

Minutes of Docent Council  
Executive Board Meeting  
Friday, May 8, 2009

Meeting convened at 1:12 p.m. in the Education Lecture Room by President Cathy Levinson.

Attendance: Joyce Azama, Jill Clapes, Mif Flaharty, Carol Harlow, Sumiko Henna, Pam Honbo, Anna Hoover, Katie Ishol, Cathy Levinson, Jim Marsh, Anne Miller, Steve Miller, Vicki Reisner, Betsy Robb, Marilyn Smith, Ernestine Tabrah, Jan Tucker, Carolyn Whitney.

President Cathy Levinson welcomed everyone in attendance and offered selections of cookies, candy and fruit. She introduced Carol Harlow who is a docent at both the Asian Art Museum of San Francisco and the Stanford University Art Museum and has offered to join the HAA docent group during a protracted stay in Honolulu. Cathy distributed sets of paperwork to each attendee that included the Agenda for this meeting, a sequence of events for the May 11 meeting, the Treasurer's Report, a Committee Interest List, the program for the May 11 luncheon, and an Annual Report of the Docent Council Executive Board of May 14, 2009 to May 11, 2009 which incorporates written reports from all the officers, standing committee and ad hoc committee chairpersons. Cathy called for approval of the March 4, 2009 Executive Board Minutes. Moved, seconded and approved unanimously.

Treasurer Jill Clapes discussed the financial statement and answered questions. Monies will be available to fund four docents (registration only) to the National Docent Symposium. She and Cathy explained that the monies are intended to fund active docents who have not attended before. Carol Bonham has been chosen to present one program and create a display for the Marketplace. She will be one of those funded. Two years ago preference was also given to those who were working on the Docent Executive Board. Discussion was tabled, to be finalized by the incoming board. Careful stewardship of funds has resulted in a budget surplus; ideas were suggested on how to handle this. Pam Honbo suggested careful oversight of this fund since it is the first time we have had a surplus. Suggestions of gift to MLC and payment of MLC lunches when staff attends as our guests. This discussion was also tabled, to be decided by the incoming board. A motion to approve the Treasurer's Report for presentation at the May 11 luncheon was made, seconded and approved.

Nominating Committee Chair Myra Kent, vacationing, was represented by committee member Carolyn Whitney who acknowledged Myra for her leadership

and planning. Carolyn and Jim Marsh complete this committee and Carolyn will present the slate at the May 11 luncheon and handle voting procedures. If there are nominations from the floor, Jim will escort the competing nominees from the room during the vote to determine one nominee for that slot.

Curator of Education Betsy Robb gave a summary of the results of the Survey Monkey tour evaluations and will distribute a written summary soon. Most returns were positive, suggestions are being followed up, docent participation is key. Computer training may be addressed. Her attendance at the NAEA, National Art Educators Association, conference in Minneapolis was shared. Betsy also had a number of announcements resulting from the quest for sustainability by the MLC and the entire museum staff. Student tours will be charged a fee per child, (\$3 or \$5 with art project) and no fee for accompanying teacher and chaperones. By charging a fee, MLC can then apply for grant money to cover the fees. The Lane collection now in Japan is being shipped from Kyoto to HAA for storage. This move will impact Colonial America by routing the tours through Gallery 12, the Fireplace room and the Gallery Hall. An Artist in Residence Program will be housed in the art studio, staffed by UH interns, pending funding. AEP and AEPSE will be folded into the MEP program due to the high cost of multi visit programs and held on Tuesdays only. The DOE will discontinue the Artmobile for lack of funds. The conservation program will close June 30. A privately funded consultant will assist the MLC staff with future planning. We will not offer a new two year training program this fall, but perhaps the fall of 2010; there will be ongoing training for current tours. Betsy says change is inevitable but she embraces the good things that the challenges will bring. A summary of these decisions will be e-mailed to all docents as information is available.

Cathy walked us through the sequence of events for the May 11 luncheon.

Director of Volunteer and Visitor Services Vicky Reisner reported on new ideas for marketing. Following a suggestion by Carol Harlow, a daily information sheet will be prepared for visitors listing the tours and activities that are available. Grants for marketing will be pursued. More mention of Spotlight and Tour and Tea programs will be suggested for the media. An architectural firm on the HAA corporate advisors board will donate designs to improve the locker room and front desk area.

Docent Evaluation Committee Chairman Steve Miller reported on the year's efforts to get participation by the docents. He was not pleased with the response but has a number of ideas to increase participation next year. He says the purpose of evaluation is to improve the value of the tour experience, both to the public and to ourselves. Carol Harlow shared ideas of what the SF Asian Art and

Stanford Museums do. Steve will discuss these ideas with the incoming committee members.

Cathy reported on the interest list for the committees and is pleased with the hearty response.

Tour and Tea Co-chairs Carol Harlow and Katie Ishol spoke of recent successes and improvements in the scheduling and the programs.

Japanese-Speaking Docents Committee Chairperson Sumiko Henna submitted a written report. On inquiry by Sumiko, Betsy explained that there was a low response to a new Japanese language docent training. So, Japanese-language docents will be trained for the October to December Hokusai show in Gallery 28. Hopefully they will stay on for further docent training. Vicki says there will be MP3 audio tours in Japanese and English language available soon at the front desk.

Cathy thanked the Board for their participation and turned the meeting over to Incoming President. Jan thanked the members for their vote of confidence and said she was looking forward to working with the new Board.

Meeting adjourned 3:04 p.m.

Respectfully submitted,

Marilyn Smith, Secretary