

The Douglas Henry State Museum Commission (DHSMC) met at 10:00 a.m. CT on October 9, 2023, in the Conference Room of Bill Haslam Center, with Chairman Bo Watson presiding.

### **Members Present**

Ambassador Victor Ashe (Absent)  
Danielle Barnes (Phone)  
Michael Keeney  
The Honorable Steve McDaniel  
Scott Price  
Phillip Renfroe  
Lottie Ryans  
Barbara Brown Street  
Laura Travis  
Chairman Bo Watson

### **Ex Officio**

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

### **Members Absent**

Cathy Cate  
Chairlady Patsy Hazlewood

### **Participating Guest**

Assistant Attorney General Amy Hollars

### **Participating TSM Staff**

Sabrina Hooper, Deputy Director  
Sharon Dennis, DHSMC Liaison

### **Call to Order**

Chairman Bo Watson called the meeting to order at 10:00 a.m., proceeded with roll call, detected a quorum present and presided over the following business.

### **Welcome and Introduction**

Chairman Watson welcomed members, staff, and guests.

### **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.

### **Approval of Minutes**

Chairman Watson identified the July 26, 2023, Quarterly meeting minutes draft emailed in advance of this meeting, also included in the meeting booklets, and entertained a motion to adopt the meeting minutes as written. Mr. Price moved to adopt; Ms. Ryans seconded. Upon

calling for further discussion and seeing none, the Chair called for those in favor of adoption of the July 26, 2023, Quarterly meeting minutes as written. The motion carried unanimously with no abstention.

## **Budget Report**

Chairman Watson recognized Deputy Director Sabrina Hooper.

As of August 31, 2023, the Agency has spent 12% of its total State appropriated dollars.

Nongovernmental Earned Revenue Actual totaled \$2,267.

Current Services Revenue Actual totaled \$51,195 from store sales, event rental, and other small items like imaging.

Inter-Departmental Revenue Actual totaled \$410,000 reflects revenue expended for the Holocaust Commission for which management will issue an IU to the Department of Education for reimbursement.

Grants and Subsidies Over 5.5 million reflects 5 million for Capital Grants, and \$510,000 combined pass-through for Green McAdoo Cultural Center and the Tennessee Holocaust Commission.

In follow up to the July Quarterly meeting, as of June 30, 2023, the Agency expended 98% of its **Operational** budget; however, with **Personnel** vacancies totaling 88%, **Total Expenditures** reflect 91%.

Expenditures from **Operational** and **Personnel** Account balances revert to the General Fund.

Revenue from **Reserve-Unencumbered Balances** from **Current Services** (Event Rental & Gift Shop), **Non-Governmental** (donations), and **Reserve Donations** (Rainy-day fund) carry forward.

## Personnel

The budget submitted in September reflected an ask for five new positions; HR Analyst, IT Support, Program Coordinator, and two Program Assistants. Currently there are 14 positions open; some vacancies are filled with part-time staff while other vacancies are advertised and under active review. Management is currently restructuring and reclassifying five positions specific to collections and registration. New positions are outside this purview.

Chairman Watson suggested a firm argument is needed to explain the ask for 5 new positions when there are 14 vacancies. Seeing no further questions, the Chair noted Ms. Hooper's report and thanked members for very useful discussion.

## **Audit Committee (AFC) Report**

Chairman Watson recognized AFC Chair Laura Travis. Ms. Travis announced the AFC met earlier this day, reviewed the Committees responsibilities<sup>1</sup> and recognized Deputy Director Hooper to lead the discussion on the proposed 2023 Risk Assessment draft which the AFC approved to

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<sup>1</sup> The business of the Audit Committee, which meets once a year, is to review and approve the FY23 Tennessee Financial Integrity Act and Risk Assessment prior to December submission and receive the progress report to the resolution of findings from the May 2019 Performance Audit Report. Also, to review the Audit Committee Charter, Overview of Key Responsibilities, Staff compliance with DOHR policies and procedures as well as the TSM Code of Ethics, the Collections Management Policy (CMP) and other reports.

bring before the DHSMC to adopt later this day.

Ms. Hooper began by explaining the risk Assessment includes five documents. Keeping in mind this is a living document, the 2023 Risk Assessment draft is ready for discussion/feedback prior to submission in December. Discussion highlights included updates for two of the twenty-five objectives. Public Programs provides educational and cultural enrichment programs both digitally and in person and for the last two years has improved from 50 to 95 counties. State grants was added, due to the \$5 million dollar Capital Grants appropriation, to include controls for receiving and disbursing funds.

Following discussion, Chairman Watson called for a motion proposed by the Audit Committee to adopt the 2023 Risk Assessment. Moved by Mr. Price, seconded by Ms. Ryans. Upon calling for further discussion and seeing none, the Chair called for those in favor of adoption of the 2023 Risk Assessment. The motion carried unanimously with no abstention.

### **Executive Director's Report**

#### **Visitation in Person**

The first Quarter of this fiscal year, the museum welcomed 33,000 visitors, a 22% increase over the same period last year.

Additionally, last quarter the Museum served 6,000 in tours of the Tennessee State Capitol and engaged over 7,600 students, teachers, and other participants via in-service statewide.

#### **K-12 Programming**

This summer quarter, K through 12 programming served 63 counties in large part to teacher professional development across the state by way of teacher workshops.

The National Council for Social Studies Conference is in Nashville in December. The museum is very involved with staff participating; plus, TSM is one of the sites chosen for a reception.

#### **Exhibitions**

September 15-16, the Museum hosted a two-day symposium for all schools in partnership with FISK University's Franklin Library, the home of Julius Rosenwald Fund Archive with over 200 in attendance. The symposium involved the Tennessee Historical Commission, the Tennessee Library and Archives, the Tennessee Department of Archaeology, the MTSU Center for Historic Preservation, the Smithsonian Museum of African American History and Culture Smith Center and Rosenwald School alumni. TSM continues its involvement with the Smithsonian team who is currently in town for the month of October for its Community Curation Program.

The Music Gallery reopens this week with the exhibition, *The Tennessee Playlist: The People, Places, and Roots of Our Music*. This exhibition will be accompanied with an online exhibition that looks at music in all 95 counties. Every county has a story related to music. The TSM website will have a Spotify playlist featuring many of the artists and musicians featured in the gallery. This exhibition is aligned with the Tennessee Arts Commission for its school tour grants program to provide funding for bus subsidy.

October 21-22, the Southern Festival of Books, a Humanities Tennessee initiative celebrates its

30th year. It moves from War Memorial Plaza to the TSM, Bicentennial Mall State Park and TSLA. TSM will host many author talks, the Children's books and activities. TSM hours of operation are extended to 9:30 a.m. Saturday and Sunday to align with the festival.

### Hours of Operation

Prior to COVID, TSM offered late hours on Thursdays till 8:00 p.m.; however, while operating under special hours for the past two years closing at 5:00 p.m., Director Howell explained the increased hours did not result in robust attendance while putting a drain on resources to staff. TSM has since captured evening attendance and participation through special programs and evening events whereby it is beneficial to be closed to the public at 5:00 p.m. With that said, Director Howell made a formal request to affirm TSM hours on Thursday's closing at 5:00 p.m.

Chairman Watson entertained a motion to approve TSM hours of operation on Thursdays to close at 5:00 p.m. So moved by Mr. Renfro; seconded by Mr. Price. Upon calling for further discussion and seeing none, the Chair called for those in favor of adoption to approve TSM hours of operation on Thursdays to close at 5:00 p.m. The motion carried unanimously with no abstention.

### Collection Storage Facility Update

- To-date, over 60,000 artifacts have been processed and are ready to move.
- The RFP for the packing and the move of the collection is close to finalizing with General Services which will allow continuation of packing and conservation of artifacts.
- Director Howell and Director of Operations Lauren Amos are receiving regular updates and attending meetings with the architects, engineers, and contractors.
- Management is organizing a cross-departmental task force to determine the process of vacating the Polk building. What to conserve, surplus, deaccession and where to environmentally house and secure packed artifacts.
- A new Collection Management Policy draft (CMP) will align with best practices in both transportation of artifacts to the new Collection Storage Facility (CSF) and artifact management in the new CSF with updated processes currently being reviewed by management.

Mr. Price asked, *is it possible to deaccession artifacts by sale<sup>2</sup> or auction?*

Director Howell responded yes; however, so far all deaccessions have been by transfer, or return. AAM recommends in the case of sale, to specify a fund for acquisitions or collection care. Sales would support the long-term goal to strengthen the collection.

### Exhibition Planning

The next exhibition planned focuses on Tennessee Furniture. In addition to extending knowledge of our collection, the exhibition also considers moving and storage.

Three artifacts remain in the Military Branch Museum in the War Memorial Building. The MBM closed about a year ago; however, the three remaining artifacts are too large to pass through the doorways and will be transported safely when construction allows.

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<sup>2</sup> American Alliance of Museums:

*Many museum collections contain objects that no longer fit the museum's mission, are redundant, damaged beyond repair, or are of poor quality. All too often, these objects remain in the collection, taking up space and requiring time and money to preserve. A museum can remove an object from its permanent collection through a practice called "deaccessioning."*

*A museum may transfer an object to another museum or sell it, but if a deaccessioned object is sold, museum [professional ethics](#) require the proceeds from the sale be used only to acquire new objects for the collection or provide [direct care](#) of the collection.*

### Legislative Plaza

Planning has begun for the relocation of the TSM Military Branch Museum (MBM) space from the War Memorial Building to a location in the new Capitol Visitor Center in Legislative Plaza with completion estimated for 2027. Architectural renderings are anticipated to be ready for viewing in January 2024. In preparation, management has visited the US Capitol Visitor Center and the National Museum of the United States Army. This space will have a gallery, store requiring staffing, and offices for the TSM Capitol tour staff.

### Legislative Capital Grant

The Tennessee General Assembly appropriated an additional \$5 million to the State Museum, "for the sole purpose of providing grants to museums with a 501(c)(3) nonprofit organization or affiliated with a governmental entity, for capital maintenance and improvements." The grant launched on July 1 and the application process closed October 2, with the deadline for awards November 13. TSM received 171 applications representing 69 counties and more than \$12 million in asks. Management used the Tennessee Association of Museums (TAM) definition of "museums" as a guide.

### **Artifact /Acquisitions Report**

Director Howell began by noting, while TSM continues to prepare for the move, the team is slowly taking in quality acquisitions and highlighted a series of four portraits from a Tennessee family from Monroe County who are direct descendants of John Sevier with Cherokee ancestry. These portraits were painted by Samuel Shaver.

### **Announcement of Nominating Committee**

Calling for objection and seeing none, Chairman Watson rolled the announcement of the Nominating Committee slate to the next Quarterly meeting.

### **Media Coverage**

Chairman Watson noted a great deal of information is included along with social media information.

### **Other Business**

#### Annual Code of Conduct Verification Forms

Chairman Watson called for all members to complete, sign, and return this day an Annual Code of Conduct Verification Form emailed in advance and included in the meeting booklets.

#### A Tennessee Waltz

September 30 marked the 30th Anniversary of A Tennessee Waltz. The gala was filled to capacity and was widely acclaimed by patrons.

### **No Public Comment**

### **Announcements**

The Lorraine Motel in Memphis is owned by the State of Tennessee and the National Civil Rights Museum is a lessee with the State of Tennessee and the Tennessee State Museum lessor. As part of the Statewide outreach, members responded affirmatively to citing Memphis for a future Quarterly meeting at the National Civil Rights Museum. This potentially could be the January 2024 meeting.

Chairman Watson noted the regularly scheduled quarterly meeting dates:

January 8, 2024, April 8, 2024, July 8, 2024, October 14, 2024

*The DHSMC meets the second Monday of the first Month of each Quarter. Dates are subject to change.*

### **Adjournment**

Seeing no other business for the good of the order, Chairman Watson adjourned the meeting at 11:30 a.m.

### **Main Motions Summary**

**Motion #1:** Mr. Price moved to adopt the July 26, 2023 Quarterly meeting minutes as written. The motion carried unanimously with no opposition.

**Motion #2:** Mr. Price moved to adopt a motion proposed by the Audit Committee to adopt the 2023 Risk Assessment. The motion carried unanimously with no abstention.

**Motion #3:** Mr. Renfro moved to approve TSM hours of operation on Thursdays to close at 5:00 p.m. The motion carried unanimously with no abstention.

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Senator Bo Watson

Chairman Douglas Henry State Museum Commission