

**Minutes**  
**Honolulu Museum Docent Board 2013-2014**  
**November 5, 2013**

(Subject to final board approval)

**Time:** 1:00 PM

**Location:** Education Lecture Hall, Honolulu Museum of Art

**Present:**

Co-Presidents: Mary Rhine & Lynne Armstrong

Vice President: Sue Francis

Secretary: Cindy Kelly

Treasurer: Dwight Lowery

Nominating Committee: Darlene Weingand, Lyn Bruce and Sabra Rae Feldstein

Hospitality Committee: Cookie Stephan

Previous Co-President: Deb Nehmad

Special Projects: Cathy Levinson

Education Dept.: Betsy Robb and Jan Tucker

**I. Call to order:** at 1:00 PM by Co-President Mary Rhine.

**II. Approval of meeting minutes of September 10, 2013**

**III. Treasurer's Report: Dwight Lowrey**

-Dwight reports that he is trying to reconcile the budget with the HMA Finance Dept. after the expenses from the Docent Symposium in October are finalized.

-Dwight will review the docent boards' previous years expenses to help determine an average yearly budget; this will give Mary and Lynne the information they need to set this years' budget.

-Betsy will put reimbursement forms in the docent room and online.

#### **IV. Hospitality Committee: Cookie Stephan**

- Request for a \$500 increase in budget (to \$1,000 annually) approved.

#### **V. Education Dept.: Betsy Robb**

- Jenny Engle has begun working as the HMA Ed. Dept. teacher liaison for title one schools. The goal is to increase HMA participation for underprivileged children.
- Early America tours have begun; almost 6,000 students are signed up through March 2014.
- Holiday Tour training on Monday, November 18 at 9:00 am.
- Roots and Literature tour training to be scheduled.
- The Philippines and Pacific galleries should open soon.
- Shunga talk with Stephen Salel on Thursday, November 14 at 1:00 pm.
- Money that was donated to the HMA docent program is being proposed for improvements to the docent room and lecture hall.
- Darlene requested better signage to announce tours and Betsy will put the larger sign back up.
- A discussion about the docents handing out flyers with daily tour schedules to help us engage visitors easier.

#### **VI. Docent Room: Mary and Lynne for Patty Robb and Anna Hoover**

- Please do not leave any food wrappers/rubbish in the trash can.
- Mif is looking for help with the adopt-a-gallery program.

#### **VII. Tour and Tea: Sue Francis**

- A call for servers for T & T, and Betsy will give 1 tour credit. Any docent may do this.
- Sue reports complaints from docents regarding the sign up requirement for T&T. Docents feel they should be allowed to come because they are also members and it's important for their continuing education.
- Sue also noted that no docents have signed up for T&T since the sign up sheet was posted in October.
- Betsy agreed to allow all docents to come to T&T without signing up on Sundays.

**VIII. Special Projects: Cathy Levinson**

-Cathy unveiled the new frames with updated docent photos. We greatly appreciate the wonderful job she did!

Next Docent Board meeting: Tuesday, November 5, 2013 at 1:00 pm.

Respectfully submitted by:

Cindy Kelly  
Secretary