

## DOCENT BOARD MEETING

### SANTA BARBARA MUSEUM OF ART

**DATE: September 11, 2013**

**Present:** Vikki Duncan, Molora Vadnais, Joan Dewhirst, Ralph Wilson, Gail Stichler, Christine Holland, Mary Eckhart, Ann Robinson, Sylvia Mabee, Kathryn Padgett, Mary Ellen Hoffman, Barbara Boyd, Paul Guido, Patsy Hicks and Rachael Kriepps.

President Vikki Duncan called the meeting to order at 9:40AM in Luria room. She noted that this date in history has become a day of remembrance and of gratitude for community. The minutes of the June 12, 2013 double board meeting were approved.

#### BOARD REPORTS

##### **PRESIDENT: Vikki Duncan**

Vikki thanked the new Board for all the work done this summer. She expressed thanks to the Education Department for their quick and efficient response to addressing summer touring concerns and the scheduling of future speakers for the year.

Her summer reading included the Council President's binders. She learned more about the Council's rich history of working together to support Museum and Education goals and the collegiality of the docents as a community of volunteers.

Her report included several topics:

Membership - The following changes in membership status: Dwight Coffin, Shirley Waxman, and Carolyn Pappas from LOA to Active; Scarlet el-Khazen from Sustainer to Active with Board approval; Sue Skenderian, Deanna Major, and Mooneen Mourad have become Sustainers. She noted that Service Records are the responsibility of each docent and will be discussed later in the year.

Research - The Asian Focus Group was active this summer researching objects and general topics in support of the Asian permanent collection. Following one of their recommendations, we will survey docents on favorite Asian objects they like to tour at the first general meeting.

Budget – (see Treasurer's report)

New Business - She announced that the Salt Prints exhibition scheduled for June 7-September 7, 2014 has been postponed. Larry will give welcoming remarks and Eik will speak on Delacroix at the first Docent Council meeting on September 18<sup>th</sup>. All docents are encouraged to attend the Symposium on Delacroix on Sunday, November 3<sup>rd</sup> from 9:00AM to 3:00PM. Vice President Molora Vadnais has filled the docent calendar with rich and varied opportunities for continuing education, art related travel, and social events that involve many more docents in Council activities.



**VICE PRESIDENT: Molora Vadnais**

Molora addressed the following topics:

TRAVEL – She announced that Christine Holland and Irene Stone will serve on the Travel Committee. The first scheduled outing will be to Westmont’s Ridley-Tree Museum to see *Invisible Realms: Encountering the Sacred* on Monday, September 30<sup>th</sup>. Tentative plans for the rest of the year include: Bus trip to LACMA for 2 exhibitions (Nov.20<sup>th</sup>)[date changed to 18<sup>th</sup> subsequent to Board Meeting, J.Dewhirst]; Weekend in Palm Springs for the Diebenkorn exhibition (Jan. 24-26); Bus trip to the Getty Villa for a Byzantine exhibit (April 2); Weekend in Portland, Oregon (April 26-28). They hope to schedule an outing to meet Jeff Shelton and tour one of his buildings and arrange a visit to the Greek Orthodox Church to view Byzantine icons.

SOCIAL – Denise Klassen, Linda Adams, and Andrea Gallo have agreed to serve on the Social Committee. Denise is the new refreshments coordinator for Docent Council meetings. The first social event will be the Docent Art Show scheduled for November 17<sup>th</sup>. [date changed to 10<sup>th</sup> subsequent to Board Meeting, J.Dewhirst] It is being organized by Gail Stichler, Francis Hallinan, and Stephanie Amon. The holiday party will be held on December 9<sup>th</sup>, location yet to be determined. Plans for a Sustainer event are being considered.

EDUCATION – The Techniques Team will meet between October and March. The first training date is October 7<sup>th</sup>. The team is eager and very talented. Patsy Hicks and Rachael Krieps have arranged special speakers to address the team. Ann Hammond will serve as Team Leader and Molora will organize the training.

MEDIA – Molora will evaluate and document current media coverage of the docent program. She would like to use the Museum blog and monthly newsletter to highlight activities of the docent council.

**SECRETARY: Joan Dewhirst**

“Thank you” to all Board members for their outstanding reports and to Rosemarie Gebhart for her excellent work as Secretary. Francis Hallinan has been appointed Corresponding Secretary. Over the summer she sent sympathy cards to Amanda McIntyre and Karen Kawaguchi. She will give a wedding congratulatory card from the Docent Council to Stephanie Amon at the September 18<sup>th</sup> general Docent Meeting.

**TREASURER: Ralph Wilson**

Ralph reported the following balances for Month-End August 2013:  
CHECKING ACCOUNT = \$3,978.87 SAVINGS ACCOUNT = \$10,279.94.  
TOTAL= \$14,258.81 (See attached reports)  
The Actual Year-End Financials for 2012-2013 show a positive result of \$1464.36.  
This surplus is due to Vikki’s careful attention to expenses for tours and activities.

**Santa Barbara Museum of Art  
Docent Council 2013-2014  
Treasurer's Report  
September 11, 2013 (for month ending August 30, 2013)**

**CHECKING ACCOUNT #01551100**

Notes

Beginning Balance as of	June 28, 2013	\$4,090.95	
	Deposits/Voided Checks	\$115.00	Dues
	Withdrawals	\$227.08	Gift/flowers/reimbursement of dues overpayment
Ending Balance as of	August 30, 2013	\$3,978.87	
Est. Outstanding Commitments		\$0.00	
Outstanding Deposits		\$0.00	

**SAVINGS ACCOUNT #182329**

Beginning Balance as of	June 28, 2012	\$7,339.94	
	Deposits	\$2,940.00	Dues 2013-2014
	3Q Interest	\$0.00	
	Withdrawals	\$0.00	
Ending Balance as of	August 30, 2013	\$10,279.94	

**Year-to-Date (YTD) Budget Report  
(July 1, 2013 - August 28, 2013)**

<b>INCOME</b>	<b>Budget</b>	<b>YTD Actual</b>	<b>Over/(Under) Budget</b>
Docent Dues	\$3,465.00	\$3,045.00	(\$420.00)
Other Income (Symposium carryover)	\$1,000.00	\$1,000.00	\$0.00
TOTAL INCOME	\$4,465.00	\$4,045.00	(\$420.00)

<b>EXPENSES</b>			<b>Remaining in Budgeted Items</b>
Docent Symposium	\$2,000.00	\$0.00	\$2,000.00
Holiday Party	\$550.00	\$0.00	\$550.00
Hardware/Computer Work/Maintenance	\$100.00	\$0.00	\$100.00
Gifts and Flowers	\$200.00	\$83.16	\$116.84
Docent Directories	\$300.00	\$0.00	\$300.00
Graduation and Recognition Party	\$150.00	\$0.00	\$150.00
Provisional trainers reimbursement	\$1,050.00	\$0.00	\$1,050.00
Miscellaneous	\$100.00	\$0.00	\$100.00
TOTAL EXPENSES	\$4,450.00	\$83.16	\$4,366.84

**YTD TOTALS (Income less Expenses)** \$3,961.84

<b>YTD UNBUDGETED ITEMS (thru 8/30/13)</b>	<b>Receipts</b>	<b>Expenses</b>	<b>Net Over/(Under)</b>
None	\$0.00	\$0.00	\$0.00
TOTAL UNBUDGETED	\$0.00	\$0.00	\$0.00

Ralph G. Wilson  
Docent Council Treasurer



**Santa Barbara Museum of Art  
Docent Council 2012-2013  
Treasurer's Report  
ACTUAL YEAR-END FINANCIALS as of JUNE 28, 2013**

**CHECKING ACCOUNT #01551100**

Notes

Beginning Balance as of			
	May 31, 2013	\$6,947.08	
	Deposits/Voiced Checks	\$0.00	
	Withdrawals	\$2,856.13	trainers/gifts/graduation/transfer to savings
Ending Balance as of			
	June 28, 2013	\$4,090.95	
Outstanding commitments		\$133.92	graduation

**SAVINGS ACCOUNT #182329**

Beginning Balance as of		
	March 29, 2012	\$5,339.86
	Deposits	\$2,000.00
	Interest 2Q13	\$0.08
	Withdrawals	\$0.00
Ending Balance as of		
	June 28, 2013	\$7,339.94

**Year-to-Date (YTD) Budget Report  
(July 1, 2012 - June 30, 2013)**

<b>INCOME</b>	<b>Budget</b>	<b>YTD Actual</b>	<b>Over/(Under) Budget</b>
Docent Dues	\$3,310.00	\$3,620.00	\$310.00
Other Income		\$0.00	\$0.00
TOTAL INCOME	\$3,310.00	\$3,620.00	\$310.00

<b>EXPENSES</b>	<b>Remaining in Budgeted Items</b>		
Docent Symposium	\$1,000.00	\$1,000.00	\$0.00
Holiday Party	\$600.00	\$553.00	\$47.00
Docent Brochures	\$0.00	\$0.00	\$0.00
Hardware/Computer Work/Maintenance	\$550.00	\$0.00	\$550.00
Gifts and Flowers	\$400.00	\$156.13	\$243.87
Docent Directories	\$350.00	\$0.00	\$350.00
Graduation and Recognition Party	\$250.00	\$133.92	\$116.08
Miscellaneous	\$150.00	\$93.00	\$57.00
TOTAL EXPENSES	\$3,300.00	\$1,936.05	\$1,363.95

<b>YTD UNBUDGETED ITEMS (thru 5/31)</b>	<b>Receipts</b>	<b>Expenses</b>	<b>Net Over/(Under)</b>
LACMA bus trip 11-26-2012	\$1,495.00	\$1,377.74	\$117.26
San Francisco trip 3-2-2013	\$480.00	\$360.00	\$120.00
Los Angeles bus trip 4-3-2013	\$1,500.00	\$1,256.85	\$243.15
Provisional co-chairs reimbursement	\$0.00	\$700.00	(\$700.00)
TOTAL UNBUDGETED	\$3,475.00	\$3,694.59	(\$219.59)

**YTD TOTALS (Income less Expenses plus unbudgeted) \$1,464.36**

Ralph G. Wilson  
Docent Council Treasurer

Vikki recommended several additions to the budget: increase allotment for graduation gifts to \$600; allocate \$600 for Docent Art Show this year, then \$125 each year to accrue toward a base of \$600 for the next 5-year event; support of new programs initiated by docents in continuing education (e.g., proposed \$500 for Techniques and Technicalities). If the Education Department faces budgetary decreases, we may be looking at partnership in new programs. These recommendations would add expenses of \$1700 to the proposed 2013-2014 budget.

A discussion was held and Ralph suggested we use the year-end surplus to support these changes. Kathryn moved that \$1464.36 be carried forward to fund this year's budget, 2013-14. Gail seconded this and the motion was carried. Ralph will re-do the proposed budget and present it to the Board for approval at its next meeting.

#### **MEMBERSHIP: Gail Stichler**

Gail spoke first about the Docent Art Show she is organizing along with Francis Hallinan and Stephanie Amon. The event will be held at the Ridley-Tree Educational Center. An entrance fee will be charged and refreshments will be served.

She reported the total volunteer hours from July 2012-June 2013 are 18,314. (See attached Membership Report as of September 10, 2013.) She noted the number of SERVICE YEARS awarded to honorees at the 2013 graduation totaled 100. We are officially a service organization and our statistics serve the Museum well in terms of grants and other important proposals. Patsy suggested keeping track of service years as well as hours as great information for the Museum's 75<sup>th</sup> anniversary in 2016.

#### **ADULT TEAMS: Christine Holland and Mary Eckhart**

Christine reported totals for All Tours (includes "Special Requests" and "Ten Talks"): June (422 visitors/58 tours); July (542 visitors/54 tours); August (417 visitors/56 tours).

Tour Specifics - Highlights experienced a July spike in visitors: June (81); July (166); August (107). Ten Talks continued strong: June (80); July (57); August (83). Family Tours were a success: June (50); July (69); August (39). Labour & Wait opened in July (177 visitors/16 tours); August (92 visitors/13 tours). There were 7 summer Special Request Tours with a total of 103 visitors. (See attached report.)

There was discussion regarding tour length with suggestions to design 30 minute tours and to include special "Ten Talks" for families during the summer months.

#### **STUDENT TEAMS: Ann Robinson and Sylvia Mabee**

The six student team leaders attended a meeting on September 10<sup>th</sup>. They presented lots of new ideas and are organizing their own team meetings this month. There is a new Student Tour Information Form with specific questions that help to review



## MEMBERSHIP CHAIR REPORT

As of September 10, 2013

Active Docents	76
Active Docents - LOA	
Sustainers	26
Provisional	8

MONTH	PUBLIC	RESEARCH	PROVISIONAL	TOTAL HOURS REPORTED
JULY	22	112		134
AUGUST	7	42		49
SEPTEMBER				0
OCTOBER				0
NOVEMBER				0
DECEMBER				0
JANUARY				0
FEBRUARY				0
MARCH				0
APRIL				0
MAY				0
JUNE				0
Total Hours	29	154	0	183

Note: July 2012 - June 2013 total hours = 18,314

Submitted by Gail Stichler

Adult Teams Report  
September 2013

(please see attached documents for statistics for June, July and August 2013)

The figures for All Tours (including Ten Talks): in June we toured 422 visitors on 58 tours; in July we toured 542 visitors on 54 tours, and in August we toured 417 visitors on 56 tours.

Highlights experienced a July spike – visitor numbers were 81 in June, 166 in July and 107 in August.

Ten Talks continued strong for visitors in all three months: 80 visitors in June, 57 in July and 83 in August.

Family Tours (a new summer program) were a success, with docents positive about the experience and visitor numbers : 50 in June, 69 in July and 39 in August.

The Labor & Wait show started in July. In July there were 177 visitors for 16 tours and in August there were 92 visitors for 13 tours.

There were 4 Special Request tours in June, none in July, and 3 in August. The total for those 7 tours was 103 visitors.

Weekend Tours continued with the highest overall visitor numbers per tour.

In each of the three months there were a few scheduled tours for which there were no visitors - in all three months: 5 Highlights tours, 4 Asian tours, 1 Family tour, and 1 Ten Talks (7:10 p.m.) had no visitors.

One Highlights tour was scheduled but cancelled just prior to the tour due to a docent emergency, and 1 Saturday Highlights tour was a “docent missed tour.”

Christine Holland  
Adult Teams co-Chair  
2013-2014

DOCENT TOURING  
STATISTICS JUNE 2013

ALL TOURS

Total visitors toured: 422  
Total Number Tours: 58  
Visitors per Tour average:  
7.3

REGULAR TOURS

Total visitors toured: 367  
Total Number Tours: 54  
Visitors per Tour average:  
6.8

SPECIAL REQUEST  
TOURS

Total visitors toured: 55  
Total Number Tours: 4  
Visitors per Tour average:  
13.8

WEEKDAY TOURS

Total visitors toured: 212  
Total Number Tours: 37  
Visitors per Tour average:  
5.7

SATURDAY TOURS

Total visitors toured: 47  
Total Number Tours: 10  
Visitors per Tour average:  
4.7

SUNDAY TOURS

Total visitors toured: 86  
Total Number Tours: 10  
Visitors per Tour average:  
8.6

TEN TALKS

Total visitors toured: 80  
Total Number Tours: 8  
Visitors per Tour average:  
10

HIGHLIGHTS

Total visitors toured: 81  
Total Number Tours  
Given: 19  
Visitors per Tour average:  
4.3

DANNY LYON

Total visitors toured: 25  
Total Number Tours: 2  
Visitors per Tour average:  
12.5

PLEIN AIR

Total visitors toured: 58  
Total Number Tours: 8  
Visitors per Tour average:  
7.2

ASIAN

Total visitors toured: 32  
Total Number Tours  
Given: 4  
Visitors per Tour average:  
8

EUROPEAN

Total visitors toured: 41  
Total Number Tours: 8  
Visitors per Tour average:  
5.12

FAMILY TOUR

Total visitors toured: 50  
Total Number Tours: 5  
Visitors per Tour average:  
10

Notes:

Numbers are based on number of tours actually given and do not include tours scheduled but not given because there were 0 visitors

“All Tours” statistics include “Special Requests” tours and “Ten Talks” tours

“Regular Tours” statistics include all tours including “Ten Talks” but do not include “Special Requests”

2 Highlights tours were scheduled but did not occur because there were 0 visitors

3 Asian tours were scheduled but did not occur because there were 0 visitors

9 European tours were scheduled but 1 was cancelled just prior to tour, due to docent emergency



DOCENT TOURING  
STATISTICS JULY 2013

ALL TOURS

Total visitors toured: 542  
Total Number Tours: 54  
Visitors per Tour average:  
10

REGULAR TOURS

Total visitors toured: 542  
Total Number Tours: 54  
Visitors per Tour average:  
10

SPECIAL REQUEST  
TOURS

Total visitors toured: 0  
Total Number Tours: 0  
Visitors per Tour average:  
0

WEEKDAY TOURS

Total visitors toured: 325  
Total Number Tours: 32  
Visitors per Tour average:  
10.1

SATURDAY TOURS

Total visitors toured: 82  
Total Number Tours: 8  
Visitors per Tour average:  
10.2

SUNDAY TOURS

Total visitors toured: 78  
Total Number Tours: 8  
Visitors per Tour average:  
9.75

TEN TALKS

Total visitors toured: 57  
Total Number Tours: 6  
Visitors per Tour average:  
9.5

HIGHLIGHTS

Total visitors toured: 166  
Total Number Tours: 19  
Visitors per Tour average:  
8.7

ASIAN

Total visitors toured: 28  
Total Number Tours: 5  
Visitors per Tour average:  
5.6

EUROPEAN

Total visitors toured: 45  
Total Number Tours: 5  
Visitors per Tour average:  
9

FAMILY TOUR

Total visitors toured: 69  
Total Number Tours: 8  
Visitors per Tour average:  
8.6

LABOR & WAIT

Total visitors toured: 177  
Total number tours: 11  
Visitors per tour average:  
16

Notes:

Museum closed July 4th

Numbers are based on number of tours actually given and do not include tours scheduled but not given because there were 0 visitors

“All Tours” statistics include “Special Requests” tours and “Ten Talks” tours

“Regular Tours” statistics include all tours including “Ten Talks” but do not include “Special Requests”

2 Highlights tours were scheduled but did not occur because there were 0 visitors

First “Labor & Wait” tour had 55 visitors, many of whom were docents

DOCENT TOURING  
STATISTICS  
AUGUST 2013

ALL TOURS

Total visitors toured: 417  
Total Number Tours: 56  
Visitors per Tour average:  
7.44

REGULAR TOURS

Total visitors toured: 369  
Total Number Tours: 53  
Visitors per Tour average:  
6.9

SPECIAL REQUEST  
TOURS

Total visitors toured: 48  
Total Number Tours: 3  
Visitors per Tour average:  
16

TEN TALKS

Total visitors toured: 83  
Total Number Tours: 9  
Visitors per Tour average:  
9.2

HIGHLIGHTS

Total visitors toured: 107  
Total Number Tours: 16  
Visitors per Tour average:  
6.7

ASIAN

Total visitors toured: 32  
Total Number Tours: 4  
Visitors per Tour average:  
8

EUROPEAN

Total visitors toured: 16  
Total Number Tours: 3  
Visitors per Tour average:  
5.3

FAMILY TOUR

Total visitors toured: 39  
Total Number Tours: 8  
Visitors per Tour average:  
4.8

LABOR & WAIT

Total visitors toured: 92  
Total number tours: 13  
Visitors per tour average:  
7

Notes:

Scheduled Tours were  
cancelled August 2  
(Solstice Parade)

Numbers are based on  
number of tours actually  
given and do not include  
tours scheduled but not  
given because there were 0  
visitors

“All Tours” statistics  
include “Special Requests”  
tours and “Ten Talks”  
tours

“Regular Tours” statistics  
include all tours including  
“Ten Talks” but do not  
include “Special Requests”

1 Highlights tour had 0  
visitors; 1 Saturday  
Highlights tour was a  
“missed tour”

1 Family tour had 0  
visitors

1 Asian tour had 0 visitors

1 “Ten Talks” (7:10 p.m.)  
had 0 visitors



classroom progress, identify schools needing support, and assist in evaluating our tours. There are now 45 docents touring students, averaging 6 to 7 docents per team.

Molara Vadnais will conduct a three-part Lararium training session in October for all team leaders and touring members. This will be a starting point for many docents in learning about life in ancient times, helping them to become more knowledgeable and comfortable when touring antiquities.

Sylvia Mabee reviewed the student tour calendar which now shows when classroom presentations are scheduled, identifies the presenter, the school and the classroom teacher. The docent web site will post a selection of the art that is being shown in the classrooms. We want a smooth connection between what the Education department presents to the teachers, our classroom presentations, and our Museum tours.

### **PROVISIONAL CHAIR: Kathryn Padgett and Mary Ellen Hoffman**

There are 8 individuals signed up and three more interviews scheduled.

A mentor training session will be conducted on September 23<sup>rd</sup> at 2:00 PM in Luria. The purpose of the training is to discuss touring philosophy, schedules, evaluations, class materials and expectations. Mentors will learn what it is we are training to do.

The first class will be held on September 26<sup>th</sup>. Kathryn has placed the syllabus and all course materials on the new website under the "Provisional" tab so there is no longer a need to publish a binder for the class. She is training Mary Ellen Hoffman and Ralph Wilson to be the Provisional Chairs so that she may take a much-deserved rest!

### **RESEARCH: Barbara Boyd**

Barbara presented the following Research Team Goals for 2013-2014:

- 1) Establish a small Research Team of proven researchers and writers to assist in providing timely research for touring docents to use.
- 2) Interface with Asian Team that is updating all research on Asian collection.
- 3) Invite General Membership of Docent Council and Sustainers to see if there is interest in participating in research from time to time.
- 4) Seek direction from the Docent Board and Bylaws regarding a bi-annual research requirement for Active Docents?
- 5) Continue to flesh out requirements, guidelines, and standards as well as enforcement, procedures, and policies for all research papers to be submitted.
- 6) Find ways to interface with tour leaders to supplement the information that they have and to provide information from them to the website.
- 7) Work with the Provisional Class to educate them as to policies, procedures, standards and expectations for the creation of their research papers. Review their papers and provide kind and constructive feedback for improvement or compliance as needed. Inform them of pieces in need of research.

# STUDENT TOUR INFORMATION FORM

DATE: \_\_\_\_\_

TEAM LEADER: \_\_\_\_\_

**\*\*\*\*\*TOUR #1\*\*\*\*\***

SCHOOL: \_\_\_\_\_

TEACHER: \_\_\_\_\_

GRADE: \_\_\_\_\_ NUMBER OF STUDENTS: \_\_\_\_\_

ALL DOCENTS PRESENT:      Y      N      \_\_\_\_\_

SUBSTITUTE DOCENT:      Y      N      -----  
\_\_\_\_\_

CLASS SAW POWERPOINT:      Y      N      \_\_\_\_\_

CLASS KNEW ART TERMS:      Y      N      \_\_\_\_\_

ENOUGH CHAPERONES:      Y      N      \_\_\_\_\_

NAME TAGS:      Y      N      \_\_\_\_\_

PROBLEMS:      Y      N      -----  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

GENERAL COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*\*\*\*TOUR #2\*\*\*\*\***

SCHOOL: \_\_\_\_\_

TEACHER: \_\_\_\_\_

GRADE: \_\_\_\_\_ NUMBER OF STUDENTS: \_\_\_\_\_

ALL DOCENTS PRESENT:      Y      N      \_\_\_\_\_

SUBSTITUTE DOCENT:      Y      N      -----  
\_\_\_\_\_

CLASS SAW POWERPOINT:      Y      N      \_\_\_\_\_

CLASS KNEW ART TERMS:      Y      N      \_\_\_\_\_

ENOUGH CHAPERONES:      Y      N      \_\_\_\_\_

NAME TAGS:      Y      N      \_\_\_\_\_

PROBLEMS:      Y      N      -----  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## **EVALUATIONS: Paul Guido**

Evaluators have been chosen and will begin evaluations for 26 student tours. Paul will revise the evaluation form to be used for "Ten Talks" as these have yet to be evaluated. He passed out a copy of the Docent Council By-Laws regarding Evaluations and explained the need for a new Standing Rule to supplement the By-Laws. He moved that the following Standing Rule be adopted as **SECTION V EVALUATIONS**:

**Evaluations of adult and student tours will be conducted as follows:**

**Highlight and student tour evaluations will be conducted by the Evaluations Chair or his/her designated evaluators;**

**Focus tour evaluations will be conducted by a current team member or docent with prior experience on the focus team and who is chosen by the focus team leader;**

**Special exhibition tour evaluations will be conducted by a team member chosen by the special exhibition team leader;**

**Ten Talks tour evaluations will be conducted by a team member or a docent with prior experience on a Ten Talks team and who is chosen by the Ten Talks team leader.**

**Docents on highlights, focus and student teams shall be evaluated again two years after their initial evaluation and every 2 years thereafter, unless either of the following situations apply:**

**1) A docent who is on both a highlights and a focus team and who is due for evaluation on both teams may choose to be evaluated only on the focus tour;**

**2) A docent who is on two focus teams and who is due for evaluation on both teams may choose to be evaluated on only one of the teams unless the docent is new to both teams, in which case the docent must be evaluated on both focus teams.**

Kathryn seconded the motion and it was carried unanimously.

## **WEBMASTER: Mike Ramey (presented by Vikki Duncan)**

The Web Team Goals for 2013-2014, with collaborative components in parentheses, are as follows:

1) Add Research Papers as they become available (Research Chair)

- 2) Prepare supportive materials and display for each exhibition  
(Checklists, Focus Team Leaders)
- 3) Complete the conversion of the old website
- 4) Document PowerPoint presentations (PowerPoint Team)
- 5) Put Evaluation Forms online
- 6) Expand the Asian section (Asian Team)
- 7) Develop a Techniques and Technicalities section  
(Techniques and Technicalities Team)
- 8) Continue work on the Provisional section (Provisional Chairs)

The Web team will meet on Mondays before the General Docent Meetings.

**PAST PRESIDENT/NOMINATIONS: Kathryn Padgett**

Nomination procedures will begin in November.

**DEPARTMENT OF EDUCATION: Patsy Hicks and Rachael Krieps**

Patsy reported on a wonderful active summer for the Education Department. She invited student touring teams to the annual Educator Open House on Friday, September 20<sup>th</sup>. The theme for this year's education program is the interface of Art and Science. Several special events are planned for the Fall including the festive family celebration of "Dia de Los Muertos" on Sunday, October 27<sup>th</sup>.

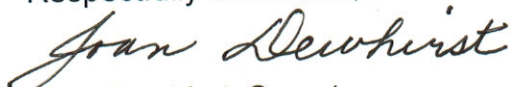
A shared dream of Patsy and Rachael has been to create a museum garden and this year it will become a reality at McCormick House. A sustainable garden will be built, extending further the realm of art and science.

Patsy shared an article from the Detroit Museum discussing the importance of VTS and critical thinking to learning and the cuts in public school education that deeply affect the arts. The article's author defined art as an essential life tool.

**ADJOURNMENT:** President Vikki Duncan adjourned the meeting at 11:35 AM.

**NEXT MEETING:** The next Board meeting will be held on Wednesday, October 9, 2013, at 9:30 AM. [ **Note: Location changed to the Café.** ]

Respectfully Submitted,

  
Joan Dewhirst, Secretary