



The Douglas Henry State Museum Commission (DHSMC) met at 10:00 a.m. on July 18, 2022, in the Conference Room of the Bill Haslam Center with Chairman Bo Watson presiding.

Members Present

Cathy Cate
Nancy Baker DeFriece
Michael Keeney
The Honorable Steve McDaniel (phone)
Scott Price
Lottie Ryans
Laura Travis
Chairman Bo Watson

Ex Officio

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

Members Absent

Ambassador Victor Ashe
Danielle Barnes
Chairlady Patsy Hazlewood
Phillip Renfro

Participating Guest in Attendance

Deputy Attorney General Janet Kleinfelter

Participating TSM Staff

Sabrina Hooper, Deputy Director
Sharon Dennis, DHSMC Liaison

Call to Order

Chairman Bo Watson called the meeting to order at 10:02 a.m., proceeded with roll call, detected a quorum was present and presided over the following business.

Welcome and Introduction

Chairman Watson welcomed everyone, announced lunch will be provided at the conclusion of the meeting and recognized Governor Bill Lee's newest appointment to the DHSMC; Lottie Ryans, from Johnson City TN. The Chair paused to recognize the passing and the service of Commissioner Harbert Alexander who set a very high standard of commitment by participating via telephone from the hospital during the April Quarterly meeting. The Chair recognized Deputy Attorney General Janet Kleinfelter and Brooke Brennan, a Legislative budget analyst.

Mission Statements

In an ongoing effort to level-set, Chairman Watson began by reading the Mission Statements of the Tennessee State Museum and the Douglas Henry State Museum Commission.

Approval of Minutes from the April 11, 2022, Quarterly Meeting

Chairman Watson invited members to take a moment to review the April 11, 2022, Quarterly meeting minutes emailed in advance of this meeting, also included in the meeting booklets, and entertained a motion to adopt the meeting minutes as written. Scott Price moved the approval; Michael Keeney seconded. Upon calling for discussion and seeing none, the Chair called for those in favor of adoption of the Quarterly meeting minutes from April 11. The motion carried unanimously by acclamation with no opposition.

Budget Report

Chairman Watson recognized Deputy Director Sabrina Hooper who began by recognizing the budget report emailed in advance of this meeting, is also included in the meeting booklets.

As of June 30, 2022, the Agency has spent 89% of its total State appropriated dollars in comparison to 91% for the same time period last year. Nongovernmental Earned Revenue Actual totaled \$23,124 from donation boxes and solicitations. Current Services Revenue Actual totaled \$341,553 from store sales, event rental, and other items. Inter-Departmental Revenue Actual totaled \$18,000 was received from other agencies for TSM staff assistance for MOU procurements and other functions provided to interstate agencies.

Since the last meeting there have been eight (8) HR transactions; five (5) positions hired, and three (3) resignations. With (4) pending hires, a total of nine (9) vacancies remain. Last fiscal year ending June 30, management was able to provide administrative salary adjustments to 21 out of 50 current staff members. This is in addition to DOHR's new Pay-for-Performance increases effective July 1 of the new fiscal year. All full-time positions include benefits and retirement.

Ms. Hooper concluded her report stating management continues to work with DOHR on a statewide compensation study to assist in the retention of staff and the adjustment of salaries competitive in the market.

In answer to the question, are rentals and external contributions running ahead of budget, Ms. Hooper responded account 68080 Current Services is up.

When asked for a comparison to pre-pandemic projections, Director Howell responded Current Services is on target. In lieu of cancellations during the pandemic 2020-2021, most parties re-booked. In the first month of the new fiscal year almost as many events have been booked this July as the previous year.

Ms. Hooper explained Management is working with F&A to reallocate, to true-up what's budgeted and what's actual for accounts 70800 Professional Services Third Party (includes conservation (Bynon) and contract staff for artifact moving and installation/deinstallation (Apollo) and 71300 Grants and Subsidies (Bynon) which comes out of 70800.

Chairman Watson thanked Ms. Hooper for a good report remarking in terms of retention, recruitment, and retention, to some degree the State Museum has become a proving ground for young professionals aspiring to the Smithsonian, will move on while sharing our mission and story.

Executive Director Report

Visitation in Person & Virtual

This fiscal year end, TSM welcomed over 115,000 visitors compared to 57,439 for the same period last year. We are approaching 2019 visitation levels. For additional comparison, FY 19-20 attendance was 121,801 which reflects a COVID-19 closure mid-March thru June.

TSM received 179,527 digital page views this quarter, an increase of 26% from the same time last year. Language translation was added to the website. Argus online portal had 3,303 views April - May.

This fiscal year end, TSM served 19,835 students from 59 counties, while hosting 60 virtual field trips for 6,242 viewers in 22 counties. In addition 33,454 were served in tours of the State Capitol.

The Traveling Trunks fulfilled 292 reservations for the year, serving over 26,000 students in 37 counties.

Outreach

With all school programs, Teacher Professional Development Workshops throughout the State and in-person meetings with educators in Bledsoe, Crockett, Lauderdale, Moore, Perry, Polk, Rhea, Sequatchie, Van Buren and Unicorn counties TSM met the challenge to engage with 95 out of 95 counties across the state this fiscal year. A special thanks to Commissioner Travis for her assistance in opening doors in Rhea and surrounding counties.

As part of strategic planning, management is gathering information on how it may best serve many outlying counties such as offering traveling educational outreach programs to students similar to traveling teacher workshops, allocation for travel and bus subsidies to distressed counties, charitable grants and more. In part, TSM serves the Tennessee Association of Museums (TAM) with subject matter expertise, collections care and the annual conference.

Chair Watson opened discussion asking members for their thoughts on how TSM might serve the State and structurally how that might be done. Members suggested the possibility of raising funding from an organization that is already supporting a school system in West Tennessee and approaching the TSMF to see if it fits within TSMF's mission and the purpose of the foundation to possibly support a "rainy day" fund, educational or travel subsidies.

The Chair closed discussion reminding members the museum has the responsibility of telling Tennessee's story throughout the State and invited members to continue to search for opportunities in their areas to do so.

Exhibitions

Painting the Smokies: Art Community and The Making of a National Park opened April 22. This exhibition features art and artifacts that share the story of the creation and dedication of the Great Smoky Mountain National Park. TSM partnered with the Great Smoky Mountain National Park, Tennessee State Parks, and the Cumberland River Compact to provide programming for this exhibition both onsite including a Lunch And Learn series and online.

The Children's Gallery

The Children's gallery reopens tomorrow with new interactive stations designed by Gallagher & Associates in consultation with the TSM team.

Strategic Plan

Director Howell summarized her approach to a new 5-year Strategic Plan draft which not only captures the educational component of K-12 throughout the State, designing, building and moving the collection into the new collection storage facility, planning and redesign of the Legislative Plaza and the Capitol Visitor Center and the Military Branch Museum as well as supporting the Executive Residence and speaking engagements across the state.

Mission Statement

Director Howell proposed a revised TSM Mission Statement for Members consideration. Chairman Watson called for discussion which was very thorough. Members agreed striking "the citizens" and replacing it with "all people" and insert "access to" ... and to provide "access to" exhibitions ...

With no adoption this day, Chairman Watson asked Director Howell to take the suggested Mission Statement edits under advisement and submit at the next meeting.

Vision Statement

Director Howell proposed a Vision Statement for Members consideration. There were no edits suggested during discussion.

Core Behaviors and Competencies

Director Howell identified five categories integrated in the strategic plan draft noting adoption of the Strategic Plan dictates the structure of the Directors Reports as well as how management evaluates programs. The goals fit under the five competencies which determine how we evaluate ourselves and coordinate our performance objectives down to every employee.

The Competencies are:

- Learning Organization
- Subject Matter Expert
- Customer-Focused
- Leadership
- Commitment to Excellence.

Following discussion, one edit was suggested under Learning Organization 2. e. to add "high school" following ... internship program for "high School" and college ...

Chairman Watson complemented Director Howell on the level of engagement and sophistication of the proposed Strategic Plan draft. Having no further questions, Chairman Watson announced adoption of the report.

Collections Acquisitions Committee Report

In the absence of Ambassador Victor Ashe, Chairman Watson called upon Director Howell to report on the Collections Acquisitions Committee (CAC) meeting on Monday, July 11. With CAC Committee members Cate, Keeney, Price, and Travis present, Director Howell began by inviting members to reflect on the tour of Collection Storage in the Polk building that followed the meeting. Main points of interest included:

- Preparation for the move provides a great opportunity for the staff to better learn what is in the collection and to identify each artifact's historical significance to the State in order to determine what should not remain in the collection which is critical to the Collections Strategic Plan for crating and moving as well as for new acquisition considerations.
- The staff is uncovering artifacts that were not properly accessioned, identified or stored and there is now a mindful process that puts a fine point on deaccession.
- As the repository of Tennessee's historical story, when deemed appropriate, to facilitate loans or transfers throughout the state deepens the relationship with schools, state parks, and museums.

While CAC members were stunned at the vast volume of artifacts, they acknowledged this is a learning organization and while staff is learning through this process as a "new" team who inherited the majority of artifacts from the past 85 years, this team is dealing with the task with unmatched professionalism.

Proposed Deaccessions

Chairman Watson called upon Director Howell to present the proposed deaccessions.¹ In its July 11, 2022, meeting, the Collections Committee (CAC) proposed two groupings of deaccessions for adoption by the Commission at this meeting. These items are:

Grouping #1

86.67.1 - 86.67.4. - - Copper headdress with a Bird Man embossed on it; two (2) copper earpools; wooden ear spool backing.

Grouping #2

85.19.1 - - Brass Collar excavated from a different site, the Citico site in the 1950s. These items will accompany a repatriation handled by the McClung Museum.

Following discussion Chairman Watson entertained a motion to approve the CAC's two proposed groupings. Lottie Ryans moved to adopt the CAC's recommendation on deaccession of the series of two proposed groupings; Laura Travis seconded the motion. Seeing no further discussion, Chairman Watson called for a vote on the motion which carried unanimously by acclamation with no opposition.

¹ At the January 10, 2022 DHSMC Quarterly meeting following adoption for deaccession of a wooden Cherokee Ceremonial Medicine Mask to the Western Band of Cherokee in Cherokee, North Carolina, Commissioners agreed if the Museum comes across future items that more properly should be transferred to Tribal Nations, the DHSMC should support transfer.

Artifact/Object Acquisitions Report

Director Howell began by noting the report is much shorter than in the past and while TSM will continue to keep acquisitions at a minimum, it is still acquiring artifacts. Of note, she highlighted two quilts previously purchased at an auction. The quilts were made in Hardin County, Tennessee by two African American makers in the 1940's who both worked in the textile industry. In telling the story of Tennessee through geographic and social diversity it was important to acquire these quilts and bring them back to Tennessee.

Audit Committee Chair Appointment

By way of the Audit Committee Chair rolling off the Commission, Chairman Watson called for motions to appoint a new AFC chair. With no nominations from the floor following discussion, the Chair entertained a motion to appoint Chairman Bo Watson as interim AFC chair through the upcoming October meeting. Scott Priced moved to adopt; Laura Travis seconded. Upon calling for discussion and seeing none, the Chair called for those in favor of adoption of the motion which carried unanimously by acclamation with no opposition.

Annual Code of Conduct Verification Form

The Chair asked all members present to forward the completed annual code of conduct verification forms submitted via email in advance with the Operating Policies and included separately in the meeting booklets.

Renewal of MOU and Operating Guidelines

Chairman Watson announced the MOU had not been renewed since 2019. The Chair thanked Director Howell and TSMF Chairman Tom Smith for their efforts in bringing the TSM/DHSMC/TSMF closer together into a more operational relationship that makes the Tennessee State Museum Foundation a much more significant player in the museum's operations and functions. While now enjoying great relations with the Foundation, the Chair called for an order to direct the Chair and Executive Director to update signatures and submit the MOU with Operating Guidelines as originally written for adoption by the TSMF to be signed by the TSMF Chair. Calling for objections, seeing none, this order.

A Tennessee Waltz

Chairman Watson asked members to mark their calendars for September 10, the 29th annual *A Tennessee Waltz* hosted by Governor Bill and First Lady Maria Lee. Director Howell acknowledged Chairman Bo and Nicole Watson are this year's Chairs and they have contributed greatly to the sold-out status. Chairman Watson thanked members who have already purchased tickets and or tables for their generosity. And to members who have not yet purchased tickets, there are always ways to participate even if tables are sold and he will make sure all members are accommodated in order to be represented. This is the largest fundraiser hosted by the TSMF and the Chair acknowledged that the corner has been turned to the fact that the majority of the proceeds now have a direct benefit to the TSM.

No Public Comments

Media Coverage

Media coverage for this quarter will be emailed to members in the next week.

Announcements

- A *Tennessee Waltz* fundraiser is scheduled for September 10, 2022, at the State Capitol.
- Upcoming scheduled Quarterly meetings: October 10, 2022, January 9, 2023, April 10, 2023, and July 10, 2023.
The DHSMC meets the second Monday of the first Month of each Quarter.

Other Business

Chairman Watson urged all members to follow Commissioner Travis's lead by opening doors in each of our local communities either educationally or civically for the TSM staff to visit and tell it's story.

In following up on access to TSM's virtual reach, the Chair asked if virtual attendance is logged and are the numbers on the rise? Director Howell responded yes to the utilization of virtual content. The written Director's report includes page views to the website and in terms of virtual attendance those who watch live and who view after-the-fact are tracked. As for numbers, at the beginning of the pandemic numbers significantly increased; however, there has been a decline, but when virtual and onsite are combined, the count is about where it was pre-pandemic.

Chair Watson asked for an update on online sales. Director Howell reported management is maneuvering setup to connect Amazon Marketplace and State Government. In tandem, management is working with STS on an online revenue function that will support, not just TSM but other State agencies as well.

Discussion of holding a quarterly meeting outside Nashville ensued and while past road trip meetings were hosted by Commissioners, the thought of pursuing another museum site was entertained and management will research locations.

Chair Watson suggested a representative from TAM be extended an invitation to the next Quarterly meeting to share the organizations mission and to expose TAM to the structural entity (DHSMC) that is responsible for the oversight of the TSM.

Adjournment

Chairman Watson called for a motion to adjourn. Scott Price moved to adjourn. Chair Watson thanked members and adjourned the meeting without objection at 11:38 a.m.

Main Motions Summary

Motion #1: Scott Price moved to adopt the April 11, 2022 Quarterly meeting minutes as written. Chairman Watson called for adoption of the motion which carried unanimously by acclamation with no opposition.

Motion #2: Lottie Ryans moved to adopt the CAC's recommendation on deaccession of the series of two proposed groupings: Grouping #1 86.67.1 - 86.67.4. ; Grouping #2 85.19.1. Chairman Watson called for adoption of the motion which carried unanimously by acclamation with no opposition.

Motion #3: Scott Price moved to appoint Chairman Bo Watson as interim Audit Committee (AFC) Chair through the upcoming October meeting. Chairman Watson called for adoption of the motion which carried unanimously by acclamation with no opposition.

Motion #4: Scott Price moved to adjourn. Chairman Watson adjourned the meeting at 11:38 a.m.

Senator Bo Watson

Chairman Douglas Henry State Museum Commission