

THE
HARTSVILLE
MUSEUM


Minutes
City of Hartsville, South Carolina
Museum Commission Meeting
Wednesday, August 21, 2019, 6:30 PM
The Edition—221 North Fifth Street

PURSUANT TO FREEDOM OF INFORMATION ACT SC CODE 30-4-80: WRITTEN NOTICE WAS DELIVERED TO THE PRESS BY EMAIL ON FRIDAY, AUGUST 16, 2019, AND DULY POSTED AT THE EDITION, AN ACCESSIBLE FACILITY.

Members present: Chairman, Dr. Mac Chapman, Treasurer, John Nichols, Phyllis Fields, Paula Alvarez, Sue Brand, Colin Hungerpiller, Judi Elvington and Jennifer Heusel

Members Absent: Steve Tinney

Staff: Museum Director, Kathy Dunlap, Museum Manager, Andrea Steen, Public Information Officer, Lauren Baker and Director of Human Resources, Rebecca Ward

1. **Call to Order**
Chairman Chapman called the meeting to order at 6:26 PM.
2. **Motion to Approve Minutes from Commission Meeting May 15, 2019** – APPROVED
Motion: Hungerpiller; Second: Elvington; Carried: All Ayes
3. **Induction of New Commission Member** – Heusel
Chapman welcomed Heusel. Heusel introduced herself and shared her position at Coker University in the Communications Department and her outreach with the African American Cemetery, Butler Heritage, NAACP and S.C. African American Heritage Commission.
4. **Oath of Office for appointed Commission Members** – Administered by Baker
Members Heusel, appointed by City Council at their June 2019 meeting, Hungerpiller, Chapman and Brand took their Oath of Office.
5. **Election of Officers (Chair and Vice Chair)** – APPROVED
Motion: Hungerpiller to elect Chapman as Chair; Second: Brand; Carried: All ayes.
Motion: Elvington to elect Sue Brand as Vice Chair; Second: Fields; Carried: All ayes.
6. **Financial Report** – Dunlap
 - 6.1 **Museum Commission Account** – Reflects credit card purchases and Gallery Store sales; the financial statement shows we tend to maintain a low balance, but otherwise are in good shape.
 - 6.2 **Museum City Budget** – We are into a new City budget. Dunlap will be working with Terry Laughter in Finance to clean up old line items not in use. Concern for low rental income for The Edition. Baker acknowledged that summer rentals were slow and shared plans on upcoming promotions through advertising and social media in the event world with wedding promotion websites, wedding pages and opportunities with Wedding Showcases. Samantha Altman, Special Events Coordinator is currently receiving lots of inquiries for The Edition and rentals should pick up for fall and winter.
 - 6.3 **Fundraising Update** – Fundraising went really well. Donations are still coming in.
7. **Update**
 - 7.1 **Coming Soon – New Claude Hart Exhibit** – Dunlap
Changing exhibits; moving Sonoco exhibit and using space to create Claude Hart’s studio. Working with Alleyway to produce wall murals and signage. Sonoco exhibit will be relocated to back wall across from Locomobile. It will be smaller, but more dynamic.
 - 7.2 **Darkside Tour** – Steen

Announced plans were already in place for the Darkside Tour to once again haunt the streets of Hartsville for 6 nights in October with a few new added stories and a new Tour Guide, James Daniel Chaplin.

7.3 **Staff Update** – Ward

Ward introduced herself and presented personnel changes. She explained the intent of removing the Director role and elevating the Museum Manager title, but also being flexible if needing to adjust to industry standards. This will also mean introducing an Administrative type role. Ward explained that Andrea Steen will maintain the Museum Manager Title and lead the museum with the upcoming retirement of Dunlap. The board and staff all showed much appreciation for Dunlap’s time and dedication to the Hartsville Museum through the years.

8. **Adjournment**

Motion to adjourn the meeting at 7:18 PM.

Motion: Brandt; Second: Hungerpiller; Carried: All Ayes

Attest _____
Mac Chapman, Museum Commission Chair

Attest _____
Andrea Steen, Museum Manager