

THE
HARTSVILLE
MUSEUM


Minutes
City of Hartsville, South Carolina
Hartsville Museum Commission Meeting
Wednesday, August 18, 2021 – 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: Chair, Dr. Mac Chapman, Vice Chair, Sue Brand, Paula Alvarez, Phyllis Fields, Davita Malloy, Judi Elvington and Jennifer Heusel

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

Staff: Museum Manager, Andrea Steen, Assistant Museum Manager, Matt Winburn, Director of Tourism and Communications, Lauren Baker and City Manager, Daniel Moore

1. **Call to Order**
Chapman thanked everyone for coming and called the meeting to order at 6:02 PM.
2. **Motion to Approve Minutes from Commission Meeting May 19, 2021 – APPROVED**
Motion: Brand; Second: Fields; Carried: All Ayes
3. **Oath of Office and Related Business**
 - 3.1 Administered by Baker: Commission Members Alvarez and Fields took their Oath of Office.
 - 3.2 Election of Officers: Brand nominated Chapman for Chair; Second: Fields; Carried: All Ayes. Elvington nominated Brand for Vice Chair; Second: Fields; Carried: All Ayes. Chapman nominated Nichols for Treasurer; Second: Alvarez; Carried: All Ayes.
 - 3.3 Meeting times, dates and location for 2022; Time: 6:00 pm; Dates: February 16th, May 18th, August 17th and November 16th; Location: Hartsville Museum, 222 N. Fifth St., Hartsville, SC
4. **Updates**
 - 4.1 **Financial Report** – Steen
City Council approved and passed new budget for the fiscal year beginning July 1st. Museum budget stayed the same from last year with City Council adding funds for two Historical Markers to be chosen by the Museum Commission.
 - 4.2 **The Edition** – Baker
Edition rentals were low in 2020 due to COVID-19. Our office books more rentals at Lawton Park than the Edition due to the difference in size and price point. To bring these two venues into alignment we will be changing the rental rates of both places. Current full day rental rates; Lawton \$600, Edition \$800. New rates; Lawton \$800, Edition \$600.
 - 4.3 **South Carolina Accommodations Tax 2021** – Steen
Our outdoor banner project did not meet the City's Sign Ordinance guidelines, therefore funds awarded through the South Carolina Accommodations Tax committee will be used to purchase much needed free standing interpretation stands for our museum exhibits.
 - 4.4 **Lecture Series** – Winburn
Last year's lecture series was a huge hit. We learned; live audiences were low in attendance (7-12 people) while viewers re-watching our videos online were extremely high (1,000's.) Preparing a lecture for a live audience is very time consuming. We're now looking to make mini videos (instead of live lectures) where we

go to the source, create a video and then post online. This new format would serve the same purpose of our Education mission to capture important people, places and stories current to our community, all while decreasing the amount of production time.

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

All equipment for digitization has arrived after long delays due to shortages. Unfortunately our training with the South Carolina State Library for digitization has been delayed due to COVID-19 safety measures. Museum staff will begin training virtually with the State Library beginning the week of August 30th.

5. **New Business** – Steen

5.1 Historical Marker Program – Winburn

Darlington County Historical Commission (DCHC) has provided a list of suggested places to be considered. As well, here is a list of markers already erected within the City of Hartsville. We have been asked to nominate two locations within the City limits for this fiscal year. We have the responsibility to choose two from list provided by DCHC or choose our own. This doesn't have to be decided today, but be thinking about it for our next meeting.

5.2 Darkside Tour 2021 - Steen

5.2.1 We will be offering our Darkside Tour this year in October. This year we have an additional tour guide, Matt, and we'll be offering 3 two hour tours a night. We will post our dates and times on our website and Facebook page after Labor Day. Also, we will be offering a \$20 early bird rate in September and a regular rate of \$25 in October.

5.2.2 New opportunity for the public to come to the museum for a Public Paranormal Investigation with the Great State Paranormal team on October 1st and October 2nd from 7pm to 2am. Tickets are available through their website at www.greatstateparanormal.com. If this is well received we hope to offer this at other times throughout the year.

5.2.3 Friday, October 8th we have invited Butler High School Alumni to join the Hartsville Museum Staff for a free "Ghost Tour" to help kick off their Centennial Block Party celebration from 5-7!

7. **Adjournment**

Motion to adjourn the meeting at 6:37 PM.

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

Mac Chapman, Museum Commission Chair

Attest _____
Andrea Steen, Museum Manager