

HAA DOCENT COUNCIL YEAR END REPORTS, 2010-2011

OFFICERS' REPORTS:

President

I started my year getting organized in June/July as Jan was finishing up her year-end duties, and I held informal meetings with officers.

First priority - committees. These took considerable time to set up, but it was a good group and I have met with many of the committees during the year. I also attended a Trustee education committee meeting.

Major objective – to keep the docent council on an even keel while awaiting developments on the merger. I kept in close touch with Dietra Cordea, TCM docent head, and worked to head off precipitate decisions.

We had officers' meetings on a monthly basis, one executive board meeting which lasted four hours and several informal gatherings combined with continuing ed.

The class reunion was again a big success, and I would recommend it be continued.

My officers were exceptional and hardworking and my wish to have an open and complete income report is ready to be implemented by the incoming Treasurer. I am continuing to wrap up end-of-year documents as Jill proceeds with organization for the coming year.

It was a good year. I loved it. The docents are a remarkable group, as is the staff.

Mahalo, Marilyn

Vice President

The Vice President oversaw the e- mail announcements and follow up Reminders of Continuing Education lectures and walk throughs. The VP supported the Director of Tour and Docent programs as needed. The Director establishes and sends to the Vice President and Docent body notification of up coming training. The VP makes sure a reminder goes out a week prior. Jan Tucker runs a continuing education calendar of past and ongoing training sessions with a description and date of all activities.

The Vice President purchased and presented leis to the speakers. Average lei cost was \$5, reimbursed by the Docent Council.

The Vice President can decide with the Hospitality Chair and President when to add a social reception prior to any docent training.

The Vice President attended periodic officers meeting as called by the President.

The Vice President attended scheduled Executive Board Meetings as called by the President.

The Vice President receives and is copied on all correspondence.

EVALUATION: I felt that Marilyn did a great job keeping me informed on all issues throughout the year. This is an invaluable tool for the Vice President if they are moving on to be President. I really liked our officers' gatherings to just enjoy some chat about the museum and being constantly brought up to date by Betsy. Jan also contributes greatly to let us know where we can add more effort to elicit Docent participation.

The Brainstorming sessions have been successful in finding creative ways to interpret tours. The addition of a new program ?ART has added a new educational component to the museum experience and is now being implemented for Art after Dark. It can include Docents as well as Dots in a team which will lead to early blending of the newly trained Docents into the Docent body.

It has been a pleasure to serve with my fellow officers and staff of the museum.

Jill Clapes,
Vice President, 2010-2011

Treasurer

Treasurer's Goals – 2011-2012:

Docent Balance Sheet showing total assets and Docent Officers
Budget will be on a template provided by Betsy Robb. This will be updated monthly.

Officers will submit reimbursement form with original sales receipts to treasurer to be noted and then submitted to Betsy Robb.

Docent dues will be submitted to treasurer, noted, submitted to Betsy.

This procedure should provide clarity and transparency.

Sincerely,
Debbie Bocken

Secretary

Prior to the Executive Board Meeting on October 1, 2010, I collected committee reports from President Marilyn Smith, who made copies for distribution at the meeting. Next I attended the meeting, took attendance, and afterwards recorded the minutes and circulated them to board members for review. Once

necessary changes were completed, I made hard copies and placed them in the binder and on the bulletin board in the docent room. The minutes were not posted online at that time; however, I will make those available to Jan now so that she or Betsy can post them before my term ends.

Fulfilling my duty to attend all officers' meetings called by the president, I was present but didn't record minutes since things were informal and didn't require notes.

I was unable to attend the annual meeting due to previously decided travel plans, but asked Tensie Lee to take notes, which she graciously did. I have completed the minutes for review and distribution as outlined above.

My other duty was to send cards to members/spouses of members at times of illness or bereavement. I did incur cost when the card supply was exhausted but don't need reimbursement. Perhaps in anticipation of need, the incoming secretary might purchase a supply of cards and submit the bill. Either that or keep better accounting than I did!

Through holding this office, I got a much better idea of how the Council functions and also enjoyed the chance to work with and get to know other officers better. Thank you very much for inviting me to serve. It's been fun.

Gayle Sanders
Secretary, 2010-2011

COMMITTEE REPORTS:

Docent Evaluation Committee

For the past 2 years we have had a program called the Peer Exchange Team. It is explained on our website. About 10 docents volunteered to be on the team. One team docent and one other docent (chosen by the followed docent) follow a tour. Then the three discuss the tour with Betsy for the purpose of improving the tours. We have gotten some helpful ideas out of these discussions.

This has worked well for about a year and a half. Recently we have not had enough volunteers actually following, and Betsy feels we may need to follow more often. Betsy has been doing some 1:1 following.

We need new volunteers to be on the PET Committee and follow fellow docents. Please volunteer!!

Also, I would welcome anyone who would like to take over the coordination of this effort!!

Steve Miller
Chair, Peer Exchange Team

Docent Room Committee

The Docent committee started the new committee year with a meeting. In

attendance were the past year's chairman, Gayle Sanders, Nancy Whitman, and chairman, Shirlee Beasley. As all had been on the committee the previous year, each was aware of the operation of the committee and their individual duties. As the year progressed all members took responsibility to see that things that needed attention were taken care of to maintain a good orderly library and meeting room.

Our greatest pleasure was introducing the new docents in training to the various features and activities that they could take advantage of in their preparation to become full docents. As there was a great deal of interest on their part in learning about our room, we did two presentations to include their class. Mif Flaharty, Gayle Sanders and Shirlee Beasley were on hand to present different aspects of the room. Some of the issues that were covered were their responsibility to maintain the room in proper condition as they had found it, the regulations for signing in and out of the DVDs and CDs, the operation of the different devices available for their use as well as the tools needed to do the school tours. It was also stressed that neither materials nor books were to be removed from the room other than the select DVDs and CDs.

An inventory was not taken due to a timing element, however if desired, an inventory can be taken in July when the individual committee members should be back in Hawaii.

Shirlee Beasley, Chair

Adopt-a-Gallery

The committee only met once in September 2010. After reviewing the feedback from the "survey monkey", the following goals were set: keep the binders current, eliminate duplications and redundancies, make the background section more meaningful, and help docents learn how to effectively use the binders.

The committee also reviewed a number of options to reorganize the entire project, but found none desirable. Although it is difficult to find docents willing to participate in this project, an effort to do so should be pursued. The current docent class was introduced to the binders along with the other resources in the docent room. When they are available to serve on committees, it is hoped that they will bring a fresh, new enthusiasm for this valuable project.

Mif Flaharty, Chair
May 2011

Newsletter Committee

HAA Docent Newsletters were circulated in September 2010, February 2011 and May 2011. These issues featured docents at work and having fun as well as photos and biographies of the new Japanese Speaking Docents and the DOTs that proved popular and useful. Photos and comments about specific tours were well received. I held quite

closely to the policy that material in the newsletter not duplicate what could be found in the Docent Room or on our docent website.

The newsletter was circulated to all docents (email or snail mail to the few docents without email), DOTs when they were featured, the assistant to the HAA Director for circulation as she felt appropriate, the assistants to curators, and to Trustee Frank Boas. Hard copies of the newsletter were posted on the docent room bulletin board and in the three-ring binder as the permanent copy. Circulating the newsletter by email and posting on the docent web page involved converting the completed Word document to a pdf document and then compressing that pdf. Betsy Robb posted the newsletter on the docent website.

HAA in the News

I do not consider the HAA in the News emails the responsibility of the Docent Newsletter Editor. However, since I have access to the Academy PR Director's weekly email report of HAA in the News, I have been selecting links to articles relevant and interesting to docents and attaching press releases in periodic emails over the title of Newsletter Editor. I can continue this practice as long as I have access to the PR director's reports even though I won't be continuing as Newsletter Editor. Thank you all for your assistance and patience. It has been a fun learning experience as Newsletter Editor.

Respectfully submitted,
Anna Hoover, Newsletter Editor

Hospitality Committee Report

Your Hospitality Committee's major activities for the Docent year 2010-11 were organizing the two annual docent luncheons and arranging morning coffee events as needed. Serving on the committee were Shirlee Beasley, Jean Culbertson, Nicki Foster, Cindy Kelly, Cathy Levinson, Eleanor Jamieson, Anne Miller and Ellen Owens.

MEET TO ORGANIZE: The first committee meeting of the year was an "informal munch and lunch" on August 10, in the Pavilion Cafe area (following an Education Dept. walk-thru) Committee members brought their lunches with drinks and cookies provided by the chairs. Plans for the year included choosing a location and tentative date for the Docent holiday luncheon in December, necessary to do well in advance because of the difficulty of obtaining group reservations during this season. An annual budget request for \$500 was based on the previous year's request. It is not known how much of that amount was utilized as committee expenses are included with other Board items.. After the meeting Cindy Kelly introduced committee members to the facilities downstairs in the Education Dept., used for morning coffee events.

CHRISTMAS LUNCHEON: Our first major task, planning the Christmas luncheon at the Academy's Pavilion Cafe, held on Monday, Dec. 6, 2010, had us hoping for no winter rains to dampen the 77 guests at the first docent luncheon to which TCM docents

had also been invited. We were fortunate with beautiful weather, a delicious buffet for a good price of \$23. Your Hospitality crew met the day before the luncheon to fill Tensie Lee's handmade baskets with Christmas greenery to decorate the tables. Guest speaker, Lynne Johnson, interim director and Chairman of the Board of Trustees, kept us informed about what to expect with the coming together of HAA and TCM. Total committee expenses of \$90.23 included Christmas greens and other holiday decorations, supplies for name tags and invitations.

CLASS REUNION: With the inclusion of the DOTS (docents of tomorrow) we had 106 attendees at the Jan 31 class reunion in the Cafe area which must be something of a record for docent gatherings! Marilyn Smith provided the festive balloons and committee members, as well as other docents, pitched in with a bountiful supply of homemade goodies. Luckily Cindy Kelly had the foresight to stash an emergency supply of extra lemonade just in case, never really thinking we would use it. We did! Cathy Levinson's beautiful double yellow hibiscus on the "cookie buffet" were most appreciated.

SPRING LUNCHEON AND ANNUAL MEETING: The Spring luncheon and Annual Meeting at Outrigger Canoe Club on Thursday, May 12, 2011, broke attendance records with 86 guests. With a 90 seat limit for the room and last minute arrivals that we did not want to turn away there were some exciting moments. Outrigger staff accommodated all, with a choice of three different entree for a price of \$25 and a dining room resembling a spring garden with daffodil colored napkins and pale green table clothes. (Don't know if annual reports needs such colorful detail but we couldn't resist!) Outrigger provided bud vases with flowers on round tables for eight. Shirley Beasley provided a special arrangement for the head table. Cathy Levinson designed and printed name tags and place cards. Committee expenses for this event were a nominal \$30 for the floral arrangement.

Nikki Foster and Shirlee Beasley, Co-chairs

Book Club

The book club meets the last Saturday of the month at 1 in the Asian Garden. The book is discussed and then we move to the galleries to discuss relevant pieces of art. We have a diverse group which averages 15. About 10 meet in the Café for lunch before the discussion, a 4 choice menu is offered at \$20. A broad selection of books – fiction and non fiction are listed on the web site and in the calendar. People sign up for the discussion/tour at the front desk; I email the invitation for lunch and the discussion questions.

Respectfully,
Debbie Bocken, Chair

ADHOC COMMITTEE REPORTS:

Docent-Guild Liaison

Cathy Levinson attended most of the monthly lunchtime meetings of the Guild's Board of Directors in Linekona. It is helpful to have a recent officer or committee chair be the liaison to answer questions and clarify tour and exhibit information. On Wednesday afternoon, April 27, the annual spring Tour and Tea was held. The timing this year was good: registration 1:00-1:15pm outside the front door; 1:15-3:00 for tours to four different galleries for 20 minutes per gallery and five minutes walking time between galleries; elegant Tea in the Café from 3:00-3:45pm. Eight docents worked: four stationed in galleries and four to lead each of the four groups. Eight Guild members worked to set up, serve the Tea, and clean up. A dry run, given at 10:30-11:45am to the eight Guild workers, helps the docents to get their timing down pat. Assisted the Guild Board and Erin Boll to help the Board decide to give money to support Erin Boll's request to sponsor one school's costs for the Ambassador Program

Travel Committee

Cathy Levinson, Chair; Members Lynne Armstrong, Mary Rhine, Steve McClaran, Mif Flaharty, Eleanor Jamieson, Art Richardson, Maria Lopez-Haney, Nicki Foster; and Marilyn Smith, president. Steve McClaran led a third, highly successful bus trip for docents and spouses/friends into the Hudson River Estuary in late October. Mif Flaharty organized a very successful February-March trip to India under the guidance of friends of Manu Chakravarty - Subhash & Rakhi Mukerji's company Americindia. A possible docent trip to Kauai, with advice and guidance from Manu, Indru Watumull, Jan Tucker, Steve McClaran, Myra Kent, etc. was tabled. Art Richardson and Lynne Armstrong are proceeding with plans for a docents' high level of learning blockbuster trip in September 2012: A Tale of Two Cities – London and Paris.