

SANTA BARBARA MUSEUM OF ART

Docent Council Double Board Meeting Minutes

June 14, 2023

Luria Activity Center 9:30 a.m.

Board Members Present: Karen Howsam, President/Nominations Chair-elect; Teda Pilcher, Vice-President/President-elect; Cindy Anderson, Secretary; Tommie Rae Barnett for Jeff Vitucci, Treasurer/Treasurer-elect; Pattie Firestone – Membership/Vice-President-elect; Susan Lowe, Adult Team Co-Chair; Denise Klassen, Adult Team Co-Chair; Irene Stone, Student Team Co-Chair/Evaluations Co-Chair-elect; Sarajum Quazi, Research; Christine Holland, Evaluations Co-Chair; Shirley Waxman, Evaluations Co-Chair; Patty Santiago, Coordinator of Docent Programs; Gretel Rothrock, Webmaster

Newly Elected Members: Andrew Baker, Student Team Co-Chair; Barbara Ross, Research

Not In Attendance: Nicola Ghersen, Student Team Co-Chair, Mary Ellen Alden, Membership Chair-elect

1. **Call to order:** Newly elected President Teda Pilcher called the meeting to order at 9:31 a.m.
2. **Approval of Minutes:**
Action Item: A motion to approve the Board minutes of the May 10, 2023 meeting was made by Barbara Ross and seconded by Pattie Firestone. The minutes were unanimously approved.
3. **Board Reports:**
President's Report – Karen Howsam/Teda Pilcher
 - Teda thanked Pattie Firestone as new Vice -President and looks forward to working with her. Teda also thanked Karen as out-going President for fulfilling her role as President during this active year of touring and docent involvement. Teda also welcomed the new Docent Council members in attendance – Andrew Baker, Barbara Ross, and an official welcome to Tommie Rae Barnett. She looked forward to working with them all.
Vice-President's Report – Pattie Firestone
 - Pattie thanked Teda for her help so far. She is looking forward to her new role and working with the new Council Board members.
Secretary's Report - Cindy Anderson
 - Flowers were sent this month to Lori Mohr on her husband's death, and a card was sent to David Reichert as we expressed our sympathy for the loss of his mother.

Treasurer's Report – Tommie Rae Barnett

- The Savings account balance as of June 9 is \$10,371.53. The Checking account balance is \$5,014.91.
- The Board will receive the new budget to approve later in July.
- Irene wanted clarification on some of the larger miscellaneous expenses in the budget. Tommie Rae will speak with Jeff after he returns from vacation and will let us know.

Membership Report: Pattie Firestone (in Mary Ellen Alden's absence)

- There are currently 67 paid Active Members. (3 LOA)
- There are 38 Sustaining Members. Joan Dewhirst has requested to go Sustaining next year.
- Hours of Research recorded by Active Docents (including new actives): 15,365.
- Hours of Public Touring recorded (including new actives): 1,243.
- Pattie proposed a change in the way we count our Membership hours so that they will align with the way reports are written for the fiscal year. The difficulty is that the Museum Fiscal Year, the Docent Council Fiscal Year, and the Terms of Office for all Officers and Members of the Docent Council goes from July 1 – June 30, and the Membership touring hours are counted from October 1- September 30. Pattie reported that this is the way it has always been done. Since the Active Docents like to take the summer off, and the new Actives (former Provisional Docents) begin leading tours in the summer, Pattie proposed that we put the summer hours at the beginning of the year (in July) so we can transfer responsibilities more efficiently when the new officers take office (July) and the new Actives, and any other Docents touring in the summer, will be able to count their summer touring hours towards the new year. (The new Actives and the docents touring the James Castle exhibition will begin to count their touring hours this summer.) After much discussion, it was agreed that aligning the touring and fiscal calendars made sense. It was also decided that the By-Laws did not need to be changed to make this alignment happen. It was suggested a committee be formed to make sure there would be no unforeseen conflicts or ramifications. Pattie suggested the following people to be on the committee – President (Teda Pilcher), VP and past Membership Chair (Pattie Firestone), and new Membership Chair (Mary Ellen Alden). Tommie Rae Barnett (Treasurer), Irene Stone (Evaluations) and Christine Holland (Evaluations) also volunteered to be on the committee.
- Pattie presented Denise Klassen with her 10-year service pin.

Adult Teams: Susan Lowe

- Susan welcomed the new Board members.
- May was a busy month with many special request tours coinciding with several absences. The docents jumped in to help fulfill the touring schedule with only one Highlights Tour being missed due to a miscommunication because of the fluidity of the scheduling changes.
- As summer approaches, the completed touring calendar is in from the James Castle Team. The Highlights Team calendar will follow soon.
- Here are the statistics for the month of May:

	<u>Highlights</u>	<u>Am/Euro</u>	<u>Tanner</u>	<u>N/S</u>	<u>Ten Talks</u>	<u>Sp Requests</u>
<u>May</u>						
# Tours Scheduled	10	8	2	6	2	5
# Tours Reported	9	9	2	5	2	5
# Attendees	67	41	25	10	1	71
Zero Attendance	0	2	0	2	1	0
Average Attendance	7.4	5	12.5	2	8.5	14

Community Speakers

<u>Month</u>	<u>Scheduled Tours</u>	<u>Reported Tours</u>	<u>Attendees</u>	<u>0 Attendees</u>	<u>Avg Attendees</u>
May	1	1	10	0	10

Student Teams: Irene Stone

- Irene gave a thorough summary of the year. (See report attached)
- Irene reported that the year saw an increasingly full schedule of tours monthly. She thanked the team leaders, Pattie Firestone, Denise Klassen, Jeff Vitucci, Nicola Ghersen, Loree Gold, and Irene Stone for providing consistently professional leadership to our student touring teams. Irene also commended the student touring teams for their positive camaraderie, flexibility, and support as they navigated changing protocols of touring (meeting on State Street with a rolling bin for backpacks while Library construction was underway), worked around closed galleries, and welcomed the Provisionals as they observed and presented pieces during the student tours they accompanied. She also thanked the Education Department for their open communication with the docents as we all share a commitment to provide creative and meaningful experiences for our student visitors.
- The “Reset for Fall” meeting on September 14 from 1-3:00 in the Luria Activity Center was successful at helping our touring teams reset our goals and process techniques for touring students collaboratively as students returned to the museum after COVID-19.
- There were continuing problems with docents who were unable to dedicate their two days a month commitment, which created ongoing concerns for some teams. Having the requirement for new Actives to tour students for their first four years was discussed many times with the Provisional class this year, as well as having it highlighted in red in the Preference sheets this year. Hopefully, this will cease to be an issue going forward.
- Since the Provisionals began observing student tours in March and April, and then presented two or more works on tours in May, there were comments suggesting the Provisionals be exposed to student touring perhaps earlier in their training, like in the Fall, or at least in January, since it makes up such a major part of their responsibilities in their first four years.
- The congenial communication between the Docent Council and the Ed Dept. was greatly appreciated as they worked to improve the Artful Making tours. (See Report)
- A summary of this year’s touring of students from grade 2 through college is as follows: (Estimated numbers) Oct. - 200, Nov. - 190, Dec. – 271, Jan. – 211, Feb. – 446, Mar. – 295, Apr. – 485, May – 418. The estimated number for total students toured is 2,500, plus teachers and chaperones.

Research: Sarajum Quazi

- Sarajum reported that she has a few more newly written papers that she will turn in to La Muse later this summer.

Evaluations: Shirley Waxman (See report for a detailed listing of evaluations done this year.)

- There were 56 docent tours evaluated this year: 43 Adult Tour Evaluations (6 Highlights Tours, 22 Special Exhibition Tours, and 15 Provisional Highlight Tours), 13 Student Tour Evaluations.
- One docent needs to be re-evaluated before she is eligible to tour adults. There are three Provisionals that need to be evaluated at the time of this meeting.
- There were two evaluation teams this year – one for Adult Tours and one for Student Tours.
- Since the teams lost a core group of the evaluation team, new team members were brought on for the Provisional 45-minute tours and paired with senior evaluators to get some guided experience as they move onto the team going forward.
- Our evaluation process is organized, thoughtful, and constructive. We are evaluated often, which not only strengthens our tours, but we are provided with feedback to improve our tours. This regularity also helps the process be less intimidating.
- One shortcoming mentioned is that we may have a docent who has not previously been part of an evaluation team evaluating another docent. This occurs mostly with the Special Exhibition Tours. It was suggested that we establish clear guidelines and criteria for the evaluation process and must educate evaluators to follow these. Evaluators should be qualified only after receiving this education, and Special Exhibition Team leaders need to have a list of those qualified to be evaluators on their teams.

Webmaster: Gretel Rothrock

- Gretel reported that there have been some problems with the flow of information to the website from data creators on the Board. Mike Ramey has been helping upload some of the information, and he suggested that we move these duties to Section 8 of the By-Laws (Officers and Duties) to improve the timeliness of updates. These duties are currently listed in the Standing Rules which largely go unnoticed, based on his previous experience.
- Here is a list of officer responsibilities to be communicated to the webmaster so information will be uploaded in a timely and accurate manner:
 - President: meeting dates and speakers; Board meeting dates
 - Vice President: Docent Council trips, events, activities
 - Secretary: approved Board minutes (PDF preferred)
 - Adult/Student Teams: updates to team memberships
 - Provisional Chair: update class syllabus and materials
 - Research: completed research papers
 - Evaluations: updates to evaluations forms
- Teda agreed to meet with Mike about this issue.

Nominations Chair: Patty Santiago/ Karen Howsam

- The slate of officers was added as an addendum to the May 10th Board minutes.

Provisional Class: Patty Santiago

- The Provisional docents presented their 45-minute tours to a team of evaluators on May 24-25. Of the 18 current Provisional docents, 13 passed their evaluations. Two of the Provisionals were asked to do a second evaluation after working with the support of their mentors. One of those passed his second evaluation the following week. Three evaluations have been scheduled for June for two Provisionals who were unavailable the week of evaluations and for one who needed a second evaluation. One additional Provisional is in France until the end of August, and she would like to do her tour when she returns.
- Patty commended the Evaluations Team for their contributions in preparing these Provisional docents for touring.
- The graduation ceremony for the Provisional Class was held on Friday, June 2. It was a wonderful event which marked the culmination of the Provisional Program and the transition of the class to active docent status.
- The class has begun touring students from the RTEC summer camp. In addition, there are other summer community programs that have requested museum tours for their students.
- July 1st marks the date the new actives will begin touring adults with their Highlights Tours.

Department of Education: Patty Santiago & Patsy Hicks

- Jim Gallager was thankful and appreciative for the gift certificate the Docent Council gave him to honor his years of service to the Council and the Museum.
- Recruitment – 12 people showed up for a meeting in the Auditorium and a Mini-Tour. Ten applications have come in since the meeting. Another informal meeting will be held in August and advertised in the Independent.
- The Docent Council would like to thank Jacqueline Simons who donated \$100 to the Council.
- As the Preference Sheets and dues come in for next year, it was noted that dues from some of the Sustainers are often late. Denise shared the idea of sending Sustainers a card with an addressed envelope to make it easier to mail in the dues. It's also a nice way to personally connect with the Sustainers. It's important to get the dues back from the Sustainers in the summer so they are on the Membership roster and can therefore be listed in the directory.
- Patsy thanked the outgoing Board members and welcomed the incoming members. This was a transitional year, and the Student Tours really exhibited the fruits of the year's efforts.
- Patsy shared about the exciting exhibitions and events that are to come: "The Private Universe of James Castle" -a beautiful family guide has been created and plans for ASL touring is in the works as well as the possibility of a dance performance by a deaf person from birth, "Inside/Outside", "Wares!", FRC summer studio each week, "Flowers on a River" (coming this Fall), James Glisson is arranging a collaboration with the Music Academy of the West on Sunday, July 23 at 5:00 called "Beyond Conversation: Radiant Frequencies", and "Shape, Ground, Shadow: The Photographs of Ellsworth Kelly", and a collaboration with the Santa Barbara Symphony for the Morisot/Cassatt exhibition.

- The search for a new museum director is still underway. Over 60 applicants have applied, the committee is in the process of narrowing the field. Larry Feinberg is much involved and will remain the Director until a new one is found.

4. **Adjournment:**

Denise moved to adjourn the meeting, and Teda adjourned the meeting at 10:55 a.m.

Respectfully submitted,

Cindy Anderson
Secretary, SBMA Docent Council Board