

THE
HARTSVILLE
MUSEUM
—  —

Minutes
City of Hartsville, South Carolina
Museum Commission Meeting
Wednesday, November 20, 2019, 6:30 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 FRIDAY, NOVEMBER 15, 2019, AND DULY POSTED AT THE HARTSVILLE MUSEUM, AN ACCESSIBLE FACILITY.

Members present: Chairman, Dr. Mac Chapman, Phyllis Fields, Paula Alvarez, Judi Elvington and Jennifer Heusel

Members Absent: Vice President, Sue Brand, Treasurer, John Nichols, Colin Hungerpiller and Steve Tinney

Staff: Museum Manager, Andrea Steen and Public Information Officer, Lauren Baker

1. **Call to Order**

Chairman Chapman called the meeting to order at 6:35 PM.

2. **Motion to Approve Minutes from Commission Meeting August 21, 2019** – APPROVED

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

3. **Approval of Regular Meeting Dates, Times, and Locations for 2020** – APPROVED

Andrea Steen, Museum Manager made a request to change the November 2020 location from The Edition to the Hartsville Museum.

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

4. **Election of 1 Museum Commission member to cross over and join the Museum Foundation** – APPROVED

Chapman opened the floor for discussion.

Motion: Fields to elect Elvington; Second: Chapman; Carried: All ayes

5. **Museum Staff Update** – Lauren Baker, Public Information Officer

Baker reflected on former Museum Director, Kathy Dunlap's retirement on November 8, 2019 and the great job she did with the museum and welcomed Andrea Steen as the new Museum Manager. January will be our launching point for bringing new ideas to the museum and getting feedback from the Commission. During this transition Baker plans to help improve the lines of communication and strengthen the relationship between the City, the Museum and the Commission. We have received 28 applications for the new Museum Assistant Manager position and have interviews scheduled for Monday, November 25, 2019. Paula Alvarez will be joining the panel to help with the interview process.

6. **Financial Report** – Steen

6.1 **Museum Commission Account** – Presented a spreadsheet showing revenues and expenditures from January 1, 2019 – October 31, 2019. With the help of Terry Laughter, Senior Accountant, revenues are now separated into 3 accounts; Museum Donations, Museum Gallery Sales and Darkside Tour. Going forward this style of spreadsheet will be used for future accounting reports presented to the Commission.

6.2 **Darkside Tour Fundraising Update** – Presented a spreadsheet showing revenue and expenditures from 8 Darkside Tours. Presented results from a survey sent out to guests through Survey Monkey asking about their experience on the Darkside Tour. The information was positive and will be used to fine tune future tours offered by the museum. We had a total of 22 Hartsville High School students from R2I and Key Club volunteer during the tour.

7. **New Business** – Steen

7.1 **Gallery Store sales for 2019 and plans to update in 2020**

Gallery Store sales from January 1, 2019 – October 31, 2019 came mostly from our collection of books we offer. The museum is now able to accept credit card transactions using Authorize.net.

Moving into 2020 we will be taking an inventory of our books and merchandise and looking at new products museum visitors would be interested in. One of our Gallery Store goals for 2020 is offering an online store through the Museum's website.

7.2 **Denny Bros. Jewelers Clock**

The clock is entering its final stage of restoration. We are in the process of having Outlaw Signs present a mockup of hand painted lettering designs. Steen asked the commission to be involved with the final selection of font, size and color and will keep them updated with this final step.

7.3 **Simply Christmas**

Steen has been working hard to get the Museum's Christmas exhibits in place for the official "Simply Christmas" opening on December 2, 2019 that will remain on display until January 11, 2020. The museum will have Santa stop by for pictures on the day of the Hartsville Parade, December 14, 2019 from 9:30 – 12:30. The Museum will also be open on Sunday, December 8, 2019 from 3:00 – 5:00 as part of the Historic Homes Tour that includes the Thomas E. Hart House, the Jacob-Kelley Home, the John L. Hart Cottage and the Hartsville Museum. Steen shared her upcoming Christmas exhibits that will be new for the museum this Christmas season.

8. **Adjournment**

Motion to adjourn the meeting at 7:27 PM.

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

Attest _____
Mac Chapman, Museum Commission Chair

Attest _____
Andrea Steen, Museum Manager