

**HONOLULU MUSEUM of ART
DOCENT COUNCIL –EXECUTIVE BOARD MEETING**

Meeting Minutes – January 21, 2012

ATTENDANCE: Betsy Robb, Cathy Levinson, Jill Clapes- co-facilitator with Deb Nehmad, Anna Hoover, Cookie Stephan, Jim Marsh, Nina Mullally, Anne Miller, Sabra Feldstein, Laura Friedman, Dorothy Bicks.

I. CALL TO ORDER

Meeting called to order at 11:35 am

Handouts included: meeting agenda, council minutes of Nov. 17th, 2011, Hospitality Committee report.

ACTION: Minutes of November 17, 2011 reviewed; additions and corrections made. Deb Nehmad motioned to adopt minutes as amended; seconded by Cookie Stephan.

II. AGENDA

1. Hospitality Committee Report reviewed by Cathy Levinson.

Holiday Luncheon at Oahu Country Club was successful and enjoyed by 110 attendees (staff, tea hosts, docents and DOTS)

Luncheon income supported all costs except for \$83.17 which came from docent budget for this fiscal year.

Committee given suggestions for improvements to menu and directions for guests, for next year.

Spring Luncheon and Annual Meeting – May 2012

Cookie Stephan moved that we not consider Outrigger Canoe Club because they are only able to accommodate limited numbers of people.

Members present chose second option of holding the spring luncheon and meeting at Honolulu Museum of Art –Pavillion Café. Hospitality Committee will follow-up with selection of catering option and means of funding.

2. Treasurer's Report

Lily Tajima reports that, at year end, Docent Council 2011 budget is \$8631.32

3. Child and Family Services Holiday Collection.

Greater than \$850.00 in cash collected and many wrapped gifts donated. Honalore delivered gifts to shelter.

4. **Re-orientation for Spalding House Docents**
Two sessions were held for Spalding Docents' re-orientation to Beretania Museum facilities. They were very appreciative of Fred Smith's time and contributions.
5. **Deb made suggestion that re-orientation to Spalding House galleries, gardens, and house for docents be planned after walkthrough for February 23 and 24th, 2012. Deb and Nina will co-ordinate planning. May include architect George Mason to give history of Spalding House.**
6. **Guild/Friends of Honolulu Museum of Art**
The Guild is planning a Tea And Tour event for March 7th, 2012. There will be 5 tour choices. Four docent guides will be needed as well as docents to help plan rotation of participants through the 5 tours. Cathy is working with this group to plan.
7. **Docent Tour Needs**
Docent tour planning schedule will now be open to two docent needs each morning to give visitor's a choice of what they would like to view ie: Western Art, Eastern art, Contemporary. There will also be a Japanese speaking docent each day.
8. **Hawaii Art Now (Feb.9-April 22,2012) and Biennial Hawaii Artists X (Feb 23 –July 22,2012) Exhibits at Spalding House.**
List of CEs planned :

Lecture January 30th , 1pm- Lecture by Inger Tully and Jay Jensen for Biennial and Hawaii At Now
Feb 6th -9-12 Let's Sketch Tour-Demonstration
Feb 10th 9am –walk through for Hawaii Artist Now
Feb 13th 9-12- Working with disabled Visitors. A workshop by VSA
Feb 23 @10:30 @SH. Biennial X walk-through with local artists, followed by SH Building and Grounds Tour
Feb 24 – Biennial X walk through with local artists followed by SH Building and Grounds Tour
9. **Online Self-Evaluations**

Self-evaluations will be available on line. Tours are to be visitor focused. You will be able to rate your own tour and in time see if there is a changed focus, oriented towards the visitor!
Betsy to send us a sample!

10. Web Site for Docent Events

Creation of a single website page to co-ordinate all docent activities, such as, lectures, walk-throughs, meetings. Suggestion made to color-code the website page.

**a. Brown Bag Forums –first Fridays at noon.
Valuable information, questions being shared.**

A suggestion was made to ask Marcia Morris to give a presentation on how to think through giving tours, starting with Hawaii Art Now Exhibit.

b. New Business

1. Nomination Committee

**The Committee is to meet following this meeting. Anne Miller and Deb Nehmad to co-chair. Question need for Docent Board Committee to still have two co-chairs.
Suggestion made that development of committee member job descriptions might help the process**

2. Video camera Gift received for Christmas

**Betsy reported that Fred Boas gifted the Education Department with a video camera for Christmas.
It would be possible to present podcasts on line; volunteers for this project would be appreciated**

Meeting adjourned at 1:15pm.

Next meeting Thursday February 16th at noon, Beretania Campus, Lecture Hall

Respectfully submitted

Dorothy Bicks, Secretary, Docent Council.