

**HONOLULU MUSEUM OF ARTS  
DOCENT COUNCIL BOARD MEETING**

**Meeting Minutes- February 16<sup>th</sup>, 2012**

**ATTENDANCE: Jill Clapes, Deb Nehmad –co-facilitators, Cookie Stephan, Cathy Levinson, Anna Hoover, Marilyn Smith, Laura Friedman, Jan Tucker, Nina Mullally, Anne Miller, Judie Malmgren, Kit Kowalke, Dorothy Bicks-secretary.**

**Apologies: Betsy Robb, Jim Marsh, Lily Tajima**

**I. CALL TO ORDER**

**Meeting called to order at 12:12pm.**

**Handouts included: council meeting minutes of Jan.21 ,2012, Hospitality Committee Report, Agenda for Feb.16<sup>th</sup>,2012 meeting**

**ACTION: Minutes of January 21<sup>st</sup>,2012 reviewed: additions and corrections made. Cathy motioned to adopt minutes as amended; seconded by Laura.**

**Treasury Report – Lily Tashima and Judie Malmgren**

**The current balance is \$8,610.41**

**Judie reported that \$2540.91 from Spalding House Docent Special Account has not been deposited because authority for signature needs clarification.**

**\$1200.00 has been committed.**

**Otherwise board members will identify needs for budget expenditures.**

**II. ORDER OF BUSINESS**

**1. Nominating Committee Report –Anne Miller.**

**Job descriptions were created and they will go out with a letter to members in about two weeks, asking for nominations.**

**Communications from Nominating Committee will be by e-mail and mail.**

**Nominating Committee Meeting to-day will clarify timelines for nomination/selection process.**

**Discussions re: continuation of support for dual co-chair positions for council; questions raised about need to continue dual positions of other board members as well.**

**DOTS will not be nominated as committee chairs, during their first year, but can chose to be committee members**

**ACTION: Motion by Marilyn Smith, seconded by Cookie Stephan to open Docent Council Board Meeting to everyone.**

**ACTION: Motion by Anne Miller, seconded by Judie Malmgren that we continue with two co-chairs positions for the next year.**

**2. New Initiatives Report –Deb Nehmad**

**The following topics were discussed by Betsy with Deb and Jill:**

- 1) Website creation**
- 2) Communication re:calendar**
- 3) Community Outreach**
- 4) Tour Development**

**Newly elected Docent Executive Board of May 2012, will design appropriate committees to clarify and address above needs. Past committees have included: Hospitality, Docent Room, Japanese – speaking Docents, Travel, Book Club, Continued Education, Newsletter.**

**Jill shared tour attendance numbers. Discussion about docents bringing in special interest groups and charges for these tours.**

**3. Docent-Self Evaluations Process**

**Docent Board will take lead in this and create a committee to formulate questions for self-evaluation format.**

**Cookie Stephan volunteered to look at current forms utilized and evaluate as it is her area of expertise. She will contact Betsy; Jill will assist with process.**

**4. Hospitality Committee Report- Cathy Levinson**

**Cathy presented outline for Docents' Spring Luncheon to be held May 7<sup>th</sup>, 2012 at Pavilion Café of Honolulu Museum of Art. The luncheon will be catered by Kahai Street Kitchen LLC. Their menus offer variety and are very reasonably priced.**

**Cathy asked group for assistance with mailing invitations, dessert table management, working microphone system from Jan and clean-up committee members.**

**Luncheon to start with 11:30 am mix and mingle time with puu-puus. Invitations will be extended to those staff members who work with the docents. New librarian to be invited for introduction.**

**Guild/Friends Tea and Tour March 7<sup>th</sup>,2012.**

**Cathy needs one more docent to give tours- Marilyn volunteered.**

**5. Docent Room/Research**

**Deb asked members to think about resources needed to help prepare for new exhibits ie: binders/catalogues, on-line information, labels.**

**Could we discuss exhibits with curators ?**

**New camera, donated to Education Department will be out in March, to record presentation lectures, gallery walk-throughs that will go straight to You tube for docents to view at home.**

**6. Docent Parking Request- Jan Tucker**

**Jan received request from Chris Amaral in Security, asking all docents to park, only in Kinau lot.**

**Jan will send out e-mail to docents**

**Meeting adjourned at 1:30 pm**

**Next meeting March 17<sup>th</sup>, Saturday at 11:00 am, in Education lecture hall, Beretania Campus.**

**Respectfully submitted**

**Dorothy Bicks, Secretary, Docent Council**