

Annual Report of the Docent Council Executive Board

May 14, 2008 to May 11, 2009

OFFICERS

President Cathy Levinson

Thank you for the experience and pleasure of serving you this past year. We began with the need to update the Nominating Committee section of our Bylaws as soon as possible so the committee was free to begin its vital work in early 2009. A few additional areas in the Bylaws needed clarification. Many thanks to: Ernestine Tabrah for clarity of thinking and wording to effect the changes; Myra Kent, Carolyn Whitney and Jim Marsh for hammering out the Nominating Committee section; and the 75 docents who voted affirmatively for the changes.

Monthly lunch meetings with Betsy Robb and the officers enabled us to bounce ideas, ask questions, share concerns and insight with one another, and plan for the immediate future.

My aims this past year have been transparency, pertinent communication, congeniality, collegiality, and to make life easier for the next docent leaders.

Vice President Jan Tucker

Per the Docent Council Bylaws, the vice-president (vp) filled in for the president and assisted the staff in planning Continuing Education activities.

Additionally, the vp sent e-mails of notices and reminders of walk-thrus with curators of their new exhibits and other MLC presentations. The lists were also posted on the bulletin board in the Docent Room. Reminders were sent to Kita McCord about Continuing Education events and Announcements which she kept updated on the docent website. The vp attended monthly lunch meetings with the other officers and Curator Betsy Robb as well as Docent Council meetings and provided oral and written reports. VP purchased or enhanced kukui lei to give to our guest speakers. Approximately seven kukui lei were given at no cost to the Council and six flower lei were purchased at a cost of approximately \$50 to the Council. President Cathy Levinson baked goodies and presented them to four of our speakers/panel.

The Continuing Education schedule did not slow down after the Bhutan exhibit! Several of our tours were enhanced with added time and activities. The MLC invited Docents to brainstorm on all of these tours. On average, 10-15 docents attended the brainstorming sessions while 30-40 attended the follow-up new tour format presentations by the MLC staff. Preceding these Monday morning Continuing Ed presentations, the Hospitality Committee provided coffee, fruit and pastries brought in by rotating docents. The following tours were enhanced:

- Animals in Art
- Treasures (formerly known as Highlights)
- Colonial America
- Stories in Art (fka Legends and Myths)
- Changing Environment (fka Landscapes)
- All About Textiles

Education Curator Betsy Robb and her staff arranged for a full schedule of walk-thrus of new exhibits. Curator Shawn Eichman responded to four requests and he always

drew a large crowd. Exhibit curators, HAA curators, MLC staff and docents all enriched the exhibits with their presentations. The 16 walk-thrus were all well attended:

Barry Mosher
Leland Miyano
One Way or Another (curator and two artists)
Shu (Q&A with curator and presentation by Shawn Eichman)
Blue & White (Sara Oka)
Literati Modern
Woodblock Print (Sawako Chang)
Face to Face (Intern Shaun Tateishi)
Marie McDonald
Christmas magic show with Susie Roth
Muraqqa' (S. Eichman and Docent Mary Flynn)
Buddhist Gallery with S. Eichman
Africa Exhibit (MLC staff and docents)
Korean Screen (S. Eichman.)
Goya Exhibit (Theresa Papanikolas)

President Cathy Levinson arranged for a New Year get-together for a movie, sandwiches, salads, and desserts to launch the docents into the Muraqqa' exhibit. The Bollywood epic romance movie *Jodhaa Akbar* was shown with a lunch break about halfway through. This was a wonderful social, educational, and entertaining event.

In April, MLC arranged for Storyteller Jeff Gere to lead the docents in storytelling and tour tactics.

We had a busy schedule with this year's exhibitions and tour changes. There was uncertainty in the beginning about the new formats but the docents who have done the "new" tours agree that the activities and time have enriched these popular tours. Many thanks to MLC for all the time, patience and energy they spent in developing the school tours, and for arranging all of the speakers for the numerous walk-thrus. Thanks to Betsy, Aaron, Kita, Erin, Maika'i and Ginger! It was a privilege to work with the Council and the MLC staff.

Secretary Marilyn Smith

Duties for this office are defined by the Bylaws and the wishes of the Council President. Minutes have been taken at Executive Board and General Meetings and posted on the Website, Docent Room board and the Master file in the Docent Room.

An adjunct of this position is the Sunshine Committee. Originally expected to involve several people, the committee was streamlined to restrict gift giving to cards rather than floral arrangements. Rationale was that counter space in hospital rooms is increasingly restricted for use by medical personnel. Our focus has been to reach out in fellowship to all docents in illness or crises and offer support with cards and good wishes.

From June 2008 through April 23, 2009, I have sent sixteen get well cards and two sympathy cards.

I have enjoyed this position and working with the Board.

Treasurer Jill Clapes

This year the Treasurer proposed, and the Council approved, to revise downward the annual operating budget to \$2000. This figure permits the Docent Council to operate

on a \$2000 base amount allocated to various committees based on past operating expenses.

This sum reflects the continued estimated receipt of \$20 from at least one hundred members of the Docent Council. As of May 1st, the Treasurer has collected a total of \$2,060 from 103 docent members.

The Council has instituted a payment system whereby the Treasurer composes and sends a letter of notice regarding payment of dues by the first week in January. The Treasurer then follows up to collect delinquent dues.

Where there is special need for expenses incurred outside the proposed budget, a self-financing budget for the event is proposed.

Reports from the Committee chairs have found the current budget allotments have been sufficient to cover their needs.

Nominating Committee Chair Myra Kent

This year's Nominating Committee was determined to maximize the involvement of docents in the nomination process. Accordingly, time for nominations was increased to 60 days in the bylaws revision. An advance announcement was emailed to all docents on March 3 alerting them to the coming nomination form. The nomination form and a return addressed envelope were mailed March 12. Nominations were closed April 1. The committee processed the nomination forms and drew up a list of possible candidates. Each of the candidates approached replied positively. The slate was posted in the docent room and emailed to all docents.

Election of the slate will take place at the May 11th year-end luncheon.

Immediate Past President Pam Honbo

The Immediate Past President's position is an advisory one and I discussed matters with President Catherine Levinson and Vice-President Jan Tucker as occasions arose.

In this advisory capacity, I looked out for the betterment of all and kept sight of aligning the Docent Council's activities with the Education Department's goals.

It has been a privilege to serve on the Docent Council Executive Board. Thank you very much.

STANDING COMMITTEES

Docent Room Chair Joyce Azama

The Committee (Jim Marsh, Eleanor Jamieson, Fred Smith, Mif Flaharty, Pam Honbo) held three major Monday meetings during the May 2008 to April 2009 term:

June 2008: At the first meeting, members discussed the organization of the committee and divided the responsibilities into the following areas:

- Bulletin Boards & Handout shelves
- Books & DVDs (Master, Reference, & Sign-out binders)
- Monitors, players, & headsets
- Materials accession

September 2008: At the second meeting, members reviewed responsibilities, made adjustments, and agreed not to accept material donations.

April 2009: At the final meeting, members updated the book and DVD inventory, and included a list of Adopt-A-Gallery binders and a List of Missing Materials to the

Docent Room Inventory binder. Two members met three additional times to input and print the inventory.

Major purchases were plastic DVD holders, binders, batteries for headsets & room clock, hand sanitizers and baby wipes.

During the year, each member worked independently to carry out the assigned responsibilities. Nine orientation gatherings were held to introduce docents and the MLC staff to the Docent Room procedures and to the Adopt-A-Gallery binders.

Thank you for cooperating and helping to make serving you a pleasure!

Docent Evaluation Committee Chair Steve Miller

Committee members were Merle Hashimoto, Dorothy Bicks, and Millie Liu.

The docent council asks all docents to get evaluated every two years, in order to share techniques and improve our teaching. We sent three reminders to those affected to evaluate in any of several ways. The choices included groups of three, groups of two, video, and self-evaluation. Very few people finished their evaluation. Perhaps the change in tour format, the several ways of evaluating, or other reasons made the docents reluctant to be evaluated.

We need to rely on voluntary cooperation. Further discussion and ideas would be appreciated.

Hospitality Co-chairs Anne Miller and Katie Ishol

Committee members were Lois Taylor Clarke, Sue Tetmeyer, Sylvia Raposa, Cindy Kelly, Nancy Young and Betty Moir.

One main responsibility of our committee this year was to facilitate a social/refreshment time for each end-of-month Continuing Education meetings at the Academy. These were held in the fall months. Our Chair, Cathy Levinson organized the food (fruit and home-baked treats). The committee members organized, set up, prepared coffee, tea and ice water, and then cleaned up. Many docents attended and enjoyed these before-meeting gatherings for informal sharing. One issue, though, is the early start time: in order to have this approximately 9:00am coffee time, it's necessary to start prepping at 8:00am.

The other main responsibility of our committee is to organize, plan, and carry out the December lunch and the May lunch (with annual meeting).

This year we held our December event at the Oahu Country Club. Betty Moir was our host. Beautiful Christmas wreaths were the table centerpieces made by Sylvia Rapoza and friends. After the lunch, docents were able to purchase the wreaths from Sylvia to recoup some of her expenses. Seventy-five docents and guests attended the lunch. A high point of the event was the entertainment by Elfie Susie Roth.

The May lunch will be held at the Outrigger Canoe Club on May 11. The host is Anne Miller. Sylvia again is in charge of decorations and plans a spring-like décor with natural fresh greenery and flowers. Rob Saarnio is the keynote speaker. Betsy Robb will present 50-hour docent pins. The present Executive Board will be honored and the new officers will be elected and introduced.

The Hospitality Committee budget was \$500 for the year. Expenses have been minimal for our gatherings, thanks to the creativity and work of the committee members. Also, supplies have generally been available for our Continuing Education refreshments so we did not need to make more purchases. Lunches and other events are self-supporting

through docent payment. The cost for Guests' lunches (MLC staff, Administration, Trustee, other staff) is covered by the Honolulu Academy of Art.

Since December lunch dates need to be made far in advance, this committee has made three reservations for our December 2009 Docent Lunch which need to be considered and confirmed or cancelled as soon as possible by the incoming 2009-2010 committee. The possible venues and dates are: Outrigger Canoe Club on Monday, December 14; Oahu Country Club on Wednesday, December 9; and Kapiolani Community College Ka'Ikena dining room on Monday, December 7. I have chef-suggested menus for KCC, and a contact for each venue.

We will have \$300 +/- remaining in our budget after the May lunch.

Japanese-Speaking Docents Chair Sumiko Henna

The number of Japanese visitors for the tours has remained the same along with some no-shows. Gallery 10 continues to be the most popular and the visitors are amazed at the extent of HAA's collection.

The Japanese-speaking docents have been enriched with new understanding of the fine arts with each tour conducted along with deeper appreciation of Mrs. Anna Rice Cooke. They feel privileged in helping to carry out her vision.

Newsletter Chair Anna Hoover, Editor

The Docent Newsletter was published four times during the 2008 - 2009 docent year and distributed to most docents by email. Contributions included substantive articles about Academy works of art by Manu Chakravartty and Steve McClaran. Articles by Cathy Levinson, David Andrew, Irv Schatz and Sandra Simms made up a travel edition. Many docents responded to requests for biographical information that made the ongoing Docent Photos and Bios series possible. I am very grateful for the other wide-ranging contributions from docents.

AD HOC COMMITTEES

Adopt-A-Gallery Chair Mif Flaharty

The primary objective of this committee is to keep the gallery, exhibits, and tours binders up-to-date, and provide supplementary background information for docents. Without enough docents willing to update the binders, the committee suspended activities pending a renewal of commitment from docents to "parent" the binders.

Outreach Chair Mary Flynn

In accordance with our goals to enhance the overall art knowledge and experience of docents and to create opportunities for informal acquaintance and collaboration with fellow HAA docents, the committee:

- Transmitted to docents information on selected art-related opportunities and events in local venues, on public television and on-line.
- Planned, organized and accomplished Eye of the Beholder IV, at The Gallery on the Pali from July 13 to August 15, 2008. This featured 31 pieces of original art by 13 docent/artists. The opening reception was held on July 18, and the exhibit received favorable reviews.

- The gallery has asked us to return in two years. Eye of the Beholder V is scheduled for fall 2010. Jill Clapes will be the Chair.
- The Committee is planning to organize a docent tour to Bishop Museum after Hawaiian Hall reopens in August 2009.

Review of Bylaws Chair Ernestine Tabrah

While the resulting documents are short, considerable discussion and massaging by this Committee resulted in revising obsolete portions of both the Bylaws and Standing Rules and in devising a simplified and more efficient election system. We hope it will be useful and relevant for many years so that this Committee can, now, be disbanded.

Tour and Tea Co-Chairs Carole Harlow and Katie Ishol

The Tea and Tour Committee oversees the "Tea" while Betsy Robb coordinates the "Tour" with the Docents. We presently have six volunteers who help us host the Tea on Tuesday, Thursday and Sunday afternoons. We provide Iced Tea from the Café and purchase cookies and napkins. Donations average \$15 a week. We average 20-30 guests weekly; many are "regulars".

Katie Ishol handles the supplies and Carole Harlow schedules the volunteers.

The committee met on April 30 and discussed the following:

- New volunteers will sign up with Vicki Reisner.
- Sunday Tour and Tea will continue for the next four months. On Sundays especially, we are asking the front desk to "recruit" visitors for the tour.
- We discussed the posting of a daily tour schedule near the entrance.
- We will keep track of donations as well as expenses. We will encourage guests to donate \$1.00 per person for the refreshments.

Carole, a *visiting docent* from the Stanford Museum and the San Francisco Asian Art Museum, adds, "It has been a pleasure getting to know the Docents and the different galleries in this very special museum."

Travel Committee Chair Mif Flaharty

Committee members were Nicki Foster, Eleanor Jamieson, Betty Moir, Steve McClaran, Marge Chase, Dorothy Bicks, Sylvia Rapoza, and Cathy Levinson.

Docents and companions traveled to Japan in October 2008 to view the significant and inspiring art of the great temples and museums of "Kyoto and Beyond...", as well as attend performances, festivals and other cultural events, and learn about contemporary artistic activities first-hand from artists and craftsmen in the area.

In the fall of 2009, Upper Midwest tour participants will have an opportunity to visit museums and important architectural sites in Minneapolis, Spring Glen, Milwaukee, Chicago, Grand Rapids, Detroit, Cleveland and Laurel Highlands and Kentucky Knob on the way to Pittsburgh. This popular tour is fully subscribed, thanks to the expert planning of Steve McClaran from our committee.

Already in the subscription stage is our "Vienna and Istanbul, a Study in Contrasts" tour planned for May/June 2010. This tour will split our time between the two sites of three historically and artistically significant empires: the Habsburg, Byzantine and Ottoman. Dennis Callan, our local travel expert, will lead this tour that he has planned and coordinated with the committee.