

HONOLULU ACADEMY DOCENT COUNCIL  
MINUTES OF THE EXECUTIVE BOARD MEETING  
TUESDAY, SEPTEMBER 1, 2009

Meeting convened at 1:00 p.m. in the Education Lecture Room by President Jan Tucker.

Present: Jill Clapes, Steve Miller, Ellen Owens, Anna Hoover, Carole Harlow, Cathy Levinson, Sumiko Henna, Mif Flaharty, Patrick Norman, Jim Marsh, Marilyn Smith, Jan Tucker, Shirlee Beasley, Betsy Robb, Steve McClaran, Vicki Reisner, Nicki Foster

Each attendee received a copy of all committee reports formatted clearly by Cathy Levinson, as well as a working agenda from President Jan Tucker.

Jan called for the approval of the May 8, 2009 Executive Board minutes; moved, seconded and approved unanimously.

**President** Jan Tucker graciously welcomed everyone in attendance and thanked all the committees for their reports in advance of the meeting. This method promotes an early understanding of the activities of the committees and helps to move the discussions along more quickly. These reports had been circulated to the Executive Board by email and hard copy to some. All reports and minutes will be made available to the Docent Council membership in a binder along with current and past minutes in the Docent Council Room.

Jan Tucker asked **Travel committee** organizer Steve McClaran to present first to permit him early leave. Steve McClaran spoke about the Upper Midwest Tour taking place October 2nd to October 20th, 2009. The Docent organized tours are very popular and the Midwest trip is fully subscribed. The 18 day tour meets in Minneapolis and ends in Pittsburg. Architectural , museum and theater visits are planned in each venue along with dinners, transportation and companion sites. The group will be received by other Docents and museum representatives at many destinations. A full description of the Tour to the MidWest is on file.

Mif Flaharty remarked about the intensity and amount of research that goes into crafting these travel tours and thanked Steve McClaran for his dedication and excellent skills.

**Vice President** Marilyn Smith has been announcing and reminding the council

body of the continuing education scheduling in a timely fashion. She also initiated sending much appreciated Thank You cards to the presenters. To date, we have had 10 training sessions with many more on the calendar with regard to the Hokusai exhibit. The group was reminded of the Brown Bag docent classes reunion lunch on Monday, September 21st . A 9 a.m. lecture will be given by Director Steven Little on Hokusai.

**Secretary** Jill Clapes reported two Sunshine cards sent: Sue Tetmeyer's operation and Nancy Young on her reassignment to the mainland. Betsy offered C.Sharpe's name as well as Merle Hashimoto on a family matter.

**Treasurer** Patrick Norman amended the Balance in his report to \$2,443 as of 8/12/09. The Budget for the year was discussed and approved. MLC is again hoping to fund the guest lunches at the luncheons. All expenses for the past event in May have not been finalized. The process to requisition repayment to the Council from the MLC is to write a request to Betsy and she will submit it to museum accounting.

**Nominating Committee** represented by chairperson Jim Marsh, voting member, report as stands.

**Immediate Past President**, Cathy Levinson, report as stands.

**Docent Room:** Shirlee Beasley sat in for Gayle Sanders. Mif remarked there will be a new binder for the Hokusai exhibit and she is still overseeing the gallery and tour binders. There is new information on the history of frames. Patrick is helping her. New books purchased are listed in the report. They are still reviewing Hokusai books and materials to add to binders. There has been a request to get more duplicate tapes on popular lectures as often a needed lecture is out. The Docent room committee will see about more tapes.

**Docent evaluation** committee: Steve Miller discussed the results of establishing a new Docent review system call Peer Exchange Team designed to make the review process easier and less intimidating. Full description of the process is filed with committee reports. Jan asked for a motion to accept the new plan, Jim seconded, all approved. Jan remarked she participated in PET and found the process good. A Pet Form is available to see which points will be observed during the tour and Docents may prepare and think about these in advance. All exchanges are scheduled in advance with permission of the Docent. Any Docents still reluctant to participate will be addressed privately on a case by case basis to find a process that will work for them. This process will be a trial and continue in place if deemed successful.

**Hospitality:** Nicki Foster reported for co chair Cindy Kelly. Per her report, we are focusing on the Honolulu Academy of Art Cafe for the December lunch. The date for the luncheon is Monday, December 7th. Details and confirmation will follow.

Sumiko Henna, **Japanese speaking Docent.** Report stands.

Carole Harlow and Sumiko responded to reactions from the newly recruited Japanese speaking Docents for Hokusai. The lecture by UH professors Willa and George Tanabe, although highly informative, proved a little overwhelming. Carole will work with the Docent trainees to help them understand what would be needed to craft a tour . More training is still ahead.

**Newsletter:** Anna Hoover, Ellen Owens , editors, offer the newsletter on file or on line. This is timely, fun and ongoing news from the Docent world and what pertains to our life. Let the editors know of anything you want included. We also enjoy the links for relevant educational news provided.

**Adopt a Gallery,** (see **Docent room** and filed report) Mif Flaharty  
Mif also added that a binder will be formed for Tour and Travel to explain how trips were structured and to examine past trips and what they included.

**Outreach,** Mary Flynn, no current report

**Tour and Tea** committee: Carole Harlow and Katie Ishol, co chair.

Carole brought up the difficulty of providing tea service during busy Bank of Hawaii Sundays and how this may be a burden on the Cafe. Betsy said we would have to evaluate the idea of continuing the tours on these days although it is not a standing practice. Carole also commented that on certain days the tours seem overly large. We discussed how to handle the visitors that join in without reservations and make the tour very large. It also makes it uncertain to determine the number for refreshments. She suggested that Docents make the call as to tour size. If it becomes too large, Docents should find a way to nicely say we are full. In all, this is not a usual thing but in case, the Docent should have a way of nicely limiting the tour if they feel the need.

Betsy Robb, **Education Director**, “Survey Monkey” results from a data retrieval program were circulated to the Executive Board. The material is designed with questions and responses regarding the Docent and tour experience at the Academy. The document will be in the Docent Room for all to access the results. Those reviewing it considered it very helpful seeing responses both positive and negative. For example we like to meet with professionals and continuing

educators. A negative is the no show; both the Docent or the tour group. Betsy remarked that she isn't always made aware when this happens and we should definitely inform her so she can understand the situation and frequency of these occurrences. Jim mentioned this might be a diminishing problem now that we have more access to scheduling on line and are becoming comfortable with our new tour procedures.

During the **Hokusai Exhibition** we will have volunteer and intern attendants in the galleries. There is a survey response, printing and poetry element and areas that need to be kept organized.

New exhibits tentatively include: *In Grandma's House*, Textiles by or from a Grandmother, HAA Prints and drawings, *from Whistler to Warhol*, and *Displacement, Three Gorges Dam , Contemporary times*.

The MLC will receive an education consultant to assess the operations of the department . They are looking forward to the discussion and we will hear of the results after the visit.

Vicki Reisner **Volunteer/Visitors Services** : Vicki thanked us for being on the front line and promoting a good image with visitors and schools groups. Our service continues to be appreciated and a great asset to the museum.

**New business:** Cathy Levinson brought up the subject of the stipend for the Docent Symposium in Toronto this year. Carol Bonham is the sole Docent interested in attending this year and intends to be a presenter as well as a participant in a second part of the conference. However, traditionally we don't usually pay for Docents who have attended before. Steve Miller debated a precedent setting decision may be put in place. The council discussed and decided that due to no interest from other docents and Carol's large role representing the museum in a distant location, we would offer a sum of \$800 to help defray the costs of travel. Steve put into motion , Jim moved, Cathy seconded , all voted in favor.

The collection of dues in January has always been counter to the Academy fiscal calendar. The Treasurer proposed collecting them more in alignment with the museum accounting department. Steve Miller moved that the next collection period for dues be for an 18 month period to allow us to align with the museum fiscal year. Patrick seconded and all voted yes. Cathy Levinson reminded us to check to make sure it is reflected in the bylaws.

Cathy Levinson will be our Academy Guild representative. Her contact is Denise

Nakano.

Jan adjourned the meeting at 3p.m.

In honor of Hokusai and our new knowledge of fun loving Edo, Jan invited us to play a matching card game of Japanese symbols. The winning team's prizes....what else, images of Mt. Fuji. (Thank you Jan.)

Respectfully submitted,

Jill Clapes  
Secretary

Next scheduled **Executive Board meeting**: November 17th, 12:45p.m. (note new time)