

## DOCENT COUNCIL BOARD MEETING MINUTES

Santa Barbara Museum of Art

Date: October 12, 2016

**Present:** Gail Stichler, Ralph Wilson, Mary Joyce Winder, Denise Klassen, Christine Holland, Karen Brill, Barbara Boyd, Loree Gold, Laura DePaoli, Wendi Hunter, Joan Dewhirst, Patsy Hicks, Rachael Kriepps

**Absent:** Mei Chih Ho, Francis Hallinan

**CALL TO ORDER:** Gail Stichler called the meeting to order at 9:36 am.

Minutes of the Meeting September 14, 2016 were approved unanimously.

### **BOARD REPORTS:**

#### **President: Gail Stichler**

Gail related there had been a request from an active docent, Sneh Singh, for a six month's leave of absence beginning September 21, 2016 and concluding on March 21, 2017. The consensus of the board was to unanimously grant the leave of absence.

There was a request by a new active docent to be on the Portraits Team. In light of the fact that a senior docent has volunteered to be on the team, there is no need at this time to add a new member to the Portraits touring team.

During the discussion of the request of a new active Docent joining the Portraits Team, Laura DePaoli related that new active docents can get burned out during their first year, therefore, it is best to follow procedure. She asked if there was an opening on the Highlights Team, and the answer was that the new active docent is already on that team.

The board acknowledged that it is important to encourage new active docents and express appreciation for their eagerness to help.

Gail updated the Board on the status of a leave of absence Docent, Monica Babich. Monica has sent in her yearly dues. Gail will contact her regarding her status.

(See attached President Report for October 12, 2016)

#### **Vice President: Ralph Wilson**

Ralph Outlined the upcoming Social events planned for the Docent Council.

Ralph supplied a leaflet outlining the upcoming tour at Westmont Ridley-Tree Museum of Art, October 29, 2016, beginning at 11:00 am. The artist, Dug Uyesaka, will discuss his own work.

Another highly anticipated tour, visiting the Broad Museum in Downtown Los Angeles, has been planned. Docents will board the bus in Santa Barbara as well as Carpenteria to journey to the Broad November 16, 2016. Ralph indicated that there are many Museums and Restaurants near the Broad Museum that Docents should feel free to visit after lunch. The Broad tour will be self-guided with the aid of your smart phone. There will be a meeting with the Registrar of the Broad, Anne Mersmann, formerly Associate Registrar at SBMA.

In response to the new scheduling of the refreshments for the social hour before the Docent Council Meetings, there has been nothing but praise!

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Ralph updated the Board with the details regarding the Holiday Party. Our Hostess, Andrea Gallo, is requesting that the party time be closer to the lunch hour. The Holiday Party will be held on December 5<sup>th</sup>, 2016 from 12:30 to 3:30, inviting Docents to drop in throughout the afternoon. There will be a presentation, the presentation time will be announced at the Docent Council Meeting before the party.

(See Vice-President Report, October 12, 2016 attached)

### **Secretary: Mary Joyce Winder**

The secretary reported that she had sent out two letters of Appreciation to Presenters at the Docent Council Meeting. First to Enda Duffy, Professor and Chair, UCSB English Department for his talk the Historical Context of British Modernism September 21, 2016. Second to Charles Wylie, Curator of Photography and New Media Santa Barbara Museum of Art, for his address on The Cecil Beaton Photographs that are in the British Modernism Exhibition. His introduction and overview of his work shown prior to coming to SBMA was lauded in the letter.

Gail Stichler requested that the Secretary send a Get Well Card to Sneh Singh.

### **Treasurer: Denise Klassen**

The Budget has been adjusted and brought up to date. The Checking account balance as of 8/31/16 is \$5716.50. The Savings account balance as of 8/31/16 is \$12,060.20. Including the Donations to the Board Held in Museum Account of \$1400.00 the Total of SBMA Docent Council Money is \$19,076.70 as of 8/31/16.

Denise noted that some membership dues are outstanding and that this balance is subject to change.

Ralph Wilson made a motion to approve the Budget, Wendi Hunter seconded the motion and the motion passed unanimously.

The topic of incorporating the use of a credit card was brought up. It was agreed to go forward with setting up an account to take Visa and Mastercard credit cards. The actual hardware, "The Square", is free. The fee for each credit card transactions is 2 percent. It was agreed by consensus to build the cost of the credit card transaction into the price of the service purchased.

Ralph Wilson asked if someone decides to cancel their purchase, is it possible to refund them. The treasurer assured him that a refund can easily be posted to their credit card account.

The Board agreed by consensus to set up the credit card system for the fees and services the Docent Council provides.

Gail Stichler asked the treasurer to go forward with setting up the account.

The Treasurer said that once the account is up and running, she will announce in the monthly publication, "La Muse" all of the relevant details to aid Docents in its use.

[See Treasurer Report, October 12, 2016 attached.]

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### **Membership: Mei Chih Ho (Absent)**

### **Adult Teams: Christine Holland**

Christine informed the Board that during the previous month of September 2016, the total visitors toured were 266, total number of tours was 50, and the visitors per tour average 5.3.

The Community Speaker Presentations are continuing.

Christine brought up the topic of old touring record documents (preference sheets, tour sheets, etc.) asking the board, how long they should be kept. Ralph Wilson commented that a record of the touring team members need to be saved. Patsy Hicks noted that monthly reports are important to keep.

It was a consensus among the Board Members to let Christine use her discretion regarding the storage of supporting documents .

Gail Stichler made the suggestion to start to digitize the records in order to reduce the size of the physical records being retained. Keeping the records on thumb drives was one idea.

(See attached Docent Adult Tour Statistics Re: September 2016 Report)

### **Student Teams: Karen Brill**

Karen informed the Board that both Power Point Presentation and Student Tours began in the month of October. In light of the ongoing construction renovation the museum is undergoing, Karen has worked closely with the staff of the Santa Barbara Museum of Art to schedule the dropping off of visiting students at the State Street entrance rather than the Park entrance. This plan will be adjusted as necessary. The safety of the Students is the most important issue in crafting the drop off procedures.

Karen related that the Power Point Team is in need of more members. Teda Pilcher graciously took on the role of team leader, providing there were no more than 6 power point presentations a month. The team is managing for now.

The question placed to the board was for any suggestions for expanding the team. Patsy Hicks suggested that possibly a video could be shown in the classrooms that would set the tone for students touring the museum. The video's content would inform the students of what to expect and also deliver a few questions as to prepare them ahead of time.

Many suggestions flowed forth, one being, possibly sending a docent with a video.

Patsy Hicks concluded that these discussions will take place outside of the Docent Board and suggestions will be brought back to the Board.

(See attached Student Tours Board Report, October, 2016)

### **Provisional Chairs: Wendi Hunter and Francis Hallinan (absent)**

No report

### **Research: Barbara Boyd**

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Santa Barbara Museum of Art

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Barbara reported that she is continuing to produce, refine, and post material for the current British Modernism Exhibition. In addition continuing to update older research papers and getting them on the Docent website.

(See attached SBMA Board Research Report September 2016)

### **Webmaster: Loree Gold**

Loree reported that the front page of the Docent Website has been updated with the Westmont Ridley-Tree tour information on Saturday October 29, 2016.

Mary Joyce Winder inquired how to get the approved Board minutes posted on the Website. After discussion with Mike Ramey, Mary Joyce was instructed to send the minutes directly to Mike who will then post them on the website.

Loree updated the Board on the remaining information and images of all the British Modernism Exhibition that need to be posted on the website. There are approximately 20 more items to be posted. Gratitude was expressed for taking on such a monumental task, as well as doing such a great job.

**The Secretary had to excuse herself from the meeting at 10:45 am. The President, Gail Stichler, continued recording the Meeting Minutes**

### **Evaluations: Laura De Paoli**

The student evaluations schedule will be sent out within the next 2 weeks.

### **Nominations: Joan Dewhirst**

A report will be given in January when the nomination process begins.

### **Old Business:**

Discussion of Mei Chih request for additional docent awards:

“Master’s Award”: The December Holiday Party would be a good time to recognize docents for their contributions to the council. There will be an emphasis on long term contributions; this could be considered a “legacy” award. Suggested groups that could be recognized are the Computer Team, all former provisional class teachers, and the Asian team. Docents from the Nomination Committee will meet and give a recommendation to the Board at the November meeting.

“Docent’s Choice Award”: There was concern that this could conflict with the normal awards given at the end of year service/graduation gathering. An alternative was suggested; docents will be asked to send stories to the President. These stories can be about a fellow docent, tour experiences, shared successes, past exhibitions. Each month a story or profile would be selected to highlight at the beginning of a docent meeting. Gail was asked to pursue this for future meetings. The overall concept will be discussed further when Mei Chih is at the December Board meeting.

### **Department of Education: Patsy Hicks**

DOCENT COUNCIL BOARD MEETING MINUTES

Santa Barbara Museum of Art

Date: October 12, 2016

The FRC will have 3 altars for Dia de los Muertos. Student tours can be taken to the FRC. If teams want to do this, they should contact Rachael to make sure the FRC is open during the student tours. The following installation in the FRC will be a Kitchen Science Studio.

On Thursday, October 20, the Invertigo Dance Company will perform two 10 minute dances entitled "Descent of the Docent" at 5:30 and 7:00pm. An invitation will go to docents to join Patsy and Rachael in the Museum Café for wine and hors d'oeuvres during the time in between the two performances.

Patsy also mentioned the Geoff Dyer and Andrew Winer event on October 13 and the Idea Generation Workshop with Anita Kunz on October 18.

Future Board meetings will be held in Luria Activities Center starting in November.

**Adjournment:** The meeting was adjourned at 11:20.

**Note:** Monthly Board Reports are filed behind the Minutes in the Docent Council Board Meeting Minutes Binder located in the Docent Office.

Respectfully Submitted,

Mary Joyce Winder

SBMA Docent Board Secretary.