

SANTA BARBARA MUSEUM OF ART

Docent Council Board Meeting Minutes

September 14, 2022

Ridley-Tree Education Center 9:30 a.m.

Board Members Present: Karen Howsam, President; Teda Pilcher, Vice-President; Cindy Anderson, Secretary; Jeff Vitucci, Treasurer; Pattie Firestone, Membership; Denise Klassen, Adult Team Co-Chair; Irene Stone, Student Team Co-Chair; Nicola Ghersen, Student Team Co-Chair; Sarajum Quazi, Research; Shirley Waxman, Evaluations Co-Chair
Gretel Rothrock, Webmaster.

Absent: Christine Holland, Evaluations Co-Chair; Susan Lowe, Adult Team Co-Chair

In attendance: Patty Santiago, Coordinator of Docent Programs; Patsy Hicks, Director of Education.

1. **Call to order:** President Karen Howsam called the meeting to order at 9:30 a.m.

2. **Approval of Minutes:**

Action Item: A motion to approve the Board minutes of the June 8, 2022, meeting was made by Shirley and seconded by Irene. The minutes were unanimously approved.

3. **Board Reports:**

President's Report – Karen Howsam

No report

Vice-President's Report - Teda Pilcher

- Teda expressed thanks on behalf of the Docent Council to Shirley for her hospitality and the use of her home, Denise, for the delicious food and beautiful arrangements, and all Board Members who brought wine and helped with the set up for the party to honor Rachel and Elena for their service to the Docent Council.
- Teda and Karen will be attending the National Docent Symposium in Kansas City, MO September 15-18. They will report on their findings to the Board upon their return.
- The Holiday Party will be held this year on December 12 from 4-7:00 p.m. at Josie and Ed Martin's home. The Provisional Class will be introduced at 5:30. We need a committee of volunteers to help with the party planning. Please let Teda know if you can help.

Secretary's Report - Cindy Anderson

No report

Treasurer's Report - Jeff Vitucci

- The checking account balance as of August 31, 2022, was \$11,804.18.
- Expenses so far include payment for Gifts/Flowers for Nancy Lieberman in honor of J. Jensen; for Patty Santiago for thanks for her wonderful work as our President for two

years; for Rosemarie Gebhart on the occasion of her husband's death; and \$303.31 for our wonderful going away party for Rachel and Elena (accounted for as a Miscellaneous Expense).

- There was a deposit of \$1,236.89 from dues collected during this Fiscal Year.
- We are currently \$803.11 under budget for dues, which will be accounted for when we collect the dues of the new Provisional Class.
- The savings account balance stood at \$10,347.99.

Membership Report: Pattie Firestone

- There are currently 51 paid Active Members (+2 Docents on LOA-Pattie is checking on the status of those two LOA). There are 38 paid Sustaining Docents for a total of 89 Docent Council Members.
- Pattie reminded us we are hosting our first Docent Council meeting September 21. She asked us to deliver the food and items we've signed up to bring by 9:15 a.m.

Adult Teams: Denise Klassen

- The Adult Touring Teams were picked and sent out in July. Team Leaders were assigned, and a meeting was held August 19. Fall touring dates are now out.
- Denise mentioned some docents are forgetting to write in their tour information in the Red Book. She is going to put together a new book and have colored paper in the section to record data for the Special Request tours. She suggested that if a docent forgets to record the information, they could email their Team Leader, or Denise or Susan, the data when they get home. It's important to record this information so the museum has reliable data since they use it to apply for grants and funding.
- Here are the Summer Touring Statistics:

	<u>Highlights</u>	<u>Going Global</u>	<u>Ten Talks</u>	<u>Nature & Spirituality</u>
<u>June</u>				
# Tours Reported/Scheduled	26/32	N/A	2	6
# Attendees	160	N/A	15	37
Zero Attendees	2	N/A		
Average Attendance	6.1	N/A	7.5	6.1
<u>July</u>				
# Tours Reported/Scheduled	10/14	12/13	N/A	N/A
# Attendees	64	113	N/A	N/A
Zero Attendees	0	0	N/A	N/A
Average Attendance	6.4	9.4	N/A	N/A
<u>August</u>				
# Tours Reported/Scheduled	13/13	N/A	1	N/A
# Attendees	102	N/A	10	N/A
Zero Attendees	1	N/A	N/A	N/A
Average Attendance	7.8	N/A	10	N/A

- Two tours will continue this fall on weekends: Friday, Saturday, Sunday at 11:30 a.m. and 1:00 p.m.

Student Teams: Irene Stone and Nicola Ghersen

- Student tours will begin again in October.
- A Team Leaders Meeting was held August 29 where Molly Kemper was welcomed as the new Manager of School Programs. New protocols were discussed for student touring until the library construction is completed.
- New protocols are as follows:

Tuesday Tours – Meet students at the State Street entrance. They will be instructed not to come with backpacks, but if some have them, put them in a bin with wheels, which will be available at the top of the museum steps. One of the docents will wheel the bin through Ludington Court, to the right, past the restrooms, to an open closet. Put the bin in the closet. At the end of the tour, one docent will need to retrieve the bin for the students.

Thursday Tours – Meet the students at the State Street entrance. Lead students through the Gift Shop and proceed to the Park Entrance and have students put backpacks in the Auditorium like we usually had them do.

- A meeting for Student Teams, “Reset for Fall” is scheduled for September 14 from 1:00-3:00 in the Luria Activity Center. The agenda includes a presentation of updated protocols, and a tour of the reformatted Docent Website. Patty Santiago will present some information on basic touring techniques as described in the new publication by the National Docent Symposium entitled, “Tours with Children and Teens”. Nicola will also talk about using a Storytelling structure called “The Story Spine” from a workshop with Liz Nichols and share several pages from “The Storytellers Start-Up Book” by Margaret Read Macdonald as a resource to docents.

Provisional Class: Patty Santiago

- There are currently 22 Provisional Class members who will begin their training on September 21. Patty Santiago will lead the class with the help of Cindy Anderson and Barbara Ross.
- Patty has the syllabus completed from September through December.
- The class is a diverse group of people with interesting educational and life experiences. They have been asked to submit their bios early so Lori can put them in La Muse soon. We are excited to introduce them to the Docent Council at our first meeting September 21.

Research: Sarajum Quazi

- Sarajum wrote two research papers this summer – “Chinese Tang Emperor Xuanzong and his Consort Yang Guifei on Viewing Tower” and “Lady with Bird”. She will send them to Gretel to upload them to the website as soon as she is ready.
- Pattie Firestone completed two papers from Going Global and Sarajum will review them as soon as she gets them.

- Gretel has shown interest in writing a paper for “Hollow Brick with Tigers and Bi Disk, Architectural Element”. Sarajum will share some of her research materials on this piece with her.
- Sarajum is looking for dedicated writers who are willing to write a few papers.
- She also suggested having people share information they have gathered in their own tour research to share with other docents – even if only in paragraph form so that at least there is some information we can share on pieces that don’t have research papers. Nicola likened it to a “Spark Notes” version of information about a piece. Sarajum will explore the possibility of putting an announcement in La Muse about this research opportunity.
- She will send out a checklist soon on the following exhibits:
 - India, Southeast Asia, and Himalayas – Emma Wood Gallery, September 9, 2022
 - Ridley-Tree Reinstallation – Ridley-Tree Gallery, June 26, 2022 into 2023
 - Greco-Roman: Visions of Antiquity in 19th Century Photography – Von Romberg and Emmons Galleries, June 26 through August 7, 2022
 - Preston Morton Reinstallation – Preston Morton Gallery, June 12, 2022 into 2023

Evaluations: Shirley Waxman

- Shirley reminded us of the following SBMA Docent Bylaws:
 - Docents giving adult tours or student tours shall be evaluated once every two years.
 - Docents giving Special Exhibition tours shall be evaluated for each exhibition as early as practicable.
 - If it is the Docent’s fault that an evaluation cannot be completed, or if the Docent repeatedly has poor evaluations, then the loss of touring privileges may result. A Docent may then resume Active status once she/he has completed a successful evaluation.
- This year there are eight members of the Adult Evaluation Team for Highlight Tours and eight members for the Student Evaluation Team. There will be a brief meeting on September 21 after the docent meeting to review our standards and procedures.
- The Special Exhibition Team leaders are responsible for coordinating an individual evaluation of each member’s tour. **Team leaders and/or team members designated by the Evaluation Chair will serve as evaluators.** This allows the docents with the greatest knowledge of the exhibition to evaluate each tour and offer suggestions, if needed.

Webmaster: Gretel Rothrock

- Gretel is appreciative of Mike Ramey and Gail Stichler as they help her learn how to interact with the website. She has also done a tutorial on how to use Word Press.

Department of Education: Patsy Hicks and Patty Santiago

- Patty reported she will take a few minutes at our first meeting to go over 4 (or 5) important responsibilities that docents have. They are:
 1. Docents must attend Docent Council Meetings. (can only miss 4)
 2. Docents must do 8 tours a year.
 3. Docents are expected to get their own substitute if they cannot do a tour.
 4. Docents are expected to read and respond to emails.

5. Docents are expected to fill out the Red Book or White Book (student tour leaders) after their tour.
- Patsy expressed thanks to her team for the good work they are doing through this transition.
 - Our first Docent Council Meeting will include a welcome, nuts and bolts of council responsibilities, and Charlie Wylie who will do a presentation on the new exhibit “Stillness”.
 - Patsy also expressed her appreciation to the facilities team in getting the new installations ready.
 - Exhibitions coming soon:
 - ***India, Southeast Asia, and Himalayas***
Ema Wood Gallery
September 9, 2022 (by end of month)
 - James Glisson’s assistant’s first show, ***For Opacity***
Davidson and Colefax Galleries
September 25, 2022 – January 15, 2023
 - ***The Architecture of Collage***
Marshall Brown
Contemporary Gallery & Ala Story New Media Gallery
September 25, 2022 – January 15, 2023
 - Other events:
 - Sunday, October 2, 2:30-3:30 **Parallel Stories - A Cross-Disciplinary Conversation with Marshall Brown and Jonathan Lethem**
 - Wednesday, October 12 – Teacher Open House (Council is Welcome) from 4:00-6:00 p.m. – 4:15 Wine and snacks in FRC, meeting in Auditorium
 - 3rd Thursdays – an addition to 10 Talks on 1st Thursdays
 - November 9 – Ancient Asian instruments will be playing contemporary music in the galleries between 11-1:00. Class of 20 students will be attending, but public and docents are welcome.
 - Patsy has Docent lectures scheduled up through January.

4. **Adjournment:**

Action Item: A motion to adjourn was made by Teda and seconded by Irene. Karen adjourned the meeting at 10:45 a.m.

Our next Board Meeting will be held October 12, 2022.

Respectfully submitted,

Cindy Anderson
Secretary, SBMA Docent Council Board