



The Douglas Henry State Museum Commission (DHSMC) met at 10:00 a.m. CT on July 12, 2024, in the Conference Room of the National Civil Rights Museum in Memphis TN with Chairman Bo Watson presiding.

Members Present

Ambassador Victor Ashe
Danielle Barnes
Cathy Cate (phone)
Michael Keeney
The Honorable Steve McDaniel
Scott Price
Phillip Renfro
Lottie Ryans
Chairman Bo Watson

Ex Officio

Anna Durham Windrow, Tennessee Historical Society Chair
Ashley Howell, TSM Executive Director

Members Absent

Chairlady Patsy Hazlewood
Barbara Brown Street
Laura Travis

Participating Guests

Assistant Attorney General Rachel Appelt
Deanie Parker
Dr. Russell Wigginton

Participating TSM Staff

Sabrina Hooper, Deputy Director
Sharon Dennis, DHSMC Liaison

Call to Order

Chairman Bo Watson called the meeting to order at 10:08 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 Commission.

National Civil Rights Museum

Chairman Watson recognized National Civil Rights Museum President Dr. Russell Wigginton to address the Commission. Dr. Wigginton and his staff most graciously hosted the Commission this day. Dr. Wigginton introduced his staff, CFO/COO Tee Jones, Senior Director of Operations Sherryl Tucker, Chief Administrative Officer Tiffany Ford and proceeded to update the Commission on the many upcoming signature programs honoring Dr. Martin Luther King, Jr., including upcoming Remembering MLK and 2025 King Day. In addition, the Freedom Award on October 17, 2024 and the current museum campus expansion/Capital Campaign for Freedom Park were of special note.

Dr. Wigginton closed expressing his gratitude for ongoing partnerships with the State of Tennessee and the Tennessee State Museum. Mr. Keeney added as a point-of-privilege as a Memphian on the Commission, his appreciation of members in attendance and acknowledged the tremendous impact Dr. Wigginton has had on the NCRM, the City of Memphis and the community.

Approval of Minutes

Chairman Watson identified the April 18, 2024, 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. Ambassador Ashe moved to adopt; Mr. Price seconded. Upon calling for further discussion and seeing none, the Chair called for those in favor of adoption of the April 18, 2024, Quarterly meeting minutes as written. The motion carried unanimously with no abstention.

Budget Report

Chairman Watson recognized Deputy Director Sabrina Hooper.

June 30, 2024

- Appropriations: 95% of total State appropriated dollars expended. With accruals outstanding, 99.99% total is expected.
- Non-Governmental Earned Revenue: approximately \$13,339.
- Current Services Revenue: approximately \$292,963 from store sales, event rental, and other small items like imaging.
- Inter-Departmental Revenue: approximately \$16,200.
- HR: zero HR transactions last quarter; however, the Agency has been noticed of a pending museum curator resignation effective in August.
- New Positions: three new positions were awarded in the budget cycle; HR Analyst, Business Tech, and Program Assistant bringing the total staff count to 62.
- Pay-For-Performance: staff input concluded June 30, with staff evaluations due July 31. Earned awards commence in September.

Executive Director's Report

The Roles Museums Play in Our Communities

- As part of the Museum eco-system, it is important to examine the roles TSM plays locally, statewide, and nationally. In addition to day-to-day functions which include exhibitions and educational programs, TSM partners with museums throughout the state constantly examining how TSM reaches to and learns from institutions.

- TSM, in partnership with Fisk University, recently received a great honor, the 2024 Leadership In History Award of Excellence from the American Association of State and Local History (AASLH) for the exhibition, *Building a Bright Future: Black Communities and Rosenwald Schools in Tennessee*.

Leadership

- The Tennessee Commission on the United States Semiquincentennial, chaired by Ashley Howell, has moved from the Department of Tourism to the TSM. Nationally and statewide, America 250 is a non-partisan celebration of the 250th anniversary of the signing of the 1776 United States Declaration of Independence. Howell shared a recent survey that indicated 73% of Americans state the importance of the commemoration is to look toward the future they want to create and pass to the next generation.

Capital Grants

- The Tennessee General Assembly has 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.” This funding will be available in fiscal year 24-25.
- To assist in the application process, TSM conducted a webinar for museums across the State with over 50 participants. In addition, TSM offers office hours, virtual office hours, and TSMgrants@tn.gov whereby museums may reach out with questions. While TSM awards and then facilitates the funding, unexpected delays have occurred in State distribution of checks to grantees, so TSM has advanced the deadline to assist State processing. TSM will continue to refine its process as it relates to identifying the necessities of all Tennessee museums including high-need facilities.

Visitation

- 135,000 visitors this fiscal year; an 8% increase year-over-year.
- In looking at the metrics of tours, general and event visitation, beginning this fiscal year, TSM will survey visitors to break down the information in more precise detail.

Education

- This fiscal year the Museum served approximately 40,000 with tours at the Tennessee State Capitol and engaged with approximately 40,000 students, teachers, and other participants statewide with all 95 counties served through K-12 initiatives which includes the Traveling Trunks program.
- The Education team has formed a Teacher’s Advisory Council charged with engaging teachers throughout the State.

Collection Storage Facility Update

- Construction is on-time and scheduled for completion in early 2025.
- The project team is coordinating with contractors, General Services, and architects as well as mapping out placement of artifacts, along with review of the collection to determine future deaccessions.
- Cabinets and storage units have been ordered.
- As staff constantly monitors and mitigates environmental issues in the Polk building, three leaks occurred last week. When ominous events arise either in Polk or other storage locations, staff must immediately stop scheduled activities and shift to mitigate any threat to the collection.

Facilitating Loan Requests

- Incoming loan requests and outgoing loans in process are now listed on the Director’s Report and will remain in the report until fully executed.

- Requests for loans will continue to escalate as artifacts are constantly added online. As a result, management deems it imperative to establish metrics for the availability of artifacts for loan in addition to tracking outgoing loans. The new storage facility will help advance that scope.

Renovation of Legislative Plaza

- Legislative Plaza renovation is underway and will include relocation of the TSM Military Branch Museum (MBM) from the War Memorial Building, and a new Capitol Visitor Center Exhibit Space. Museum management is working with the Department of General Services (STREAM), EOA Architecture and Gallagher & Associates on design development.
- 75% of design development of the new exhibition space is complete.
- The deadline for completion befalls prior to the January 2027 inauguration.

Chair Watson thanked Director Howell for her thorough report.

Collections/Acquisitions Committee (CAC) Report

CAC Chairman Victor Ashe reported he personally approved the proposed deaccessions with transfer and exchange of Registration Numbers: 1999.143.1, 1999.143.2A & 2B, and moved the full commission approve this list which was emailed to members in advance of this meeting and is also included in this day's meeting booklets. Chairman Watson recognized Director Howell to explain this procedure.

Director Howell explained the performance costume had condition issues; therefore, the costume will be returned to the production company of origin and another performance costume will be issued to the museum in exchange.

Ambassador Ashe emphasized the importance of deaccessioning while noting a rigorous review process to determine the proposed removal of artifacts in the collection is in place and is essential in carrying out the work of the previously stated missions.

Following discussion, the Chair called for a second to the motion. Seconded by Mr. Renfro, Chair Watson called for those in favor of adoption of the proposed deaccessions listed. The motion carried unanimously with no abstentions.

Chairman Watson thanked Ambassador Ashe for his diligent work as CAC Chairman.

Artifact /Acquisitions Report

Director Howell began by noting there is a series of military-related collections coming to the Museum highlighted in the current newsletter. These artifacts are vital to the new Military Museum.

With the 100th Anniversary of the 2024 Paris Olympics imminent, Director Howell noted accession number 2024.19 includes a gold medal won by Tennessean, John Noel in the 1924 Paris Olympics.

Media Coverage

Director Howell highlighted the Legislative Capital Grantee stories in the Media booklets.

Other Business

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. Ms. Dennis will call upon those not present to return their fully executed forms.

Memorandum of Understanding submitted by the Tennessee State Museum Foundation

An MOU between the TSMF, DHSMC and TSM, was reached in 2019. In compliance with the requirements contemplated in section IV. REQUIREMENTS¹, the majority of funds raised by the TSMF now go in support of the Museum. This Foundation is focused on being a support organization² for the sole benefit of the Museum and the Executive Director. Currently, the Foundation sponsors two fundraising events leading up to *A Tennessee Waltz* and has formalized a new “Giving” Society.

After reading the MOU mutual agreements contained herein, Chairman Watson called for a motion to approve renewal of the MOU as originally written, signed, and submitted by the TSMF. Ambassador Ashe moved approval of the MOU as originally written, signed, and submitted by the TSMF; seconded by Ms. Barnes. Upon calling for further discussion and seeing none, the Chair called for those in favor of adoption of the motion which carried unanimously with no abstention.

No Public Comment

Announcements

Chairman Watson noted the regularly scheduled Quarterly meeting dates:

October 14, 2024, January 13, 2025, April 14, 2025, July 14, 2025

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

Audit Committee Meeting, October 14, 2024 at 9:00 a.m.

Committee members: Ambassador Ashe, Ms. Barnes, Chairlady Hazlewood, Ms. Travis, Ex officios: Chairman Watson, Director Howell.

August 17, 2024 - - Patron’s Party, Hermitage Hotel

September 28, 2024 - - A Tennessee Waltz, State Capitol

2025 - - Collection move to new Storage Facility

2026 - - United States Semiquincentennial <https://america250.org/>
Tennessee Commission on the United States Semiquincentennial
<https://www.tn.gov/museum/information/tennessee-america-250.html>

¹ REQUIREMENTS - - 2. *Ensure that no more than 15% of the total non-designated revenue or funds raised by the Support Group are utilized for Support Group expenses, costs, wages, administration, and other solicitation/fundraising expenditures. The Support Group shall provide support to the Museum, defined as direct financial contributions or in-kind support as approved by the Director equal to 100% of designated funds and a minimum of 85% of the non-designated revenue or funds raised by the Support Group. The Support Group's compliance with this requirement shall be determined on an annual basis.*

² TSMF Mission Statement Adopted 10/24/2022: *The Tennessee State Museum Foundation is a private, non-profit corporation sanctioned by the State of Tennessee whose sole purpose is to support the programs and activities of the Tennessee State Museum as planned and supervised by the museum with oversight by the Douglas Henry State Museum Commission.*

Recognition of former Commissioner Deanie Parker

Chairman Watson presented Deanie Parker an engraved crystal gavel to serve as a token of the members appreciation for her service to the Douglas Henry State Museum Commission, the Tennessee State Museum as well as the seven million Tennesseans who are the beneficiaries as well as the supporters of the State Museum.

Adjournment

Seeing no other business for the good of the order, Chairman Watson adjourned the meeting at 11:37 a.m.

Main Motions Summary

Motion #1: Ambassador Ashe moved to adopt the April 18, 2024 Quarterly meeting minutes as written. The motion carried unanimously with no abstention.

Motion #2: Ambassador Ashe moved to adopt the proposed deaccessions listed. The motion carried unanimously with no abstention.

Motion #3: Ambassador Ashe moved to adopt the renewal of the MOU as originally written, submitted by the Tennessee State Museum Foundation. The motion carried unanimously with no abstention.

Senator Bo Watson
Chairman Douglas Henry State Museum Commission