

Honolulu Museum of Art
Corrected Minutes of the Docent Council Board Meeting
Thursday, June 11, 2015

In Attendance: Carol Root, Sue Francis, Evelyn Redman, Marianne Dymond, Jeri Simons, Margaret Mann, Sandra Simms, Sabra Feldstein, Cathy Levinson, Joyce Azama, Christine Park, Tomoko Kamiya, Betsy Robb, Jan Tucker, Jenny Engle, Lynn Hiyakumoto, Karen Ley

Carol Root, President, called the meeting to order and welcomed the new council members.

It was confirmed that the incoming council members had received the Docent Council Procedure folders from the respective outgoing members.

Pertaining to the Book Club co-chair position, the Board has offered to cover the Book Club

meetings whenever either or both of the co-Chairpersons, are off island.

Sabra Feldstein of the Nominating Committee stated that Steve Miller is now their fifth member.

The following topics were then addressed:

The 2015-2016 Budget

Evelyn Redman, Assistant Treasurer, reported that the projected budget for 2015-2016 is about \$9,350.00. This amount would cover the December 2015 and May 2016 docent luncheons, the flowers for those two events, the docent supplies and the costs of the National Docent Symposium. The annual docent dues and the fees for the luncheons are projected to be about \$10,000.00

Jeri Simons, Chair of Special Projects, inquired about the hospitality budget and Evelyn will obtain that figure.

The National Docent Symposium

Cathy Levinson stated that the registration for docents who might wish to attend the symposium closes on June 30th.

Cathy shared a draft of the presentation which HMA intends to present on the last evening

of the symposium. This forum will be an opportunity for HMA docents to share how our visitor programs are structured, especially how HMA serves a culturally diverse audience through the visitor- directed tours, and the availability of several foreign language docents. The final document will be reviewed by Betsy, then by administration, and finally on to the graphic designer, who will add Shuzo's photos of docents touring with visitors.

The subject of assessing the success of the tour programs was brought up and discussed.

Betsy proposed the idea of passing out a simple, three question visitor exit survey.

Others

thought an online survey might be more effective. These ideas will be explored further.

DOT Graduation and Potluck

Margaret Mann and Sandra Simms of the Hospitality Committee advised that the DOT graduation and potluck will be on Monday, August 31 at HMA. Marianne Dymond of The Hospitality Committee, stated that the committee supplies the plates and utensils and the docents will bring their own beverages as well as a potluck dish.

Docent Resources

Sue Francis, past President, stated that the Docent Procedure manuals are meant to be broad outlines, rather than specific instructions. They are prepared by the Docent Council officers and members and will be reviewed and updated yearly.

Joyce Azama, Co-Chair of the Docent Room, suggested that the term "manual" be used for

the docent procedure manuals and that the term "binder" be used for the adult and school tour information. This idea was accepted.

Sue Francis passed out updates pertaining to:

The new Mission Statement, Docent Room Binders and Adopt-a-Gallery

Sue offered that the foreign language docents might consider the addition of procedures to the

manual, specifically related to their activities.

Carol noted that the new docent directory will go to print at the end of July, and advised all docents to make sure that their information is current. Jenny Engle of the Education Department stated that the directory might include photos of the docents.

Joyce requested the cooperation of all docents in keeping the docent room organized.

The mission statement will be posted in the docent room.

The bulletin board will be installed soon, per Betsy.

Unwanted books will be collected by the Friends of the Library, per Lynn Hiyakumoto.

Education Department

Betsy Robb, Curator of Education, shared the following timeline for upcoming exhibits:
June 18 - Contempo exhibit at Spaulding House to include lectures, demos and sale of artworks

July 13 - Rodin Lecture by Teresa Papanikolas

July 22 - Walk Through the Rodin exhibit with Judith Sobol

July 23 - The Rodin exhibit opens

The Rodin exhibit will include a touch tour for the visually impaired which Teresa and Shawn

are working on and a video about casting the Gates of Hell will be shown.

July 31 - Text Messaging; Words through Art at Spaulding House opens

August 13- Korean Ceramic Exhibit opens

September 12 - Docent Training for Words through Art - (tentative date)

The Kress Fellowship, an internship, has received many applications. The focus is on the connections between Italian and Filipino art.

The Kress Workshop in Wilmington, Delaware, will be attended by Betsy on July 10th where

she will recreate a fifteenth century altarpiece.

The Medical School Tour Program will not be offered this summer; it is in the process of being updated.

The Tour and Talk Story submission deadline is July 8. It is acceptable for two or three docents

to present a different tour on a long running exhibit such as the Rodin. The number of docents

as guests at a tour and talk story session should be not greater than two and the preferred day to attend is a Sunday rather than a Thursday.

Jenny Engle, Education Department School Liaison, stated that a Teacher Workshop for grades K-2 is scheduled for Saturday, June 13 at HMA.

She received positive feedback from teachers who appreciated the teacher directed experience at the last Art After Dark.

Jenny also noted that the new school poster has been distributed to the schools and is available for viewing in her office.

Continuing Education for Docents

Carol shared that both of her goals for the docents have been met with the offering of the Slow Art sessions and the Continuing Education sessions.

Those present who had attended one or both of these sessions felt that they were extremely valuable as well as enjoyable.

Joyce suggested the possibility of field trips such as to a Buddhist temple as an adjunct to a museum session. Carol mentioned that Vice Chair, Deborah Gray, thought that visits to other local museums could be another aspect of ongoing education.

Betsy agreed that two sessions per month, one Slow Art and one Continuing Education, will be offered.

Procedure for Docent Tour Requests

Sabra asked Jan for the approximate response time to a tour request.

Jan Tucker, scheduler with the Education Department, explained that she will answer an E-mailed request within 48 hours; however, several factors could slow down that response time such as when a docent includes a tour request within a response to an Email from Jan on a different subject. Jan advises that a tour request should always be a new, separate Email, never included within a response to another "thread".

Also, if Jan receives a request at 4:00 PM on a Friday afternoon, the docent should not expect a response until the next Monday.

Foreign Language Docent Program

Both Tomoko Kamiya, Japanese Language Docent and Christine Park, Korean Language

Docent felt that the program was progressing well. Tomoko Kamiya stated that there are currently six Japanese Language docents who are attempting to be available to

Japanese

visitors each day that the museum is open.

Christine stated that the Korean Language docents are available on Tuesdays of each week.

The Meeting was adjourned

The next Docent Council Meeting will be on September 3

Minutes submitted by Karen Ley