



The Douglas Henry State Museum Commission (DHSMC) met at 10:00 a.m. on January 13, 2020 in the Conference Room of the Tennessee State Museum with Chairman Thomas S. Smith presiding.

#### **Members Present**

Thomas S. Smith, Chair  
Nancy Baker DeFriece, Vice Chair  
Harbert Alexander, Sr.  
Ambassador Victor Ashe  
Tina Hodges  
Walter Knestrick (phone)  
The Honorable Steve McDaniel  
Scott Price  
Laura Travis  
Chairman Bo Watson (phone)  
Eleanor Yoakum

#### **Ex Officio**

Robert Buchanan, Tennessee Historical Society Chair  
Ashley Howell, TSM Executive Director

#### **Members Absent**

Chairman Susan Lynn  
Deanie Parker

#### **Participating Guests in Attendance**

Mark Cate, Stones River Group  
Emily Reynolds  
Janet Kleinfelter, Deputy Attorney General

#### **Participating TSM Staff**

Sharon Dennis, DHSMC Liaison  
Dan Pomeroy, Director Collections

#### **Call to Order**

Chairman Thomas S. Smith called the meeting to order at 10:00 a.m., proceeded with roll call, verified that a quorum was present and presided over the following business.

#### **Welcome and Introduction**

Chair Smith welcomed everyone present and began by recognizing Mark Cate, President Stones River Group to update the DHSMC on the Capital Building Campaign. Mr. Cate began by

introducing Emily Reynolds and began their final report on the Fundraising Campaign thanking DHSMC members for their support to Stones River Group and Governor Haslam. With an appropriation of \$120,000,000 from the Legislature, and a proposed budget of \$160,000,000, the project came in on time, under budget with \$32,000,000 raised/pledged and an additional \$1,500,000 raised for expenses.

With the fundraising campaign complete, Mr. Cate thanked Ms. Reynolds acknowledging her follow up with Director Howell and her staff in accounting for the remaining scheduled pledges that are outstanding and called for questions.

Following discussion, Chair Smith thanked Mr. Cate and Ms. Reynolds, the Governor for his leadership and all contributing DHSMC members.

### **Approval of Minutes from the October 10, 2019 Quarterly Meeting**

Chair Smith entertained a motion for approval of the minutes from the Quarterly meeting on October 10, 2019. Scott Price moved to approve the minutes; Eleanor Yoakum seconded the motion. There being no discussion, the Chair called for a vote and the motion carried unanimously with no abstentions.

### **Development Committee Report**

Committee Chair Scott Price began by reporting in the meeting earlier this day, Director Howell updated the committee on progress made with the TSMF regarding the signed MOU which has helped clarify both the relationship with the TSMF and allowed the TSM to be placed on the American Alliance of Museum Commission's docket for February for reaccreditation consideration.

Chair Price concluded his report stating the committee continues to explore the development of an additional 501(c)(3) should the need arise and in order to avoid redundancy explained Director Howell will discuss in her report various strategic initiatives underway.

### **Collections Committee (CAC) Report**

In the absence of Committee Chair Deanie Parker, Chair Smith asked Ms. Yoakum to report on an action item proposed by Chair Parker which is the approval of revisions to the Collections Management Policy (CMP). These proposed revisions were sent to all members in advance of this meeting and are presented as a continuing effort to increase accuracy and clarity in the CMP.

Ms. Yoakum moved for approval of the proposed revisions to the CMP and Mr. McDaniel seconded the motion. There being no further discussion, Chair Smith called for a vote which carried unanimously with no abstentions.

With the newly approved Deaccessions/Transfers Policy in place, Chair Smith called upon Director Howell to discuss three items proposed for deaccession advanced to all members prior to this meeting which included a deaccession certification form fully executed for each. Following discussion, the Chair called for individual motions.

Deaccession #1: Ambassador Ashe moved the deaccession of proposed **hazardous materials** outlined in a fully executed deaccession certification form be adopted; Ms. Travis

seconded the motion. Chair Smith called for the vote which carried unanimously with no abstentions.

Deaccession #2: Mr. Price moved the deaccession of proposed **controlled substances** outlined in a fully executed deaccession certification form be adopted; Ms. Yoakum seconded the motion. Chair Smith called for the vote which carried unanimously with no abstentions.

Deaccession #3: Ms. Hodges and Ambassador Ashe moved the deaccession of a (Stella) **Guitar** outlined in a fully executed deaccession certification form to be returned to the owner be adopted; Ms. Yoakum seconded the motion. Chair Smith called for the vote which carried unanimously with no abstentions.

Chair Smith thanked CAC Chair Parker in absentia for her efforts and to Ms. Yoakum.

### **Carousel Committee Report**

Chair Smith called upon Carousel Committee Chair, Laura Travis to report on the Committee's efforts during this past quarter. Chair Travis conveyed although the committee did not meet, progress has been made and began by handing out two documents for discussion.

Attachment #1: Carousels and Carvings report with assessment figure of \$584,000 to reconstruct the Carousel.

Attachment #2: A proposal from EOA Architects for tentative structure design and location totaling \$59,500.

Report #3: A 49-page report from BAS, Mark Bynon, for assessment of the preservation of the Carousel presented for viewing on the conference table, but not distributed.

Chair Travis moved to engage EOA for tentative structural renderings in the amount of \$59,000. The motion was seconded by Mr. Price.

Chair Smith recognized the motion and second to approve the expenditure and offered absolute clarity that the only thing members are being asked to approve is payment of \$59,000 to EOA Architects from funds held in trust by the TSMF in a restricted account earmarked for the Carousel. Furthermore, the Chair reiterated there is no proposed expenditure of State dollars and called for discussion. He further clarified this proposed contract is basically a pre-development study that includes conceptual design drawings of a pavilion or structure in which the Carousel would reside, an interior rendering, where it would fit on the site of the existing museum, a cost estimate for construction along with a PowerPoint presentation designed as an aid for fundraising.

Concerns voiced during discussion included:

- Considering the fact that the TSM is operating in a new state-of-the-art facility, is it prudent to consider something may come up no commissioner has anticipated? For example, is the handicap parking too far removed from the museum entrance?
- In light of the upcoming massive move to a new Collections Storage facility, is it prudent to anticipate needs for the collection outside of budgeted expenses that may require fundraising?
- How would the Carousel project impact fundraising for ongoing needs of the TSM?
- This year the TSM overcame unbudgeted expenses for the MBM deinstallation/reinstallation/refresh expending TSM earned revenue funds and TSMF unrestricted funds. Would the Carousel project impact use of TSM earned revenue funds?

- As stated, it is not feasible to expect to have two or three simultaneous fundraising projects. Should the Carousel be the number one priority for fundraising at this time prior to the completion of the Collection move or is it prudent to complete investigations and hold this project in queue until the move is successfully completed?

Chair Smith included in any approval of this day an affirmation that the DHSMC will never commit to spend any more dollars than are held in the TSMF Carousel designated fund for this item and in no way encourage State dollar expenditure. Ms. Travis echoed, for the record, she unequivocally will not seek funds from the Legislature. Chair Smith acknowledged all positions; however, for the record stated it is incumbent on the DHSMC to have conducted a full investigation for renovation of the artifact, structure to house the artifact, location and costs to be paid strictly out of State funds held in trust in a designated account by the TSMF.

Chair Smith recognized Mr. McDaniel who suggested until the DHSMC utilizes the designated funds necessary to complete the investigations, where the Carousel project might fall in the queue may only then be considered along with other needs of the museum and moved the question.

Chair Smith acknowledged it is moved and seconded to close debate, The Chair called for a vote on Ms. Travis's motion to appropriate and spend \$59,000 of State dollars held by the TSMF in a designated Carousel fund for EOA Architects to conduct a study per its proposed agreement. The motion carried with one (1) noe by Ambassador Ashe and no abstentions.

### **Budget Report**

Chair Smith acknowledged the retirement of former Deputy Director Mary Jane Crockett-Green and called upon Director Howell to deliver the budget who began by explaining she is working closely with DOHR on finalizing details to hire a candidate who works for another State agency.

Director Howell explained the budget is tracking as it should for the first six months. With regard to earned revenue, donation box revenue is broken down separately from store revenue, venue rental and online donations. Separation of the three aforementioned revenue streams continues with F&A in accounts to break down and put systems to do so in place which will include cost-of-sales.

Unbudgeted expenses for this year included the deinstallation and a reinstallation refresh of the Military Branch Museum which was not anticipated this fiscal year. The cost was paid from earned revenue funds, donation box funds and TSMF unrestricted funds.

### **Executive Director Report**

Carrying forward from the Budget Report, Director Howell continued to reflect on ongoing efforts with F&A to technologically separate the earned revenues of store and venue; two areas with room for growth. There is an up tick of event rentals with seven paid events in November alone. Studying visitation and trends, advertising in wedding guides and event planning journals are proving fruitful as well as word-of-mouth from corporate events, wedding events and high-profile events are proving to be a calling-card of the museum.

### Visitation

Visitation of 91,802 from July 1 thru December 31, 2019 suggests a target of 200,000 for the fiscal year which doesn't include Capitol tours and Military Branch Museum visitation.

### Staff

After decades of service, the process is underway to fill two positions following the retirements of Deputy Director Green and Registrar White.

Bridgette Jones joins the TSM in February as Curator of Social History specializing in African American History.

### Reaccreditation

With the tabling of TSM's reaccreditation by the American Alliance of Museums in the absence of a signed MOU, the TSM speedily submitted the newly signed MOU to the AAM; subsequently, consideration for TSM reaccreditation has been placed on the AAM Commission's Agenda for February.

### Exhibitions

Let's Eat: Origins and Evolutions of Tennessee Food closes on February 2.

In an effort to tell the State's stories, a strategy implemented by the communications team, services individualized press releases throughout the State about the exhibitions targeting artifacts and stories from specific regions, counties and towns.

Ratified: Tennessee Women and the Right To Vote opens March 27 for which the museum will hold a press event and weekend family activities. The TSM will plan an event close to the August anniversary.

Statewide collaborative initiatives in relation to the Suffrage Centennial with the Tennessee Historical Society, the Tennessee State Library and Archives, the Tennessee Departments of Tourism and Education and the State Parks are listed on TNwomanonehundred.com. On January 8, the State of Tennessee Women's Suffrage Committee is hosting the Legislature in the museum. Through this statewide Committee and the Legislature, the TSM Women's Suffrage Trunk fleet has increased from four (4) to twenty-four (24), filling fifty-eight (58) reservations serving 10,982 students. In addition to Suffrage trunks, the TSM Trunk fleet has served this fiscal year 20,687 students in over 38 counties spanning the three Grand Divisions.

### Military Branch Museum (MBM)

The MBM refresh was executed out of an immediate need with funding discussed previously in the Budget report. This collaborative effort between all departments produced an updated space with expanded interpretation thru the Vietnam War. The MBM is housed in the War Memorial Building whose imminent needs for major renovation are in cue by the State; however, in order to protect the artifacts from further deterioration, deinstallation of all and reinstallation of some was addressed by the TSM.

### Collection Storage Facility

Planning for design with General Services for the new collections' storage facility is close to finalization. The State has funded the building; however, it does not include the cost to move

artifacts. So, the museum included in this budget cycle, a one-time ask for \$3.6 million dollars to pack and move approximately 160,000 artifacts.

### Next Strategic plan

In working with the State's Strategic Learning Solutions under a nine-step plan, aspects such as the mission statement, vision statement, core values and strategic goals are focal points. Focus on barriers to success are being addressed as well with regard to implementing the use of many technological advances in the new building and the challenges our State partners are experiencing in applying and servicing these innovations.

### **Standing Committee Appointments**

Chair Smith named to the Audit Committee Commissioner Yoakum, Chair; Commissioners Alexander, Ashe, Hodges, Smith, and Watson with the Executive Director as ex officio. Ambassador Ashe moved that the Audit Committee as outlined by Chairman Smith be approved; Mr. Price seconded the motion. The Chair called for a vote which carried unanimously with no abstentions.

Chair Smith named to the Nominating Committee Commissioner McDaniel, Chair; and Commissioners Parker and Yoakum with no vote required.

### **Media Coverage**

The Media section of the meeting books includes many of the museum's accomplishments in this quarter. Chair Smith recognized Director Howell and her staff for the positive press and increased social media.

### **Other Business**

Chair Smith thanked Commissioner Travis and Representative Travis for hosting a memorable reception as well as the October meetings in Dayton.

Following up on a proposal to hold the July 13 quarterly meeting in Bristol, the Chair called upon Vice Chair DeFriece to outline a special event tied to Suffrage and a meeting location at Rocky Mount Museum in Piney Flats. Following discussion, Ambassador Ashe moved the DHSMC hold the July quarterly meeting in Sullivan County with details to be determined; Chair Smith claimed consent by all.

### **Public Comments**

Chair Smith called for public comment. There was none.

### **Announcements**

Ms. Travis thanked commissioners for their kind notes and contributions to Bryan College in her honor.

### **Upcoming Meeting Dates**

Chair Smith announced the upcoming Quarterly meeting dates of April 13, 2020, July 13, 2020, October 12, 2020 and January 11, 2021.

### **Adjournment**

Along with Commissioners Chair Smith wished Ms. Travis a happy anniversary and adjourned the meeting at 12:05 p.m.

### **Main Motions Summary**

**Motion #1:** Moved by Mr. Price to approve the October 10, 2019 Quarterly Meeting minutes. Chair Smith called for a vote on the motion which carried unanimously with no abstentions.

**Motion #2:** Moved by Ms. Yoakum to approve the proposed revisions to the Collections Management Policy. Chair Smith called for a vote on the motion which carried unanimously with no abstentions.

**Motion #3:** Moved by Ambassador Ashe for deaccession of **hazardous materials** outlined in a fully executed deaccession certification form be adopted. Chair Smith called for a vote on the motion which carried unanimously with no abstentions.

**Motion #4:** Moved by Mr. Price for deaccession of **controlled substances** outlined in a fully executed deaccession certification form be adopted. Chair Smith called for a vote on the motion which carried unanimously with no abstentions.

**Motion #5:** Moved by Ms. Hodges and Ambassador Ashe for deaccession of a (Stella) **Guitar** outlined in a fully executed deaccession certification form be adopted. Chair Smith called for a vote on the motion which carried unanimously with no abstentions.

**Motion #6:** Moved by Ms. Travis to appropriate and spend \$59,000 of State dollars held by the TSMF in a designated Carousel fund, for EOA Architects to conduct a study per its proposed agreement. The motion carried with one (1) noe by Ambassador Ashe and zero (0) abstentions.

**Motion #7:** Ambassador Ashe moved that the Audit Committee as outlined by Chairman Smith be approved. The Chair called for a vote which carried unanimously with no abstentions.

**Motion #8:** Ambassador Ashe moved the DHSMC hold the July quarterly meeting in Sullivan County with details to be determined; Chair Smith claimed consent by all.

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Thomas S. Smith  
Chairman Douglas Henry State Museum Commission