

THE
HARTSVILLE
MUSEUM



Draft Minutes
City of Hartsville, South Carolina
Hartsville Museum Commission Meeting
Wednesday, February 21, 2024 – 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 FRIDAY, February 16, 2024, 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, John Nichols, Vice Chair, Sue Brand, Phylis Fields, Paula Alvarez, Kathy Lawhon, and David Hoffman
Members absent: Leo Rondeau (excused), Treasurer, Colin Hungerpiller (unexcused), and Davita Malloy
Staff: Hartsville Museum Manager, Andrea Steen, Director of Tourism and Communications/Public Information Officer, Michelle Byers Brown, and Museum Assistant, Chris Hoffman

1. **Call to Order and Welcome**

Nichols called the meeting to order at 6:03 PM, thanked everyone for coming and introduced David Hoffman with Duke Power as our newest Commission member.

2. **Oath of Office**

Oath of Office administered by Michelle Byers Brown for Commission Member David Hoffman.

3. **Motion to Waive the Reading of the Minutes and Approve Minutes from Commission Meeting August 16, 2023 – APPROVED**

Motion: Lawhon; Second: Brand; Carried: All Ayes.

4. **Updates** – Steen

a. **Operating Report**

The museum budget was included in your agenda packet. As we approach the last quarter of the fiscal year, the Museum is maintaining and operating within our budget. Nichols states: Museum Salaries are way down from where they should be. Brown states: as we grow our Cultural District, with the Museum anchoring this District, we will grow tourism and will hopefully see a shift in staffing the Museum Assistant Manager position in the near future. Nichols states: And we appreciate all you are doing for the Museum.

b. **Denny Bros. Jewelers Clock and Virginia Fouche Bolton Artwork**

I spoke with Phil Gandy in January, and he is still on board to pick up the glass and complete the reassembly of the Denny Bros. Jeweler clock. Gandy has given the Museum a timeline for completing this work in the second quarter of this year. Also, during the

second quarter of this year, Virginia Fouche Bolton's artwork will be permanently hung in The Edition. We anticipate having a soft opening during the Art and Wine Walk scheduled for April 19th.

c. **Accommodations Tax Grant**

We have purchased all equipment and will be building a list of people in our community that would be interested and willing to share stories about Hartsville in a question-and-answer style interview. Chris has been a huge asset with this project providing equipment recommendations, best methods for interviewing, and platforms we should use to share this with the public. We have our first interview coming soon and look forward to where this will take us.

d. **Darkside Tour**

Darkside Tour was a tremendous success. It had been two years since we last launched this fundraiser and this year, we included three new tour guides and many new stories. We offered twelve tours over six nights and sold-out every show. We plan to offer this again in October 2024.

e. **Santa's Workshop Exhibit**

Santa's Workshop Exhibit is truly a Christmas miracle when you have two staff members that single-handedly put-up Christmas in a record of eleven days, just in time for the City's Heart of the Holidays Downtown Open House on November 16th. Santa paid his annual visit to the Museum on the day of the Christmas Parade and saw over 280 visitors.

5. **New Business** – Steen

Enclosed in your Agenda Packet I included our "Museum Calendar of Events for 2024" to give you a time frame of upcoming events, traveling exhibits and Annual exhibits. In addition, Chris and I will be attending a Conference in Columbia this April with the American Association for State and Local History.

6. **Adjournment** – Meeting adjourned at 6:37 PM.

John Nichols, Museum Commission Chair

Attest _____
Andrea Steen, Hartsville Museum Manager