

## **DOCENT COUNCIL EXECUTIVE COMMITTEE MEETING**

Education Lecture Hall

November 21, 2008

10:00 a.m.

**Members in Attendance:** Joyce Azama, Jill Clapes, Mif Flaharty, Sumiko Henna, Pam Honbo Anna Hoover, Myra Kent, Cathy Levinson, Jim Marsh, Anne Miller, Vicki Reisner, Marilyn Smith, Ernestine Tabrah, Jan Tucker and Carolyn Whitney.

President Cathy Levinson opened the meeting at 10 a.m. with introductory remarks on the process of the bylaws revisions, executed by Ernestine Tabrah, Myra Kent and herself. Myra, Jim Marsh, Carolyn Whitney and Ernestine worked on revising the nominations section for several months. Cathy also gifted each board member with a lovely hand made card from the Japan trip and with pumpkin cookies that she baked. Very festive.

Anna Hoover reported on the newsletters to date and the “snapshot” postings when new information needed distributing. Formal newsletters will be reserved for items of interest but not time sensitive.

Cathy distributed copies of the Proposed Ballots and explained the reasons for the titles and positions. Ernestine explained the process for the election of officers. After discussion, Ernestine suggested that a signature line be added so that we can be sure to receive a quorum of docents voting.

Jan Tucker presented her Continuing Education Report. (Jan’s original filed with master copy of minutes in docent room.) MLC has led brainstorming sessions for three new tours and had training sessions for two, the third to be held November 24. Christmas tour training will be December 1 followed by a Gallery 16 walk-thru. Docent feedback had indicated a wish for MLC gallery walk-thrus by the MLC staff and/or by docents. Continuing Ed information is e-mailed and posted in the docent room weekly and is on the web site and on DVD in the docent room.

Betsy Robb addressed concerns she has heard from docents about some of the new tour formats. She suggested that, as with any new enterprise, docents should try to familiarize themselves with the new material and then incorporate it into what they do already; it is not a new tour, just enhanced. She also suggested that following a tour or just going ahead and presenting one is the best way to conquer fears. Pam indicated that she had heard concerns also and had similar advice. Joyce asked if there had been teacher feedback and Betsy showed a short tape loop of very favorable comments from teachers. A few unfavorable comments have been received and are being dealt with.

Jill Clapes distributed copies of the Notice of Dues statement to be mailed to docents in early January 2009. Everyone liked both its content and appearance.

Myra Kent reported that the nominating committee section of the amended bylaws is in good shape and the committee will begin its work in late February or early March.

Joyce Azama told of work being done in the docent room. DVDs through June have been computerized and next week the following months will be done. She suggested the possibility of antibacterial wipes or bottles. Jill felt that funds could be available for this. Question asked about food or drink in the docent room but Joyce feels that this is too dangerous. Security for room currently unresolved. Available options are either too expensive or too inconvenient. Joyce suggested adding a "Private – Docents Only" notice to the door and this could be done. Please remember to turn out lights when you leave, this is for security as well as cost savings.

Evaluations chairman Steve Miller was ill and could not attend the meeting but reported through Betsy that evaluations will be an ongoing process at 60 docents per year.

Sumiko Henna, Japanese Speaking Docent chair, distributed copies of her report and the complete copy is attached to master minutes on file in docent room. She said that the current Japanese speaking docents are very enthusiastic about the new training session, starting in February. She also reported on two cultural events, a musical called "The Global Drifter Otokichi" presented in September at Mamiya Theatre and "Amawari, the Lord of Kimutake Spirit" to be presented November 23<sup>rd</sup> at the Hawaii Okinawan Center at Waipo. Both are historic and professionally done.

Mif Flaharty had rave reviews for the Japan Tour; her complete report is included in the master minutes on file in the docent room. Steve McClaran will lead a tour to the upper Mid-West in October 2009 which is sold out and has a waiting list. There will be a planned tour of India by a friend of Manu Chakravartty in February 2010. Also probable is a tour to Vienna and Istanbul, not yet finalized. Specifics will be forthcoming.

Hannelore Herbig is transitioning out of the Tour and Tea program so that she can return to giving academy tours. Betsy is finding docents to give the tours. Carol Harlow, a SF Asian Museum docent, will find the Tea hosts. Katie Ishol will take care of the cart and purchasing supplies.

Pam Honbo distributed her immediate past president report. A copy of which is attached to the master minutes. She has established a suggestion box in the docent room with comment slips that may be submitted to Betsy for personal replies. Unsigned comments may also be submitted and will be addressed as possible.

Vickie Reisner explained about the several requests for a refreshment kiosk. It is a great idea, wished for by many, but too expensive to implement at this time. On another matter, she has been working on a Disaster Preparedness plan.

Meeting adjourned 11:30 a.m.

Marilyn Smith, Secretary