

THE
HARTSVILLE
MUSEUM


Minutes
City of Hartsville, South Carolina
Hartsville Museum Commission Meeting
Wednesday, November 18, 2020 – 6:00 PM
The Hartsville Museum, 222 North Fifth Street

PURSUANT TO CITY OF HARTSVILLE EMERGENCY ORDINANCE 4401, DURING THE COVID-19 (CORONAVIRUS) PANDEMIC, MEETINGS MAY BE HELD ELECTRONICALLY. THE HARTSVILLE MUSEUM COMMISSION MEETING WILL BE HELD ON AUGUST 19, 2020 AT 6:00PM VIA ZOOM MEETINGS. THE PUBLIC MAY ACCESS THE ZOOM MEETING <https://us02web.zoom.us/j/83505797183> OR BY PHONE AT +1 929 205 6099. FOR ASSISTANCE, CALL 843-917-0602.

PUBLIC COMMENTS SUBMITTED BY NOON ON THE DAY OF THE MEETING TO andrea.steen@hartsvillesc.gov WILL BE READ ALOUD FOR THE RECORD.

Members present: Chairman, Dr. Mac Chapman, Treasurer, John Nichols, Paula Alvarez, Phyllis Fields, and Jennifer Heusel

Members absent: Vice Chairman, Sue Brand, Colin Hungerpillar, Judi Elvington, and Davita Malloy

Staff: Museum Manager, Andrea Steen, Assistant Museum Manager, Matt Winburn, and Tourism and Communications Director, Lauren Baker

1. **Call to Order**

Chairman Chapman called the meeting to order at 6:05 PM.

2. **Motion to Approve Minutes from Commission Meeting August 19, 2020** – APPROVED

Motion: Heusel; Second: Fields; Carried: All Ayes

3. **Election of Officers (Chair, Vice Chair, Sec/Treasurer)** – APPROVED

Motion: Alvarez to elect Chapman as Chair; Second: Fields; Carried: All ayes.

Motion: Heusel to elect Brand as Vice Chair; Second: Fields; Carried: All ayes.

Motion: Fields to elect Nichols as Sec/Treasurer; Second: Alvarez; Carried: All ayes.

4. **Motion to Approve 2021 Committee Meetings Annual Notice** – APPROVED

Steen made a request to change the time and location of the 2021 scheduled Museum Commission meetings as follows; Wed., February 17, 6:00 pm at the Hartsville Museum, Wed., May 19, 6:00 pm at the Hartsville Museum, Wed., August 18, 6:00 pm at the Hartsville Museum, and Wed., November 17, 6:00 pm at the Hartsville Museum.

Motion: Heusel; Second: Alvarez; Carried: All Ayes

5. **Updates**

5.1 **Financial Report** – Steen

The Museum Commission account still reflects a low balance and museum staff continues to be cautious with purchasing only essential items necessary for artifact conservation and exhibit preparation.

5.2 **South Carolina Humanities Grant** – Steen

The Board of Directors of South Carolina Humanities awarded the Hartsville Museum an outright Major Grant amount of \$10,000 for the museums “H.H. Butler – Grand United Order of Odd Fellows Digitization Project.” Fiscal Agent, John Nichols, on behalf of the Hartsville Museum Foundation, has received and deposited the SC Humanities check. The grant cycle is for one calendar year and plans are in place to begin this project in the next few weeks.

5.3 **Lecture Series** – Winburn

We have had 3 successful lectures and they’ve all been well received. There was a sound issue with one location in the community at Crema Coffee with Pressly Coker. We plan to have him back in 2021 at Coker

Farms to recap and expand his story about Coker Pedigreed Seed Company. We have one more lecture scheduled for this year, but it's being kept a secret for now. It's a special holiday session and we will keep you posted as to when this will take place. Plans are to start the Lecture Series back up in February 2021. Please feel free to make recommendations for future guest lecturers or if you would like to be a guest lecturer yourself. Even though the Lecture Series is part of the Hartsville Museum's 40th Anniversary celebration we would like to continue this programming as part of our educational outreach.

6. **New Business** – Steen

6.1 **2020 Museum Newsletter** – Our newsletter has been composed. We are working on finalizing the layout and will then send it to the printers. Our mailing list has grown from 250 contacts in 2019 to over 800+ contacts in 2020. We're working hard to reach as many friends of the museum as we can, both new and old.

6.2 **Ribbon Cutting Ceremony for New Claude Hart and Sonoco Exhibits** – It's finally completed! Alleyway did a phenomenal job printing and installing the new panels. We will be having a ribbon cutting ceremony to highlight what the museum has been working on in 2020. Baker will be coordinating the ceremony, as our liaison with Main Street Hartsville, for Tuesday, December 1st at 12:30pm also known as "Giving Tuesday." This event will also be available to watch on Facebook Live and we'll be sure and post pictures to Facebook and our Museum website.

6.3 **Santa's Visit to the Museum** – Santa's 4th Annual Visit to the Museum is scheduled for Saturday, December 12th, 9:30 – 12:30 to take pictures with children. Due to COVID-19 social distancing restrictions Santa will be in his office, sitting behind his desk to keep within the 6' guidelines. Children will sit on a stool in front of his desk and tell him what they would like for Christmas. The Museum is decorated and ready for Christmas. We will be kicking off the holiday season tomorrow at the Downtown Holiday Open House. We invite everyone to join us as we will be open to the public from 6:00-9:00.

7. **Adjournment**

Motion to adjourn the meeting at 6:27 PM.

Motion: Heusel; Second: Fields; Carried: All Ayes

Attest _____
Mac Chapman, Museum Commission Chair

Attest _____
Andrea Steen, Museum Manager