

THE  
HARTSVILLE  
MUSEUM  


**Minutes**  
**City of Hartsville, South Carolina**  
**Hartsville Museum Commission Meeting**  
**Wednesday, August 19, 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](mailto:andrea.steen@hartsvillesc.gov) WILL BE READ ALOUD FOR THE RECORD.

**Members present:** Chairman, Dr. Mac Chapman, Vice Chairman, Sue Brand, Paula Alvarez, Judi Elvington, Phyllis Fields, Jennifer Heusel, and Davita Malloy

**Members absent:** Treasurer, John Nichols, Jr., Colin Hungerpillar

**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 6:02 PM.
2. **Motion to Approve Minutes from Commission Meeting February 19, 2020** – APPROVED  
Motion: Brand; Second: Heusel; Carried: All Ayes
3. **Induction of New Commission Member** – Davita Malloy  
Chapman welcomed Davita to the Commission.
4. **Oath of Office for appointed Commission Members** – Administered by Baker  
Commission Members were appointed by City Council at their June 2020 meeting. Malloy, Heusel, and Elvington took their Oath of Office.
5. **COVID-19 Update** – Steen  
All City facilities went into quarantine on March 16<sup>th</sup> due to the Coronavirus pandemic. Museum reopened to the public on June 3<sup>rd</sup> following all guidelines set forth by DHEC and the CDC. Changes were made to hours of operation (Mon-Fri 10-4, Sat-Closed), one way entrance and exit and social distancing ques were put in place.
6. **Financial Report** – Steen
  - 6.1 **Museum Commission Account** – Funds are low and museum staff is being cautious with purchasing only essential items necessary for conservation and exhibit preparation. Museum Gallery sales are low, but sales are being made.
  - 6.2 **Museum City Budget 2020-2021** – City Council approved and passed new budget in June for the new fiscal year beginning July 1<sup>st</sup>. Museum budget stayed the same from last year with minor adjustments.
7. **Updates**
  - 7.1 **African American Heritage Exhibit** – Steen  
Brandolyn Thomas Pinkston spoke on behalf of the African American Exhibit Taskforce. Pinkston serves on the board for the SC Independent Colleges and Universities Association. They met last fall at Coker University and came to the Hartsville Museum and saw the African American Heritage exhibit and felt there was room for improvement. Pinkston called Natalie Zeigler and asked for a meeting to bring some people together to discuss

making improvements to the exhibit. First meeting included Pinkston, Zeigler, Steen, Malloy and Baker. The taskforce looked for ways to make improvements to enhance the exhibit. An "All Call for Artifacts" flier was created to distribute to residents in the African American community to welcome them to the museum. The goal was to get more African Americans to visit the museum and to look through their personal photographs and artifacts and share them with the museum. At the second meeting Jennifer Heusel and Brian Gandy were invited and we learned of some historical documents located at the Mount Pisgah Presbyterian Church on Sixth Street. Gandy encouraged the taskforce to go and get them. Shawn Cannon, Grand Master of the Grand United Order of Odd Fellows, South Carolina reached out to Steen on March 6<sup>th</sup> for a meeting about these documents. We learned the most important person of the Odd Fellows fraternal organization was Professor Henry Hannibal Butler. Butler was the District Grand Secretary of the Grand United Order of Odd Fellows from 1909-1948. The Odd Fellow documents for all Lodges in SC have been stored in the Mt. Pisgah Church for over a hundred years. This church is in dire need of repair from holes in the roof to no security. The taskforce began to meet weekly. A Memorandum of Understanding and a Long Term Loan was signed between the Hartsville Museum and the Odd Fellows to acquire these documents and move them to a safe location to begin the process of preservation and digitization. 12 file cabinets and several safes of documents, including a safe with H.H. Butler's named, Butler's desk and chair and various other artifacts were then acquired with the help of the Odd Fellows, the Hartsville Museum and the Hartsville Fire Department. The museum staff and volunteers spent weeks refurbishing these items to make them available for permanent exhibition in the museum. Pinkston shared she had some sources for grant opportunities and thanked the Commission and the Foundation for agreeing to support the effort. Chapman thanked Pinkston for her hard work and all the efforts that went on behind the scene during the pandemic and stated the new exhibit looks great in the museum.

#### **7.2 Denny Brothers Clock – Steen**

Steen gave a quick update; Richard Outlaw is working on the mock-up design for the glass face plate that will have hand painted numerals. Due to the pandemic this work has been put on hold. The painted numerals and the reassembling of the outer clock housing are the final steps to this project before it is mounted in the Edition.

#### **7.3 Claude Hart and Sonoco Exhibit – Steen**

Steen stated the project began August of 2019 and we are now at the printing stage of the project. Due to the pandemic the printing has been temporarily put on hold due to a shortage of PVC paneling. Alleyway is working to find other suppliers and will keep the museum updated. Steen will give more updates about this project during New Business 9.2 - 2020 SC Accommodations Tax Grant.

#### **7.4 Historical Markers – Winburn**

Winburn acknowledged the City has been on a tight budget since the pandemic and it's safe to say the Historical Marker program has been put on hold for the remainder of this year. We will look to 2021 to see when the City is able to go forward with the Historical Marker program. Winburn agreed to keep the Commission updated as we learn more about this opportunity and encouraged the Commission to be on the lookout for properties, not on the current list, they would like to see considered.

#### **7.5 Fundraising – Winburn**

Winburn announced this was one of those good news, bad news situations thanks to the pandemic. The bad news is the postponement of two fundraisers for the fall; Darkside Tours and Dinner Theater. We're looking to reschedule Darkside Tours for a possible spring event. Dinner Theater was to coincide with the museum's 40<sup>th</sup> anniversary, but due to COVID-19 restrictions regarding social distancing and small group gatherings we will plan to have this event sometime in 2021. The good news is that old fashioned fundraising is still alive and well and we will have our annual Membership Newsletter go out in November.

### **8. The Edition – Baker**

Baker stated that all spring and fall reservations for the Edition and Lawton Park had been cancelled due to COVID-19. Baker is hopeful reservations will pick back up for the fall and winter while following all SC guidelines that limit a buildings capacity to 50% and mandatory mask usage. Baker is encouraged with incoming inquiries for the Edition and a local organization expressing interest in a possible weekly Sunday rental. Chapman expressed how interesting the virus has affected every fabric of lives from going to the bathroom to going to church to visiting family is remarkable.

9. **New Business**

**9.1 New Lecture Series – Winburn**

Winburn expressed excitement about introducing a new Lecture Series at the museum. Due to the pandemic we had to rethink how to offer this new program since in person events were not going to be possible. We then pursued offering a lecture series as a Facebook live event. Our first event will be Thursday, September 3<sup>rd</sup> featuring Cherish Thomas, Registrar with the Florence County Museum. She will be talking about the “Negro Motorist Green Book.” We have scheduled speakers for the first Thursday of each month at 11 am to fill out the rest of 2020. Winburn encouraged everyone to make recommendations for possible guest lecturers or topics for discussion. Alvarez showed support for having this available for teachers to use when applicable to what they are teaching. Winburn agreed and said the museum is planning on making a link available through a YouTube channel and our museum website.

**9.2 2020 SC Accommodations Tax Grant – Steen**

Steen applied for the 2020 A-Tax grant to assist in updating the existing Movie Exhibit. Steen explained the exhibit had been using a television and VCR system that recently died from old age. Steen saw an opportunity to remove the old exhibit, currently located within the new Claude Hart Exhibit and relocate it to a new space and use new equipment. Steen plans to update current and future exhibits with modern digital features to make exhibits interactive. Steen was awarded a grant to purchase a Touchscreen Computer Kiosk that will allow visitors to watch their favorite museum movies with the touch of a finger. Steen explained dismantling the old Movie Exhibit made room for one additional PVC Panel to be added to the Claude Hart exhibit giving the anticipated final project a sleek and clean overall look.

**9.3 Grand United Order of Odd Fellows Documents & Digitization Project – Steen**

Steen thanked Pinkston for the great introduction of the African American Exhibit Taskforce and the Odd Fellows project. Steen acknowledged Shawn Cannons call to the museum in March and the meeting that followed as a defining moment to the work the museum was about to engage in with the Odd Fellows. Henry Hannibal Butler was the District Grand Secretary of the Grand United Order of Odd Fellows. Butler’s roll as Secretary was record management for each Lodge in SC and membership management for every Odd Fellow member in SC. All membership applications, membership certificates and Lodge records including, roll call sheets, member death benefit requests and various lodge reports due monthly and annually have been stored in file cabinets and safes at the Mt. Pisgah Presbyterian Church on Sixth St. for over 100 years. Cannon reached out to the museum asking for assistance to help preserve and make available these documents to the public. We have reached out to the SC State Library and learned of their Digitization in a Box program and how we can digitize documents in house and ultimately make these documents available to the public. This program will be available once the SC State Library reopens their doors after the pandemic. All documents in their original file cabinets have been moved from the Mt. Pisgah Church to the Edition and are being stored in a locked, private office located in the workshop area of the building.

**9.4 SC Humanities Major Grant submission – Steen**

Steen acknowledged Pinkstons tireless efforts to locate grant opportunities for the Odd Fellows Digitization project. We have recently applied for a major grant with the SC Humanities that would afford us the opportunity to buy our own digitization equipment and preservation supplies.

8. **Adjournment**

Motion to adjourn the meeting at 6:48 PM.

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

Attest \_\_\_\_\_  
**Mac Chapman, Museum Commission Chair**

Attest \_\_\_\_\_  
**Andrea Steen, Museum Manager**