



Hartsville Museum Commission Special Meeting Minutes

Wednesday, April 18, 2018

6:00 PM –Hartsville Museum

222North Fifth Street

**PURSUANT TO FREEDOM OF INFORMATION ACT SC CODE 30-4-80:
WRITTEN NOTICE WAS DELIVERED TO THE PRESS BY EMAIL ON APRIL
13, 2018 AND DULY POSTED AT THE HARTSVILLE MUSEUM.**

Members present: Chairman Dr. Mac Chapman, John Nichols, Patty Holley, Phyllis Fields, Hilary Culbertson, Steve Tinney, Sue Brand and Judi Elvington **Staff:** Kathy Dunlap, Museum Director, Gina Tiller, City of Hartsville Purchasing Officer and Beth Tripp, Special Events Coordinator COH.

New Business

Chairman Dr. Mac Chapman called the meeting to order at 6:10 pm. Kathy Dunlap recommended a package bundle of 100 Chavarri chairs with free chair pads, 12 (60”) round tables, 4(60”) rectangle tables, 10 cocktail tables and two dollies for the tables and chairs. Use of this furniture would be included in the rental fee at The Edition. Dunlap also recommended the purchase of conference room table and chairs and several accessory pieces such as a mirror and wooden console for the hallway. The total price of furnishings and exhibit design for the facility to date \$14,286.92. Steve Tinney made a motion to purchase the needed furniture, Patty Holley seconded the motion and it carried with a unanimous show of hands.

Dunlap introduced Beth Tripp. Beth shared information about her new position as Special Events Coordinator for the City. She then discussed how the job involves working with the museum staff on rentals at The Edition. Tripp spoke briefly on her responsibilities and then answered questions.

A soft opening of The Edition has been scheduled for May 10, 5-7pm. Dunlap will send out invitations to museum donors and contributors, City Officials and City Council members.

Adjournment

Sue Brand made a motion to adjourn at 7:15 pm with a second by Phyllis Fields. The next regular Museum Commission meeting is May 15, 2018.

Attest: _____
Museum Commission Chairman

Attest: _____
Kathy Dunlap