMENT OF PURPOSE HISTORIC BATH COMMISSION**

Historic preservation in Bath is a cooperative undertaking. The St. Thomas Church and the Episcopal Diocese of East Carolina are responsible for the restoration and preservation of the St. Thomas Church and the Williams "Glebe" House. They allow very generous use of the church by visitors to the town.

The Town of Bath, through its zoning ordinances, has created a Historic District Commission charged with reviewing all building activity in the National Register Historic District.

The North Carolina Department of Cultural Resources owns and administers the State Historic Site consisting of the Visitor Center, Palmer-Marsh House, Van Der Veer House, Bonner House and extensive grounds and features.

The Historic Bath Commission consists of 25 members appointed by the Governor and ex-officio members – the Mayor of the Town of Bath, the chairman of the Beaufort County Board of Commissioners, and the Secretary of Cultural Resources. Its power and duties are:

- 1) to acquire and dispose of title to or interests in historic properties in and near the Town of Bath and to repair, restore or improve such properties and to maintain them.
- 2) To offer such historic properties to the State of North Carolina, subject to acceptance by the State.
- 3) To cooperate with, assist, and advise the Secretary of Cultural Resources upon any matter pertaining to the administration of Bath State Historic Site which the Secretary of the Department may refer to it.
- 4) To carry out other programs reasonably related to these purposes.

G.S. 143B 99-102.

**Swain, Leigh**

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**From:** Swain, Leigh  
**Sent:** Wednesday, June 09, 2010 5:10 PM  
**To:** 'Alma Evett'; 'Anna Biggs'; 'Becky Tuten'; 'Betsey Lee Hodges'; 'Bill Pruitt'; 'Blanche Monroe'; 'Bobby Roberson'; 'Claudia Alligood'; 'Ed Clement'; 'Ella Mae Smith'; 'Gene Roberts'; 'Ginny Williams'; 'Ilene McClain'; 'Jack Whichard'; 'Jimmy Bartley'; 'Jimmy Latham'; 'Joan Chrismon'; 'Josephine Hookway'; 'Karen Sayer'; 'Keith Hardison'; 'Linda Carlisle'; 'Milo Gibbs, Jr.'; 'Peggy Daw'; 'Penny Sermons'; 'Redden Leggett'; 'Surry Everett'; 'Teresa Morris'  
**Subject:** upcoming HBC meeting  
**Importance:** High  
**Attachments:** letter to membership.doc; Historic Bath Commission minutes for Jan. 19 meeting.docx; HISTORIC BATH COMMISSION JULY MEETING AGENDA.doc

Hello everyone,

I trust you have all been doing well since we last met in January. Our next meeting is slated for Friday, July 9, 2010 at 10 a.m. I have attached Bill's letter to you, minutes from the last meeting and a tentative agenda for the upcoming meeting. Please plan to email me a response or call (252) 923-3971 regarding your attendance at this meeting.

Formal reservations for lunch will not be made, but there are two restaurants in town, Blackbeard's Slices & Ices and Old Town Country Kitchen & Grill, if you wish to dine in Bath after our meeting. We look forward to seeing you!

On another topic, you may have read about the Department of Cultural Resources and the NC Arts Council teaming up to provide special programming throughout the state this summer on 2<sup>nd</sup> Saturdays. Historic Bath's first program will take place this Saturday, June 12<sup>th</sup> and is called *Pickin' and Diggin': Life in Eastern North Carolina*. From 10 a.m. until 2 p.m. artists and other vendors will be selling their goods under the shade of trees near our Visitor Center and Van Der Veer House. The Eastern Antique Power Association will have some antique farming equipment on hand – children and adults can help hand “tobacco” (collard leaves) and we'll be digging up some root crops in the Van Der Veer garden. We'll have potato stamping and pedal races on miniature tractors for the kids, and more. We'd love to see you here! For more information about 2<sup>nd</sup> Saturdays programming across the state, please visit [www.ncculture.com](http://www.ncculture.com).

Leigh Swain

Historic Bath Site Manager

252-923-3971 252-923-0174-fax

PO Box 148 Bath NC 27808

6/9/2010



Historic Bath Commission  
P.O. Box 148  
Bath, N.C. 27808

Wednesday, June 9, 2010

Dear Commission Member:

As previously advised, we will conduct the official meeting of the Historic Bath Commission on Friday, July 9<sup>th</sup> at 10:00 a.m.

Please plan to be at the Historic Bath Visitor Center in time to enjoy conversation and refreshments prior to the meeting.

A copy of our agenda is attached along with the minutes from our January meeting. Remember we will be voting on the acceptance of these minutes, so please familiarize yourself with their contents prior to attending this meeting.

Along with a very interesting slate of reports and presentations, we will also be voting on the acceptance of the annual budget, so please plan to join us for this important meeting.

Thank you for your service to the Historic Bath Commission, and I look forward to seeing you on July 9<sup>th</sup> in Bath.

Best Regards,

W. W. Pruitt, Jr., Chairman, Historic Bath Commission

**HISTORIC BATH COMMISSION BI-ANNUAL MEETING AGENDA**  
**July 9, 2010**

- 10:00**      **Call to Order and Welcome - Chairman Bill Pruitt**  
**Statement of Purpose - Policy Announcements**  
**Reading of Conflict of Interest Policy**
- Introduction of Guests and Membership Announcement**  
**Quorum Report**  
**Vice Chairman - Joan Chrismon**
- 10:15**      **Reports**  
**Town Report - Mayor Jimmy Latham**  
**Historic Bath Foundation Report - Surry Everett**
- 10:30**      **Commission Reports:**  
**Secretary's Report - Claudia Alligood**  
**Commission Acceptance of Minutes**  
**Financial Report - Alma Evett**  
**Commission Acceptance of Financial Report**  
**Site Report - Leigh Swain**  
**Landscape - Blanche Monroe**  
**Archaeology Update - Dr. Charles Ewen**  
**Community Liaison / Lawson Walk - Josie Hookway**
- Break**
- 11:00**      **Guest Reports:**  
**Local Artifacts - Mr. Gene Roberts**  
**Blackbeard *Adventure* Alliance - Pat Mansfield**  
**Bath High School - Peggy Daw**
- Commission Business:**  
**Presentation of annual budget**  
**Acceptance of annual budget**
- Presentation of Nominating Committee**  
**Election of New Officers**
- 12:00**      **Adjournment**

Historic Bath Commission  
January 29, 2010

The Historic Bath Commission held its semi-annual meeting on January 29, 2010. Chairman Bill Pruitt called the meeting to order and welcomed members and guests.

Vice-Chairman Joan Chrismon thanked members for attending and introduced special guest Jim Bartley, Section Manager of the Eastern Region, who oversees sites. Mrs. Chrismon also reminded members of the state's requirement for a forum when conducting business and had members show their hands. The count showed 17 board members present and several guests.

As an introduction to the agenda, Chairman Pruitt referenced the October meeting that he had attended with comments concerning the call for commissions' standards to be held to a high standard by the governor and by the department of cultural resources. A reminder was given that only commission members are allowed to call a question or to vote on matters.

A tribute was given to Dr. Keats Sparrow. The commission lost a valuable friend through the death of Dr. Sparrow, an educator, a lover of culture and history, an author, and the recipient of the Order of the Long Leaf Pine. In memory of Keats, a \$50 memorial gift was sent to the Sparrow Keynote Lecture Endowment.

Mayor Jimmy Latham gave an update from the town. He cited grants received by the town that can be used to upgrade the town's sewer system. He also gave an update as to the progress with the sale of the high school. He remarked that the closing should be completed in the near future. A grant has been submitted for Lawson's Walk, and an ECU student has been hired to inventory houses and complete an architectural study for use with the Historic District planning board. Bath Fest has been scheduled for May 15.

Surry Everett, Chairman of the Historic Bath Foundation shared information from that organization. Three small grants were awarded during 2009 to the Bath Historic Site, Bath High School Preservation, and St. Thomas Church. Small grant applications for 2010 are now available. Ella Mae Smith resigned as one of the HBC's representatives to the Foundation, and her successor will be appointed by the executive committee of the Foundation. In reporting the ongoing interest in a museum, Surry noted that the state's Department of Cultural Resources and the director of NC State Historic Sites are not interested in this project. He announced the appointment of a Museum Concept Committee, made up of Gene Roberts, Josie Hookway, Karen Sayer, and Betty Pruitt. He asked that the commission consider adding members. Surry surrendered a portion of his allotted time to Peggy Daw for an update regarding BHS Preservation's progress. She reported that the town is completing details for the closing of the purchase of the high school. She also announced a grant-writing workshop for February 18, organized by BHSP but open to all interested grant-writers. The next fundraiser for BHSP will be the annual oyster roast on Feb 20.

Secretary Claudia Alligood mentioned that all board members had received copies of the minutes from the previous commission meeting and of the executive meeting. Josie Hookway questioned the gift mentioned in memory of Keats Sparrow and cited that commission funds are not to be used in that manner. Mr. Bartley could not comment about the issue but said that he would check with Tom Rhodes for clarification. Leigh Swain mentioned that a card was sent to the family. When the question is resolved, any money spent inappropriately will be returned. Following this discussion, the minutes were approved.

The treasurer's report from Alma Evett showed the transfer of funds from one CD for restoration work at the Bonner House. She also mentioned that some funds were transferred from the CD to the commission's treasury for availability in case of emergencies. We still have two CD's. The treasurer's report was approved.

Leigh Swain presented a site update. She reported on the maintenance shop's break-in, at which time several very useful tools were taken, approximately \$1000 worth that were not replaced. A large limb on the maintenance shop and heating and fire alarm issues in the Van Der Veer house were among the negative issues. The state is directing sites to be more goal oriented, and this focus has led to a new entrance sign and to a beautification project for the site. Leigh also reminded the group that we are on the verge of the 50<sup>th</sup> anniversary of the opening of the Bath site. Leigh reported that the Palmer-Marsh textiles project has reached a stopping place. She also referenced the wood-graining project for the parlor in the Bonner House. Various people have been contacted about the project and its costs. On the wish list are new textiles for the Bonner House. Seven hundred children participated in heritage days, which focused on John Lawson. Bea Latham presented a paper concerning John Lawson, the man, in Raleigh at the Lawson Symposium, and it was very well received. Leigh and Chairman Pruitt both commented about the wonderful people who work at our site.

Josie Hookway, Community Liaison, informed the group about on-going projects locally and in adjacent counties. The town board has appointed two planning boards, one for the historic district and the other for the town in general and the ETJ. She gave an explanation of the Quasi Judicial Committee and reiterated the information about the ECU intern who will be looking at the different properties in the town. Other issues included in her report were BHSP's forward progress, ideas for enlarging the visitors' center and exhibit space, interest in Edward Salter's bones and their significance to Bath, the ownership by the Hyde Partnership of the Sounds of the Mattamuskeet pumping station and the octagonal house and their plans for both, the plans for building the ship *Adventure*, and her research of deeds from 1692.

Pat Mansfield, through her interest in maritime history, cited a connection between the Palmer-Marsh House, Bonner House, Edward Salter, the *Adventure*, and all such similar historical elements. A question arose about the Historic Albemarle Tour becoming combined with the Maritime Trail.

Bobby Roberson spoke about his meetings in New Bern and their 300<sup>th</sup> anniversary celebration. He also reminded the group that Dawn Grant, a grant writer and grant writing instructor, will be conducting a workshop at the Bath Christian Church Fellowship Hall on February 18 and everyone is invited.

Chairman Pruitt commented on his attendance at the October workshop for boards and commissions. He offered his thanks to Keith Hardison and Jim Bartley for their assistance to the Bath site. He observed that Bath has more people willing to do whatever needs to be done and the creativity to accomplish many things.

Following a break, Blanche Monroe updated the group on the landscaping project. Her committee consists of herself as chairman, Bill Monroe, plat creator, and Mary Rudbeck, master gardener and gardening volunteer at Tryon Palace. The committee walked over the site, planned, and researched, focusing on the 1820-1830 research for the project at the Bonner House. Studying original plans and archeological finds of Native Americans, historians and others, Lawson's book about plants offered much useful information. The plan is to remove

diseased plants and trees and to create decorative planting areas. Boxwoods around the Bonner House will come out.

Charles Ewen's archaeology studies revealed information about electrical lines, which coincided with an alleyway, possibly a horse and cart path. In a review of the project to date, Blanche used slides to illustrate benches at another site to be used as models for benches for the Bonner yard, the Edmund Harding plant bed project at the state dock area, dogwood plantings in the allee (plantings donated by Bill and Betty Pruitt), a newly formed compost pile, and removal of herbs from the herb garden to be used later. Specific to the Bonner House, which was built as a summer home, the plantings that are currently there are not period-correct to the date of the house. Boxwoods will be removed, grass planted, walkways softened, old stumps removed, and trees trimmed. The cost of the Bonner House Project will be about half of what was originally planned because of donations of money and supplies. Plant ideas include yew hedges, crape myrtles, a grape vine, antique climbing roses, and vinca minor ground cover. The Mordacai House has been a reference for the planning. Bill commended Blanche for her insights, hard work and initiative.

Under New Business, Chairman Pruitt mentioned the memorandum of agreement, which is a legal document to formalize relationships between support groups and the State. The effort of the state and the Department of Cultural Resources is that all undertakings by commissions and support groups will be transparent. The Historic Bath Commission is exempt from signing this agreement because we were actually established by the state in 1959 and have been complying all along with the wishes of the state. There is nothing objectionable in what we do. We are in total compliance, and Keith Hardison agreed to our exemption and noted that our reports and audits are timely.

The next discussion centered around the plans for site additions. Pruitt mentioned that finite plans are being developed, which would include storage, offices, and exhibit-quality museum space. He encouraged the group to support this project. Josie Hookway made a motion to support the proposed extension plan. Betsy Lee Hodges seconded. A fact-seeking discussion ensued. The following questions were raised: Where will the money come from? How much money will we have to raise? Will the state accept the pro-bono plans being drawn by Gilbert Slack? What is the inception of this project? Other issues raised: An historic building with adequate space is available. There is opposition to the "bus station" appearance of the current visitors' center. A suggestion was made to use other outbuildings for some of the storage needs mentioned. A suggestion was made to consider building an architecturally correct building and using the current center as a wing. We need to consider our best options, but we also need to make some realistic decisions. The discussion concluded with the concept that there needed to be a collaborative meeting between the state's representatives and commission and other people who are interested in the project. Chairman Pruitt said that he would set up such a meeting and advertise it. The motion and second for the original motion were withdrawn.

The meeting was adjourned.

**TREASURER'S REPORT**  
 Historic Bath Commission  
 July 1, 2009 – June 30, 2010

<b><u>BEGINNING BALANCE</u></b> 07/01/2009		
Southern Bank Checking Account		\$22,902.48
<b><u>CURRENT ASSETS</u></b> 06/30/2010		
Southern Bank Checking Account*		\$23,850.12
Southern Bank Certificate of Deposit		\$18,089.85
Southern Bank Certificate of Deposit		\$10,025.34
<b><u>INCOME</u></b>		\$13,385.67
<u>Grants</u>		
BC Arts Council	\$ 500.00	
BCCC Foundation**	\$ 00.00	
HBF	\$1,010.00	
<u>Gift Shop***</u>	\$9,643.17	
<u>Donations</u>	\$2,232.50	
Permitted Weddings	\$ 975.00	
Donation Box	282.50	
Misc. Contributions	755.00	
Castle Book	220.00	
<b><u>ENCUMBRANCES</u></b>		\$ 0.00
<b><u>UNENCUMBERED ASSETS</u></b>		\$51,965.31

We have a "Staff Use Fund" within our checking account with a total of \$1,419.26. The money for this account comes from the donation box, Bonner's Point permits, and charitable contributions. For this year, some of the money was used for tires for the Snapper mower, Past Times Program, and for misc. supplies for the office and shop.

- Does not include estimated \$12,000.00 Gift Shop Inventory as of 01/01/2010.
- Does not include Sales Tax collected and remitted to NC Dept. of Revenue in the amount of \$1603.92

\* This checking account total includes the amount of \$5,434.44 taken from a CD and designated for Restoration Projects.

\*\* Money raised from Croquet Tournament for 2010, but not received by 06/30/2010 for this fiscal year. Contribution of \$500.00 will be received in July 2010.

\*\*\* Based on Gift Shop Sales of \$25,054.85 minus \$15,411.68 paid to vendors.

Respectfully submitted,



Alma Evett  
 Treasurer

**HISTORIC BATH ANNUAL SITE REPORT  
JULY 2009-JUNE 2010**

**Group Visitation**

38 School  
1263 Participants  
27 General Group  
518 Participants

**Receipts Collected**

\$2694.50 Admissions  
\$2694.50 Total

**Off-Site Programs**

0 School  
0 Participants  
5 General Groups  
274 Participants

**On-Site Programs**

23 programs held  
2,343 attended

**Labor Statistics**

106 Volunteers \*  
571.75 Hours  
3 Community Service  
26.75 Hours  
0 Inmates  
0 Hours

**Promotional Exhibitions**

0 Shows/Convention  
0 Participants  
0 Festivals  
0 Participants

**On-Site Visitation**

21,036 '07-'08  
16,481 '08-'09  
15,899 '09-'10

\* Some volunteers worked multiple months; this number (106) was gathered by monthly reports and does not reflect the number of individuals.

**PROJECTS**

At the July 2009 HBC meeting, a site beautification committee chair was named and Blanche Monroe started meeting with site staff that same month to begin planning. This work also became part of the identified site goals established for the 2009-2010 work cycle. Included in background preparation was the following: a visit from Embarq and Washington Utilities to identify and mark all their lines, coordination with Dr. Ewen for shovel testing, research at similar locations/time period, etc. Many volunteers gave of their time and specific talents to accomplish all that was done this year, everything from the definition of a property line with an allee, to the re-workings of the Bonner yard to more closely resemble what it may have looked like in the 19<sup>th</sup> century.

Bea presented the paper she wrote and Patricia Samford edited at the Lawson Symposium held in Raleigh in October 2009. She represented the site and the town of Bath outstandingly. Meetings and preparations for this event began in 2006.

The last phase of the textile refurbishment project was completed in January 2010. Linen shades were installed in the Palmer-Marsh House's small parlor with funding through a Historic Bath Foundation grant (\$1,200). The use of "spring blinds" was fairly new in the 1760s; there are documented cases of wealthier families using this type of window treatment in finer homes, such as the Governor's Palace in Williamsburg.

Under the direction of Dr. Charles Ewen, talented high school students participating in East Carolina University's Summer Ventures program have continued archaeological

study in Bath through shovel tests, ground penetrating radar, and a small dig in the Bonner back yard.

Lawson Walk on Bowen Avenue, a Town of Bath project intending to define the northern boundary of the historic district, has continued to move forward over the course of the year. Most recently, a fundraising event was held, with Lawson presentations given by Charles Ewen and Bea Latham; \$2,300 was raised at this June 4<sup>th</sup> event, attended by 65 people. This project will increase the town's green space and the final product includes elements that promote heritage and eco-tourism. Leigh and HBC members Karen Sayer and Josie Hookway serve on the town's Buffer and Landscape Enhancement Committee.

### **VISITOR SERVICES**

Again, statistics are telling us what we already knew: people are traveling closer to home these days – guests from North Carolina came in 1<sup>st</sup> place, followed by Virginia, Florida, Georgia and tied in 5<sup>th</sup> place, South Carolina and Pennsylvania. The top five visiting countries were Canada, England, Ukraine, Australia and China (only the top 2 remained the same); we had guests from twenty-two countries.

There were 138 dock permits received this past year.

Thirteen permitted events took place on site grounds in the past year.

Thirteen people or groups visited the site's geocache, which they located using GPS devices.

We received requests for information from 70 people this year; these requests were answered primarily by email. Most people are potential visitors, although some are students working on NC history projects or individuals doing genealogy research.

### **EVENTS/OFF-SITE PROGRAMS**

A total of twenty-three programs and special events were held this fiscal year – one program less than last year, but with an attendance of 881 more people. Activities included the historical film series and lectures as well as several children's programs. Major programs included Heritage Days, Christmas Open House, Bath Fest/Cutthroat Croquet Tournament and the new department-wide 2<sup>nd</sup> Saturdays Initiative. This program is a collaborative effort between different divisions of the Department of Cultural Resources – historic sites, the NC Arts Council, museums – to provide a new venue for artists to sell their wares while also expanding the audience at historic sites. These programs are slated to occur on the 2<sup>nd</sup> Saturdays of June, July and August. Our first program was a big success, with the theme of "Pickin' and Diggin': Life in Eastern North Carolina" and over 300 people in attendance.

Three local off-site programs were held; permission from the division was granted to travel to the Roanoke/Cashie River Center. Bea received permission to travel to Raleigh to present the Lawson paper and Leigh was permitted to attend the symposium. However, much travel was restricted during the past year. Local speaking engagements included the Beaufort County Genealogical Society and the Historic Bath Garden Club.

Two exhibits have been displayed in the Visitor Center during this fiscal year: *John Lawson's Carolina* and *What Lies Beneath: How Archaeology Bridges the Past with the Present*, which will remain up through the remainder of this calendar year.

## **SUPPORT GROUPS**

### **Historic Bath Commission**

We simply could not operate the site without your help. The funding of special programming, materials for repair or replacement of goods, the funding of temporary salaries – this organization is invaluable to the historic site. The volunteer time and money/gifts that some as individuals have given the site are equally important to our success!

### **Historic Bath Foundation**

Historically appropriate tasseled line roller shades for the Palmer-Marsh small parlor were installed in January 2010. This project was done at a cost of \$1,200 and was accomplished through the HBF small grants program. In 2010, the site applied for a grant to help further the beautification project occurring at the Bonner yard. A grant in the amount of \$1,010 was given to the site in order to have sod placed around the Bonner House following removal of unhealthy boxwoods and for the creation of a rose arbor between the backyard and formal garden behind it.

## **ACQUISITIONS/SITE IMPROVEMENTS**

A new Visitor Center Entrance sign was erected in January 2010. This sign highlighting the Division of Historic Sites logo replaced a faded and outdated brown sign.

The Historic Bath Garden Club funded a small beautification project of the corner of South Main and Carteret Streets/Hwy 92 as vehicles enter town from the west. This project was approved by DOT, the Office of Historic Preservation, and the Town of Bath Historic District Commission prior to its installation. Included in this site improvement project is a bench sitting on a brick pad, two urns and a number of small flowering plants.

## **PUBLICITY/PROMOTION**

Bath was shown on *Carolina Weekend* on UNC-TV in November 2009.

Local television station WITN-7 covered the June 12<sup>th</sup> 2<sup>nd</sup> Saturday event. Site staff member was also shown on WITN-7 promoting Bath Fest in May.

Site programming/projects and events are advertised in local newspapers and websites. Some events were also shared with the public through television and radio station community calendar submissions. A notebook is kept of all of the site's written coverage.

Staff are working closely with DCR public relations in getting the word out about 2<sup>nd</sup> Saturdays through larger media outlets. Historic Albemarle Tour and Original Washington websites also help promote our site.

## **MAINTENANCE (other than routine maintenance)**

Twelve rotten window sashes between the Bonner and Van Der Veer Houses were replaced by Craft Services. These Division workers also repaired damage created by a fallen limb at the maintenance shop, Van Der Veer House front porch railings and some Bonner House fencing.

The site has implemented its first year of the Division's controlled growth lawn maintenance plan. No complaints regarding reduced mowing schedule were brought to staff members' attention.

A section of fencing near the Van Der Veer House was replaced – funded by HBC.

Painting projects included new fencing at Bonner House and the access ramp of the Van Der Veer House.

An underground water pipe servicing the Visitor Center and Van Der Veer garden was recently discovered to have burst. Temporarily fixed aboveground, permanent repairs will be made soon. The initial problem was caused by a tree root breaking pvc pipeline.

#### **SAFETY/SECURITY**

In August, it was discovered that the maintenance shop had been broken into and some equipment was stolen. The state replaced the chainsaw and the HBC replaced other missing equipment. New safety equipment – chaps and a combination hardhat/faceshield were purchased by the state.

The fire alarm panel at the Van Der Veer House had to be replaced due to an electrical surge problem that occurred in the building.

#### **PERSONNEL**

Callie Wahab, a temporary employee, was hired as an interpreter in August 2009, replacing Tieranny Cutler.

Henry Tripp, our Historic Site Assistant who maintained all the grounds of the site as well as some building maintenance, ended his employment with us on June 30<sup>th</sup> and has moved to Tennessee. Although there was a temporary hiring freeze in place at the time, justification for his replacement was given and accepted. The job was advertised and was closed on June 8<sup>th</sup>. As soon as the packet arrives and plans can be made, interviews will be held and hopefully lead to filling the vacant position.

STATEMENT OF BUDGETED EXPENSES JULY 1, 2009 - June 30, 2010

BUDGET	DATE	CHECK#	VENDOR	DESCRIPTION	COST	AMT.USED	UNUSED
<b>AUDIT</b>							
\$ 1,500.00							
			<b>Total Audit</b>				\$ 1,500.00
<b>BILLBOARDS</b>							
\$ 250.00							
	11/17/2009	2968	Melvin Bailey	Billboards 09	\$ 75.00		
	11/17/2009	2969	Colleen Rivers	Billboards 09	\$ 100.00		
	3/18/2010	3009	NCDOT	permits renewal	\$ 60.00		
			<b>Total Billboards</b>			\$ 235.00	\$ 15.00
<b>COSTUMING</b>							
\$ 250.00							
			<b>Total Costuming</b>			\$ -	\$ 250.00
<b>DISCRETIONARY</b>							
\$ 500.00							
	11/17/2009	2970	Sparrow Keynote	Endowment Fund	\$ 50.00		
	2/26/2010	dep	Southern Bank	Reimbursement	-50		
	4/7/2010	3015	George Chrismon	sand/grass seed	200		
			<b>Total Discretionary</b>			\$ 200.00	\$ 300.00
<b>GIFT SHOP EXPENSE</b>							
\$ 2,000.00							
	7/16/2009	2926	Town of Bath	Priviledge License	\$15.00		
	7/29/2009	2927	Embarq	CC Line	\$34.84		
	7/31/2009	draft	Southern Bank	CC Fee	\$40.84		
	8/13/2009	2935	Embarq	CC Line	\$34.52		
	8/31/2009	draft	Southern Bank	CC fee	\$40.56		
	9/17/2009	2947	Embarq	CC Line	\$34.52		
	9/30/2009	draft	Southern Bank	CC Fee	\$26.52		
	10/16/2009	2957	Embarq	CC Line	\$34.79		
	10/29/2009	2964	Southern Bank	bags	\$157.34		
	10/30/2009	draft	Southern Bank	CC Fee	\$17.56		
	11/17/2009	2965	Century Link	CC Line	\$34.79		
	11/30/2009	draft	Southern Bank	CC Fee	\$ 27.70		
	12/1/2009	2977	Lilutz Mutual Ins	Insurance	\$ 500.00		
	12/17/2009	2989	Century Link	CC Line	34.79		
	12/31/2009	draft	Southern Bank	CC Fee	18.16		
	1/27/2010	2998	Century Link	CC Line	34.9		
	1/29/2010	draft	Southern Bank	CC Fee	21.36		
	2/18/2010	3005	Century Link	CC Line	34.9		
	2/26/2010	draft	Southern Bank	CC fee	13.08		
	3/18/2010	3010	Century Link	CC Line	34.9		
	3/31/2010	draft	Southern Bank	CC Fee	7.91		
	3/31/2010	3013	Southern Bank	check order	66.96		
	4/13/2010	3019	Century Link	CC Line	34.98		
	4/30/2010	draft	Southern Bank	CC Fee	18.3		
	5/21/2010	3037	Century Link	CC Line	35		

got permission

STATEMENT OF BUDGETED EXPENSES JULY 1, 2009 - June 30, 2010

**Total Gift Shop Expense** \$1,354.22 \$ 645.78

**HBC MEETINGS**  
\$ 200.00

7/16/2009 2925 Bea Latham Reimbursement \$24.67  
1/27/2010 2999 Walmart refreshments \$ 10.16

**Total HBC Meetings** \$ 34.83 \$ 165.17

**LANDSCAPING SUPPLIES/MAINTENANCE**  
\$ 1,000.00

8/27/2009 2942 Southern Bank Shop Eze Hardware \$ 10.62  
5/28/2010 3038 Southern Bank Enchanted Garden 630.04  
6/2/10 3040 *subby land concepts* *inv 12071 for sand* 100.00

**Total Landscaping Supplies/Maintenance** \$ ~~640.66~~ <sup>740.66</sup> \$ ~~259.34~~ <sup>259.34</sup>

**LIVING HISTORY MATERIALS/EDUCATIONAL SUPPLIES**  
\$ 600.00

12/1/2009 2978 Historic Folk Toys demonstrations \$ 46.72  
12/1/2009 2979 Southern Bank Aamstrand ropes \$ 267.97

**Total Living History/Educational Supplies** \$ 314.69 \$ 285.31

**MISCELLANEOUS**  
\$ 125.00

8/13/2009 2933 Postmaster mailbox expense \$70.00

**Total Miscellaneous** \$ 70.00 \$ 55.00

**NEWSLETTER**  
\$ 225.00

2/3/2010 3000 Accu Copy newsletter printing \$ 243.00

**Total Newsletter** \$ 243.00 \$ (18.00)

STATEMENT OF BUDGETED EXPENSES JULY 1, 2009 - June 30, 2010

OFFICE SUPPLIES

\$ 175.00

7/16/2009	2925	Bea Latham	Reimbursement	\$9.47
10/29/2009	2963	Leigh Swain	Reimbursement	\$30.04
2/3/2010	3002	Bea Latham	Reimbursement	\$ 90.48
5/28/2010	3038	Southern Bank	Southern Computer	\$ 41.13

Total Office Supplies \$ 171.12 \$ 3.88

POSTAGE

\$ 50.00

5/13/2010	3031	Leigh Swain	commission mailing	\$ 13.65
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Total Postage \$ 13.65 \$ 36.35

SITE PROMOTIONAL MATERIALS

\$ 900.00

4/8/2010	3017	HAT	dues	\$ 500.00
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+ 100<sup>00</sup> for  
Beaufort Hyde  
Ad

Total Site Promotional Materials \$ 500.00 \$ 400.00

SPECIAL EVENTS/VOLUNTEER EXP

\$ 3,500.00

7/16/2009	2924	Earl Ijames	Lecture Honorarium	\$75.00
7/16/2009	2925	Bea Latham	reimburs/Past Times	\$157.01
7/29/2009	2929	Southern Bank	Past Times	\$33.96
9/10/2009	2945	Patricia Samford	Lecture Honorarium	\$50.00
10/23/2009	2962	Terry Rollins	storytelling	\$250.00
11/24/2009	2971	Leigh Swain	reimburs/Open House	\$ 21.54
11/24/2009	2974	Lowes	Christmas Supplies	\$ 62.42
12/1/2009	2979	Southern Bank	Williamsburg	\$ 80.15
12/3/2009	2980	Piggly Wiggly	Christmas Supplies	\$ 101.62
12/3/2009	2981	Cartwrights	apples	\$ 180.00
12/8/2009	2982	Carolyn Stillman	Decorating	\$ 159.25
12/8/2009	2983	Jean Bowen	Decorating	\$ 108.75
12/8/2009	2984	Leigh Swain	reimbursement	\$ 42.00
12/17/2009	2988	Laurel Springs	decorations	\$ 127.05
12/29/2009	2992	Southern Bank	Christmas Supplies	\$ 549.46
4/28/2010	3027	Bea Latham	Volunteer Expense	\$ 45.39
4/30/2010	dep	Bathfest contrib	for performers	\$ (200.00)
5/6/2010	3030	Steve Whetzel	Bathfest	\$ 700.00

+500.

Total Special Events \$2,543.60 \$ 956.40

STATEMENT OF BUDGETED EXPENSES JULY 1, 2009 - June 30, 2010

**STAFF DEVELOPMENT**

\$ 100.00

5/28/2010 3039 Town of Bath Lawson Walk \$ 40.00

**Total Staff Development** \$ 40.00 \$ 60.00

**STAFF LIBRARY**

\$ 100.00

12/17/2009 2990 Our State Subscription \$ 27.99

**Total Staff Library** \$ 27.99 \$ 72.01

**TEMPORARY SALARIES**

\$ 4,500.00

**Total Temporary Salaries** \$ - \$ 4,500.00

*(pd in June last yr. \$1965.51)*

**RESTORATION PROJECTS**

\$ 4,000.00

9/28/2009	deposit	money from HBC	from existing cd	-5434.44
10/16/2009	2958	Blanche Monroe	State Dock	\$135.18
2/10/2010	3003	Gene Scarborough	Bonner Landscaping	50
2/11/2010	3004	Gene Scarborough	Bonner Landscaping	\$ 750.00
2/25/2010	3008	Southern Bank	Bonner Landscaping	403.14
3/24/2010	3012	George Chrismon	Beautification	840
3/31/2010	Deposit	Southern Bank	HBF Grant	-1010
4/8/2010	3018	Blanche Monroe	Bonner House	136.08
4/13/2010	3020	Kevin Everett	<del>Blanche</del> Cedar	75
5/6/2010	3028	Blanche Monroe	Bonner House	79.83

*] email note*

*\$1,000*  
*croquet \$*

**Total Restoration Projects** \$ (3,975.21) \$ 7,975.21

**Total Budgeted Expenses** \$ 19,975.00

**Total Spent** \$ 6,388.76

**HISTORIC BATH COMMISSION  
Statement of Revenue and Expenses  
06/30/2010**

<b>Operating Budget</b>	<b>Budget</b>	<b>Actual</b>	<b>Proposed</b>
<b>Revenue</b>			
Donations*	\$ 2,000.00	\$ 2,232.50	\$2,000.00
Net Sales (Estimated)***	15,000.00	9,643.17	10,000.00
Grants**	2,000.00	1,510.00	2,000.00
Designated Gifts/Grants+	1,000.00	00.00	1,000.00
<b>Total Revenue</b>	<b>\$20,000.00</b>	<b>\$13,385.67</b>	<b>\$15,000.00</b>
<b>Operating Expenses</b>			
Audit	1,500.00	1,500.00	1,500.00
Billboards	250.00	235.00	250.00
Costuming	250.00	00.00	250.00
Discretionary (Executive Board)	500.00	200.00	500.00
Gift Shop Expenses	2,000.00	1,448.40	1,800.00
HBC Meetings	200.00	34.83	200.00
Landscaping Supplies/Maint.	1,000.00	740.66	1,000.00
Living History Materials/Educational Supplies	600.00	314.69	500.00
Miscellaneous	125.00	00.00	100.00
Newsletter	225.00	243.00	225.00
Office Supplies	175.00	171.12	200.00
Postage	50.00	13.65	50.00
Post Office Box Rental	00.00	70.00	75.00
Site Promotion	900.00	600.00	900.00
Special Events/ Volunteer	3,500.00	2,043.60	3,000.00
Staff Development	100.00	40.00	100.00
Staff Library	100.00	27.99	100.00
Temporary Salaries	4,500.00	2,916.86	4,500.00
Restoration Projects****	4,000.00	1,459.23	5,000.00
<b>Total Operating Expense</b>	<b><u>\$19,975.00</u></b>	<b><u>\$12,059.03</u></b>	<b><u>\$20,250.00</u></b>
<b>Excess Revenue (Expense)</b>	<b><u>\$ 25.00</u></b>	<b><u>\$ 1,326.64</u></b>	<b><u>(\$5,250.00)</u></b>

**\*Donations**

Donation income is from the donation box, permits for the use of Bonner's Point, and miscellaneous sources (donations for offsite programming, charitable contributions...)

**\*\*2009-2010 Grants**

\$500.00 from Beaufort County Arts Council for Bath Fest. \$1,010.00 through Historic Bath Foundation for Bonner Beautification Project.

**\*\*2010-2011 Grants**

\$500.00 for Cut Throat Croquet Tournament. We expect a minimum of \$1,500.00 through HBF Small Grants Program.

**\*\*\*Gift Shop**

Gift Shop Expenses do not include \$1603.92 in sales tax collected and remitted to the NC Dept. of Revenue.

**\*\*\*\* Restoration Projects**

Additional money placed in line item includes \$1,000.00 from 2009 croquet tournament and \$1,010.00 from HBF Grant. Additional funds from a CD in the amount of \$5,434.44 were placed in this line item for upcoming projects.

**+Designated Gifts/Grants**

Sometimes we receive financial assistance without receiving funds into the HBC account. In the past, the Site acquired an intern that was paid through the Youth Advocacy Involvement Office. This year we have an unpaid summer intern which is not handled through any agency and no monies are being exchanged, so this is more of a reflection of volunteer time. If working time was counted (28 hours for 7 weeks at minimum wage) the contribution would have been \$1,421.00. There are no designated gifts/grants reflected for this period.

In February 2010, the Commission agreed to pay for the replacement of the tools for the shop that were stolen. This amount was for \$806.28. This was agreed on by e-mail vote, and no line item was used for this amount.

We have a "Staff Use Fund" within our checking account with a total of \$1,419.26. The money for this account comes from the donation box, Bonner's Point permits, and charitable contributions. This past year, some of the money was used to purchase tires for the Snapper Mower, our Past Times Program, and for Miscellaneous Supplies for the Office and Shop.

July 9 mtg. - responses on my email

MEMBER	Attending? Y/N
Claudia Alligood	Y
Anna Biggs	Y
Joan Chrismon	Y (if reappointed)
Ed Clement	Y
Peggy Daw	Y
Surry Everett	Y
<del>Alana Evett</del>	<del>Y</del>
Milo Gibbs	
Betsey Lee Hodges	
Josie Hookway	Y
Redden Leggett	N?
Ilene McClain	
Blanche Monroe	Y
<del>Teresa Morris</del>	<del>N</del> N
Bill Pruitt	Y
Bobby Roberson	Y
Gene Roberts	Y
Karen Sayer	Y
<del>Penny Sermons</del>	N
Ella Mae Smith	Y
Becky Tuten	Y
Ruth Waters	Y
Jack Whichard	
Ginny Williams	
Jimmy Bartley	X
Sec. Linda Carlisle	
Jennifer Fontes -sec's office	
Keith Hardison	
Bea Latham	
Jimmy Latham	
<del>Jay McRoy</del>	
Leigh Swain	

13/



June 14, 2010

Historic Bath Commission

Post Office Box 148

Bath, NC 27808

Dear Leigh and The Bath Commission,

It is with regret that I must resign from the Bath Commission due to other endeavors that have taken over my time and energy. I feel that I need to open this spot to allow someone who can and will give 100% to the commission. I will always support Bath and all the great work that is going on.

Sincerely,

A handwritten signature in cursive script that reads "Teresa Morris".

Teresa FitzJohn Morris

**Teresa F. Morris**

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Historic Bath Commission  
P.O. Box 148  
Bath, N.C. 27808

July 9, 2010

Mr. Greg Piner  
Chief Financial Officer  
Department of Cultural Resources  
4601 Mail Service Center  
Raleigh, NC 27699-4601

Dear Mr. Piner:

At the annual meeting of the Historic Bath Commission, held earlier today, Friday July 9<sup>th</sup>, our budget for the 2010-2011 fiscal year was approved. We voted to support the site's temporary salaries, up to \$4,500.00.

The total budget of this organization is approximately \$20,000 for the year, so you can see we take staffing the site crucial to meeting our visiting public's needs.

Sincerely yours,

  
W.W. Pruitt, Jr.  
Chairman, HBC

cc: Thom Rhodes  
Nancy Murray  
Jim Bartley  
Leigh Swain

North Carolina  
**HISTORIC  
SITES**

*Historic Bath State Historic Site*  
*P.O. Box 148 – Bath, NC 27808*  
(252) 923-3971

MEMORANDUM

July 12, 2010

To: Keith Hardison, Director  
Division of Historic Sites & Properties

From: Leigh Swain, Site Manager *LS*  
Historic Bath State Historic Site

Subject: Historic Bath Commission Annual Meeting

The annual meeting of the Historic Bath Commission was held on Friday, July 9, 2010 at 10:00 a.m. in the Historic Bath Visitor Center. Please accept and forward this packet of information as needed.

**Members in attendance:**

Claudia Alligood	Anna Biggs	Joan Chrismon
Ed Clement	Peggy Daw	Surry Everett
Josie Hookway	Ilene McClain	Blanche Monroe
Bill Pruitt	Gene Roberts	Karen Sayer
Ella Mae Smith	Becky Tuten	Jack Whichard

**Also in attendance:**

Jim Bartley (DCR)	Jimmy Latham, Mayor (ex-officio)
Dr. Charles Ewen (ECU)	Betty Pruitt (spouse of member)
Susan Roberts (spouse of member)	Vickie Clement (spouse of member)
Nelda Ormond (BHSP*)	Starlon Credle (BHSP)
Elaine Harrison (BHSP)	Sandra Harrison (BHSP)
Marti Buchanan (BHSP)	Pat Mansfield (presenter)
Leigh Swain (site manager)	Zach Wallace (site intern)
Jimmy Edwards (BHSP)	Susan Roberts (BHSP)
LeRae Umfleet (DCR)	Sue Brinn Conway (BHSP)

\*Bath High School Preservation – members of BHSP board or interested citizens

**HBC Officers elected for 2009-2010 were:**

Bill Pruitt – Chairman	Claudia Alligood – Secretary
Joan Chrismon – Vice-Chair	Alma Evett – Treasurer

cc: Jim Bartley  
Rob Boyette  
Thom Rhodes  
Bill Pruitt

**HISTORIC BATH COMMISSION BI-ANNUAL MEETING AGENDA**  
**July 11, 2011**

- 10:00**      **Call to Order and Welcome - Chairman Bill Pruitt**  
**Statement of Purpose - Policy Announcements**  
**Reading of Conflict of Interest Policy**
- Introduction of Guests and Membership Announcement**  
**Quorum Report**  
**Vice Chairman - Joan Chrismon**
- 10:15**      **Reports**  
**Town Report - Mayor Jimmy Latham**  
**Historic Bath Foundation Report - Surry Everett**  
**Bath High School Preservation - Jimmy Edwards**
- 10:30**      **Commission Reports:**  
**Secretary's Report - Claudia Alligood**  
**Commission Acceptance of Minutes**  
**Financial Report - Claudia Alligood**  
**Commission Acceptance of Financial Report**  
**Site Report - Leigh Swain**  
**Landscape Update - Blanche Monroe**  
**Community Liaison / Lawson Walk - Josie Hookway**
- Break**
- 11:00**      **Guest Reports:**  
**Local Artifacts - Mr. Gene Roberts**
- Commission Business:**  
**Presentation of annual budget**  
**Acceptance of annual budget**
- Presentation of Nominating Committee**  
**Election of New Officers**
- 12:00**      **Adjournment**

## **GENERAL STATEMENT OF PURPOSE HISTORIC BATH COMMISSION**

Historic preservation in Bath is a cooperative undertaking. The St. Thomas Church and the Episcopal Diocese of East Carolina are responsible for the restoration and preservation of the St. Thomas Church and the Williams "Glebe" House. They allow very generous use of the church by visitors to the town.

The Town of Bath, through its zoning ordinances, has created a Historic District Commission charged with reviewing all building activity in the National Register Historic District.

The North Carolina Department of Cultural Resources owns and administers the State Historic Site consisting of the Visitor Center, Palmer-Marsh House, Van Der Veer House, Bonner House and extensive grounds and features.

The Historic Bath Commission consists of 25 members appointed by the Governor and ex-officio members – the Mayor of the Town of Bath, the chairman of the Beaufort County Board of Commissioners, and the Secretary of Cultural Resources. Its power and duties are:

- 1) to acquire and dispose of title to or interests in historic properties in and near the Town of Bath and to repair, restore or improve such properties and to maintain them.
- 2) To offer such historic properties to the State of North Carolina, subject to acceptance by the State.
- 3) To cooperate with, assist, and advise the Secretary of Cultural Resources upon any matter pertaining to the administration of Bath State Historic Site which the Secretary of the Department may refer to it.
- 4) To carry out other programs reasonably related to these purposes.

Historic Bath Commission  
July 9, 2010 Semi-annual Meeting

Chairman Bill Pruitt called the meeting to order and announced an agenda revision to accommodate people who had a scheduling conflict. He reiterated the Commission's statement of purpose, particularly stressing the conflict of interest passage.

Vice-Chairman Joan Chrismon thanked everyone for coming and pointed out dignitaries Mayor Jimmy Latham, Cultural Resources Section Manager Jimmy Barley, Wingate University Intern for the town of Bath Zack Wallace. Mrs. Chrismon circulated a sign in sheet for members, and a hand count showed 14 Commission members present.

### Reports

Mayor's Report – Mr. Latham pointed out that the fundraiser for Lawson's Walk netted \$2300. He also mentioned that grants are being sought, and Jay Hardin has been appointed the town's liaison for the Lawson's Walk project. The papers have all been signed for the sale of the Bath High School property to Bath High School Preservation and forwarded to the attorney. The waste water situation remains the same, but the town continues working on this issue and is hopeful that some change is forthcoming soon.

Historic Bath Foundation – Chairman Surry Everett reported on grants awarded to the Historic Bath Site, St. Thomas Episcopal Church, and Bath High School Preservation. He reviewed HBF's recent membership meeting at which two board members were added, by-laws were upgraded, and a change was made in the filling of positions named by the HBC. Under the new provisions, an HBF board member who was named by the HBC and vacates the position before the term ends will be replaced by another board member named by the HBC.

Secretary – Minutes had been sent to all board members prior to the meeting. Only the secretary's name at the conclusion of the minutes was suggested. Blanche Monroe moved to accept the minutes; Ed Clement, seconded; minutes were approved.

Treasurer – In Alma Evett's absence, Leigh mentioned several items with reference to finances. Revenues are down in gift shop sales. Robin and Leigh are looking for other items to include in the shop's inventory. Leigh pointed out that the \$500 from the croquet tournament has not yet been received; therefore, it does not show in the report.

Proposed Budget - The board is proposing a deficit budgeted this year as there is a projection for deficit sales in the gift shop. There are cutbacks from other sources. The Commission will be operating under a \$5250 deficit. There is a hesitancy on the part of

the chairman concerning the trend that may be started by approving a deficit budget at this time. The site has been very prudent in spending in the past and may not, indeed, spend into the deficit situation. The chair emphasized the need for grant-writing procedures to help with the financial short-falls. Gene Roberts moved to accept the proposed budget; Becky Tuten, seconded; the budget was approved.

Site Report -- Leigh Swain reported that the Site has hosted one special program fewer than last year but programs were visited by 800 more people this year. The effort is to host programs that meet the needs and interests of the most people. Second Saturday, a program started by Linda Carlisle, affords artists a venue and historic sites a new audience. There will be a Second Saturday the day following this meeting and another in August. LeRae Umfleet and Jim Edwards will be featured. The Palmer-Marsh textiles project was completed in January 2010. Blanche Monroe is handling the beautification project at the Bonner House. Nancy Scoble is interested in the faux painting project at the Bonner House. Visitors' services indicate that people are continuing to visit closer to home. Leigh pointed out the new visitors' entrance sign in front of the visitors' center. Henry Tripp, the general maintenance/caretaker gentleman who had done such a great job for the Site, moved to Tennessee the end of June. Jimmy Bartley helped to unravel the red tape in order to hire someone temporarily.

Josie encouraged the group to continue the textiles project into the Bonner House. She expressed concerns about the Site being closed on Sundays. Visitors have expressed regret to other townspeople about making the trip to Bath, only to find the Visitors' Center closed. A discussion followed. It was explained by Leigh that a minimum operational schedule for sites came about when the state cut out money for temporary hires -- even by Commissions/support groups. Soon after Bath's new schedule was developed, the freeze on using Commission money for such expenditures was lifted, but the Site had started working with its new schedule and hesitated to change people's new work assignments. One suggestion was for volunteers to help with the staffing. Monday closing allows staff to catch up on reports, etc. Peggy Daw suggested putting more money into temporary positions. Ella Mae Smith reiterated complaints from visitors about the Site being closed. The executive committee will consider solutions to this problem and report back to the membership. Sue Conway suggested not worrying so much about the winter and focusing the concerns of the group around the other eight to nine months, encouraging in-state visitation for short weekend trips.

Beautification -- Project Chairman Blanche Monroe praised the work of Bob Scalf, who is making the gorgeous benches for the beautification project. Someone donated the wood, and the three benches will cost about \$125. In an effort to divert visitors' eye away from the maintenance shop, the fence extension, built by Mark Woolard has been put into place. The benches have been installed. Champney's Pink Cluster climbing shrub rose, which dates back to the time of the Bonner House, has been planted. The fall projects involve working on the back garden. While digging out the liriopie, a hand-made brick border was found. Mrs. Monroe also spoke of plans for a grape arbor,

cleaning of the alley area, cataloging of the crepe myrtles, corner beds in front of the Bonner House, planting of five Chickasaw plums, and cutting out web worms in the walnut tree. The main job now is watering. She also segued into Dr. Charles Ewen's remarks by mentioning hand-made bricks and pottery shards found during the excavations in the Bonner House yard.

Dr. Charles Ewen – Dr. Ewen mentioned that during the apple tree planting in the backyard of the Bonner House, some post holes were found. He found no evidence on the town's jail lot. He reported that there were only twelve families in Bath in the 18<sup>th</sup> century so land owned was not necessarily lived on. He mentioned a brick-lined basement behind the intern house.

Josie Hookway suggested using paperwork from the archeological digs in the gift shop. We have electronic reports from Dr. Ewen. A volume is underway on Lawson, and Dr. Ewen has a chapter on Bath.

Following break the nominating committee submitted the following slate of officers:

President – Bill Pruitt

Vice President – Joan Chrismon

Secretary – Claudia Alligood

Treasurer – Alma Evett

Blanche Monroe moved and Ed Clement seconded that the slate be accepted by acclamation. The membership agreed. Mr. Pruitt thanked the executive committee and the membership.

Community Liaison – Josie Hookway spoke about Lawson's Walk and the work being down in connection with the Town Council and the writing of grants. She spoke of the heritage of Bath and the two planning boards. The Historic Planning Board is very active in creating guidelines and having workshops with the Department of Cultural Resources in conjunction with the town officials. She also mentioned the many groups who are working on the history of Bath.

Local Artifacts – Gene Roberts, Chairman of the Museum Feasibility Committee for the Historic Bath Foundation, gave a most impressive summary of the efforts of his committee to locate and determine the availability of museum-quality artifacts that exist in our area. He explained visits with local collectors and discussed restrictions under which they would agree to share their collections. He shared slides of some of the items of interest he and his committee have found. Areas of concentrations include books, weapons, illustrations, spear points and arrowheads, furniture, Show Boat memorabilia, antique maps, ceramics, Civil War memorabilia, Revolutionary Period items, seafaring, hunting and fishing, decoys, pictures and postcards, items from Swindell's store, and farm equipment.

Blackbeard's *Adventure* Alliance – Pat Mansfield supplied the group with information concerning the plan for the building of the *Adventure*, which resulted from her work with Maritime Days as a part of the town's tricentennial celebration. The ship will be a floating classroom as well as a sailing ambassador for North Carolina. She showed slides of the Jamaica-Bermuda Sloop, a fast, maneuverable, large cargo-capacity, shallow-draft ship, "the ship of the day," similar to the plan for the *Adventure*. Mrs. Mansfield's alliance is looking for fundraising and has established a liaison with various organizations and departments. The ship will be built on the waterfront in Washington. She showed the group pictures of the *Sultana* from Maryland and the *Lynx* from Rockport, Maine, both ships that are similar to the plans for the *Adventure*.

There was a time when these ships were built all over, but today they no longer exist. A video clip of the *Lynx* expressed the goal shared by Mrs. Mansfield and her group. A huge dent has been made in their fundraising efforts, but they have not quite reached their goal.

Bath High School Preservation – Peggy Daw reminded the Commission that it voted in 2005 to support BHSP. She then launched into her presentation of the legacy of Edmund Harding, the Functional Preservationist. Mr. Harding considered all areas of the community as a part of the history of Bath. He combined history of the preservation journey with the purpose and path to restoration. The major goal is Save – Support – Share.

Mr. Pruitt thanked all the presenters and the audience who came to listen. He stated that the Commission will move forward with ideas mentioned. He encouraged all board members to bring issues before the board. He also reiterated that we are part of Cultural Resources and have guidelines that direct us.

New Business --

We want a finance committee.

We are looking to form a gift shop committee.

We will look at returning the Sunday hours of operation.

The meeting was adjourned on a motion by Blanche Monroe and a second by Ella Mae Smith.

Respectfully submitted,  
Claudia Alligood

The Executive Committee of the Historic Bath Commission met on April 11, 2011.

Chairman Bill Pruitt opened the meeting by sharing several informative items. The first item was the approval of a letter from HBC requested by the town supporting their efforts to pursue grant money from the North Carolina Clean Water Management Trust Fund for wastewater system upgrades.

Secondly, information was shared concerning the governor's sending of information to the legislature – decisions they will need to make about which of the state's boards and commissions will be dissolved and which will remain. The Bath Commission was established by the legislature, not the governor, and we represent no cost to the state. We still fall under the heading of state boards and commissions, and these boards may be vacated because of the economy.

A letter was received from the governor's office concerning attendance by commission members; said letter will be read to the membership. We have been using sign in sheets, and the vice-chairman determines a quorum, thus verifying our compliance with the governor's wishes.

Financially we are in good shape. There will be no more purchases available from the state. The commission may need to begin purchasing consumable supplies for the site. Staff positions seem secure for the time being.

Under new legislation from the state, sites will be charging for use of facilities. Historic Bath Commission had already set up a fee schedule for weddings, etc., but now we'll have to charge for meetings held in our facilities. The money will be held in a separate accounting scheme, but these funds will be used here in Bath. A discussion followed concerning the need to send letters to groups who might have need of our facilities.

The next topic of consideration was whether to resume Sunday hours of operation. It was reported that revenue taken in on Sundays was slight. There are many considerations in addition to temporary employees to man the facilities on Sundays. Walking tour materials are available on Sundays. Numbers of visitors do not support operating on Sundays, and everything from the state level is cost driven. The primary concern for visitors does not seem to be tours but bathrooms. HBC would support a rest area in or near Bath if the state were interested in locating such an area here.

The HBC pays \$100 per year to keep the sign advertising our site east of Bath on Highway 92 on the property on which it is situated. People have complained about the placement of the sign. Possibilities of moving the sign were discussed. It was suggested that a committee be formed to investigate possible sites for relocation of the sign.

Bills from the state will be sent to us by Leigh.

The meeting date for the July Commission Meeting was decided for Monday, July 11, at the Historic Bath Site at 10:00 a.m.

The Historic Bath Foundation gave HBC \$20,000 for continuation of landscaping.

Paint is needed for the visitors' center. Leigh is working through Wal-Mart. The site can accept a gift like paint.

It was agreed that line items that are appropriate to meet immediate needs of the site could be used.

The meeting was adjourned.

Respectfully submitted,

Claudia Alligood

**TREASURER'S REPORT**  
 Historic Bath Commission  
 July 1, 2010 – June 30, 2011

**BEGINNING BALANCE** 07/01/2010  
 Southern Bank Checking Account \$23,850.12

**CURRENT ASSETS** 06/30/2011  
 Southern Bank Checking Account\* \$36,345.29  
 Southern Bank Certificate of Deposit \$10,175.83

**INCOME** \$24,896.21

**Grants**

BCAC (for BathFest) \$ 400.00  
 BCCC (croquet tournament 2009 and 2010) \$ 1,200.00  
 HBF (Beautification Project & Brochures) \$ 14,794.53

**Gift Shop\*\*** \$ 6,914.18

**Donations** \$ 1,587.50

Permitted Weddings \$ 825.00  
 Donations (Donation Box, Programs) 695.50  
 Castle Book 67.00

**ENCUMBRANCES** \$ 0.00

**UNENCUMBERED ASSETS** \$46,521.12

We have a "Staff Use Fund" within our checking account with a total of \$ 568.14. The money for this account comes from the donation box, Bonner's Point permits, and other contributions. Please note for upcoming year, Staff Use Fund will be redirected to the Historic Sites Fund Bill.

For this year, some of the money was used for miscellaneous yard work during absence of a Site Assistant, emergency maintenance needs, and lighting for Visitor's Center.

- Does not include estimated \$12,000.00 Gift Shop Inventory as of 01/01/2011.
- Does not include Sales Tax collected and remitted to NC Dept. of Revenue in the amount of \$1,804.53

\* This checking account amount includes the amount of \$18,089.85 that was transferred from a CD on July 13, 2010 and is undesignated at this time.

\*\* Based on Gift Shop Sales of \$23,484.68 minus \$16,570.50 paid to vendors.

**HISTORIC BATH ANNUAL SITE REPORT  
JULY 2010-JUNE 2011**

<b>Group Visitation</b>	<b>Receipts Collected</b>	<b>Off-Site Programs</b>
<u>25</u> School	<u>\$2902.50</u> Admissions	<u>5</u> School
<u>1420</u> Participants	<u>\$2902.50</u> Total	<u>324</u> Participants
<u>27</u> General Group		<u>9</u> General Groups
<u>686</u> Participants		<u>296</u> Participants
		<b>On-Site Programs</b>
		<u>23</u> programs held
		<u>3,241</u> attended
 <b>Labor Statistics</b>	 <b>Promotional Exhibitions</b>	 <b>On-Site Visitation</b>
<u>129</u> Volunteers *	<u>1</u> Shows/Convention	<u>16,481</u> '08-'09
<u>662</u> Hours	<u>300</u> Participants	<u>15,899</u> '09-'10
<u>15</u> Community Service	<u>0</u> Festivals	<u>18,027</u> '10-'11
<u>280.25</u> Hours	<u>0</u> Participants	
<u>0</u> Inmates		
<u>0</u> Hours		

\* Some volunteers work multiple times throughout the year; this number (129) was gathered by adding each month's total and does not reflect the exact number of individuals.

**PROJECTS**

Since the site beautification project needs were identified in 2009, it is amazing what has been accomplished – especially at the Bonner House location. This year's work included removing old plantings from garden and refurbishing the beds and walkways, putting in new plants, building of a grape arbor and planting of a Scuppernong grapevine there. Blanche Monroe heads this project, doing everything from researching plant appropriateness to actually doing the dirty work! She heads an army of volunteers to whom the site is most grateful.

Lawson Walk on Bowen Avenue, a Town of Bath project which helps define the northern boundary of the historic district, had its groundbreaking ceremony in March. Phase I work – the creation of the actual walking trail per landscape architect's specifications – has been done. A \$5,000 Adopt-a-Trail grant was awarded for this work. The project has also just been awarded an \$18,000 matching grant through the Parks and Recreation Trust Fund. Leigh and HBC members Karen Sayer and Josie Hookway serve on the town's Buffer and Landscape Enhancement Committee.

Site staff developed several new programs such as elements of 2<sup>nd</sup> Saturdays and Past Times Day Camp. Many hours of research are required for these programs and for display development. Be sure to examine this year's small lobby exhibit entitled, *The Civil War at Home: Uncovering Local History Through Family Letters*, which was

developed by Bea. She is also working with former site manager Patricia Samford to get the Lawson paper (presented at last year's symposium in Raleigh) ready for publication.

### **VISITOR SERVICES**

People are continuing to travel closer to home— guests from North Carolina came in 1<sup>st</sup> place, followed by Virginia, Florida, Pennsylvania and New York. The top five countries sending guests our way were Canada, England, Australia, the Netherlands and Germany (only the top 2 remained the same); we had guests from twenty-two countries.

There were 108 dock permits received this past year.

Eleven permitted events took place on site grounds in the past year.

Nineteen people or groups visited the site's geocache, which they located using GPS devices.

We received requests for information from 38 people this year; these requests were answered primarily by email. Most people are potential visitors, although some are students working on NC history projects or individuals doing genealogy research.

### **EVENTS/OFF-SITE PROGRAMS**

A total of twenty-three programs and special events were held this fiscal year – the same number as last year, but with 898 more people in attendance this year. Activities included the historical film series and lectures as well as several children's programs. Major programs included Heritage Days, Christmas Open House, Bath Fest/Cutthroat Croquet Tournament and 2<sup>nd</sup> Saturdays.

Fourteen off-site programs were held. Local speaking engagements included the Bath Lions Club, the Beaufort County Grange, book clubs, Bath Elementary School, etc.

### **SUPPORT GROUPS**

#### **Historic Bath Commission**

More and more, Historic Bath has depended on your assistance. Not only does the Commission handle the "fluff" – the Christmas Open House event or other programming, you are handling real needs of the site that cannot be covered by the State in these desperate budget times. Examples of what Historic Bath Site could not have accomplished without your financial support: the painting of the Old Visitor Center, the re-shingling of Intern House, Van Der Veer garden repairs, staff attendance at a graveyard preservation workshop and pesticide license class/test, replenishing of some office supplies and for the first time ever, conservative purchase of fuel to operate the site trucks for the last couple of months at the end of this fiscal year.

#### **Historic Bath Foundation, Inc.**

This group approved a \$750 grant for Van Der Veer garden interpretation this year; work has begun although funds will be received in the 2011-2012 year. The Foundation also graciously approved a \$20,000 gift toward the reprinting of site walking tour brochures and the beautification project. This important gift freed HBC monies to help in other ways.

## **ACQUISITIONS/SITE IMPROVEMENTS**

This year the Bonner, Van Der Veer and Palmer-Marsh Houses were repainted by professionals. A major step was taken with the decision to repaint the Palmer-Marsh House in the original Spanish Brown color (based on 1992 chromo-chronology study). Efforts were made to receive input from HBC and Town of Bath before the painting began.

Major wood repairs were made to the Old Visitor Center; this c. 1934 structure is highly visible when entering town and is used for program and supplies storage today. After work was accomplished, the building was painted white as it would have originally been painted, as confirmed by John Wood of the Eastern Office of the State Office of Historic Preservation. The town's Historic District Commission was also made aware of this change before painting began. This project was made possible with state and HBC funds and labor from site employees, Historic Edenton employee, community service individuals and volunteers.

Historic Sites' Craftsman Mark Woolard spent many weeks in Bath due to travel restrictions. In addition to accomplishing the Old Visitor Center repairs, he made other rotten wood repairs from materials the site/shop had on hand at the Intern House, Carrow House and around two rotten window sashes at Bonner House. An area of the Intern House was re-shingled.

## **PUBLICITY/PROMOTION**

Historic Bath participated in the October 1<sup>st</sup> "Paint the Town Pink" and was included in all of Washington area businesses advertising this one day event.

The Bath Business Alliance was represented at the Beaufort County Business Expo where Historic Bath brochures were handed out to visitors.

Site events were advertised through use of three local newspapers as well as the Go TriCounty and WITN-TV websites. Other publications in which Bath programs were advertised were Carolina Country and Eastern Living. Christmas Open House was covered live by staff on WITN's Sunrise newscast.

An article about Bath appeared in the summer edition of *Waterfront*, a magazine printed by NC Coast.

A copy of Bath's orientation video and permission to use was sent from Raleigh to Pitt County's "45 Minutes from Greenville" cable show. This show was to present our video four times a week for several months on this cable channel shown at many area hotels.

Staff met with a French-Canadian travel writer in May to present information about Bath for an article about the Outer Banks and area places to visit.

## **MAINTENANCE**

The underground water pipe servicing Visitor Center and Van Der Veer garden received major repairs. A new cut off valve was installed which will allow future work to be done without having to cut off town supply. The initial problem was discovered last year and caused by a tree root breaking through PVC pipeline.

The drain system for the Palmer-Marsh House's 2<sup>nd</sup> floor (housed in attic) was redesigned and installed, ending intermittent overflows affecting 2<sup>nd</sup> floor ceiling.

Many Van Der Veer garden timbers at raised beds and railings at fence were rotten and were replaced. The soil is in the process of being refurbished and the garden replanted to represent multicultural contributions to eastern North Carolina gardens, as presented by Division staff at a workshop attended by lead interpreter, Bea Latham.

New weather stripping was installed at Visitor Center doors in January to help insulate and cut down on utility costs as Historic Sites begin new directive to set public buildings at 68 degrees in winter, 78 degrees in summer. Historic structures will be set at 65 degrees in winter and 80 degrees in summer.

Evidence of moths was discovered in March in reproduction curtains in the Palmer-Marsh House. Fresh dye was tasty – curtains were removed, carefully vacuumed and transported to Division Collections Curator for freezing. Other textiles received appropriate preventative measures. Curtains were returned in April and re-hung.

### **SAFETY/SECURITY**

Preparations were made for Hurricane Earl, which struck overnight on September 2<sup>nd</sup>. One large limb and much debris came down but no damages were sustained. The site reopened to the public by 1 p.m. on the 3<sup>rd</sup>.

In preparation for possible 2011 hurricanes, a number of high, dangling tree limbs in public areas were removed in June. Limbs were also trimmed away from the Visitor Center flagpoles and off of the Carrow House roof to ensure the wooden shingles' longevity.

### **PERSONNEL**

The Historic Site Assistant position was advertised in early July 2010; interviews were held on the 16<sup>th</sup>. Paperwork was expedited and the position was filled as of August 1<sup>st</sup>. Wayne Randall, a Bath native, was hired in this position.

**HISTORIC BATH COMMISSION**  
**Statement of Revenue and Expenses**  
**06/30/2011**

<b>Operating Budget</b>	<b>Budget</b>	<b>Actual</b>	<b>Proposed</b>
<b>Revenue</b>			
Donations*	\$ 2,000.00	\$ 1,587.50	\$ 1,000.00
Net Sales (Estimated)***	10,000.00	6,914.18	7,500.00
Grants**	2,000.00	16,394.53	7,500.00
Designated Gifts/Grants+	1,000.00	887.02	1,000.00
<b>Total Revenue</b>	<b>\$15,000.00</b>	<b>\$25,783.23</b>	<b>\$ 17,000.00</b>
<b>Operating Expenses</b>			
Audit	1,500.00	.00	1,500.00
Billboards	250.00	235.00	250.00
Costuming	250.00	.00	250.00
Discretionary (Executive Board)	500.00	.00	500.00
Gift Shop Expenses	1,800.00	1,363.74	1,700.00
HBC Meetings	200.00	32.41	100.00
Landscaping Supplies/Maint.	1,000.00	977.18	1,500.00
Living History Materials/Educational Supplies	500.00	148.48	300.00
Miscellaneous	100.00	.00	200.00
Newsletter	225.00	196.73	225.00
Office Supplies	200.00	152.91	400.00
Postage	50.00	44.00	100.00
Post Office Box Rental	75.00	70.00	75.00
Site Promotion	900.00	700.00	1,000.00
Special Events/ Volunteer	3,000.00	1,508.70	3,500.00
Staff Development	100.00	165.00	200.00
Staff Library	100.00	76.84	100.00
Temporary Salaries	4,500.00	3,932.60	5,000.00
Restoration Projects	5,000.00	2,935.88	5,000.00
<b>Total Operating Expense</b>	<b><u>\$20,250.00</u></b>	<b><u>\$12,539.47</u></b>	<b><u>\$21,900.00</u></b>
<b>Excess Revenue (Expense)</b>	<b><u>(\$5,250.00)</u></b>	<b><u>\$ 13,243.76</u></b>	<b><u>( 4,900.00)</u></b>

**\*Donations**

Donation income is from the donation box, permits for the use of Bonner's Point, and miscellaneous sources such as donations for offsite programming. Please note for upcoming year, monies from Weddings/Meetings will be redirected to the Historic Sites Fund Bill.

**\*\*2010-2011 Grants**

\$400.00 from Beaufort County Arts Council for Bath Fest. \$14,794.53 through Historic Bath Foundation for Bonner Beautification Project and Walking Tour Brochures. \$1,200.00 from BCCC for 2010 and 2011 Croquet Tournament.

**\*\*2011-2012 Grants**

\$500.00 for Cut Throat Croquet Tournament. \$750.00 from HBF for Van Der Veer Garden. We do not expect any funding for BathFest from BCAC due to lack of funding from Beaufort County Government.

**\*\*\*Gift Shop**

Gift Shop Expenses do not include \$1,804.53 in sales tax collected and remitted to the NC Dept. of Revenue.

**+Designated Gifts/Grants**

Sometimes we receive financial assistance without receiving funds into the HBC account. The North Carolina Humanities Council gave \$300.00 for the Site to host a speaker for our June 2<sup>nd</sup> Saturday Program. Last summer, we had a college history major intern (volunteer) from Wingate University. If paid for the time he worked this past fiscal year (40 hours at \$ 7.25), the contribution would have been \$290.00. Mackie's Lumber donated wood to the site that was valued at \$297.02.



North  
Carolina  
HISTORIC  
SITES

MEMORANDUM

July 12, 2011

To: Keith Hardison, Director  
Division of Historic Sites & Properties

From: Leigh Swain, Site Manager  
Historic Bath State Historic Site

Subject: Historic Bath Commission Annual Meeting

The annual meeting of the Historic Bath Commission was held on Monday, July 11, 2011 at 10:00 a.m. in the Historic Bath Visitor Center. Please accept and forward this information as needed.

**Members in attendance:**

Claudia Alligood	Anna Biggs	Joan Chrismon
LaRue Chuman	Ed Clement	Surry Everett
Alma Evett	Charles Ewen	Milo Gibbs, Jr.
Betsey Lee Hodges	Josie Hookway	Blanche Monroe
Bill Pruitt	Gene Roberts	Karen Sayer
Penny Sermons	Elizabeth Sparrow	Jack Whichard

**Also in attendance:**

Linda Carlisle (DCR)	Keith Hardison (DCR)
Jim Bartley (DCR)	Jimmy Latham, Mayor (ex-officio)
Susan Roberts (spouse of member)	Vickie Clement (spouse of member)
Nelda Ormond (BHSP)	Elaine Harrison (BHSP)
Marti Buchanan (BHSP)	Jimmy Edwards (BHSP)
Leigh Swain (site manager)	

**HBC Officers elected for 2009-2010 were:**

Bill Pruitt – Chairman	Claudia Alligood – Secretary
Bobby Roberson – Vice-Chair	Penny Sermons – Treasurer

cc: Jim Bartley  
Rob Boyette  
Thom Rhodes  
Bill Pruitt



Historic Bath Commission

P.O. Box 148

Bath, N.C. 27808

June 22, 2011

Ms. Sarah Dozier  
Chief Financial Officer  
Department of Cultural Resources  
4601 Mail Service Center  
Raleigh, NC 27699-4601

Dear Ms. Dozier:

The Historic Bath Commission has authorized through a majority email vote to support Historic Bath's temporary salaries up to \$5,000 in the fiscal year 2011-2012. This one line item was voted on electronically because the annual meeting of the HBC will not take place until July 11 and your office needs commitment documentation before that time.

As always, the Historic Bath Commission wishes to aid this site in reaching the public and telling Bath's important story.

Sincerely yours,

W.W. Pruitt, Jr.  
Chairman, HBC

cc: Thom Rhodes  
Nancy Murray  
Jim Bartley  
Leigh Swain



Historic Bath Commission

P.O. Box 148

Bath, N.C. 27808

March 28, 2011

Mr. Richard Rogers, Executive Director  
Clean Water Management Trust Fund  
100 East Six Forks Road  
Suite 304 – Anderson Plaza  
Raleigh, NC 27609-7752

Dear Director Rogers and Board:

As Chairman of the Historic Bath Commission, we the Commission support the Town of Bath's request for funding of the proposed wastewater system upgrades. These upgrades are vital to the continued growth and survival of Bath. The proposed upgrades will restore the Town's wastewater disposal capacity to its original designed disposal capacity. The Town is currently under a Special Order of Consent which prohibits any expansion of services until such time as the system is upgraded. The Commission is also supportive of a museum to highlight the area's rich history as North Carolina's first port of entry to this colony. Without the much needed upgrades, Bath, its citizen and visitors will be unable to see the full potential of this project come true.

We understand the role of the North Carolina Clean Water Management Trust Fund in its mission to help municipalities throughout the state with funding to help protect our resources. We hope your group will help the Town of Bath, its citizens and visitors by funding this project during this cycle. Upgrades are vital for the continued prosperity of North Carolina's oldest Town so it can continue to provide basic and necessary services to its citizen's and visitors.

Sincerely,

William Pruitt, Jr.  
Historic Bath Commission

 North  
Carolina  
**HISTORIC  
SITES**

MEMORANDUM  
December 15, 2011

To: Keith Hardison, Director  
Division of Historic Sites & Properties

From: Leigh Swain, Site Manager  
Historic Bath State Historic Site 

Date: December 15, 2011

Subject: Historic Bath Commission Annual Audit

The audit for fiscal year 2010-2011 has been received. Please keep a copy for Historic Sites records and forward the other copy to Secretary Carlisle or to whomever it belongs. Thank you!

**HISTORIC BATH COMMISSION BI-ANNUAL MEETING AGENDA**  
**January 9, 2012**

- 10:00**            **Call to Order and Welcome - Chairman Bill Pruitt**
- Introduction of Guests and Membership Announcement**  
**Quorum Report – Vice Chairman Bobby Roberson**
- Quiet Remembrance of Mrs. Ruth Smith Waters**
- 10:15**            **Guest Reports:**  
**Town Report - Mayor Jimmy Latham**  
**Historic Bath Foundation Report - Surry Everett**  
**Bath High School Preservation – Jimmy Edwards**  
**Local Artifacts – Gene Roberts**
- 10:30**            **Commission Reports:**  
**Secretary’s Report - Claudia Alligood**  
                      **Commission Acceptance of Minutes**  
**Financial Report - Penny Sermons**  
**Site Report - Leigh Swain**  
**Beautification Report – Blanche Monroe**  
**Community Liaison / Signage - Josie Hookway**
- Break**
- 11:15**            **New Business:**  
**May 5<sup>th</sup> Celebration & Project – Bea Latham & Leigh Swain**  
**Bonner Well & Irrigation Possibilities**  
**Brochure Printing**
- Comments from Keith Hardison**
- Old Business:**  
                      **Time Permitting Only**
- 12:00**            **Adjournment**

**TREASURER'S REPORT**  
 Historic Bath Commission  
 July 1, 2011 – December 31, 2011

<b><u>BEGINNING BALANCE</u></b> 07/01/2011		
Southern Bank Checking Account		\$36,345.29
<b><u>CURRENT ASSETS</u></b> 12/31/2011		
Southern Bank Checking Account		\$30,946.01
Southern Bank Certificate of Deposit		\$10,189.97
<b><u>INCOME</u></b>		\$ 5,923.54
<b><u>Grants</u></b>		
HBF (for VDV Garden)	\$	750.00
<u>Gift Shop**</u>	\$	4,279.29
<b><u>Donations</u></b>		\$ 894.25
Donation Box & Misc. Contributions	224.00	
In-Kind Contributions***	670.25	
<b><u>ENCUMBRANCES</u></b>		\$ 0.00
<b><u>UNENCUMBERED ASSETS</u></b>		\$41,135.98

We still have a "Staff Use Fund" within our checking account, but this line item will be phased out when money is spent due to new non-reverting Historic Sites Fund account. Currently, \$ 112.72 remains in Staff Use.

Please note that money made from Bonner's Point weddings or other site rentals is now sent to the Division Office in Raleigh, and those funds are placed in the non-reverting Historic Sites Fund account.

- Does not include estimated \$12,000.00 Gift Shop Inventory as of 01/01/2011.
- Does not include Sales Tax collected and remitted to NC Dept. of Revenue in the amount of \$ 817.50.

\*\* Based on Gift Shop Sales of \$13,783.61 minus \$9,504.32 paid to vendors.

\*\*\* Two In-Kind Donations listed above include the VDV Garden Sign purchased by Annis Paschal Lyles valued at \$ 320.25 and 10,000 copies made of site map by Cooke Communications valued at \$ 350.00.

Historic Bath Commission Annual Meeting  
July 11, 2011

Chairman Bill Pruitt called the Annual Meeting of the Historic Bath Commission to order and welcomed members and guests. Vice Chairman Joan Chrismon welcomed special guests, Linda Carlisle, Secretary of the Department of Cultural Resources; and Keith Hardison, Jimmy Bartley and Mayor Jimmy Latham. Mrs. Chrismon also recognized new commission members, Charles Ewing, Elizabeth Sparrow, and LaRue Shuman. On a show of hands, fifteen members were present. The importance of attending these meetings was emphasized.

Mr. Pruitt read and reviewed the Commission's statement of purpose. He also focused the group's attention on the conflict of interest policy.

Secretary Carlisle thanked the members of the Commission for their service and support. She explained some of the results of the tough budget yet, particularly with regard to keeping sites across the state open. When many sites were being jeopardized, friends from across the state appealed to legislators, and no sites or museums were closed. Strong restrictions have been placed on resources to the point that there are severe cutbacks at sites. She emphasized the fact that our historic sites are as much about community as they are about the specific site. Praise was given to Leigh and her staff for a job well done in making the most of the dollars and resources available to them. She also thanked Bill Pruitt for his leadership and Mayor Latham for his support of the site.

Keith Hardison had praise for the fine work going on at the Bath Site and the Commission's part in maintaining the Site: projects at the Palmer-Marsh House, landscaping, and provision of temporary salaries were cited as major contributions. A Historic Site Fund has been established and revenues from this fund can be retained and used at the specific Site.

Bill Pruitt said that Jimmy Edwards, president of Bath High School Preservation, had asked to have community leaders get together and discuss the collective love of Bath shared by each of the groups. Great success can be gained when the love of the community transcends individual groups. Gene Roberts, Betsy Boxer and Bubs Carson are also a part of that collective group.

### **Reports**

Mayor Jimmy Latham reported the town's struggle with wastewater. Various organizations in town have written letters of support for the town's application for money from the Clean Water Management Trust Fund. Phase I of Lawson's Walk is complete and money is needed to continue the work on the project. Historic Bath Foundation donated \$10,000 to the project.

Surry Everett, President of the Historic Bath Foundation, reported on the recent grants distributed by HBF: Lawson's Walk (\$10,000), Bath High School Preservation (\$50,000), and Historic Bath Commission's Beautification Project (\$20,000). Jerry Waters has been appointed to a planning committee. HBF is embarking on a membership drive and has created a new brochure and a new website. He encouraged cooperation among the various organizations of Bath.

Jimmy Edwards, President of Bath High School Preservation, reported on the latest renovations that have been completed at the school and also on the ongoing projects. The majority of the roof has been replaced at a cost of \$125,000. Completion of the exterior renovations is currently underway, including window replacement and/or repair and painting, as well as construction of the portico on the Carteret Street side of the auditorium. An agreement is being reached between BHSP and the Bath Town Library for the Library to occupy a portion of the school as its new home. Mr. Edwards also encouraged support and cooperation between Bath's organizations.

The secretary's report was reviewed. Following questions, Jack Whichard moved to accept the minutes, and Gene Roberts seconded. The minutes were approved.

The treasurer's report was reviewed and accepted on a motion from Surry Everett and a second by Gene Roberts.

Leigh Swain offered an informative Site report. She reported that it had been a good year. She and her staff are looking forward to the 50<sup>th</sup> anniversary of the Site's existence. Among the projects she mentioned were the painting of the Palmer Marsh house and the reactions to the project, painting of the old visitor's center, hard work on the beautification project, and work on Lawson's Walk project. Visitation is up from the previous year, over 1800 more visitors. She reviewed ways to get people to visit Bath, including a discount idea. She mentioned involvement in the new Bath Business Alliance. Leigh and her staff are developing special programs. She also made the group aware of the new Site assistant, Wayne Randall, and talked about the hard work that Wayne is doing.

Blanche Monroe, Beautification chairman, gave a Landscape update. Mrs. Monroe expressed thanks for funds from the Commission, HBF, and the help of many volunteers in making her project such a success. She reported on the Colonial Revival that has taken place at the Bonner House. She started with 1955 and looked at what it could have been at that time. After researching the historic landscaping of the period of the house, she set about removing inappropriate plants and replacing with period-appropriate plants; such as, English Boxwood, Narcissus, Dutch Master Ice Follies, Helibores, Vinca Minor, Liriope, Delaware Valley White Azaleas, Southern Shield Fern, Zepherine Climbing Roses and Star Flowers. She reported that 144 volunteers with 145 hours of work and 251 hours of training and a personal expense of \$259 brought about a beautiful result. Mr. Pruitt thanked Mrs. Monroe and encouraged everyone to go by the Bonner House and see the projects.

Josie Hookway, Community Liaison, reported on Lawson's Walk. She cited Karen Sayer as the person who pushed for the Walk project. Mrs. Hookway expressed her displeasure that the Historic Visitor's Center is closed on Sunday; suggesting that it be open on Sundays and closed on Mondays and Tuesdays. She mentioned gift shop sales and possible use of volunteers.

Gene Roberts, documenter of local artifacts, enumerated the categories of available artifacts in our area. He requested that the Historic Bath Commission draw up a proposal to begin collecting and storing such artifacts, and a document be prepared with the state to insure that these area artifacts will remain in Bath. A motion was made to work with Keith Hardison to bring this documentation process about. Artifacts can be given through HBF for tax credit. The motion carried. The bottom line is that a museum is needed in Bath.

Bill Pruitt discussed the suggested budget. A deficit measure has been applied to the budget just in case resources are less and expected and expenses exceed budgetary plans. It is merely a fail-safe tactic. Mr. Pruitt emphasized that our site is extremely frugal and reported that a gift shop committee will be formed to look at plans for updating items to be sold to the public. Leigh Swain also mentioned resources that are available from use of historic properties and from events such as the croquet tournament. A discussion was held about the best course of action involving the CD, including the shortest time possible to tie up the money and the possibility of a money market account. Charles Ewen moved to accept the proposed budget; Joan Chrismon seconded; and the budget was accepted.

The nominating committee presented the following slate of officers for the group's consideration: Chairman, Bill Pruitt; Vice Chairman, Bobby Roberson; Secretary, Claudia Alligood; and Treasurer, Penny Sermons. There being no nominations from the floor, Gene Roberts moved to accept the slate as present; Anna Biggs seconded; and the slate was elected.

Bill Pruitt closed the meeting with the following. He suggested that the Commission quicken its pace, that we keep an open mind and be prepared to be pro-active, not reactive to the needs of the Site and its business. He thanked Jimmy Bartley for his service to the Commission. He also strongly recommended Gene Roberts as chair of the committee to write the artifact proposal for the state.

The meeting was adjourned.

Respectfully submitted,

Claudia Alligood

## Executive Committee Meeting of the Historic Bath Commission November 2, 2011

The Executive Committee of the Historic Bath Commission met on November 2, 2011, at the Carson Cottage. Chairman Bill Pruitt called the meeting to order and welcomed vice president Bobby Roberson, Leigh Swain, and secretary Claudia Alligood.

The first item of business was the best uses and investment ideas for the CD. An interest bearing checking account, a money market account or another CD were the possibilities. The group thought a money market or another CD would be the wisest decision. Operating money will remain in the checking account and the remainder will be used to purchase a CD. Treasurer Penny Sermons will be asked to investigate.

Chairman Pruitt, Leigh and Claudia worked together with the State to develop a Memorandum of Agreement between DCR and the HBC. Although not initially required of us since we are a legislatively appointed entity rather than a 501(c)3 organization, it was decided that it would be a good move to protect all interests, and lay out each side's responsibilities. A copy of the MOA is on file.

Bonner Well - The well at the Bonner House has been out of commission for years – it was not repaired when town water system became available. The old galvanized pipes around site have burst in numerous places underground causing water loss and high water bills. Some plants have been lost as a result because of lack of rain and watering. Reuben Williams, area plumber, looked at the problem and said that serious repairs need to be made. Bobby Roberson is to ask PCS about an irrigation system, possibly donated to the site. The estimate from Reuben Williams was \$1200. A well would allow for a steady, much less expensive way to water plantings from the beautification project located at Bonner grounds.

The Bath Garden Club has been working on a project to beautify the entrance to Bath. They now want to plant pansies in that entryway as well as on the Bath Site. They have already spent approximately \$1300 on their project and would like HBC to donate \$200 toward the purchase. The request was approved.

Gift Shop Committee – Leigh Swain and Bill Pruitt met in Raleigh at the Museum of History. They have looked at the items at the Bath Site, considering the margin of profit, etc., with regard to stocking other items of interest to our visitors. We might be able to order through the purchasing agent at the Museum of History and have things shipped to Bath, a vendor co-op system. Penny Sermons and LaRue Chuman have agreed to serve on the Gift Shop Committee as well. Jewelry, local products, NC items, animal-friendly items are among the types of items that have been suggested. Cooperation with local groups to help market the new products was suggested along with the installation of a movable sign.

Future State Budget Cuts – At one time individual sites did not receive a budget. As with all areas of our society, Cultural Resources has also suffered from the economic conditions. The Site Director has been called upon to look ahead to needs for the coming year and determine the best uses of available resources. Staff is examining budget to see how closely the site is holding to its limits. The Executive Board can look at places in the budget where the Commission can advance some money to help the situation.

Bea Latham and Leigh are looking at program ideas for May 5, the Fiftieth Anniversary of the opening of the site and the homes. They wish to create a committee for that event and Leigh asked permission to contact members for this purpose, which was granted. The colorized photograph of Edmund Harding that is exhibited in the Van Der Veer House that needs restoring/replacing was mentioned as a part of the celebration – it could be unveiled during the event. Nancy Scoble can paint a portrait from the photograph, or we could consider a digital retouching. Leigh will contact Harding's widow to see how she might be a part of this effort.

Leigh shared some flyers about the upcoming *Bath and the American Revolution* program. Executive board members will help post up in Brown Library and other locations.

The date of the next Commission meeting will be in January. HBF meets on January 6 for its quarterly meeting. The date for the HBC should be later and on a Monday.

The meeting was adjourned.

Respectfully submitted,  
Claudia Alligood



North  
Carolina  
HISTORIC  
SITES

MEMORANDUM

January 11, 2012

To: Keith Hardison, Director  
Division of Historic Sites & Properties

From: Leigh Swain, Site Manager  
Historic Bath State Historic Site

Subject: Historic Bath Commission Semi-Annual Meeting

The semi-annual meeting of the Historic Bath Commission was held on Monday, January 9, 2011 at 10:00 a.m. in the Historic Bath Visitor Center. There was a quorum of members in attendance. Please accept and forward this information as needed.

**Members in attendance:**

Claudia Alligood	Anna Biggs	LaRue Chuman
Peggy Daw	Surry Everett	Charles Ewen
Betsey Lee Hodges	Josie Hookway	Ilene McClain
Blanche Monroe	Bill Pruitt	Bobby Roberson
Gene Roberts	Karen Sayer	Penny Sermons
Elizabeth Sparrow	Jack Whichard	

**Also in attendance:**

Keith Hardison (DCR)	Carol Chamberlain (DCR)
Dusty Wescott (DCR)	Elizabeth Reighn (DCR)
Jimmy Latham, Mayor (ex-officio)	Elaine Harrison (BHSP)
Jimmy Edwards (BHSP)	Sandra Harrison (BHSP)
Leigh Swain (site manager)	

cc: Rob Boyette  
Thom Rhodes  
Bill Pruitt



**North Carolina Department of Cultural Resources  
Office of the Secretary**

**Beverly Eaves Perdue, Governor**

**Linda A. Carlisle, Secretary**

July 25, 2012

To: Mr. W.W. Pruitt, Jr.  
Chair, Historic Bath Commission

Mr. Surry Everett  
Chair, Historic Bath Foundation

From: Linda Carlisle

I am writing in response to the recent exchange of emails regarding appointments by the Commission to the Foundation Board. As an ex officio, voting member of the Commission, I want to express my thoughts regarding this matter as it is not dissimilar to other situations that have arisen within the Department.

First, the statutes creating the Commission, G.S. §§ 143B-99 to -102, neither require nor mention the Commission's duty to appoint members to the Foundation Board and the Commission's bylaws also do not require it. The "requirement" that the Commission appoint three members to the Foundation Board arises solely from the Foundation's bylaws.

Second, the nine Directors of the Foundation, including the three directors appointed by the Commission, all serve as voting members under the Foundation's bylaws. The three Commissioners, therefore, serve as voting members of both the Commission and the Foundation Board. Therefore, it should be standard practice that Commission members recuse themselves from voting on any action by the Foundation that benefits the Commission, to avoid a conflict of interest or the appearance of impropriety.

Finally, under the Foundation's bylaws, the chairman of the Commission and the Bath Historic Site Manager sit as ex-officio, non-voting members of the Foundation Board. Having the Chair of the Commission and the Site Manager participate in this capacity allows the Commission and the Foundation to continue to communicate with each other without the appearance of

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4601 Mail Service Center  
Raleigh, NC 27699-4601

**Telephone: (919) 807-7250**  
**Fax: (919) 733-1564**

**LOCATION:**  
109 East Jones Street  
Raleigh, NC

impropriety or a conflict of interest. Additionally, I would expect that the current practice of having the Foundation Chair attend the Commission meetings and being given time to report on the Foundation's activities would continue.

This is a standard means of insuring that linked organizations have the benefit of feedback, information and understanding.

It is therefore my recommendation that the Commission continue the long-standing tradition of having the chair participate on the Foundation Board as an ex-officio, non-voting member. I would further recommend that the Commission discontinue the practice of appointing members to the Foundation Board. There is still the possibility that there will be overlap in membership and, if so, such members should exercise due care to avoid conflicts of interest or appearances of conflicts of interest.

These recommendations would require no action by the Commission and only one change to the Foundation's by-laws regarding the appointments.

Even with these changes, I am confident that the Commission and Foundation can continue to work together to preserve Bath's historic and cultural resources, strengthen the community, and forge ahead in this millennium. The recent acquisition of Gene Roberts' rare editions of John Lawson's *A New Voyage to Carolina* (1709) and the de Bry engravings (1590) is a wonderful example of this. These additions to the collection will add greatly to the interpretation of the historic site. I remain grateful and appreciative of the commitment of the Commission and Foundation members and value greatly their contributions to Historic Bath and our State.

If I can provide any additional information, please let me know.

# HBC mtg. 8-6-12 - Attendance

	<u>NAME (print, please)</u>	<u>MEMBER / GUEST</u>
✓1	Karen Sayer	member
✓2	CHARLIE EWEN	MEMBER
✓3	Annar Biggs ANNA BIGGS	member
✓4	JOHN J. CHRISMON JOAN T. CHRISMON	member
✓5	Josephine Hookway	member
✓6	Larue Chuman	member
✓7	GENE ROBERTS	MEMBER
✓8	Susan Roberts	guest
✓9	Ed Clendat	member
✓10	WALTER L. WILLIAMS	member
✓11	Elizabeth "liz" Sparrow	member
✓12	J. Camer Griffin	member
✓13	Jack Whichard	member
✓14	Peggy Daw	member
✓15	Caitlyn Smith	Guest
✓16	ELAINE HARRISON	Guest
✓17	Nelda B. Diamond	Guest
✓18	Starla Cudde	Guest
✓19	SUARY EVERETT	Member
✓20	Bossey E. Coverson	member
✓21	Marti Buchanan	Guest
✓22	Jeff Bockert	Guest
✓23	jill jones	Guest.
✓24	Jimmy Edwards	guest
✓25	Bill Pruitt	member
✓26	Betsy Lee Hodges	member
✓27	Jimmy Latham	guest
28		

**HISTORIC BATH COMMISSION BI-ANNUAL MEETING AGENDA**  
**August 6, 2012**

- 10:00**        **Call to Order and Welcome - Chairman Bill Pruitt**  
**Introduction of Guests and New Member and**  
**Quorum Report - Vice Chairman Bobby Roberson**
- 10:15**        **Reports:**  
**Town of Bath – Jimmy Latham**  
**Historic Bath Foundation – Surry Everett**  
**Bath High School Preservation – Jimmy Edwards**
- 10:45**        **Commission Reports:**  
**Secretary’s Report - Leigh Swain for Claudia Alligood**  
**Commission Acceptance of January Minutes**  
**Financial Report - Penny Sermons**  
**Commission Acceptance of Financial Report**  
**Site Report – Leigh Swain, Bea Latham**  
**State Report – Jeff Bockert**
- 11:10-11:25**   **Break**
- Introduction of proposed 2013 budget**  
**Voting on proposed budget**  
**Executive Officers Meetings Report – Bobby Roberson**  
**Recommendations of officers – Bill Pruitt**  
**Chairman’s Report – Bill Pruitt**
- 12:15**        **Adjournment**

## Historic Bath Commission Semi-Annual Meeting January 9, 2012

The semi-annual meeting of the Historic Bath Commission was held on Monday morning, January 9, 2012, at 10:00 at the Bath Historic Site Visitors' Center. Chairman Bill Pruitt called the meeting to order and welcomed everyone. Vice-chairman Bobby Roberson introduced and welcomed guests. The guests included Keith Hardison, Director of the Cultural Resources Division, and Carol Chamberlain, Elizabeth Reign and Dusty Wescott who work in the Division office with collections. Mr. Roberson also announced that we have a new Commission member, Comer Griffin. He led the group in a moment of silent reflection in memory of deceased Commission member Ruth Smith Waters.

### Guest Reports

**Mayor Jimmy Latham** reported that the town is pretty close to its goal of waste water funding. Phase I funding has come from grants, with the remainder to be a loan from the state. Phase II will follow.

Bath Elementary Gymnasium suffered some \$800,000 in damages as a result of the hurricane. While the leadership is trying to make a final determination as to repairing or replacing the building, the Town of Bath has made the old gym available to the school's basketball teams for practice sessions.

The Lawson's Walk Project, which is co-sponsored by the Town of Bath, is well under way. Trees have been planted; the recreational component and interpretive signs will follow.

Golden Leaf Foundation Grants are being competed for currently in Beaufort County, and the town is attempting to procure of portion of that money for uses in Bath.

**Historic Bath Foundation Chair Surry Everett** stated that HBF is continuing its work to preserve historic projects in Bath. He announced the recent winners of HBF distinctions to Bath residents whose homes best conform to the historic atmosphere and intention of our town. He also acknowledged Ed Clement and Mike Godley as recipients of awards for their efforts involving historic preservation in Bath. HBF is updating its brochure.

A sign committee has been appointed to help draw visitors to Bath.

Jerry Waters has been appointed as the manager of the Strategic Planning Committee.

**Jimmy Edwards, President of Bath High School Preservation**, reported that much progress is being made toward the rehabilitation of Bath High School, citing an engineering analysis and a new shingled roof, highlighting the efforts to stabilize the structure and make it dry.

A grant from HBF allowed continuation of the window replacement/restoration project.

An anonymous donation allowed the construction of a beautiful portico on the back of the auditorium.

There is a working agreement with the board of Friends of Bath Library to move the town's library to the cafeteria wing of the school.

Meetings are being held with representatives of Vidant Health Services (formerly University Health Systems) and NC Rural concerning a possible medical clinic to be housed at Bath High School.

Members of the Commission were invited to BHSP's annual Oyster Roast and were also invited for a walking tour following this meeting to see the exterior improvements made to the building.

**Gene Roberts, Chairman of Local Artifacts committee for HBF**, updated to the group as to an upcoming meeting with representatives of the state to discuss a document for donations of artifacts that will remain in Bath, in hopes that one day Bath will host a viable museum.

### Commission Reports

**Secretary Claudia Alligood** announced that all members had received minutes of the July HBC minutes. Anna Biggs moved to accept the minutes; Bobby Roberson seconded; the minutes were accepted.

A similar announcement was made with regard to the Executive Committee's meeting. Bobby Roberson moved to accept these minutes; Penny Sermons seconded; and the minutes were accepted.

**Treasurer Penny Sermons** presented the treasurer's report, pointing out the increased revenues from the gift shop. Bobby Roberson moved to accept the treasurer's report; LaRue Chuman seconded; the report was accepted.

Mrs. Sermons reported no problems with our audit, which has been sent to Raleigh.

**Blanche Monroe, Beautification Chair**, received accolades from Chairman Bill Pruitt for the fine job she has done with the Bonner House Project. A pictorial, prepared by Leigh Swain, showed the results of Mrs. Monroe's hard work. Mrs. Monroe reported that the arbor, built by Chuck Burgin was adapted for the Bonner Garden. The arbor was built with grant money from HBF, waterproofed by Bill Monroe, and erected by Mr. Burgin with help from others. Historical varieties of roses purchased or rooted from a collection at the Mordecai House in Raleigh, add beautifully to the Bonner garden.

**Josie Hookway, Community Liaison**, has spent a great deal of time visiting and looking into travel and tourism, unemployment, places not to get jobs, and people not coming to Bath. She is concerned with the need for more signs. Work is being done by travel agencies and by the Bath Business Alliance to increase awareness of the treasures to be found in Bath. St. Thomas Church is working on signage. The Belhaven 264 project, being underwritten by the Committee of 100, will produce a new brochure. The National Heritage Park, including an area of 40 counties is also being studied.

Bobby Roberson explained the difficulties in erecting more signs and the efforts of Washington to work through the appeal's process with the state.

The lack of an infrastructure in Bath prohibits much growth in visitation.

**Site Report – Leigh Swain** acknowledged that she had met with and is familiar with the Bath Business Alliance and its efforts to promote Bath businesses with others.

Mrs. Swain praised the beautification project.

She reported on the Bonner Family Reunion that was held in Bath, with some 70 Bonners in attendance. Since our last meeting, new signs were erected at the State Dock and the Van Der Veer garden (named after Herbert Paschal by earlier HBC) was gifted with a new sign about Dr. Paschal by his daughter. Tents were purchased for outdoor program use.

In November a program, *Bath and the American Revolution*, was held. The Christmas Open House was a tremendous success, thanks in part to the work of the Bath Garden Club. About 300 people attended the program in November; more for the open house in December.

The Site is working with area scouts for a Tom Sawyer Day to paint fences. Site staff and Bath Elementary teachers are creating lessons for children of BES to teach about the 1962 opening of Bath's historic homes and historic preservation. These lessons will be taught during the week leading up to the Saturday, May 5<sup>th</sup> 50<sup>th</sup> anniversary celebration.

The Site sold \$22 in Goblin Candles (castoffs from 4<sup>th</sup> grade Heritage Days program), thanks to the ingenuity of our site staff.

Penny Sermons is co-chair of the 300<sup>th</sup> Beaufort County Anniversary Committee and the site will be including some of its programs this year as county events.

Opening the Site on Sundays is a recurrent theme. When asked about this, Leigh said that the Site leaves our brochures for Sunday visitors. Since July, only 83 of these brochures have been picked up. Budget cuts brought about by the poor economy have made it necessary to use whatever money is available for things other than salaries for Sunday. Keith Hardison said that approximately \$6,000 would be needed to fund the Sunday salaries for a year. He also pointed out that two-thirds of the state's sites do not open on Sunday. Several other ideas concerning bathrooms, rental money from weddings, etc., the closeness of the new budget from the state, and making the Town of Bath a part of this discussion were all covered before Chairman Pruitt brought the discussion to a close.

Gene Roberts offered \$1,000 to start a fund for paying Sunday salaries.

**Bath's Historic Site Celebrates 50 Years** – May 5 will mark the 50<sup>th</sup> anniversary of the opening of the historic homes and the beginning of Bath's recognition as a state historic site. Bea Latham is heading the committee to plan the celebration. She has included Anna Biggs and Joan Chrismon as members of her committee. She recognized the efforts of Edmund Harding in spearheading the movement for the historic restoration in Bath. In looking back at the program that was used in 1962, Mrs. Latham would like to hold to the flavor of that celebration. She feels that the "community event" atmosphere of 1962 should be repeated in 2012. She is looking at a recognition event or ceremony, a community-prepared lunch, sponsorship by the Commission, and possible musical entertainment.

Nancy Scoble, area artist, has been contacted about restoring or painting anew our current rendition of Edmund Harding's portrait. Mrs. Harding has been consulted, and she would like to see the picture redone however the HBC chooses – restoration of the colorized photograph or the creation of a new oil painting. The group voted in favor of having Ms. Scoble do an oil painting.

Mr. Harding's scrapbook was given to the Site at his death and has been most useful in obtaining valuable information. Mrs. Latham will contact Commission members via e-mail with updates concerning the celebration plans. Betsy Lee Hodges suggested photos from 50 years ago.

**Charles Ewen, ECU Archaeologist** and friend of Bath, reported on his plans for the coming summer. He will be working with the Summer Ventures Program and plans to bring these high school students to Bath to test some sites for future work by his college students. He is looking at additional ideas for this summer's research.

**Bonner Well-** There have been problems with leaks from underground pipes at the Bonner House, which have resulted in a hardship for the new plantings as water has been turned off. The idea of reopening the old well at an approximate cost of \$1000 was discussed. More information is needed before making a decision.

**Brochure-** A new brochure and rack cards are needed to get Bath information to welcome centers, other sites, etc. Staff are looking to Corrections Enterprises for reprinting of a brochure, but the cost would have to come from HBC. Cook Communications provided 10,000 free maps recently.

**Chairman Bill Pruitt** welcomed Commission member Peggy Daw, who traveled out of state to attend this meeting, and thanked her for all she's done for Bath. Mr. Pruitt thanked Keith Hardison for his on-going support, and reminded the group that commissions and boards are being reevaluated for effectiveness.

Mr. Pruitt reminded Commission members that questions and issues need to come to the HBC officers and not handled individually with visits or calls to Raleigh.

He praised the increase in income from the gift shop and pointed out some new items. He also spoke about new and better operations, purchases, and visionary emphasis on the historical aspect of items.

He explained a possibility of collective purchasing with various sites in cooperation with the NC Museum of History.

**Keith Hardison, Director of Cultural Resources Division**, complimented Chairman Pruitt for his hard work and valuable leadership of the Bath Commission. He cited the good partnership between the Bath Site and the State. He also praised the good rapport between the various Bath groups.

He stated that the pipes and the well at the Bonner House could be repaired and replaced in eight weeks.

He complimented the roof on Bath High School.

He is looking forward to the artifacts meeting regarding donation paperwork to follow this meeting.

Mr. Hardison supplied information as to the upcoming brief legislative session in our state. He also cited the legislature's concerns about the attractions around our state and how they are being operated, their efficiency, funding, hours, etc. Changes may be coming in the operational procedures and management of these various attractions, including parks, zoos, aquariums, fairs, and historic sites. He also pointed out that North Carolina has the strongest public history department in the country.

Mr. Hardison suggested that, if the group wants to try opening the Site on Sunday, they need to establish a test period and to keep accurate records as to numbers of visitors and effective use of employees, hours, facilities, etc. A re-examination should be done following the test period.

Chairman Pruitt closed the meeting by reiterating the status of the Bath Historic Commission in relation to other commissions and boards. Our Commission costs the state nothing in dollars, and we assist our site financially whenever possible. When the Bath Site was included on a list of sites to be closed, there was a good, cohesive effort between the groups of the town in support of keeping the Bath Site open.

Charles Ewen moved to adjourn the meeting; Bobby Roberson seconded. The meeting was adjourned.

Respectfully submitted,  
Claudia Alligood

Historic Bath Commission Executive Board Meeting January 30, 2012

Bill Pruitt, Chairman, welcomed the executive board and called the meeting to order. The minutes from the July Commission Meeting were missing notes about the \$5,000 for storage of artifacts.

Terms of Commission Officers – Bill Pruitt favors 2-year terms for officers. He will present this suggestion to the Commission in July and seek a resolution from the group. A projected date for the Commission meeting is July 16 at 10:00 a.m. Josie Hookway has tendered her resignation from the Historic Bath Foundation. Bill suggested LaRue Chuman to represent the Commission on the Foundation Board. Bill will contact Josie about additional information.

Gift Shop Committee – Betsy Hodges, LaRue Chuman and Penny Sermons have all expressed an interest in serving on this committee. Leigh Swain will talk with Robin, who is serving as the gift shop procurement officer and overseer, about her ideas. The co-op idea for purchasing merchandise was revisited; the group expressed doubts to this idea. It was further expressed that looking at local and NC vendors is a priority.

CD – Information from Penny will be sent electronically and voted on electronically as to the most prudent means of handling the CD. Since there are few options available with earning power, the question centered around moving money from checking to savings or looking for options for checking account funds.

Pat Mansfield's project to build a sailing vessel will possibly impact the Bath Historic Site as property is being sought as a home for the ship. Inquiries will be made in Beaufort to discover the status, and the executive board will await a request to hear from Mrs. Mansfield.

Sunday Opening Issue – The matter of opening the Visitors' Center on Sundays continues to be of concern to some Commission members. The Board discussed several options. Penny suggested a graph or chart to demonstrate expenses, working hours for employees, numbers of Sunday visitors and other items surrounding the Sunday-hours issue. Inquiries concerning Sunday hours will be shuttled to Bill.

Advertising – Bea Latham suggested sending an advertisement every quarter to show the public what is happening at Historic Bath. She will keep a record of visitation numbers so that she can assess the effect that advertising has on the visitation numbers. Bill suggested adding Bath business info on the flyer. A motion was made by Bobby Roberson and seconded by Penny Sermons that the Commission fund the quarterly flyer for the Historic Bath Site.

Nancy Scoble has been commissioned to paint a portrait of Edmund Harding to replace the original colorized photograph that has cracked and aged. She will complete a 20x24 oil painting at a cost of \$1150 and have it ready for approval in April and for exhibit at the Site celebration on May 5<sup>th</sup>. The Beaufort County Arts Council/Beaufort County Government have given \$250 which will be used toward this project.

The well at the Bonner House must be replaced. The cost of the well and the wiring will be \$954.61 and will be done by Paul Hill. A working well is essential to maintain the gardens at the Bonner House. Bobby Roberson moved to pay for the well; Penny Sermons seconded; the motion was accepted.

The May 5 celebration commemorating 50 years since the historic houses were first opened to the public, and, thus, the Historic Bath Site was born. Bea Latham gave a review of the activities that have been planned for that day. Bill suggested inviting the governor and other state dignitaries.

In a final comment, Bill suggested that the executive board communicate via e-mail as much as possible to avoid meeting time in light of everyone's busy schedules. The meeting was adjourned.

Respectfully submitted,  
Claudia W. Alligood, Secretary

Historic Bath Commission Executive Board Meeting – May 29, 2012

Present: Bill Pruitt, Leigh Swain, Bobby Roberson, Claudia Alligood, Penny Sermons (by Conference Call)

Bill welcomed everyone to the meeting and began with the primary issue for the meeting: Commission appointments to the Historic Bath Foundation Board. He reminded the group that the Commission makes three appointments to the HBF Board. Blanche Monroe and Comer Griffin, who was appointed to fulfill Josie Hookway's term when she resigned, are two of the current appointments. Surry Everett is the third current appointment, and the HBF Board would like for him to be re-appointed; this is where the timing issue becomes difficult.

Surry's term on the HBC expires on June 30. We will not know by June 30 what the Governor's wishes are as to members of boards and commissions; therefore, the HBC has a dilemma as to the best way to handle this situation.

Bill Pruitt searched through many files and archives until he discovered that the HBC has had, in fact, a more complete copy of its by-laws (compiled in April 1973) than the sections it has been using for years. These by-laws were written prior to the creation of the HBF; thus, there are no guidelines with regard to naming Commission members to serve on the Foundation Board.

Discussion ensued as to the correct format for naming these members to serve with the HBF Board. On some occasions the appointees were named by the Commission chair; on other occasions, such appointees were elected by the entire Commission.

Bobby Robertson suggested we amend our procedures to nominate the appointee to HBF until his/her term to the Commission is reappointed.

The Executive Board decided to handle this current manner in the following ways:

- \*To extend the term of said appointee (in this case Surry Everett) until the state's appointment is made, to conclude the appointee's current term on the HBF

- \*Upon reappointment by the Governor, said appointee will be reviewed by HBC's Board of Directors and a vote taken as to his/her reappointment to represent HBC on the HBF, as an appointment for a new term

- \*Appointments for the HBC's representatives will be made in January in order to avoid any incomplete terms in conjunction with the Governor's schedule of appointments

Amendments will be made to HBC's by-laws to specifically deal with appoint of Commission members to the Foundation.

Bill Pruitt will send an e-mail to Commission members about the Executive meeting.

The Commission needs to vote on the proposed two-year term for officers, as well as salaries for temporary employees.

Respectfully submitted,

Claudia Alligood

**TREASURER'S REPORT**  
 Historic Bath Commission  
 July 1, 2011 – June 30, 2012

<b><u>BEGINNING BALANCE</u></b> 07/01/2011		
Southern Bank Checking Account		\$36,345.29
<b><u>CURRENT ASSETS</u></b> 06/30/2012		
Southern Bank Checking Account		\$27,864.28
Southern Bank Certificate of Deposit		\$10,192.90
<b><u>INCOME</u></b>		\$14,545.40
<b><u>Grants</u></b>		
HBF (for VDV Garden)	\$	750.00
BCAC (for Edmund Harding Portrait)		250.00
HBF (for May 5 <sup>th</sup> booklets)		1,089.38
BCCC (for Cut Throat Croquet Tournament)		1,400.00
HBF (For Bonner Garden)		161.60
Gift Shop**	\$	8,950.17
<b><u>Donations</u></b>		
Designated Gifts***	1,295.25	
Other Contributions	649.00	
<b><u>ENCUMBRANCES</u></b>		\$ 0.00
<b><u>UNENCUMBERED ASSETS</u></b>		<b>\$38,057.18</b>

Staff Use Fund within our checking account has been phased out due to new non-reverting Historic Sites Fund account. Please note that money made from Bonner's Point weddings or other site rentals is now sent to the Division Office in Raleigh, and those funds are placed in the non-reverting Historic Sites Fund account.

- Does not include estimated \$12,000.00 Gift Shop Inventory as of 01/01/2012.
- Does not include Sales Tax collected and remitted to NC Dept. of Revenue in the amount of \$ 1,490.08.

\*\* Based on Gift Shop Sales of \$ 25,156.27 minus \$ 16,206.10 paid to vendors.

\*\*\* Contributions listed above include the VDV Garden Sign purchased by Annis Paschal Lyles valued at \$ 320.25, 10,000 copies of site map by Cooke Communications valued at \$ 350.00, and a donation of beverages by Minges Bottling Company for May 5<sup>th</sup> Celebration valued at \$ 45.00. Money from local businesses for May 5<sup>th</sup> Celebration in the amount of \$580.00.

**HISTORIC BATH COMMISSION  
Statement of Revenue and Expenses  
06/30/2012**

<b>Operating Budget</b>	<b>Budget</b>	<b>Actual</b>	<b>Proposed</b>
<b>Revenue</b>			
Donations*	\$ 1,000.00	\$ 649.00	\$ 1,000.00
Net Sales (Estimated)***	7,500.00	8,950.17	8,500.00
Grants**	7,500.00	3,650.98	7,500.00
Designated Gifts/Grants+	1,000.00	1,295.25	1,000.00
<b>Total Revenue</b>	<b>\$17,000.00</b>	<b>\$14,545.40</b>	<b>\$ 18,000.00</b>
<b>Operating Expenses</b>			
Audit	1,500.00	1,500.00	1,500.00
Billboards	250.00	235.00	250.00
Costuming	250.00	.00	200.00
Discretionary (Executive Board)	500.00	.00	500.00
Gift Shop Expenses	1,700.00	1,722.85	1,800.00
HBC Meetings	100.00	22.35	50.00
Landscaping Supplies/Maint.	1,500.00	1,562.78	2,000.00
Living History Materials/Educational Supplies	300.00	293.45	300.00
Miscellaneous	200.00	32.03	100.00
Newsletter	225.00	204.60	225.00
Office Supplies	400.00	148.92	300.00
Postage	100.00	6.34	100.00
Post Office Box Rental	75.00	70.00	75.00
Site Promotion	1,000.00	856.08	1,000.00
Special Events/ Volunteer	3,500.00	2,791.13	3,000.00
Staff Development	200.00	132.70	150.00
Staff Library	100.00	27.99	50.00
Temporary Salaries	5,000.00	3,124.10	5,000.00
Restoration Projects	5,000.00	2,707.06	5,000.00
<b>Total Operating Expense</b>	<b>\$21,900.00</b>	<b>\$15,437.38</b>	<b>\$21,600.00</b>
<b>Excess Revenue (Expense)</b>	<b>(\$4,900.00)</b>	<b>\$ (891.98)</b>	<b>( \$ 3,600.00)</b>

**\*Donations**

Please note that this money is given for HBC programs and special needs. (ex. A \$100.00 gift to use toward purchase of gravestone cleaning supplies)

Money made from Bonner's Point weddings or other site rentals is now sent to the Division Office in Raleigh, and those funds are placed in the non-reverting Historic Sites Fund account.

**\*\*2011-2012 Grants**

\$750.00 from HBF for Van Der Veer Garden. \$1,400.00 for Cut Throat Croquet Tournament. \$250.00 from BCAC for Restoration of Edmund Harding Portrait. \$1089.38 from HBF for teaching booklets made for BES students in recognition of 50<sup>th</sup> anniversary of the site. \$161.60 from HBF for Beautification.

**\*\*\*Gift Shop**

Gift Shop Expenses line item does not include \$1,490.08 in sales tax collected and remitted to the NC Dept. of Revenue.

**+Designated Gifts/Grants**

Sometimes we receive financial assistance without receiving funds into the HBC account. Gifts this year included the VDV Garden Sign purchased by Annis Paschal Lyles valued at \$ 320.25, 10,000 copies of site map by Cooke Communications valued at \$ 350.00, and a donation of beverages by Minges Bottling Company for May 5<sup>th</sup> Celebration valued at \$45.00. Money from local businesses for May 5<sup>th</sup> Celebration in the amount of \$580.00.

Note: The HBC has approved monies for printing and mailing flyers to promote Historic Bath events. These will be printed and mailed 3 times per year. Money spent in the amount of \$ 593.41

The HBC has also approved monies for May 5<sup>th</sup> Celebration. Money spent in the amount of \$1,736.61 for the tent rental.

## HISTORIC BATH ANNUAL SITE REPORT JULY 2011-JUNE 2012

### VISITOR SERVICES

People are continuing to travel closer to home— guests from North Carolina came in 1<sup>st</sup> place, followed by Virginia, Florida, South Carolina and Maryland. This year we had visitors from every state except Hawaii. The top five visiting countries were England, Canada, Germany, the Netherlands and Norway. We had guests from eighteen countries visit Bath.

During fiscal year 2011-12, Historic Bath Site recorded 18,293 visitors to the site – a slight increase from last year (18,027).

Site volunteers gave 959.5 hours of service!

There were 103 dock permits received this past year.

Nine permitted events (weddings, etc) took place on site grounds in the past year.

Twenty-three people or groups visited the site's geocache, which they located using GPS devices.

We received requests for information from 40 people this year; these requests were answered primarily by email. Most people who contact us plan to visit, but others are researchers or students.

### EVENTS/OFF-SITE PROGRAMS

A total of twenty-one programs and special events were held this fiscal year – with 4,118 people in attendance. Programming included our 50<sup>th</sup> anniversary celebration, 2<sup>nd</sup> Saturdays, Heritage Days (all Beaufort Co. 4<sup>th</sup> graders), Christmas Open House, Past Times Day Camp, the historical film series, a military program and lectures.

Collaborative programming continued with the Town of Bath and Beaufort County Community College with Bath Fest/Cutthroat Croquet Tournament. One lecture, *A Layman's Guide to Beaufort County Architecture*, was included in the Beaufort County 300<sup>th</sup> anniversary calendar.

Nine off-site programs were held; these local speaking engagements were presented to 147 people. Staff also represented the site at the Museum of History's opening day for the new permanent North Carolina exhibit – making rope with approximately 425 people while there!

### PROJECTS

**Beautification:** The HBC paid for materials needed to repair the pump located near the Bonner garden for plant watering use; this work was completed. A new Colonial Revival arbor was placed at entrance to Bonner garden in September 2011. A bronze appreciation plaque was installed on the side garden fence near the kitchen; it thanks the HBC, HBF and many volunteers who have given of their time, talent and resources toward this project. There will be ten landscape signs (6" x 8") placed within the Bonner grounds educating visitors about the historically appropriate plantings during the upcoming months.

**Van Der Veer Garden:** The newly refurbished soil in the raised beds received winter and spring crops this year. The crops planted were chosen to help represent multicultural contributions to eastern North Carolina gardens. In January wooden signs were erected

on which to allow information about plants to be shared with visitors. Also, a new sign at the north-facing entrance of the garden was presented to the site by Herbert Paschal's daughter, Annis Lyles. Years ago, the HBC dedicated the garden in his memory.

**Publications:** The John Lawson symposium papers were published in the NC Historical Review, including the one written by Bea Latham and Patricia Samford. In addition, Bea wrote an article for the spring 2012 issue of NC Junior Historian about the role of the church in Colonial America.

## **SUPPORT GROUPS**

### **Historic Bath Commission**

Historic Bath continues to depend on your financial assistance. Examples of what the site needed help purchasing this year include the following: 100% of temporary salaries, special programming needs, office supplies, Bonner pump house repairs, advertising, etc. This organization's willingness to fill in the widening gap between the site's needs and the State's ability to provide for them is greatly appreciated.

### **Historic Bath Foundation, Inc.**

Some funds from last year's \$20,000 gift continued to be used for beautification purposes (this year's projects outlined on previous page). A small grant was given (\$1,089.38 final cost) that paid for the printing of a student booklet as part of the site's 50<sup>th</sup> anniversary. Students used the booklets at school during the week prior to our celebration on May 5<sup>th</sup> then were allowed to take them home as souvenirs. A PDF file of the booklet is available at the historic site and HBF websites.

## **ACQUISITIONS/SITE IMPROVEMENTS**

Gene and Susan Roberts gave several items to the State to remain at Historic Bath; paperwork was signed on June 1<sup>st</sup>. The items given were the following: first editions of *A New Voyage to Carolina* by John Lawson in English and German; a book (compilation of farm journals) printed in Bath, NC by John Thompkins; two unframed Theodore DeBry engravings and one by Gysbert van Veen taken from John White's drawings.

Faded signs at the State Dock were replaced in August 2011; the signs include regulations for usage and now show the Historic Sites logo.

Visitor Center pump house received a new shake roof; shakes stored on site were used.

Intern House painting project began and Bonner fencing received a coat of paint.

The Bonner House and Visitor Center received new HVAC systems.

## **PUBLICITY/PROMOTION**

The HBC has funded a recent effort to garner more local awareness and support of site programming with the mailing of flyers through USPS. Local newspapers, magazines, websites and on a smaller scale WITN-TV continue to be used to share information, as well as all DCR outlets; a Facebook page was started in February.

A small booklet was published describing wedding venues in Beaufort County; the historic site was allowed to be part of this publication.

Cooke Communications printed site maps free of charge (\$350 value).

## **MAINTENANCE**

Old buildings require a lot of maintenance. This year projects included the following: replacement of some rotten fence posts, a piece of weatherboarding and rotten skirtboard at Bonner House location. The Palmer-Marsh House had extensive weatherboarding repairs made on the west side of the structure. Some window sills were replaced and window sashes need replacing in the upcoming year. The west-facing attic window is currently boarded up, with window safely removed and stored until sash work is done. Additional window sill/weatherboarding repairs were made at the Visitor Center pump house and the Van Der Veer House.

## **SAFETY/SECURITY**

A fire alarm system repair and much site clean up of trees and their debris was required following Hurricane Irene in August 2011. FEMA paperwork was completed in order to receive funding to cover the related costs.

The fire alarm system at the Van Der Veer House had to be replaced after a power surge following lightening storm.

A proper artifact storage case was purchased to house recent gifts until such time as they can be displayed.

## **PERSONNEL**

Temporary employee Callie Wahab left employment at Historic Bath in August 2011. She was replaced by Bath native, Elizabeth Ann Cutler that same month.

BY-LAWS OF  
HISTORIC BATH COMMISSION

ARTICLE I. OFFICES

- A. The principal office of the Commission shall be in the state-maintained Visitors Center in the Town of Bath, Beaufort County, North Carolina. the Society shall rent and maintain a box in the Town of Bath, North Carolina, Post Office, which shall be the mailing address of Historic Bath Commission.

ARTICLE II. PURPOSES OF HISTORIC BATH COMMISSION

- A. The Historic Bath Commission was organized under the provisions of the following laws and these laws set out the purposes for which the Commission was formed: Chapter 1005 of the N. C. Session Laws of 1959, and Chapter 353 of the N. C. Session Laws of 1965.
- B. The Commission shall not engage in propoganda or in any way attempt to influence legislation, and it shall not intervene in any political campaign on behalf of any candidate for public office, nor publish or distribute any statement related thereto.
- C. The Commission is authorized and empowered to receive property, in behalf of the State, both real and personal, by gift, devise, bequest, or otherwise, subject to the general laws of the State and to solicit funds for the restoration and repair of such property, all subject to the prior approval of the Director of the Department of Archives and History.

ARTICLE III. COMMISSION MEMBERS

- A. The management of the affairs of Historic Bath Commission is vested in a Commission, appointed under the provisions of Chapter 353 of N. C. Session Laws of 1965, and composed of the Mayor of the Town of Bath, the Chairman of the Board of Commissioners of Beaufort County, and the Director of the Department of Archives and History, or a deputy designated by each of them, as ex-officio members, and 25 members to be appointed by the Governor for full five year terms.
- B. The Commission shall have the power to authorize the disbursement of money for carrying out the purposes for which the Commission is organized. It shall have broad discretion as to such disbursements, provided that it shall cover necessary administrative expenses and such other disbursements as shall be in furtherance of the purposes of the Commission. The Commission shall, at each annual meeting, recommend a program of acitivities, and budget therefor.

- C. The Commission shall meet at least annually, at a time to be fixed by it at the preceding annual meeting. In addition, it shall meet at the call of the Chairman or of any three of its members.
- D. For the purposes of taking any action required or authorized herein, a quorum shall consist of a majority of the Commissioners. A majority vote of such quorum shall be decisive of any matter before it, unless otherwise provided for. However, if and when a majority of the Commissioners shall severally or collectively consent in writing to any action to be taken by the Commission, such action shall be as valid corporate action as though authorized at a meeting of the Commission.
- E. The Commission shall have power to appoint such other officers and agents as the Commission shall deem necessary for transaction of the business of the Commission.

#### ARTICLE IV. OFFICERS

- A. The Officers of the Commission shall be a Chairman, a Vice-Chairman, a Secretary, and a Treasurer, who shall, at each annual meeting of the Commission, be elected for a one year term by and from the Commission or for such shorter period as shall coincide with the expiration of the term of each or any of them as a Commission member.
- B. The Chairman shall be the chief executive officer of the Commission and shall have general and active management of the affairs of the Commission. He shall see that all orders and resolutions of the Commission are carried into effect; he shall be an Ex-Officio member of all committees, with voting rights thereon, and shall have the general powers and duties of supervision and management usually vested in the President of a business corporation. The Chairman shall preside over meetings of Commission.
- C. The Vice-Chairman shall perform the duties and exercise the powers of the Chairman during the absence or disability of the Chairman.
- D. The Secretary shall attend all meetings of the Commission and shall preserve in books of the Commission true minutes of the proceedings of all such meetings. He shall give notices of meetings and shall perform such other duties as may be assigned to him by the Chairman or the Commission.
- E. The Treasurer shall have custody of all funds and securities of the Commission and shall keep in books belonging to the Commission full and accurate accounts of all receipts and disbursements. He shall deposit all money and securities in such depositories as may be designated for that purpose by the Commission. He shall disburse the funds of the Commission as may be ordered by the Chairman, taking proper vouchers for such disbursements, and shall render to the Chairman and Commission at the meetings of the Commission and whenever requested by the Chairman and/or Commission, an account of all

his transactions as Treasurer and of the financial condition of the Commission. If required by the Commission and at the expense of the Commission, he shall deliver to the Chairman a bond to be kept in force and in such form and amount and with a surety satisfactory to the Commission, conditioned for the faithful performance of his duties and for restoration to the Commission in case of his death, resignation, retirement or removal from office, of all books, papers, vouchers, money and property of whatever kind in his possession or under his control belonging to the Commission.

- F. In the event of a vacancy in any office other than the office of commissioners occurring for any reason whatsoever, such office shall be expeditiously filled by the Commission.

#### ARTICLE V. COMMITTEES

- A. There shall be an Executive Committee which shall consist of the Chairman, Vice-Chairman, Secretary, Treasurer and three members of the Commission, the latter to be appointed at each annual meeting (for one year terms) by the Chairman. The Chairman or Vice-Chairman and three of the above shall constitute a quorum for the transaction of business.
- B. The Executive Committee shall have authority to manage the business and property of the Commission, except as limited by law, and except for the election of Officers. It shall meet as often as necessary in the judgment of its Chairman (who shall be the Chairman of the Commission), and at any time at the call of, and under the authority of the members of the Commission. All actions of the Executive Committee shall be reported in full at the next ensuing meeting of the Commission.
- C. There shall be such other Committees as the Commission shall deem proper and expedient from time to time, the Chairman and membership of which shall be named by the Chairman of the Commission. The expiration of terms of office on such other Committees shall coincide with that of the Chairman's term of office, subject, however, to re-appointment by the incoming Chairman for a similar term.

#### ARTICLE VI. GENERAL PROVISIONS

- A. The fiscal year of the Commission shall be from April 1, through March 31.
- B. Amendments to these By-Laws may be made at any meeting of the Commission by a majority vote of all members of the Commission.
- C. Any Officer, Agent, or Committee Member may be removed from such office or position by the Commission whenever, in the judgment of a majority of the members of the Commission, the interests of the Commission will be served thereby.

- D. In the event that the Commission shall, for any reason, become inactive and fail to hold annual meetings, for three consecutive years, or upon dissolution of the Commission either voluntarily or otherwise, any funds or assets of whatever kind that may remain after the payment of its outstanding debts shall automatically become the property of the State of North Carolina.
  
- E. No part of the assets, property, or net earnings of the Commission shall be paid to or in any way inure to any individual or to any member of the Commission as profits, dividends, or as compensation for services, during his or her membership or thereafter. All assets or earnings shall be utilized and invested as the Commission deems advisable for the benefit of the Commission and for the advancement and accomplishment of its purposes.

Historic Bath Commission Members - Roll Call

- Claudia Alligood ?
- Anna Biggs
- Joan Chrismon
- LaRue Chuman
- Ed Clement
- Peggy Daw
- Surry Everett
- Alma Evett ?
- Charles Ewen
- Milo Gibbs, Jr. ?
- Comer Griffin
- Betsey Lee Hodges
- Josie Hookway
- Redden Leggett ?
- Ilene McClain ?
- Blanche Monroe ?
- Bill Pruitt
- Bobby Roberson
- Gene Roberts
- Karen Sayer
- Penny Sermons ?
- Liz Sparrow
- Jack Whichard
- Ginny Williams ?
- Walter Williams

VOTE ON SECRETARY Carlisle's  
Recommendation:  
UNANIMOUSLY APPROVED  
by attending MEMBERS  
of Historic Bath Commission

August 6, 2012-

*[Signature]*  
Chairman

Historic Bath Commission

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# Edmund Harding and the Restoration of Bath

*by Gerald Butler  
Manager, Historic Bath*

Washington native and resident, Edmund Hoyt Harding, 1890-1970, was one of the most beloved, honored and widely recognized men in 20th century Beaufort County. In his later years, he was the driving force for the restoration of Historic Bath, begun thirty years ago.

Harding was familiar with Bath well before the 250th Anniversary celebration, in 1955, of the establishment of the oldest town in North Carolina. His father was the long time Rector of the St. Peter's Episcopal Church in Washington and young Edmund accompanied him on numerous occasions to Bath's St. Thomas Church by horse and buggy.

Harding, a career salesman, in association with William Bragan and the Washington Tobacco Market, had well established himself as a distinguished citizen of Washington prior to becoming involved in the Bath restoration. He was chairman of numerous special events including the town's sesquicentennial in 1932. He was sometimes referred to as "Mr. Christmas" because of the spirit he shared during the holidays and the activities he helped organize. He was a prime mover in the annual Tulip Festival held in Beaufort County during the 1930's and 1940's. Harding's activities in theatrical events included acting, writing and producing. By the time of his death, he had been made at least an honorary member of most of the civic clubs in Washington and particularly the Rotary Club, which helped him launch his career as a speaker.

*Edmund Harding and long-time Historic Bath Site Manager Dot Tankard on "Edmund Harding Day", May 6, 1966. A "Edmund Harding Day" was also celebrated in Washington.*

One of his beloved and favorite activities was his work with St. Peter's Church. He served as organist and choirmaster for forty years. His early interest in history was revealed in the short history of the church that he wrote in 1922.

In 1940, Harding began a new career as a professional speaker. For the remaining thirty years of his life he travelled to every state in the union

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## Harding combined the qualities of storyteller, clown and homespun philosopher.

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and Canada and Mexico and averaged between 150 and 200 speeches annually.

As a speaker and entertainer, Harding combined the qualities of storyteller, clown, and homespun philosopher, and the vast majority of his material was drawn from the people and events of Washington and Beaufort County. In this role he was aptly designated as "North Carolina's Ambassador of Goodwill" by six governors.

Three events in the Spring and Summer of 1955 brought this experienced, capable and creative personality into the story of Historic Bath. Harding became the first (and for life) president of the Beaufort County Historical Association, chairman of a committee to plan a pageant, and chairman of a ten member commission appointed by Governor Luther Hodges to plan Bath's 250th Anniversary.

Thus ensued probably the busiest summer of Harding's life. The celebration for October 1 through 4, 1955 consisted of open houses, exhibits, a dance, church services, a mock pirate attack, a concert, picnics, speeches, printing of Dr. Herbert Paschal's book on "Colonial Bath," and a pageant.

The historical pageant, "Queen Ann's Bell," was written and produced by Harding. It was based on the story of the gift of the bell now in the St. Thomas Churchyard. The production was performed on the evening of October 4th and featured a cast of 500 including Governor and Mrs. Hodges, a choir, organ, orchestra, band and Harding as narrator. The production was probably the most celebrated event ever to occur in Bath or Beaufort County. Several correspondents expressed the opinion that it had surpassed "The Lost Colony" as both entertainment and spectacle.

The interest, enthusiasm, and profit from this celebration formed the basis for a movement for Bath's restoration.

In 1957, a survey of Bath revealed six structures with potential for restoration. They were the St. Thomas Church (which had undergone some previous restoration twenty years earlier), the Williams "Glebe" House, the Palmer-Marsh House, the Bonner House, the Buzzard Hotel and the Van Der Veer House.

In 1958, the Beaufort County Historical Association, with Harding as president, received title to the Palmer-Marsh House and four acres of surrounding property for \$31,000. Funding had been received from Beaufort County, the General Assembly, the North Carolina Society for the Preservation of Antiquities, private donations, and from numerous fund raising projects inspired and supervised by Harding.

In 1959, the Historic Bath Commission was established by the General Assembly to "acquire, repair, restore, improve and maintain historic properties in or near the Town of Bath." Harding was unanimously elected chairman of the fifteen member commission. He served in this capacity for the remaining eleven years of his life.

The restoration and furnishing of the Palmer-Marsh House became the joint venture of the Beaufort County Historical Association and the Historic Bath Commission. Harding led both groups.

Funding for the restoration came from the State, the Richardson Foundation, private donations and fundraising projects including parties, shows, band concerts, turtle races and the sale of fountain pens and roof shingles.

In early 1960, the Bonner House was acquired by the Historic Bath Commission for \$30,000. This amount was far more than could be raised on the local level and Harding went to

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**Through his  
personal  
persuasion  
Harding  
secured a  
gift of  
\$75,000.**

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work to raise it. Through his acquaintances and personal persuasion he was able to secure the gift of \$75,000 from Oscar Smith Family and Memorial Fund of Norfolk, Virginia, for the purchase and restoration.

Harding supervised the restoration of both the Palmer-Marsh and Bonner Houses and the reconstruction of the outbuildings and landscaping. Both houses were opened to the public on May 5, 1962. Two thousand people toured the houses during the first month of operation.

Following the creation of historic Bath as a state historic site in 1963 and the operational changes that ensued, Harding and the Historic Bath Commission continued work by restoring the "Fisherman's Cabin" on Main Street and constructing the 250 foot pier at "Harding's Landing".

Four projects favored by Harding proved unachievable. His desire to have an Indian Village and the original Courthouse and Jail reconstructed was foiled by the lack of historical and archaeological evidence that would have made the project feasible. The inability to acquire the Plum Point property, the site of Blackbeard's house, and the Buzzard Hotel property because of price and ownership created further frustration.

Harding was instrumental in the adoption of a historic district and zoning ordinance to preserve and enhance the historical appeal of the town in 1964. His influence was used on the design of the Post Office and A.B.C. Store in order that they be built in historic character. He expended a great deal of time in seeing that a new bridge was built across Bath Creek and was responsible for several historical markers being installed in town.

He was also involved in historic preservation in other areas of the

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**Harding was  
instrumental  
in  
the adoption  
of a  
historic  
district.**

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state. He was an active member and president of the North Carolina Society for the Preservation of Antiquities and received their highest award, the Cannon Cup, for his work at Bath. He was active in the early restoration efforts at Hope Plantation and served on the Governor Richard Caswell Memorial Commission. He was a charter member and officer of the North Carolina Coastal Historyland Association. His work in Beaufort County included being largely responsible for saving the old Beaufort County Courthouse, involvement in efforts to preserve historic homes on the Washington waterfront and preservation at Old Trinity Church in Chocowinity. He was influential in the 1961 decision of the Beaufort County Historical Association to sponsor the publication of C. Wingate Reed's

*Beaufort County: Two Centuries of its History.*

Edmund Harding died in Rome, Georgia on September 19, 1970. He had just completed the 4,999th speech of his career.

Harding's death prevented him from seeing two major Bath projects completed. On October 19, 1970, one month after his death, the Historic Bath Visitor Center was opened in a ceremony that featured Governor Bob Scott.

The Historic Bath Commission relocated the Van Der Veer House to the state's property in December, 1970. The house had been given to the Beaufort County Historical Association in 1969 by Mrs. Ruth Smith of Bath. In 1971, the historic Bath Commission dedicated the restoration of the house as a memorial to Edmund H. Harding.

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**Edmund Harding  
died in  
1970  
after  
completing  
his  
4999th  
speech.**

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Work on the house and grounds continues and will be completed in 1987. The finished building will feature exhibits on the nearly 300 years of history in the town of Bath. Amongst the honors bestowed on Edmund Harding are Harding Square and the Harding Memorial Room in the old Beaufort County Courthouse in Washington and Harding Street and Harding's Landing in Bath.

How would Edmund Harding look upon Bath after thirty years of preservation? We would like to think he would be happy that the town retains its quaint character and has not changed, though he would probably be disappointed in the time required to open The Van Der Veer House.

And he would be pleased that an outdoor drama has been successful for nine years and Historic Bath continues to be a major attraction. □

**HISTORIC BATH COMMISSION**

**EXECUTIVE BOARD MEETING**

**Tuesday, March 17, 2009**

**AGENDA**

- A. Call to order – Opening of Session**
- B. Discussion of progress or action requested from last HBC General Meeting**
- C. Overview of DCR**
- D. Leigh Swain Report of Budget Cut repercussions for Bath Site**
- E. Discussion of Commission Committees**
- F. Membership Update**
- G. Old Business**
- H. New Business**
- I. Adjournment**

**BEST PRACTICES FOR SUPPORT GROUPS AND NONPROFIT  
ORGANIZATIONS  
DEPARTMENT OF CULTURAL RESOURCES**

The North Carolina Department of Cultural Resources (DCR) is indebted to the many support groups and their boards for the assistance provided to our cultural and historical sites and organizations. In an effort to provide information, the following Best Practices have been outlined for your reference. The majority of these guidelines are based on the Internal Revenue Code requirements ([www.irs.gov](http://www.irs.gov)), NC Office of the State Auditor requirements ([www.ncauditor.net](http://www.ncauditor.net)) and accreditation for the American Association of Museums ([www.aam-us.org](http://www.aam-us.org)). An excellent source of information for nonprofits to use as a tool in implementing best practices is the NC Center for Nonprofits' web page ([www.ncnonprofits.org](http://www.ncnonprofits.org)).

- A membership organization or advisory board for a state agency (state museum, library, historic site or statutory organization) administered by DCR must have an established legal status, usually an Internal Revenue Code (IRC) designation as a 501(c)(3) or 501(c)(4) charitable organization or a state commission established by enabling legislation or executive order.
- To be tax-exempt as an organization described in the IRC Section, an organization must be organized and operated exclusively for one or more of the purposes set forth in the IRC, and **none of the earnings of the organization may inure to any private shareholder or individual**. In addition, it may not attempt to influence legislation as a substantial part of its activities, and it may not participate at all in campaign activity for or against political candidates.
- A private shareholder or individual is a person having a personal or private interest in the activities of the organization. If the organization engages in an excess benefit transaction with a person having substantial influence over the organization, an excise tax may be imposed on the person and any managers agreeing to the transaction. It is recommended that substantially all of the charitable funds generated by a support organization be expended in direct support of the affiliated agency.
- Boards affiliated with institutions that collect artifacts or works of art for the institution must honor professional museum practices in acquisition, management, and conservation of collection objects. Disposal or sale of artifacts may be an ethical issue.

- As support groups are often stewards of state property, collection and conservation management policies, building management and preservation policies, (i.e., security, pest management, landscaping), and other state requirements, should be observed. For specific information on American Association of Museums guidelines, please refer to: [www.aam-us.org](http://www.aam-us.org).
- Activities and programs of a Board associated with a DCR agency should support the mission of that agency. Board membership should be diverse and representative of the state's population. Board members should be truthful, objective, and professional and must avoid any actual or perceived conflict of interest or self-dealing in regard to the state agency the Board supports. It is recommended that each member be required to sign an ethics statement to that effect. It is recommended that a 501(c)(3) or 501(c)(4) conduct annual reviews to address practices.
- The DCR Director of Boards and Commissions (919-807-7258) will serve as a department liaison to the boards in an effort to communicate and share expectations regularly. The director is available to answer questions regarding changes in the bylaws and ethics or conflict of interest statements, funding reports and grants, processing appointments of members to the board, and in providing information or advice when needed. Current copies of bylaws and annual financial reports should be provided to DCR.
- The Secretary or her designee will attend board and/or finance committee meetings at least once a year. Notice of all meetings should be sent to the Secretary in a timely manner, preferably an annual notice of meetings scheduled for the entire year.
- A nonprofit organization affiliated with DCR should operate within a Board-approved budget. Each organization should require two signatures on checks over a given amount, determined by the board, for expenditures.
- Tax-exempt organizations, other than private foundations, must file IRS Form 990, an annual information return, unless the organization has annual gross receipts not in excess of \$25,000. However, once an organization has filed a Form 990, it is a good practice to continue to file one annually. For additional information on IRS requirements, you may check website: [www.irs.gov/charities](http://www.irs.gov/charities).
- Annual financial reports prepared by your support group treasurer or audits prepared by your accountant, should be submitted to the Office of the Secretary of Cultural Resources within six months after the close of your organization's fiscal year.
- The Nonprofits State Funds Accountability Act – Reports on Use of State Funds by Non-State Entities under NC General Statute 143-6.1 requires that a nongovernmental entity receiving a grant from any North Carolina state government agency shall use or expend the funds provided by this grant agreement only for the purposes for which they were appropriated by the General Assembly or collected by the State.

- Any nongovernmental entity receiving \$300,000 or more in state funds is required by statute to submit a complete audit written within six months of the close of the organization's fiscal year.
- All nongovernmental entities that receive between \$15,000 and \$300,000 in state funds are required to file with the funding agency an accounting of receipts and expenditures, sworn to by the entity's treasurer and another authorizing officer.
- If the grantee has incurred \$300,000 or more in federal expenditures as defined by OMB Circular A-133 from any source, including federal funds passed through the State or other grantors, the grantee should closely examine these requirements and ensure compliance, if applicable. For additional information on grantee audit reports, please refer to website: [www.osa.state.nc.us/webproject](http://www.osa.state.nc.us/webproject).
- DCR will be available for consultation with support groups on plans to engage in capital campaigns to generate funding from non-state sources. DCR will convene discussions with appropriate state agencies regarding capital campaigns and will be in contact with state agency site managers and museum and archives directors.
- If a nonprofit wishes to contribute funds for a DCR capital project (building, exhibits, etc.) on state property, the funds must be placed in a DCR capital budget account and the project administered by the DCR Capital Projects office.
- It is the responsibility of the program director of the agency or site manager to notify the DCR Public Affairs Director (919-807-7386) of emerging issues that may attract attention. The DCR Public Affairs Office will assist in preparing talking points for media.
- There are best practices associated with retail operations at museums and historic sites. Recommendations are being developed and will be available in the near future. Contact the Director of Boards and Commissions if you have questions in reference to appropriate practices.
- Training of best practices boards has led experts to maintain that no board should loan money to an official of a nonprofit organization. Private loans can create the appearance of conflict of interest, bring into question whether tax-exempt money is being used wisely, and could jeopardize a group's tax-exempt status.
- Generally, any organization that intends to directly solicit contributions in North Carolina, or intends to hire a person or business to solicit contributions in North Carolina, must first obtain an appropriate license from Charitable Solicitation Licensing. Organizations must renew their licenses each year to maintain licensed status. There are several statutory exemptions to this requirement and these exemptions may be found at [www.sosnc.com](http://www.sosnc.com).

- It is recommended that Boards hold orientations for all new members. These best practices should be shared and reviewed at each orientation. The best practices will be revised and updated periodically as needed. DCR would like to continually have input from the boards and will be developing new literature.

## **DEFINITIONS**

**Agency**: whenever the term “agency” is used it shall mean and include, as the context may require, an existing department, institution (including state museums, libraries, historic sites or statutory organizations), commission, committee, board, division, officer, official.

**Board**: a collective body which assists the head of a principal department or his designee in the development of major programs including the tender of advice on departmental priorities.

**Commission**: a collective body which adopts rules and regulations in a quasi-legislative manner and which acts in a quasi-judicial capacity in rendering findings or decisions involving differing interests.

**Committee**: a collective body which either advises the head of a principal department or his designee or advises a commission in detailed technical areas.

**Council**: a collective body which advises the head of a principal department or his designee as representative of citizen advice in specific areas of interest.

**Division**: the principal subunit of a principal State department.

**Non-State Entities**: nongovernmental entities including nonprofit or for-profit organizations and any other organizations that are not part of government.

**State Funds**: any funds appropriated by the General Assembly or collected by the State. State funds include federal financial assistance received by the State and transferred or disbursed to nongovernmental entities. State funds expended for purchases of goods and services are exempt from the requirements of GS 143-6.1.

**Grantee**: the nongovernmental entity receiving, using or expending state funds.

**Fiscal Year**: the annual operating year of an entity.

**Special Appropriation**: state funding from Appropriation Bills that are for special purposes outlined by the General Assembly.

**501(c)(3)**: a tax-exempt organization under the Internal Revenue Code whose purpose is charitable, religious, educational, scientific, literary, testing for public safety, fostering national or international amateur sports competition, and the prevention of cruelty to children or animals. The term charitable can be used for the erection or maintenance of public buildings, monuments, or works; lessening the burdens of government; lessening of neighborhood tensions; and combating community deterioration. The organization must be a corporation, community chest, fund or foundation. For further information, refer to [www.irs.gov](http://www.irs.gov).

**501(c)(4)**: a tax-exempt organization under the Internal Revenue Code which must not be organized for profit and must be operated exclusively for the promotion of social welfare. The organization must operate primarily to further (in some way) the common good and general welfare of people of the community (such as bringing about civic betterment and social improvements). An organization that restricts the use of its facilities to employees of selected corporations and their guests is primarily benefiting a private group rather than the community and, therefore, does not qualify as a 501(c)(4) as a social welfare organization. For further information, refer to [www.irs.gov](http://www.irs.gov).

March 4, 2004

**Internal Revenue Service**

**Department of the Treasury**

P. O. Box 632  
Atlanta, Georgia 30301

District  
Director

State of North Carolina  
Department of Cultural Resources  
Raleigh, North Carolina 27611

Attention: Ms. Mary B. Cornick

Person to Contact  
Carolyn A. Lovett  
Telephone Number:  
(404) 221-4516  
Refer Reply to:  
7201:CAL:C-0040  
Date:

JAN 13 1977



Dear Ms. Cornick:

In accordance with your request of January 12, 1977, this is to advise that States, Territories or any Political Subdivision thereof are exempt from Federal income tax under the provisions of Section 115 of the Internal Revenue Code and contributions to them are deductible by donors as provided in section 170 of the Code. In order to get a ruling as to whether such "instrumentalities" are exempt under section 501(c)(3) of the Code, a request for a ruling must be made with the National Office of Internal Revenue Service.

If we can be of further assistance, please contact us.

Sincerely yours,

Carolyn A. Lovett  
Exempt Organizations Specialist

# BATH HISTORICAL MUSEUM

## *Preliminary Planning Report*



Historic Bath  
State Historic Site  
Bath, North Carolina



27 April 1998

Architecture Branch  
Division of Archives and History  
Department of Cultural Resources  
State of North Carolina

*Josie Hookway, Chairwoman,  
Historic Bath Commission  
212 Front St. Bath,  
N. Carolina. 27808*

# Introduction

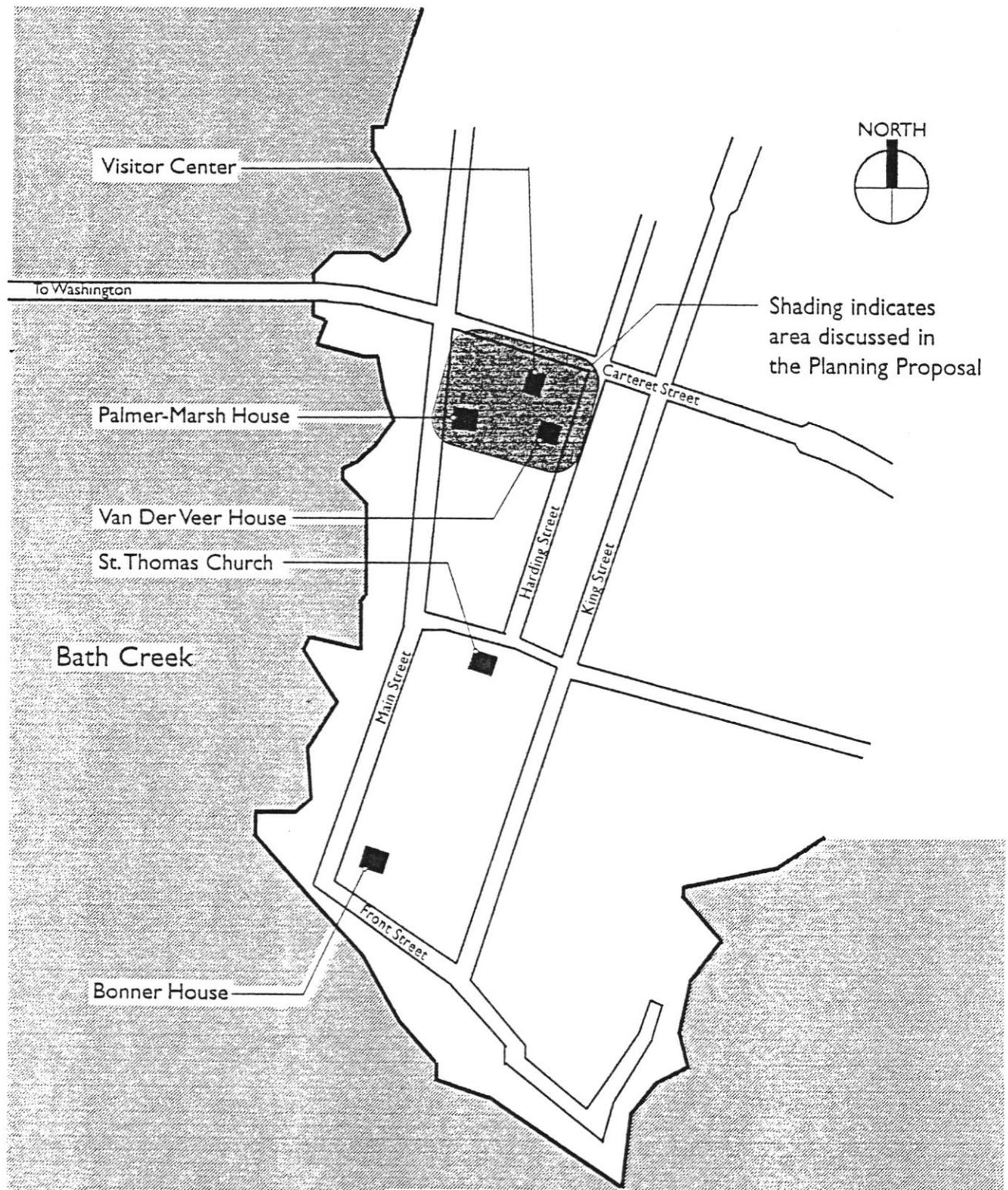
European settlers first inhabited the point of land at the confluence of Bath Creek and the Pamlico River in the 1690's. The protected bay provided close access to the Atlantic Ocean by way of Okracoke Inlet. Bath became the first town to be incorporated in North Carolina in 1705.

Despite a rocky beginning with epidemics, Indian wars, political rivalries and piracy, Bath grew to be a center of trade in naval stores, furs and tobacco. The first public library in the colony was established in 1701; the first shipyard in 1707. St Thomas Parish operated a free school for Indians and blacks. In 1723, the first Beaufort County courthouse was built in Bath. Many of the young colony's leaders lived in or near town.

In 1776, the county seat was moved up the river to Washington and much of the trade and political influence also moved, consigning Bath a future as a small town. However, this fact does not diminish the importance of the town of Bath in the early history of North Carolina.

Today, there are several house museums (the Van Der Veer, Palmer-Marsh and Bonner Houses) open to the public, as well as St. Thomas Church, the oldest church building in the state. These sites are individually important, but a need is seen for a museum in which the more general history of the town can be told. A new Historical Museum, located near the present Visitor Center, could serve as a repository of artifacts from Bath's past. Within the museum, galleries would be devoted to the history of the town, to traveling exhibits and to other exhibits on a changing schedule.

In the following pages, we will investigate the possibility for a Bath Historical Museum and present a likely budget for such an undertaking.



Shading indicates area discussed in the Planning Proposal

Town Plan

# Historic Bath

Scale: 1" = 600'

# Planning Proposal

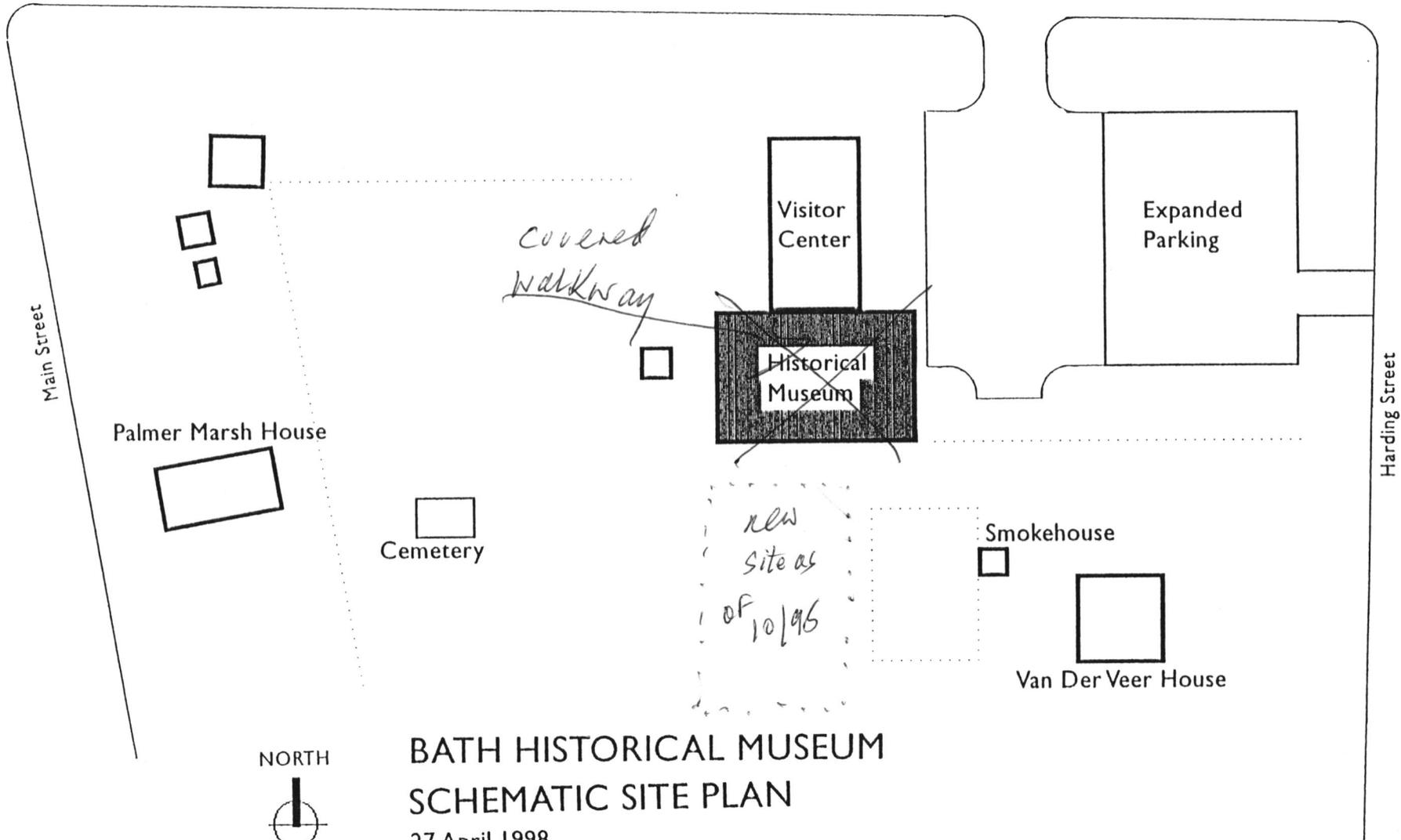
The state owns several building sites in Bath which were considered as locations for the Historical Museum. Some of the sites are attractive, particularly those at the waterfront, but the location near the present Visitor Center emerged as the favorite. It seems desirable to have a central point of contact between the Historic Sites staff and the visiting public. Having the Museum at a separate location from the Visitor Center would complicate staffing and potentially confuse visitors.

With the Museum and Visitor Center at the same site, economies can be realized in staffing and in the construction process. The areas common to the two functions (Lobby, Toilets, Exhibits, etc.) can be shared, allowing the construction budget to go further. This scheme also preserves the older part of Bath by keeping the "modern" buildings in their own precinct.

The proposed new Historical Museum would effectively expand the Visitor Center as shown on the Site Plan Scheme, which follows. This sketch is intended to show the approximate size relationship between the Visitor Center and the Museum, and to demonstrate the feasibility of building in that location.

In the design of the Museum, it will be essential to consider the importance of the adjacent Palmer Marsh and VanDer Veer houses. The "historical experience" of the visitor to these houses should not be diminished by the presence of the new building.

Carteret Street



Main Street

Palmer Marsh House

Cemetery

Visitor Center

Historical Museum

Expanded Parking

Smokehouse

Van Der Veer House

Harding Street

NORTH



# BATH HISTORICAL MUSEUM SCHEMATIC SITE PLAN

27 April 1998

*covered walkway*

*new site as of 10/96*

# Proposed Budget

## **BATH HISTORICAL MUSEUM (5,000 S. F.)**

Site Work	\$	25,000
Foundation		27,000
Substructure		16,000
Superstructure		148,500
Exterior Closure		143,500
Interior Construction		149,500
Plumbing, HVAC		181,500
Electrical		85,000
Subtotal	\$	<u>776,000</u>
Contractor Overhead & Profit		115,000
Construction Total	\$	<u>891,000</u>
10% contingency reserve		89,000
Architect / Engineer Fees		98,000
TOTAL BUILDING COST		<u>\$ 1,078,000</u>
EXHIBIT COSTS (4,000 SF @ \$ 200/SF)		\$ 800,000
TOTAL PROJECT COST		<u>\$ 1,878,000</u>

Minutes  
Historic Bath Commission  
June 13, 1997

The meeting was called to order by Chairman Jane Alligood at 10:35 A.M. The meeting was preceded by refreshments and entertainment on the historic site's new harpsichord.

A statement of purpose for the Historic Bath Commission was read by Chairman Alligood following an invocation.

Chairman Alligood welcomed new members Debra Cayton, Ruth Smith and Carolyn Ambrose. New member Helen Boyd had recently passed away.

Chairman Alligood recognized Mayor Sam Jarvis as an ex-officio member and Jim McPherson, Rob Boyette and Gerald Butler as employees of the Department of Cultural Resources.

Josie Hookway read the minutes of an executive Board meeting (2/27/97). Minutes of the 1996 annual meeting had been mailed to all members. All the minutes were approved as submitted.

In the absence of Treasurer Hackney High, Gerald Butler distributed and interpreted the Treasurer's Report. The report was approved.

Mayor Sam Jarvis gave a town report. He stated that Washington Utilities will be starting work on laying underground utilities and colonial lamps are to be installed. Sewage disposal continues to be a problem. The town has applied for a Rural Development Grant and will also hold a Bond Issue. A Land Use Plan update has begun. The town is very interested in the future of the old Bath High School. A joint feasibility study by the town and school system is to begin.

Gerald Butler distributed a written report on activities at the historic site for the year and presented a slide program on the activities.

Josie Hookway gave a report on the St. Thomas Church. She explained that the Restoration Committee is in the process of refurbishing the interior of the church to the Georgian era (1734). Plans call for removal of the Victorian era furnishings and pews. A local craftsman is making new pews. The committee has met with the Department of History and Archives for advice and guidance. The project is to be completed by 2001.

Jim McPherson addressed the topic of the upcoming Historic Bath Visitor Center renovations. Bids for the renovations are expected to be received in July. The Department of Cultural Resources can anticipate downsizing in the coming year because of its shrinking budget. Only basic services can be expected to be provided. We are excited at looking towards the making of Master Plan 2005 to celebrate the town's tricentennial. For the many events that will come from the planning, Bath's budget will show the need for additional fundraising. After praising the work done by all twenty-two historic sites, Mr. McPherson said it is amazing how much has been achieved by the Historic Bath Commission, a relatively small group. The amount of money awarded to the Department of Cultural Resources for their grants has been cut from \$7,000,000 to \$1,000,000. He

urged the group to write to legislators to have the original amount replaced.

Chairman Alligood reported for the Nominating Committee. The following slate of officers were nominated: Chairman, Josie Hookway; Vice-Chairman, Jack Pyburn; Secretary, Margaret Hester; Treasurer, Bobby Roberson. The slate was elected as presented.

Under Old Business, Chairman Jane Alligood made several comments reviewing the events leading to the repeal of the House Bill assigning Blackbeard's museum and artifacts to Hatteras. She suggested that members of the HBC write to our legislators, thanking them for their efforts on our behalf. It was also suggested that we write to representatives regarding House Bill 617. The bill would prohibit state employees from operating a gift shop on state property (this is HBC's fundraiser to meet our budgeting needs). The Commission needs to file for a 501C3. Mr. Zachman will get us the forms. Mr. Bobby Roberson has offered to fill out the paperwork. The HBC will need to put a line item in the budget for this. Approximately \$1,000 will be required for attorney fees. A motion was made and seconded to put a line item in the budget to pay for the 501C3. Mrs. Alligood is looking into the ownership of Plum Point, the site of Blackbeard's home. Weyhaeuser now owns the land. A meeting between the Department of Cultural Resources and the Historic Bath Commission should be held to discuss the issue of saving this land. Sprint is interested in making a donation towards the purchase of benches to be used in Bath. Josie Hookway will contact Becky Tuten on the invoice for these items.

Under New Business, the HBC operating and project budget was approved as submitted. A motion was made to support Mr. Wayland Sermon's offer to chair an event in Bath, which may include a "Blackbeard Ball." The motion was seconded and approved by all. The Governor and legislators would be invited to this event to showcase the town of Bath. The letter from Chancellor Eakin of ECU was read.

Josie Hookway thanked everyone for electing her as chairman. She sees the Commission's priorities as the following: to continue efforts to obtain artifacts from the Queen Anne's Revenge, to build a Pirates of Carolina Museum, and to begin work on a Master Plan for 2005. As past chairman, Jane Alligood will continue her involvement with the planning of the Pirates of Carolina Museum. The members of the 2005 plan are Bobby Roberson, Ruth Smith, Jack Pyburn, Jack Whichard, Rachel Futrell, and Josie Hookway. Gerald Butler will serve as chairman of planning group for Master Plan 2005, with help from Cultural Resources staff. Robin Potts and Ruby Bailey were appointed to the Gift Shop committee. Mr. Bobby Roberson suggested placing Historic Bath on the web site. Gerald Butler, site manager, agreed to look into this possibility as it would provide greater visibility for the town.

The meeting adjourned at 12:30 P.M. Lunch followed at the home of W.R. and Frances Roberson of Bath.

Respectfully submitted,  
Josie Hookway

Executive Board Meeting  
Historic Bath Commission  
January 15, 1998

The Historic Bath Commission Executive Board met January 15, 1998 in the Noe Building of the St. Thomas Episcopal Church in Bath. Present were: Josie Hookway, Margaret Hester, Gerald Butler, Penny Sermons, Jack Pyburn, Bobby Roberson, Wayland Sermons, and Ricky Howell and Rob Boyette – Operations Chiefs with the Historic Sites Section, Division of Archives and History, Department of Cultural Resources.

The Tri-Centennial Up-Date was the utmost concern in looking toward a 300<sup>th</sup> birthday for Bath in 2005. It was a consensus of the group that an overall committee, composed of seven, nine, or eleven people be chosen to get things rolling. It is crucial that everybody that is involved know the goal toward which we are working.

A sub-committee for marketing is needed. They should keep their information before everyone.

The existing buildings and property are to be maintained and kept in first class condition. That thought should always be kept as to plans for the celebration components for 2005.

On the physical development, Rob Boyette shared ideas from the Department of Cultural Resources about a museum or exhibition facility in the range of 3,000 square feet to be built close to the present Visitor Center. The gathered group felt that a facility of 4,000 to 5,000 square feet would better serve Bath. This would be divided into galleries. Permanent exhibitions and a travelling exhibition, which would include a portion of the Blackbeard collection should be considered.

The first step to be considered is establishing the size of the project. The Department of Cultural Resources will provide plans and specifications for the project and will work with Gerald. An auditorium that will seat more than the present one (which seats fifty) is a definite need. Besides viewing the film at the beginning of the tour, other uses would include conferences, lectures and meetings. The initial architectural design for the building will come from the Department of Cultural Resources.

It was noted that the Spencer Shops were 100 years old in 1996. They wanted to hold 100 events. It seemed their enthusiasm did not last through it all. A committee is needed to look at how best to celebrate the Tri-centennial of Bath.

We need to establish an overall planning committee immediately with a separate committee to plan Tri-centennial celebrations. Marketing for 2005 can start now. The residents of Bath need to be included in our plans. Find out things they would or would not want through a questionnaire.

In 1998 we need to check audience research, community supporters, county supporters, and maybe former residents or former commission members as supporters. Many funds can be realized from support groups.

If we know our competition we can work with more knowledge in acquiring facilities for the celebration. Then it was brought to our attention that several items that belong in the Palmer-Marsh House are in Raleigh, due to the fire at the house ten years ago. These items need to be returned to Bath. Also, there are some local artifacts (Indian) that could be returned for permanent exhibit.

Mr. Boyette volunteered to see if the Spanish cannon that has been on exhibit at Brunswick town could be loaned to Bath, along with other exhibits.

Historic Bath Site Manager, Gerald Butler, reported \$12,549.06 in the checking account.