

THE
HARTSVILLE
MUSEUM


Minutes
City of Hartsville, South Carolina
Hartsville Museum Special Meeting
Wednesday, August 23, 2022 – 6:00 PM
The Hartsville Museum, 222 North Fifth Street

PURSUANT TO FREEDOM OF INFORMATION ACT SC CODE 30-4-80: WRITTEN NOTICE WAS DELIVERED TO THE PRESS BY EMAIL ON MONDAY, AUGUST 16, 2021 AND DULY POSTED AT THE HARTSVILLE MUSEUM LOCATED AT 222 N. FIFTH STREET AND ON HARTSVILLESC.GOV. THE HARTSVILLE MUSEUM IS AN ACCESSIBLE FACILITY, FOR ASSISTANCE CALL 843-383-3005.

Members present: Vice Chair, Sue Brand, Treasurer, John Nichols, Jr., Paula Alvarez, Davita Malloy, Colin Hungerpiller, Phyllis Fields, Judi Elvington, Leo Rondeau, and Kathy Lawhon

Members absent: No absent members

Staff: Museum Manager, Andrea Steen, Director of Tourism and Communications, Michelle Brown, and City Clerk, Sherron Skipper

1. **Call to Order and Welcome**
Brand thanked everyone for coming and called the meeting to order at 6:02 PM. Steen introduced new Communications and Tourism Director, Michelle Brown, and new Museum Commission members Leo Rondeau, and Kathy Lawhon.
2. **Motion to Approve Minutes from Commission Meeting February 16, 2022** – APPROVED
Motion: Nichols; Second: Malloy; Carried: All Ayes.
3. **Oath of Office and Related Business**
 - a. Oath of Office administered by Sherron Skipper for Commission Members Brand, Hungerpiller, Rondeau, and Lawhon.
 - b. Election of Officers: Motion to nominate Nichols for Chair. Motion: Elvington; Second: Fields; Carried: All Ayes. Motion to nominate Brand for Vice Chair. Motion: Nichols; Second: Malloy; Carried: All Ayes. Motion to nominate Hungerpiller for Treasurer. Motion: Nichols; Second: Elvington; Carried: All Ayes.
 - c. Discussion of meeting times, dates, and location: Steen reviewed Museum Commission dates, times, and location for the 2023 Hartsville City Council and Committee Meetings Annual Notice; February 15th, May 17th, August 16th, and November 15th, at the Hartsville Museum, 6:00 PM; Motion to accept: Hungerpiller; Second: Nichols; Carried: All Ayes.
 - d. Hartsville Museum Foundation: Motion to nominate Hungerpiller as crossover member to the Hartsville Museum Foundation. Motion: Nichols; Second: Malloy; Carried: All Ayes.
4. **Updates** – Steen
 - a. **Operating Report**
Museum budget was included in your agenda packet. This printout included where we are with our budget and expenditures. At the first of this new fiscal year we are within our operating budget.
 - b. **Historical Marker Program**
The City has allocated annual funds to purchase and install 2 historical markers within the City limits. February's vote was to add J.L. Coker & Co., and the Mt. Pisgah Presbyterian Church markers. DCHC approved J.L. Coker & Co. and rejected Mt. Pisgah Presbyterian Church because it is already listed on another marker. Since February the cost of materials has increased and the City has opted to fund one annual marker. The estimated production and delivery time is 24 months. The museum is currently assisting the Byerly Foundation with its historical marker honoring Dr. Byerly and the Byerly Hospital.

c. Denny Bros. Jewelers Clock

This project began in 2017 and we are near the final stages of completion. We missed our first quarter goal of completing this project. Phil Gandy has recently located a professional sign painter, Jimmy Jolly, and is working with him to generate a rendering of the clock numerals for museum approval. Procuring an artistic sign painter has been the greatest challenge. Gandy is confident that Jolly will be capable of completing this last obstacle. A project plan is still in place and includes alternative options for lettering should the first choice of a hand sign painter fall short.

d. Grand United Order of Odd Fellows Documents & Digitization Project

Documents are being digitized and placed into "Batch" file folders. Each batch contains 15 scanned documents and an Excel spreadsheet to capture the metadata. Once a batch has been completed it is uploaded to the South Carolina State Library, processed, and added to their online Digital Library. The Community for a Better Hartsville grant has allowed the museum to hire a part time Digitization Assistant, Ani LaPrairie, to help with the documents. Since March, the museum has scanned, processed, and uploaded over 1,500 documents to the website.

e. South Carolina Accommodations Tax Grant

The museum submitted a grant proposal to the A-Tax committee seeking help to convert our Photograph Collection into a Digital Photograph exhibit. The grant was fully funded allowing the museum to purchase a free standing computer kiosk station. This kiosk station will allow visitors to research and/or view our photographs with the swipe of a finger.

5. **New Business**

a. Dinner Theater Fundraiser

We are offering a new Mystery Dinner Theater fundraiser, "Funeral for a Gangster" on September 16th, 17th, 23rd, and 24th. This is a full scale entertainment event with dinner, dessert, drinks, and show that features a comedy style funeral complete with a clue hunt and prizes. Each show will accommodate 10 tables of 8 and tickets can be purchased online through our website. Sponsorships have been well received; Presenting Sponsor: Care South; Hospitality Sponsors: Carolina Dental Partners, Atkins Law Firm, and Beasley's Catering; Speakeasy Sponsors: Define Wealth, Brown-Pennington-Atkins, and North Industrial Machine; and Contributing Sponsors: SPC Credit Union, NOVOLEX, and MPD Electric.

b. Darkside Tours and Paranormal Investigation Tour

These two tours for 2022 have been put on hold due to staffing and tour guide availability. Cancelling these tours will allow time to prepare Santa's Workshop and Santa's Office. The museum will consider alternative dates for the near future.

c. Santa's Workshop

Our goal is to have the museum ready for the Christmas season by November 17th for the annual "♥ of the Holidays Open House Celebration." Santa will be visiting the museum on Saturday, December 10th from 9:30 to 12:30 AM for pictures with children. The museum will also observe extended hours each Thursday, until 8:00 PM leading up to the week of Christmas. After New Year's, Christmas exhibits will be immediately taken down as we prepare to bring in a traveling exhibit from USC, "Justice For All, Civil Rights Movement in SC."

6. **Adjournment**

Motion to adjourn the meeting at 7:08 PM.

Motion: Hungerpillar; Second: Malloy; Carried: All Ayes

John Nichols, Museum Commission Chair

Attest _____
Andrea Steen, Museum Manager