

Meeting Minutes

Douglas Henry State Museum Commission

Quarterly Meeting

April 8, 2019

The Douglas Henry State Museum Commission (DHSMC) met at 10:00 a.m. on April 8, 2019 in the Tennessee State Museum Conference room with Chairman Thomas S. Smith presiding.

**Members Present**

Thomas S. Smith, Chair

Nancy Baker DeFriece, Vice Chair

Harbert Alexander, Sr.

Ambassador Victor H. Ashe

Tina Hodges

Walter Knestrick

Representative Steve McDaniel

Deanie Parker

Scott Price

Laura Travis

Eleanor Yoakum

***Ex Officio:***

Robert Buchanan, Tennessee Historical Society Chair

Ashley Howell, TSM Executive Director

**Members Absent**

Chairman Susan Lynn

Chairman Bo Watson

**Participating Guests in Attendance**

Janet Kleinfelter, Deputy Attorney General

Alex Rieger, Deputy Attorney General

**Participating TSM Staff**

Mary Jane Crockett-Green, Deputy Director/Director of Administration

Sharon Dennis, DHSMC Liaison

Dan Pomeroy, Chief Curator/Director of Collections

**Call to Order**

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

**Welcome and Introduction**

Chair Smith welcomed everyone present and with special recognition of Deputy Generals Janet Kleinfelter and Alex Rieger.

**Approval of Minutes from the January 14, 2019 Quarterly Meeting**

Chair Smith entertained a motion for approval of the minutes from the Quarterly meeting on January 14, 2019. Ambassador Ashe moved to approve the minutes; Scott Price seconded the motion. There being no discussion, the Chair called for a vote and the motion carried unanimously with no abstentions.

**Collections Committee (CAC) Report**

Chair Smith recognized CAC Chair Deanie Parker who began by expressing her satisfaction of the TSM Collections Management Policy (Formerly Collections Manual) which has been an ongoing effort for many years to present in its final form. Chair Smith commended Chair Parker, CAC members and staff for this much needed effort noting the policy was emailed to the DHSMC with meeting materials and included in the meeting books and called for discussion. There being none Chair Smith moved for approval of the TSM Collections Management Policy as submitted and called for a vote. The motion carried unanimously with no abstentions. Chair Parker concluded by calling for any questions relative to the Artifact/Acquisitions Report which was also emailed to the DHSMC with meeting materials and included in the meeting books. There being none, Chair Parker praised the Quilt Exhibition and the national attention it has garnered.

**Budget Report**

Chair Smith recognizedDeputy Director Mary Jane Crockett-Green who began with the General Ledger Report noting that as of March 31, 2019; seventy-five percent of the budget has been expended leaving the agency on track. In addition to Edison reports, the sales and budget forecasting model at the agency level continues to aid the agency particularly for ongoing exhibition refresh planning.

The budget as FY2019/20 requested was approved in the recent legislative budget hearings in the House and the Senate. Of the nine vacant positions, an Assistant Store Manager and a Graphic Designer have been hired. Focus is currently underway to fill the Lead Business Tech and Volunteer Coordinator positions as soon as possible.

Chair Smith acknowledged further discussion will prevail in the Director's report and thanked Ms. Crockett-Green.

**Best Practices Discussion**

Chair Smith affirmed that the best practices discussion is related to a memorandum of understanding draft between the TSMF - TSM/DHSMC distributed at the DHSMC January 8, 2019 quarterly meeting which was turned over to the Attorney General's office for review. Chair Smith noted feedback from the Attorney General's office advised the MOU draft would not work in its current form and called upon Deputy Attorney General Janet Kleinfelter for an update.

General Kleinfelter stated the MOU document is basically obsolete for two reasons.

1. In light of new legislation Public Chapter Number 81 that was passed 3/14/2019 and is now in effect that gives authority to the executive director to fundraise with the proceeds going into a special agency fund known as the "museum fund" within the general fund to be used only for the purposes of the Tennessee State Museum.
2. In consideration that significant aspects of what has been done in the past will now be performed by the executive director and TSM staff, the MOU must reflect both.

With that said, Deputy General Kleinfelter noted she will work with Director Howell to initiate conversations with the TSMF to see if the Foundations preference is to reconstruct the MOU draft or for the AG and Executive Director to create a proposal in light of the legislation.

Chair Smith thanked Deputy General Kleinfelter and called upon Director Howell for her report.

**Executive Director Report/Media**

Director Howell opened by directing members to her ten page report which was submitted prior to the meeting and included in the meeting books. This report relates to the mission and strategic plan of the TSM as it relates to AAM reaccreditation.

Director Howell acknowledged not all items and efforts are included in the report which is an amazing reflection of accomplishments in the last quarter and how the staff continues to grow on its successes highlighting the New York Times article on the Quilt Exhibition including congratulatory messages from colleagues throughout the country, along with the covers of the Nashville Scene and Antiques in the Arts Weekly.

AAM Accreditation

On March 24, 25, and 26 AAM Museum Directors serving as peer reviewers reviewed the new museum, met with staff, reviewed the current collections storage, discussed the new collections facility, meet with DHSMC Chairman Smith to discuss governance and processes currently in place and TSMF members. They reviewed the Strategic Plan and discussed plans moving forward. Within three weeks they will submit a written report to AAM which we will receive after it is presented in June to the AAM Accreditation Commission.

Attendance Trends

The TSM has welcomed over 91,792 visitors from the opening on October 4, 2018 thru March 31, 2019 serving close to 19,000 students; in comparison, museum visitation has doubled in the new location. TSM is enjoying an uptick in attendance of general public and adult tours with student tours maximized. We are building the baseline studying visitor trends which is especially important in planning for future staffing, budgeting and tour options.

Upcoming Temporary Exhibitions

Temporary exhibitions are designed to present more of the collection over time whereby visitors can make connections with their own lives, their own families and their family's stories via education.

* August 9, 2019 - -Tennessee Foodways Exhibition
* March 2020 - March 2021 - - Tennessee Women's Fight for the Vote

TSM is participating in a state-wide collaborative which includes a traveling exhibition in partnership with the Tennessee State Library and Archives.

Access to the Collection Online

Developing greater access to the collection is one of the strategic initiatives in the strategic plan. The online collection search function on the TSM website is about to launch beginning with 500 artifacts building to 5,000 which is a subsection of 160,000. Chair Smith called for the commissioners to be aware that this initiative will require fundraising to pay for personnel.

Paid Internships

TSM is finalizing details with DOHR to launch a paid internship program this summer.

Traveling Trunks Program

Traveling trunks provide distance learning programs in conjunction with exhibitions and collections. January thru March, 2019; 7,784 students in over 35 counties in all three grand divisions experienced the trunks hands-on. Outreach efforts in the 15 distressed counties identified by Governor Lee include all schools having received information packets. In addition, a traveling tour to these counties by TSM staff is underway and ongoing.

School/Store/Tour Software

TSM is continuing to work with technology vendors and strategic technology services (STS) to create and improve store revenue reporting.

Proposed Facility Use Fees

Feedback from clients has included a continuing request to combine hourly fees paid to the Department of General Services for security and housekeeping in the overall cost. This would result in no increase, simply the convenience of paying for the following combined fees:

$4500 Grand Hall

$2400 Veranda

Chair Smith called for a motion. Walter Knestrick moved to amend the fees for the facility usage to one overall cost which includes security and cleaning; Harbert Alexander seconded the motion. Following discussion, the Chair called for a vote. The motion carried unanimously with no abstentions.

Specialty Tours

Director Howell reported on tour inquiries this last quarter and asked for one more quarter to compile data and report in the July quarterly meeting.

Specific Fundraising initiative

With the passing of Public Chapter 81 in March of this year, TSM will launch online Annual Giving before the end of the fiscal year to target support directly to museum programs including education programs like traveling trunks, the paid internship program and the upcoming women's suffrage traveling exhibition. Discussion followed on various types of rural initiatives including the opportunity for the DHSMC to have granting ability as a result of Public Chapter 81. General Kleinfelter agreed to craft the language which may be incorporated in the DHSMC Bylaws. As a result of this discussion, Chair Smith suggested that upon incorporating language in the Bylaws, the chair will consider appointing a Development Committee.

Upcoming Projects

**Collections Storage Facility**

TSM and General Services have begun the process to finish the planning for the renovation/construction for the new Collection Storage facility. This is an anticipated two-year initiative which includes moving the collection remaining in the James K. Polk building. Thanks to Commissioner Parker, the Collections Management Policy accurately defines the guidelines regarding artifacts for this initiative.

**Military Branch Museum**

The Military Branch Museum is housed in the War Memorial Building which is slated for large-scale renovation by 2022-2023. The permanent exhibits have remained on exhibition for several decades with ongoing environmental issues regarding water, temperature and humidity. This is a critical issue that requires an interim plan. The plan will include costs for deinstallation/conservation of artifacts and to prepare interim content with technology to maximize the visitor experience.

**Carousel Next Steps**

Chair Smith and Director Howell reported conversations with a member of the Metro Board of Parks and Recreation and the outcome included a request to prepare a proposal to present to the board and the Mayor. An updated bid for renovation with timeframe is in queue along with information gathering at other operational carousel sites in and out of state. Chair Smith closed the discussion by calling a Carousel Committee meeting prior to the July 8 DHSMC Quarterly meeting and reappointing Laura Travis as Chair of the Committee.

**Strategic Planning**

In looking at the current strategic plan, it is time to reflect and begin the process of creating a new plan for the next three years. In doing so, Director Howell advised a facilitator will be engaged to talk through this process and the challenges. Chair Smith called for discussion which included educating students on the importance of the Women's Suffrage Act and the statewide collaborative of the State Museum and Library of Archives to maximize resources for a traveling exhibit and the traveling trunks telling the story to all 95 counties of their involvement in this Act.

April 27th Weekend

The NFL Draft, Music City Marathon, and *A Tennessee Waltz* all take place on the same weekend. Discussion included input on road closures, street closures and the challenges of staffing due to the limited access to the Tennessee State Museum on Saturday, April 27. Following discussion, Chair Smith called for a motion to allow the Executive Director to amend the operating hours on April 27, 2019 at her discretion. Laura Travis moved and Deanie Parker seconded the motion. Chair Smith called for a vote and the motion passed unanimously with no abstentions.

Chair Smith thanked Director Howell for an excellent report, echoed the director's compliments to the staff and recognized Director Howell's performance in managing the State Museum for all of Tennessee.

**Nominating Committee**

Chair Smith recognized Nominating Committee Chairman Steve McDaniel who began his report noting the Committee met at 9:30 a.m. this day and called upon Eleanor Yoakum to state the committees' motion; but first recognized Deanie Parker for comment. Ms. Parker shared that a healthy discussion transpired relative to the need for continuity in supporting the staff as this commission is experiencing growth and development with substantive meetings. Ms. Yoakum then moved the Nominating Committee brings to the full commission reelection of nominees Thomas S. Smith for Chair and Nancy Baker DeFriece for Vice Chair; Ambassador Ashe seconded. Chair McDaniel called for a vote. The vote passed unanimously with no abstentions.

**Media Coverage**

Chair Smith acknowledged prior discussion of press and directed members to the Media section in the meeting books that includes many of the museums accomplishments in this quarter. Chair Smith congratulated Director Howell on the New York Times article released the week prior to this meeting.

**Other Business**

Chair Smith shared there is no new progress in the naming of the Tennessee State Museum building at this time.

A letter of condolence from the DHSMC to the wife of former Chairmen Sargent has been mailed. Chair Smith noted he met recently with Mrs. Sargent and expressed how much Chairman Sargent's leadership and service to this commission is missed.

Discussion included a request for Director Howell to contact TDOT to update museum signs off I-65 with the new address and suggest the need for a sign at the Jefferson Street Exit.

Discussion of locations for a future meeting outside Nashville in October of this year included Chattanooga or Dayton and Bristol in 2020 around activities of the Women's Suffrage Movement celebration.

**Public Comments**

Chair Smith called for public comment. There was none.

**Upcoming Meeting Dates**

Chair Smith announced the upcoming 2019 Quarterly meeting dates of July 8, October 14, and January 13, 2020 and April 13, 2020.

**Adjournment**

Chair Smith announced lunch followed by a tour of the World War II gallery and adjourned the meeting at 11:35 p.m.

**Main Motions Summary**

**Motion #1:** Moved by Ambassador Ashe to approve the January 14, 2019 DHSMC Quarterly Meeting minutes. Chair Smith called for a vote on the motion which carried unanimously with no abstentions.

**Motion #2:** Chair Smith moved for approval of the TSM Collections Management Policy as submitted and called for a vote. The motion carried unanimously with no abstentions.

**Motion #3:** Moved by Walter Knestrick to amend the fees for the facility usage to one overall cost which includes security and cleaning. Chair Smith called for a vote on the motion which carried unanimously with no abstentions.

**Motion #4:** Moved by Laura Travis to allow the Executive Director to amend the operating hours on April 27, 2019 at her discretion. Chair Smith called for a vote on the motion which carried unanimously with no abstentions.

**Motion #5:** Moved by Eleanor Yoakum that the Nominating Committee brings to the full commission reelection of nominees Thomas S. Smith for Chair and Nancy Baker DeFriece for Vice Chair. Chair Smith called for a vote on the motion which carried unanimously with no abstentions.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thomas S. Smith

Chairman Douglas Henry State Museum Commission

Approved July 8, 2019