

DOCENT COUNCIL EXECUTIVE BOARD MEETING

Education Lecture Hall

August 1, 2008

10:00 a.m.

Members in Attendance: Joyce Azama, Jill Clapes, Mif Flaharty, Sumiko Henna, Pam Honbo, Anna Hoover, Katie Ishol, Myra Kent, Cathy Levinson, Anne Miller, Steve Miller, Aaron Padilla, Vicki Reisner, Betsy Robb, Marilyn Smith, Ernestine Tabrah, Jan Tucker, Carolyn Whitney.

- I. Chair Cathy Levinson called the meeting to order at 10:06 am. A quorum was present.
- II. Chair Cathy Levinson presented opening remarks including her vision of the direction of the Board, an explanation of the list of the 2008-9 Docent Council's Executive Board (copies distributed), and her talks with Jill MacMillan, Guild VP for Tours, to schedule Docent-Guild Tea Tours. The first Guild Tea Tour, on Literati Modern (Gallery 28), will be on Thursday afternoon, November 13. Hannelore Herbig will coordinate the 2:00-3:00pm Tours, and Kimi Matar of the Guild will coordinate the 3:00-4:00pm Tea in the Pavilion Cafe. Sue Tetmeyer confirms that we do not need a Guild Liaison, but the Docent and Guild leaders should maintain a close working relationship for the benefit of members of both groups and the Academy. The Guild Liaison position is deleted from our list of Ad Hoc Committees.
- III. Vice Chair Jan Tucker works with Betsy to plan Continuing Education events, has enlisted docents to help forward information to those without computers and has the Continuing Ed dates listed on the Docent website. Jan has offered Docent website classes on the computer in the Docent Room. In the Education Lecture Hall, when Continuing Education presents the new tour formats, Jan will demonstrate how to navigate around the www.haaedu.org docent website.
- IV. Secretary Marilyn Smith handles the Sunshine Committee, has sent one condolence card and one get well card and will enlist help from Docents in other geographical areas if gifts to home or hospital are needed.
- V. Treasurer Jill Clapes presented copies of the 2008-9 Budget and explained the entries. The Hospitality Budget will be increased by \$100 and total projected expenses are \$2100 for the year. Jill also discussed her work toward increasing collections for Docent dues for 2008. Letters have been sent to those delinquent and phone calls are being made. No docent is exempt from these dues unless for mitigating circumstances.
- VI. Nominating Chair Myra Kent reported her committee's decision to increase Docent involvement by increasing the number of days each of the nomination period, the time to submit names, and time the slate is posted. Docents who wish to vote but not purchase a lunch are invited to attend the Annual Meeting and not be obligated to stay for the following luncheon. Proposed By Laws changes to Article V – Nomination and Election of Officers were distributed.
- VII. Immediate Past Chair Pam Honbo has offered suggestions to new board members when asked, and is happy to help any one.

- VIII. Docent Room Chair Joyce Azama reported small response to the introductory tours of the Docent Room's facilities and offered suggestions on when these tour opportunities might be added to other docent functions. Charlene Hughes has asked to establish and maintain a small art gallery on two walls in the room to showcase Docent art on a rotating basis. This was generally approved if Academy rules and security measures are acceptable.
- IX. Docent Evaluation Chair Steve Miller reported that 100% of the 2004 Docent class were evaluated under the preceding team. About 60 Docents from various classes are due to be evaluated this year, and his committee will be contacting them to take care of this - probably with some procedural changes not yet finalized. Each year half of the docents will be evaluated. Docent Council encourages every active docent to have an evaluation every two years to improve and learn.
- X. Hospitality Chair Anne Miller discussed supplies for Docent functions and the on-going plans for the Holiday luncheon at Oahu Country Club. Academy funds will help with the cost of staff guest luncheons. She led discussion on the format of the spring luncheon which may be partially catered or potluck to keep expenses down.
- XI. Japanese-Speaking Docents Chair Sumiko Henna distributed handouts of her committee members' work, ideas for the future and announcements of related events. She is very happy that Betsy will begin January 2009 training of a new Japanese-speaking docent class and will help to enlist trainees. A proposed revision to the By-Laws changes the stand-alone Representative of Japanese-speaking Docents to instead include the Japanese-speaking Docents as one of the Standing Committees on the Executive Board.
- XII. Newsletter Chair Anna Hoover expressed that the newsletter is a work in progress. So much information is now available on the website that she did not want it to be redundant. There have been positive responses to her short informational e-mails.
- XIII. Adopt-A-Gallery Chair Mif Flaharty will hold another workshop to update the gallery binders.
- XIV. Outreach Chair Mary Flynn, who was unable to attend, organized the Eye of the Beholder III show at The Gallery on the Pali which is another success! Paper products left over from their Opening Reception have been given to the Docents. Hannelore has placed them in Docent Supply boxes in the Store Room beside the Docent Room.
- XV. Review of Bylaws Chair Ernestine Tabrah presented and explained the reasons for proposed amendments to the Bylaws. The amendments will be distributed to all docents for consideration and discussion at least 30 days prior to the December 10th holiday luncheon. An affirmative vote of two thirds of the Docent Council is necessary to adopt amendments. A majority of the Executive Board present agreed with Ernestine's suggestion to propose an amendment changing the title of the presiding officer from "Chair" to "President".
- XVI. Tour and Tea Chair Hannelore Herbig, who was unable to attend, reported that average attendance this summer is 8 to 12 people. Even with the lower numbers, the Tea Tour numbers are still higher than Walk-in Tours. Two Sundays were canceled because of only two sign-ups. The Sunday Tea Tour may be deleted for September/October. Some of the people who work at the front desk encourage walk-

- ins to join Tea Tours. New docents Shirlee Beasley, Patty Robb, and Tensie Lee are hosting Teas. We hope for more PR coverage in the media.
- XVII. Travel Chair Mif Flaharty reported on plans for the October 17-30, 2008 trip to Kyoto, and the almost completed plans for Steve McClaran's October 2009 bus tour of the Great Art & Architecture of America's Upper Midwest.
- XVIII. Curator of Education Betsy Robb
- XIX. Director of Visitor and Volunteer Services Vicki Reisner discussed her goal to enhance the visitor experience. She is conferring first with people on the front line, e.g. front desk, guards, Shop, Café, Shangri La, Art After Dark, Theater, Docents, etc., to gather information for grant-writing to fund improvements for the visitor experience.
- XX. Meeting Adjourned at 11:30 am.

Respectfully submitted,

Marilyn Smith, Secretary