



The Douglas Henry State Museum Commission (DHSMC) met at 10:00 a.m. on April 11, 2022, in the Conference Room of the Bill Haslam Center with Chairman Bo Watson presiding.

### **Members Present**

Harbert Alexander, Sr. (Phone)  
Ambassador Victor Ashe (phone)  
Danielle Barnes  
Cathy Cate  
Nancy Baker DeFriece  
Chairlady Patsy Hazlewood  
Michael Keeney  
The Honorable Steve McDaniel (phone)  
Scott Price  
Phillip Renfro  
Chairman Bo Watson

### **Ex Officio**

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

### **Members Absent**

Laura Travis  
Eleanor Yoakum

### **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 10:00 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 House Speaker Cameron Sexton's newest appointment to the DHSMC; Phillip Renfro, from Lexington TN. Chairman Watson proceeded to read the Mission Statements of the Tennessee State Museum and the Douglas Henry State Museum Commission.

### **Collections Storage Facility Update**

Chairman Watson recognized Peter Heimbach, Director of Special Projects for the Tennessee Department of General Services (DGS)/Real Estate Asset Management (STREAM), who as such serves as the Director of the new State Museum storage facility project. Mr. Heimbach introduced DGS Deputy Commissioner John Hull and proceeded with his update on the new TSM storage facility that is planned to be constructed at the R.S. Gass Complex in East Nashville.

### Timeline

- Currently in the schematic design phase
- Construction manager currently in procurement
- Design development phase to begin late June or early July will include pricing and costing
- Designers will work into construction documents, while construction manager prepares for an anticipated construction start date in March 2023
- July 2024 anticipated completion date followed by a 2 to 3 month building startup period for artifact needs and system functions, thenceforward approximately 4 months to move all artifacts from Polk and various other locations
- Over the first year of operation including building startup period, commissioning and testing of design parameters specifically with the mechanical systems, closing out the project is estimated by the end of 2025.

### Questions

1. Is General Services working directly with Director Howell or a with a liaison from the Commission staff to keep the Commission updated as well as taking input from Director Howell and her staff? Mr. Heimbach responded DGS is working directly with Director Howell and her staff and DGS has employed Mark Bynon in a consulting role. Bynon Art Services worked with museum management on restoration and moving the artifacts into the Bill Haslam Center.
2. Are there steps being taken by DGS to safeguard the artifacts in Polk between now and the time they are moved into the new facility? Director Howell responded since the last Commission meeting, sensitive artifacts like textiles and furniture have already been transferred from Polk to the Bill Haslam Center. Also, in working with DGS, space has been identified at the old Library and Archives to move a portion of the collection which will begin in a couple of weeks. TSM will continue to monitor Polk.
3. Director Howell, are you comfortable with where we are, that we're doing the best we can to safeguard what we have, or are there still some areas of weakness? Director Howell acknowledged a comfort level with TSM's constant refining policies and procedures and how to identify and catch issues quickly; however, history has trained the staff to expect the worst and the staff is doing its best to adapt and adjust.
4. Is there a lifespan of the new facility? Mr. Heimbach compared the Cook Chill building to the new facility in terms of square footage and estimated artifacts to fill somewhere between 60% to 70% full depending on the speed of acquisition.

### **Approval of Minutes from the January 10, 2022, Quarterly Meeting**

Chairman Watson invited members to take a moment to review the January 10, 2022, Quarterly Meeting minutes emailed in advance of this meeting, included in the meeting booklets, and entertained a motion to adopt the meeting minutes as written. Scott Price moved the approval;

Nancy DeFriece seconded. Upon calling for discussion and seeing none, the Chair called for those in favor of adoption of the minutes from January 10. The motion carried unanimously by acclimation with no opposition.

### **Budget Report**

Chairman Watson recognized Deputy Director Sabrina Hooper who began by recognizing the revised budget emailed in advance of this meeting and included in the meeting booklets.

As of March 30, 2022, the Agency has spent 63% of its total State appropriated dollars in comparison to 68% for the same time period last year. The Agency's House and Senate bill hearings were conducted February 10 and February 15 respectively and both chambers approved the documents.

As of March 31, 2022, Nongovernmental Earned Revenue Actual totaled \$17,254 from donation boxes and solicitations. Current Services Revenue Actual totaled \$243,375 from store sales, event rental, and other items. Inter-Departmental Revenue Actual totaled \$17,000 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 thirteen (13) HR transactions; three (3) promotions, four (4) positions hired, and six (6) resignations. One (1) additional position of Curator of Social History holds a pending hire offer leaving a total of twelve (12) vacancies.

Ms. Hooper concluded her report stating management continues to work with DOHR on the statewide compensation study to assist in the retention of staff and the adjustment of salaries competitive in the market. Currently DOHR has requested additional information on five positions: three in collections, one in education, and one in exhibitions.

In answer to the question, are all the vacancies voluntary, Ms. Hooper responded all but one. Chairman Watson thanked Ms. Hooper for a good report remarking as notoriety of the museum continues to grow, one might expect individuals may seek employment here as part of a resume builder, much like clerking with a Supreme Court Justice would make on a resume.

### **Executive Director Report**

Director Howell referenced her written report in the meeting booklets which summarizes activities for the quarter and proceeded with highlights from the report. She noted the separate booklet of media clippings from the past quarter, the most recent newsletter which includes an article about the history of TSM at 85, and the Spring 2021 Tennessee Historical Quarterly which includes a great record of Tennessee At 225 and the TSM Collection. TSM was recently recognized at the Tennessee Association of Museum's annual conference with Awards of Excellence for The Best of Tennessee Craft exhibition along with special events associated with that exhibition and for the Tennessee at 225 Gallery Guide along with the online exhibition and virtual field trips.

Director Howell personally thanked members for their guidance and support regarding

Legislative bills filed during this session concerning the State Museum collection. Management will continue to stress that museum policies and procedures will need to be considered with all loans and transfers and how collaboration with museums is vital and how it must follow the American Alliance of Museums (AAM) National Standards and Best Practices.

### Strategic Planning Process

The Directors written report is always written to the strategic plan and while management is preparing the next plan, Director Howell encouraged members to share their thoughts on how the museum may continue to perform its mission in serving the State of Tennessee. The plan was adapted due to a tornado and COVID which involved compulsory adjustments to essential operations in relation to numerous interruptions. As we are coming out of the pandemic, the adjustment of operations and preparation for the new storage facility presents a time of change, reflection, how we change, and how we measure our current objectives. When asked for a timeline for submission, Director Howell noted a draft will be available for the July Quarterly meeting. Additionally, Core Values for the organization have been drafted along with a proposed Vision Statement.

### Visitation

This fiscal year, TSM has welcomed 81,591 visitors compared to 34,444 for the same period last year. For additional comparison, fiscal year 19/20 attendance was 121,801 for visitors for the same period. March of this year is the first time in 29 months that attendance has exceeded 15,000 for the month and April shows no sign of slowing.

Visitation this quarter of over 6,000 students from 42 counties attended onsite field trips. For the year, that is over 10,000 students from 44 counties. This quarter TSM hosted 10 virtual field trips for 440 visitors, while for the year TSM hosted 50 virtual field trips. This is showing a relatively new trend with virtual field trips and onsite field trips having an inverse relationship.

This quarter the Traveling Trunk fleet served 83 schools in 28 counties representing a total of 137 schools in 36 counties for the year.

With all school programs, TSM engaged with 71 out of 95 counties across the state this fiscal year-to-date.

### Outreach

At the January Quarterly meeting, members challenged TSM to serve all 95 counties by June 30. In response:

- The education team traveled to meet with schools and educators in the following counties: Wayne, Hardin, McNairy, Chester, Union, Claiborne, Hancock, Grainger, Henry, Benton, and Houston. The teams are asking teachers for feedback on how TSM may best serve either with virtual field trips or possible grant opportunities for schools to mitigate travel expenses
- This summer teacher workshops are planned across the State including Union City, Chattanooga, Clinton and Bristol. An update will be provided as dates and locations are finalized

- Each week TSM sends a specific email to the legislators with notice of when schools from their district are scheduled
- TSM Scheduling Coordinator and Legislative Liaison have visited with every legislative office to provide information on how to book school tours of the TSM and State Capitol and what the museum offers.

Chairman Watson complimented Director Howell and her team on her strategy for reaching out to the Legislature and reminded her this is an election year and to think through the strategy of informing all new members of tours because most will not have had working experience with the Museum.

### Online Revenue

As of this morning, management received from Finance and Administration (F&A) an “exception of policy” to use Amazon Marketplace. Management must now figure out the best path which will likely be the financial processor<sup>1</sup> of Amazon Marketplace then implement and finalize the steps which must be executed in coordination with F&A.

### Exhibitions

*Painting the Smokies: Art Community and The Making of a National Park* opens April 22 and will feature five artists within the state museum collection who painted the Smokies in the early 1900’s whose works demonstrate how art brought activism and tourism to the region culminating in the dedication of the Great Smoky Mountain National Park in 1940. This exhibition includes loans from the McClung Collection, the Great Smoky Mountain National Park and the Johnson Collection in South Carolina. This collaboration exemplifies why museums lend to one another and the importance of loan policies and procedures among museums.

### **Artifact/Object Acquisitions Report**

Chairman Watson called upon Ambassador Ashe as Chair of the Collections Acquisitions Committee (CAC) for a report. Ambassador Ashe began by noting all artifacts accessioned are listed in the written report in the meeting booklets. He then announced the proposed legislation to remove artifacts from the collection failed. The Chair concluded his report citing the continued threat to artifacts stored in the James K. Polk building persists; however, a tour is in order for the CAC to see the good efforts underway via Director Howell to protect these artifacts.

Chairman Watson asked Director Howell for any acquisition highlights. Director Howell cited Accession 2022.15, a transfer from the Mississippi Department of Archives and History of a remnant of a 14<sup>th</sup> Tennessee Infantry battle flag captured at Petersburg. With the 2020 release by the UT Press publication of *Civil War Flags of Tennessee*, which showcases the TSM Civil War Flag Collection in which the provenance of this flag was presented, essentially proves that this flag is a Tennessee flag, not a Mississippi flag. So with the publication of the book; again, understanding the importance of collaboration and the importance of research, it was the staff of the Mississippi Department of Archives and History that reached out to TSM to transfer the flag to Tennessee.

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<sup>1</sup> The State of Tennessee has a contract with a financial processor.

Having no further questions, Chairman Watson announced adoption of the report.

### **Audit Committee Confirmation**

Chairman Watson recommended for consideration and confirmation to the Audit Committee: Eleanor Yoakum as Chair, Harbert Alexander, Victor Ashe, Danielle Barnes, Representative Patsy Hazlewood and Senator Bo Watson and entertained a motion to confirm. Scott Price moved to adopt the proposed slate as recommended; seconded by Ambassador Ashe. After calling for discussion and seeing none, the Chair called for those in favor of adoption of the proposed slate. The motion carried unanimously by acclimation with no opposition.

### **Media Coverage**

Noting the media booklets are getting visibly thicker, the Chair expressed his approval.

### **Other Business**

Chairman Watson presented to Director Howell a Senate Resolution recognizing the 85<sup>th</sup> anniversary of the Tennessee State Museum signed by Speaker McNally and himself.

Chairman Watson encouraged members to refer questions from museums in their home communities to the TSM which serves as a hub, a central repository of all things museum, as the TSM has the capability to provide guidance and counsel to all museums across the state.

### **No Public Comments**

### **Announcements**

- Upcoming scheduled Quarterly meetings: July 11, 2022, October 10, 2022, January 9, 2023, and April 10, 2023.
- *A Tennessee Waltz* fundraiser is scheduled for September 10, 2022, at the State Capitol.

### **Adjournment**

Chairman Watson made a motion to adjourn. Chairlady Hazlewood moved to adjourn; Ambassador Ashe seconded. Chair Watson adjourned the meeting at 11:09 a.m.

### **Main Motions Summary**

**Motion #1:** Scott Price moved to adopt the January 10, 2022 Quarterly meeting minutes as written. The motion carried unanimously by acclimation with no opposition.

**Motion #2:** Scott Price moved that the proposed Audit Committee slate of Eleanor Yoakum as Chair, Harbert Alexander, Victor Ashe, Danielle Barnes, Representative Patsy Hazlewood and Senator Bo Watson be adopted as recommended. The motion carried unanimously by acclimation with no opposition.

**Motion #3:** Chairlady Hazlewood moved to adjourn; Ambassador Ashe seconded. Chairman Watson adjourned the meeting at 11:09 a.m.

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Senator Bo Watson  
Chairman Douglas Henry State Museum Commission