

**Minutes of Docent Council  
Executive Board Meeting  
September 30, 2010**

Meeting was convened at 1:10 p.m. in the Education Lecture Room by President Marilyn Smith.

**Members in attendance:** Jill Clapes, Gayle Sanders, Mary Rhine, Jan Tucker, Steve Miller, Shirlee Beasley, Cindy Kelly, Anna Hoover, Mif Flaherty, Cathy Levinson, Ernestine Tabrah, Vicki Reisner, Betsy Robb

**President Marilyn Smith** welcomed everyone in attendance and presented a lovely bookmark to each person. She related that although it had been challenging to fill the committees, all indications were that committee members are now active and working productively. Marilyn also has attended meetings of the Trustee Education Committee, the planning committee for the Warrior's Program, and the Docent Hospitality Committee. Other activities she participated in are the MLC Open House for Colonial America and AloHAA. Finally, she told us that it was her hope to do something for the MLC if there is sufficient money in our budget.

**Vice president Jill Clapes** commented on the training sessions for special exhibits and the gallery walk-throughs by Shawn Eichmann, saying that all had been well-attended. Leis had been given to speakers in appreciation. Jill said that the plans for further training sessions and/or continuing education will be announced. There is a recognized need to refocus on tours for school children.

**Treasurer Debbie Bocken** was unable to attend, but sent a budget from 2009 that the previous treasurer, Patrick Norman had given to her. Marilyn told us that our treasurer does not directly handle the money or pay the bills. Instead, all transactions are processed by the finance office of the Academy. In response to Marilyn's expressed need to have more information in order to plan effectively, Betsy suggested that the treasurer send an email message to her, requesting a budget from the Academy officer. Marilyn promised to convey the suggestion to Debbie. It was also suggested that the treasurer could benefit from a software program which would track in-coming and out-going monies. Mif Flaherty volunteered to share her budgeting expertise, as she is treasurer in another very large organization.

**Chairman of the Nominating Committee Mary Rhine** stated that their committee would not have a report until May.

**Hospitality Committee Co-Chairs, Nicki Foster and Shirlee Beasley, were represented by Cindy Kelly.** Cindy reported that the Christmas luncheon will be held on December 6th at the Academy Cafe. Organization and preparation is going smoothly, and once again there will be a delicious buffet and lovely table decorations for all to enjoy. Arrangements for the spring luncheon have not been finalized, and although it was

thought that a Monday was the preferred day to accommodate staff members, Betsy said, in fact, that was not true because Mondays are reserved for staff and docent training sessions. Therefore, Cindy proposed changing to a Wednesday and offered May 4th as a possibility. Venues for consideration include the Oahu Country Club and the Outrigger Canoe Club.

**Chairman of the PET Committee, Steve Miller**, reported that the process is working very well when it is carried out. During the summer, because there were fewer tours and also due to illness or travel absences, only three evaluations were carried out. However, October, November and December are scheduled. Betsy proposed that docents be evaluated every other year rather than every three years. *Steve then moved that docents be evaluated every two years. The motion was seconded by Jill and was carried by unanimous verbal vote.* Betsy also related that she has been sitting in on tours and then following up by sending out suggestions afterwards.

**Docent Room Chair, Shirlee Beasley**, was unable to attend but forwarded a report. Committee member Gayle Sanders related that the committee had met and assigned duties. A sunshine card for Lyn Kux was contributed by the Pearls and circulated in the Docent Room and will be mailed. Due to lack of space, it is requested that donation books be given to Atherton Library. Because of Atherton's restricted hours, Jan volunteered to collect book donations in MLC. The committee will ask that other items of interest be included in the next docent newsletter. Marilyn requested that an up-dated roster of the security staff be solicited and posted on the D.R. bulletin board.

**Japanese Docents Chair Tatsuo Takeuchi** did not attend. Marilyn had been unable to reach him by email. Anna Hoover suggested Marilyn call instead.

**Adopt-a-Gallery Chair Mif Flaherty** reported that there is still a need for more members to adopt galleries. She added that the list of committee members posted in the Docent Room is accurate. Because the missing Gallery 8 binder has never been returned, a new one has been compiled by Hannelore Herbig. Mif thanked Betsy for making sure that labels for new exhibits were quickly posted online, and said that if a special exhibit is held in the regular gallery, then the information on the special exhibit will be in the binder of the regular gallery. In other words, the information will not be in the Special Exhibits binder. Members attending expressed their gratitude for the excellent and very helpful work of the committee.

**Book Club Chair Debbie Bocken** sent a copy of 2011's tentative schedule. Betsy plans to convey selections and presenters for January through June to the editors of the Academy bulletin and website so that participants can acquire books prior to the discussion date. Cathy Levinson related that she had led a session and was very impressed with people's observations and participation.

**Guild Liaison Cathy Levinson** reported that she is attending most monthly meetings at Linekona. The guild is currently in discussion about their annual Tea and Tour with

special tours given by 4 docents in 4 galleries. In response to Anna's concern that the Guild members clogged up the museum's entry area, Vicki Reisner has decided that they will gather in the Mediterranean Courtyard before the next event.

**Tea and Tour Chair Hannelore Herbig was represented by Ernestine Tabrah**, who is filling in until Hannelore can return. Betsy asked Ernestine to turn in names of those who will be carrying out tea responsibilities to Jan, and Ernestine reported that volunteers are needed for November. Ernestine commented that T and T continues to be a popular and enjoyable experience for participants.

**Travel Committee Chair Cathy Levinson** related that the committee met July 13. The Hudson River Tour led by Steve McClaran is underway with about 25 participants. Cathy also spoke about the progress on the India Tour for 2011 led by Mif Flaherty and said preparations are going well. Dan Berman has given two power point sessions, and on September 29, Manu gave a Stories tour in the Indian gallery, attended by 20 people. Addressing future plans, Cathy told about the committee's ideas for a spring 2011 tour to Kauai to see attractions such as McBride and Allerton Gardens, the Hindu Shiva temple and local artists' studios. Art Richardson and Lynne Armstrong have proposed a "blockbuster" tour to London and Paris for September of 2012. Eleanor Jamieson recommends a Seattle/Vancouver/Victoria trip and Lynne has provided information on a Santa Fe/Taos trip.

**Volunteer Services Director Vicki Reisner** informed us that the search for a new director is proceeding as planned and that the top 6 candidates will be invited for interviews in October. Final choice will be announced in November. Regarding the merger with The Contemporary Museum, HAA and TCM are sharing information on their financial states. What the outcome will be is still undecided. Next Vicki said that a new HAA website that is more interactive and user-friendly will be launched in November. Finally, she discussed the AloHAA Thursday evening program and said that October will be the final one unless a sponsor is found. She said that the ?Art was a good idea and that MLC will be using that format with the Vogel Exhibit.

**Curator of Education Betsy Robb** began her remarks by saying how delighted she is with her new assistant, Jan Tucker, whose skills are excellent. Then Betsy related that a training program for new docents will begin in January if there are enough people. Right now only 12 have signed up. Jill suggested publicizing at Linekona in addition to online. Betsy said training will be geared towards school tours and that trainees will learn the Animals in Art tour their first semester. In addition, three Japanese-speaking individuals have applied, and Betsy plans to do a fast-track training so they can start giving the Highlights tour right away. Next Betsy spoke about working with the UH Outreach program to provide certification for candidates who undergo docent training. Betsy will continue to supervise the program, and candidates as well as current docents can be certified by testing that is still under discussion. Betsy stated that Charles Hardy had originated the idea of certification several years ago. Other areas Betsy spoke about included the Colonial America tours, which are going well and also being scrutinized, with improvements planned for the activity cards in Gallery 12. In fact, all the enhanced

school tours are under scrutiny, and continuing education and training will be offered as scheduling is worked out. Regarding new programs, Betsy spoke in detail about the great success of the *Warriors Eyes on Art Program* and the *Enhancing Medical Skills through Art Program*. In response to questions about participation in the Warriors tour, she reminded us that the training is on DVD. Finally, Betsy shared her great concern about getting docents to be more active and shared statistics gathered by Jan which show that although there are about 118 docents, only 70 do tours. The second problem is that only 45 docents have been doing school tours. Betsy said that instituting a cadre of docents called the Anna Rice Cooke Docents is under consideration. These would be docents who would make a special commitment to do school tours. She also mentioned creating a group of Special Events Docents. Because there is a misperception within the museum as to how many docents there are who could carry out even more new programs, Jan has been gathering data so that Betsy can clarify the existing situation. Betsy is considering introducing a system of docent classification and responsibilities which would be incorporated in the docent handbook, and she shared a handout showing how this might look. A lively discussion followed.

President Marilyn thanked all for their participation, and the meeting was adjourned at 4:05 p.m.

Respectfully submitted,

Gayle Sanders  
Secretary