

The Douglas Henry State Museum Commission (DHSMC) met at 12:45 p.m. on October 27, 2021, in the Conference Room of the Bill Haslam Center with Chairman Thomas S. Smith presiding.

Members Present

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

Ex Officio

Ashley Howell, TSM Executive Director
David Fox, Tennessee Historical Society Chair, Ex officio

Members Absent

Chairlady Patsy Hazlewood
Walter Knestrick

Participating Guest in Attendance

Deputy Attorney General Janet Kleinfelter

Participating TSM Staff

Sabrina Hooper, Deputy Director
Sharon Dennis, DHSMC Liaison

Call to Order

Chairman Thomas S. Smith called the meeting to order at 12:45 p.m., proceeded with roll call, verified that a quorum was present and presided over the following business.

Welcome and Introduction

Chair Smith welcomed everyone to the Quarterly meeting thanking all Commissioners present for attending the Bill Haslam Center naming ceremony earlier this day.

Approval of Minutes from the July 19, 2021 Quarterly Meeting

Chair Smith entertained a motion to adopt the minutes as written from the July 19, 2021 Quarterly meeting which was emailed in advance with all meeting materials and called for a

motion. Scott Price moved to adopt the July 19, 2021 meeting minutes; Ambassador Victor Ashe seconded the motion. There being no discussion, the Chair called for a vote and the motion carried unanimously with no abstentions.

Budget Report

Chair Smith welcomed Deputy Director Sabrina Hooper who began by referencing the budget report as of October 15, 2021 which shows the Agency has spent 21% of its State appropriated dollars. This fiscal year began with the task of projecting a 1% budget reduction equaling approximately \$95,200 which was taken from the Acquisition budget.

Nongovernmental Revenue Actual of \$3,421.98 from donation boxes and solicitations, compares to this time last year (FY-21) of \$2,159 and the previous year (FY-20) of \$4,919.

Current Services Revenue Actual of \$80,469 from store sales, event rental, and other items compares to this time last year (FY-21) of \$71,289 and the previous year (FY-20) of \$101,403.

Inter-Departmental Revenue Actual of \$13,000 was received from other agencies for staff assistance for MOU procurements and other functions provided to interstate agencies.

Personnel movement within the agency continues. Since June 30, 2020, seventeen positions with one pending required HR transactions either for retirement, promotion or resignation. Nine positions have been filled. Across the Agency a total of thirteen vacancies remain; of which three are currently advertised. While the majority of resignee's have cited low salaries coupled with a high cost of living, some have furthered their careers due to experience gained with this agency.

Follow Up from the previous July 19, 2021 Audit and Quarterly Meetings

- Cameras at the Bill Haslam Center run 24 hours per day, seven days per week with the footage maintained approximately 45 days.
- Cameras at the Polk Center operate at limited capacity for collection visibility; however, security and staff are assigned regular schedules to tour the building for leaks or any other disturbances.
- A draft of the edited Risk Assessment has been prepared for a December submission. Confirmation has been made that the Risk Assessment includes a "Form" used to track all damages that occur and there is a "Policy" and a "Process" in place, all of which is included in the Collections Management Policy (CMP). Additional sections have been added to address the Polk Center storage environment for the Collection in the Risk Assessment.
- Spot checking to address Finding 1 from the 2019 Audit includes reviewing acquisition paperwork to ensure the checklists are complete. This duty is defined in a Collections staff members IPP.

Ms. Hooper concluded her report stating the results from spot checking will be included in her future quarterly reports to the Commission and called for questions.

In answer to the question, are the flag books being sold in the museum bookstore, Director Howell responded UT Press handles the bulk of the sales and the Museum bookstore does carry the award winning book.¹

Chair Smith thanked Ms. Hooper for her report.

Executive Director Report

Director Howell was called upon for the Director's Report from the museum. For the report, the Director outlined she will report on updates from the Bill Haslam Center, updates regarding the collection move and discussion of the next Strategic Plan.

Updates from the Bill Haslam Center

Since the Grand Opening, the museum has welcomed over 350,000 visitors.

A new metric to report is digital engagement which has enjoyed a 59% increase in page views from the same period last year. This fiscal year since reopening last summer, visitation increased from 11,436 to 27,510. An additional comparison in pre-pandemic FY 19-20 attendance was 48,330 for the same time period. Digital views of TSM's You Tube Channel includes 2,561 views with watch time of 127 hours. Online ARGUS had over 3,000 views.

Since the Grand Opening, the museum has welcomed 55,698 students and teachers from 78 counties and with virtual learning, from 92 counties. Field trips resumed with the fall semester booked; however, pandemic concerns have resulted in bookings, cancellations followed by rebooking for next year. This Quarter the museum served 454 students, in 13 schools from 12 counties which is a decline from pre-pandemic levels. However, this quarter the museum hosted 32 virtual field trips and the Olympics for over 3,000 viewers in 11 counties which is an increase compared to pre-pandemic levels in 2019.

The "Haunted Museum" event resumed in-person this year enjoying 559 visitors.

The Best of Tennessee Craft opening October 29 is an exhibition in partnership with the Tennessee Craft Organization and the Tennessee Arts Commission featuring works from 56 artists representing 54 counties across the State. A program schedule for Artists giving craft demonstrations will be advertised and posted shortly.

The Traveling Trunk fleet remains in rotation serving over 3,000 students from 42 schools in 22 counties this quarter. Two new trunk topics: From Borrowed to Budget; Financial Literacy in Tennessee was created in partnership with the Tennessee Financial Literacy Commission, and The Three R's of Reconstruction; Rights, Restrictions and Resistance, was funded through the Tennessee Civil War National Heritage Area. In total there are 12 topics available for Tennessee teachers in classrooms.

Lunch and Learns continue in a hybrid format with in-person and online programming with all of the digital content archived on tnmuseum.org.

¹ *Civil War Flags of Tennessee*

The Collection and the Collection Storage Facility Project

Artifacts housed in the James. K. Polk Center can no longer be stabilized due to chronic environmental issues resulting in mold mitigation and remediation. This has created an emergency situation requiring General Services to identify any suitable space. As of this meeting, General Services has identified 6500 square feet in the Andrew Jackson building which may be utilized for textiles storage; however, many thousands more square feet of temporary storage is needed immediately to protect irreplaceable artifacts. Furniture that has already been conserved and carefully packed by Bynon Art Services for the move, is having to be unpacked, treated for mold and packed again. So, rather than conserving and packing the artifacts for the move, the Bynon team is now working 100% on mold remediation which was not budgeted.

The museum has proactively begun a newly added project using its resources to prepare and pack a portion of the collection for a move to the Bill Haslam Center where areas in the back-of-house have been identified. Should this become even more of an emergency situation, it may be necessary to close one or two temporary exhibit galleries to house and protect artifacts as well. Even with this, there remains thousands of square feet needed for temporary climate controlled storage.

Commissioners agreed that the number one job of the Commission is to oversee and protect the collection and asked Deputy Attorney General Janet Kleinfelter to draft a letter to the Commissioner of General Services, the Governor, and certain Legislators identifying the emergency environmental situation in TSM space at Polk resulting in ongoing mold remediation causing an immediate need to move artifacts to climate controlled storage in order to prevent what may possibly result in loss to the Collection.

Chairman Smith put the accent on the fact that the Legislature passed, and the Governor approved in his budget, the funds for a new building and the design is underway; however, this takes time. The new storage facility will be about 85,000 sf that includes office space and more. This structure will be built on State property.

Next Strategic Plan

The current Strategic Plan was adapted for COVID. In moving forward, the next Strategic Plan will focus on:

- Moving the Collection temporarily from Polk; the subsequent move to the new Collections storage facility with facilitation of packing for both
- Organization, facilitation of operational systems and how management evaluates prolonged projects
- Ongoing operations at the Bill Haslam Center
- Eventual temporary departure from WMB due to upcoming renovations
- Recent changes within the Collections department. Open positions, organization, deaccessioning, strategic goals
- Reduction of staff turnover is an ongoing strategic effort which resulted in an increase received in salary grades for 13 of 20 available job classifications
- Of the 17 vacancies since June 30, 2020 with 8 citing low pay and no upward mobility, a DOHR initiative to address some agency specific classifications with compensation gaps

based on turnover deemed the museum not eligible for phase one. Management will continue to explore possibilities

- Management has submitted a request to DOHR for two classifications in the next budget to be included in its Career Pathways Program: Museum Curatorial Assistants and Museum Program Assistants. This process could benefit 11 positions in total with the funding request of \$130,860 in addition to the normal budget request.

Chairman Smith thanked Director Howell for her report and encouraged Commissioners to support the Executive Director and Deputy Director in helping them in any way possible with salary parity that may result in obtaining and retaining museum staff.

New Governor Appointees to the DHSMC

Chairman Smith announced Governor Lee's appointments to the DHSMC: Mike Keeney from Memphis, Danielle Barnes from Nashville, Cathy Cate from Brentwood and the reappointment of Laura Travis from East Tennessee.

Nominating Committee Appointments

Chair Smith expressed his desire to appoint a Nominating Committee naming Scott Price, Laura Travis, Eleanor Yoakum and Cathy Cate and called for a motion to suspend the Bylaws in order to do so.

Ambassador Ashe moved that the Bylaws be suspended for the purpose of allowing the appointment of the Nominating Committee to occur; Eleanor Yoakum seconded the motion.

Chairman Smith clarified the motion and a second to the motion to suspend the Bylaws to allow for the Nominating Committee to suspend Article III -- Officers -- 3. Election. This is a motion to suspend the Bylaws for the purpose of allowing the Nominating Committee to meet and bring a slate to the January rather than April Quarterly meeting for election of a Chair and Vice Chair.

The Chair began discussion by saying there is a special situation in knowing that his position will be filled before the January Quarterly meeting and with a number of new commissioners in attendance for the first time, it is not prudent to wait until the April Quarterly meeting for Officer Election. Following discussion the Chair call for a vote on the motion which carried unanimously with no abstentions.

Media Coverage

Chair Smith acclaimed all the positive accolades in this quarter's media coverage.

Collections Acquisitions Committee (CAC) Report

Chair Smith recognized CAC Chair Deanie Parker who began by apologizing for her inability to attend in-person and called attention to the Artifact/Object Acquisitions report encouraging Commissioners to review all the interesting donations. Chair Parker concluded her report by deferring any questions about the Artifact/Object Acquisitions report to Director Howell.

Chairman Smith thanked Ms. Parker for another excellent and succinct report. He proceeded to ask the question for the record, "are we being cognizant of the fact that we do have storage issues and are we being selective in what we agree to accept?" Director Howell responded,

absolutely yes. She highlighted the fact that some of the dates of acceptance range in years 2020 and in 2021. She further noted the Commission should expect discussion of and or requests for approval of proposed deaccessioning in every Quarterly meeting. The Collections Strategic Plan is being revised specifically with respect to the TSM Collecting Policy and certainly in consideration of the upcoming move to the new storage facility.

Other Business

Chairman Smith recapped many items highlighted earlier in this meeting and called for comments.

Ms. Yoakum reminded the DHSMC that Rebecca Hunter, the former DOHR Commissioner attended the Quarterly meetings often and suggested the new DOHR Commissioner be extended an invitation for a future meeting. It was also noted that Danielle Barnes is a former DOHR Deputy Director.

Progress has been made towards launching online purchases from the Museum store. Amazon Marketplace appears to be a good solution specifically for merchandise that relates to both the TSM and the Capitol to begin with thirty different SKUs for the online store. The Museum store will ship product inventory to Amazon for fulfillment. Amazon Marketplace will fulfill by processing the payments and shipping the product. STS liked the idea because to initiate the museum store's own point-of-sale system is expensive. The problem is Amazon Marketplace and the State of TN use two different financial processors. Museum management has submitted preliminary information for an *exception of policy* to F&A requesting special permission to use the Amazon Marketplace processor to finish the final transactions. If F&A approves, management is ready to send the official request to F&A for approval of e-commerce fulfillment via Amazon Marketplace. In the event that F&A does not approve Amazon Marketplace fulfillment, options were discussed and will be explored.

Public Comments

Chair Smith recognized Tennessee Historical Commission Chairlady Derita Williams.

Announcements

Chair Smith announced the upcoming Quarterly meeting dates of, January 10, 2022, April 11, 2022, July 11, 2022 and October 10, 2022.

Adjournment

Chair Smith entertained a motion to adjourn. Senator Watson moved to adjourn; seconded by Eleanor Yoakum and the Chair adjourned the meeting at 1:56 p.m.

Main Motions Summary

Motion #1: Moved by Scott Price to adopt the minutes from the July 19, 2021 Quarterly meeting. Chair Smith called for a vote on the motion which carried unanimously with no abstentions.

Motion #2: Moved by Ambassador Ashe to suspend the Bylaws for the purpose of allowing the appointment of the Nominating Committee to occur. Chairman Smith clarified the motion and the second to the motion to suspend the Bylaws for the added purpose of allowing the

Nominating Committee to meet and bring a slate to the January rather than the April Quarterly meeting for election of a Chair and a Vice Chair. Chair Smith called for a vote on the motion which carried unanimously with no abstentions.

Motion #3: Moved by Chairman Watson to adjourn the meeting. Chair Smith adjourned the meeting at 1:56 p.m.

Nancy Baker DeFriece
Vice Chair Douglas Henry State Museum Commission
January 10, 2022

APPROVED