

Minutes
Honolulu Museum Docent Board 2012-2013
April 18, 2013

(Subject to final board approval)

Time: 12:00 PM

Location: Education Lecture Hall, Honolulu Museum of Art

Present:

Co-Presidents: Deb Nehmad & Jill Clapes

Vice President: Fred Smith

Secretary: Cindy Kelly

Treasurer: Laura Friedman

Hospitality Committee: Pam Honbo and Lillian Chang

Nominating Committee: Anna Hoover

Open Forum: Marilyn Smith

Special Projects: Cathy Levinson

Nominated Co-Presidents: Mary Rhine & Lynne Armstrong

Nominated Vice President: Sue Francis

Nominated Treasurer: Dwight Lowery

Jan Tucker: Tour Scheduler

Betsy Robb: Director of Docent Programs

I. Call to order: at 12:00 PM by Co-President Deb Nehmad.

II. Minutes from February 2013 meeting submitted: Cindy Kelly

III. Treasurer's Report:

-Docent dues are to be collected before June 30th. It is suggested that Docents bring a check to the May annual for the convenience of collection. Nominated Treasurer Dwight Lowrey has agreed to collect in Laura's absence.

- See appended report.

IV. Docent Symposium, San Francisco, October 17 – 20, 2013:

-Jill, Anna, Sue, Betsy and Jan are attending. They are not presenting at the symposium, but will conduct workshops for the docent council after.

V. Hospitality Committee: Pam Honbo and Lillian Chang

-Plans are proceeding well for the May Luncheon; the agenda and guest list are being finalized.

VI. Review of HMA Docent Board 2012 – 2013 year:

-Mahalo from Jill and Deb to Laura, Betsy, Jan, Fred, Cindy, Marilyn, Pam and Lillian for an excellent and (relatively) stress-free year.

-Fred's weekly update is very helpful and will stay focused on HMA docent business only.

-Marilyn's review of the first of the month "brown bag" lunches is they are going very well. She also emphasized Betsy's generous gift of her time at these lunches, and encourages us to attend, as we can all help with suggestions to fine tune our procedures and goals.

VII. Special Projects: Cathy Levinson

-Docent Council directory needs correcting and updating. It can be distributed earlier (in September instead of December) if all docent dues are collected in time.

-Cathy has done bios on the current docent class and is planning on doing bios on the entire docent council (with pictures) to help us recognize each other.

VIII. Nominating Committee: Anna Hoover

-A discussion of establishing a method of voting if one cannot attend The annual meeting was addressed. Betsy suggested that we use Survey Monkey in the future. This year anyone who wishes can Deliver an absentee vote to Anna before the meeting. The next

Administration can determine if they want to use Survey Monkey.

IX. Education Department: Betsy Robb

- Reminder to please record the number of people on walk-in tours.
- The necessity for more training for volunteers at the front desks was brought up; they need to be more accessible.
- A new intern, Andrea Charouk, will be working part-time to help with the Adams/O'Keefe show opening in July.
- The grant request for a third full time person to work in the Ed. Dept. for 3 years is still pending.
- The UH Burns Medical School is requiring all 4th year students to take the workshop at HMA.
- The Pacific and American Galleries on the second floor are closed for asbestos removal. They will be reinstalled and open in September, with the Philippine, Pacific and Native American collections in Galleries 11 and 12, and the American collection moving to Gallery 13.
- Holt Gallery will close for reinstallation in July and will reopen in September.
- Development and Communications Dept.: There will be a new Chief of Development Director announced soon. The new Director of Development is Jessica Welch. The department would like to do a presentation for the docents as well.
- New membership fees/structure will be announced in June.
- The new front desk and coffee counter will be starting construction soon.

Next Annual Docent Council Meeting:

May 9, 2013 at noon at the Waialae Country Club.

Respectfully submitted by:

Cindy Kelly
Secretary