

# SANTA BARBARA MUSEUM OF ART

## Docent Council Board Meeting Minutes

May 13, 2024

Family Resource Center 9:30 a.m.

**Board Members Present:** Teda Pilcher, President; Pattie Firestone, Vice-President; Tommie Rae Barnett, Treasurer; Cindy Anderson, Secretary; Andrew Baker, Student Team Co-Chair; Susan Lowe, Adult Teams Co-Chair; Denise Klassen, Adult Teams Co-Chair; Christine Holland, Evaluations Co-Chair; Irene Stone, Evaluations Co-Chair; Barbara Ross, Research Chair; Shirley Waxman, Nominations Chair; Patty Santiago, Coordinator of Docent Programs

**Not In Attendance:** Mary Ellen Alden, Membership; Nicola Ghersen, Student Team Co-Chair; Gretel Rothrock, Webmaster; Patsy Hicks, Director of Education

1. **Call to order:** President Teda Pilcher called the meeting to order at 9:32 a.m.

2. **Approval of Minutes:**

**Action Item:** A motion to approve the Board minutes of the April 8, 2024 meeting was made by Pattie Firestone and seconded by Andrew, except for the first paragraph of the President's Report regarding the qualifications for the Lifetime Achievement Award. It was decided that if the award ever be given again that the Board would decide the qualifications at that time. The sentence "The candidate for this award should have been actively involved in the Docent Council for over 30 years, and the candidate should have made exceptional contributions to the Docent Council" was omitted, and the revised minutes sent to the Board. The minutes were then unanimously approved.

3. **Board Reports:**

### **President's Report –Teda Pilcher**

- Teda reported that she had a crystal engraving made for Ricki's award. Cost of the original work was \$150 including tax and engraving.
- Mary Ellen told Teda that Molora (Nichols) Vadnais wants to return to active status. She had been active from 2009-2020. There has been precedence for this return in the past. Christine made a motion and Irene seconded it to approve her return to the Docent Council. The motion was unanimously approved.

### **Vice-President's Report – Pattie Firestone**

- Pattie asked for the current Board members to reach out to their successor before the Board meeting June 10<sup>th</sup> so they know what questions to ask at the Joint Board Meeting and can begin to work on July 1<sup>st</sup> – the beginning of the fiscal and new touring year.
- Pattie also reviewed the summary of the DC Trip. She thanked us for our support. Pattie put an article in *La Muse* to give an overview of the trip complete with photos. They had a great time.

**Department of Education: Patty Santiago for Patsy Hicks**

- Patty informed us the McCormick gallery will be closed for some of the summer due to the installation of the exhibit “*A Legacy of Giving - the Lady Leslie and Lord Paul Ridley-Tree Collection*”. This will somewhat impact summer camp tours.
- Graduation funding is a concern. Typically, the Docent Council finances the flowers and pins for the graduation ceremony and the Education Department pays for the catering, AV, security, table rentals, etc. Patty was asking if the Docent Council would approve using some of their funds to help alleviate the cost of the Docent Graduation and Awards Ceremony. Cindy mentioned there was over \$700 in the Gifts/Flowers budget that could be used. There was also \$429 left in the Holiday Party budget since several members generously made donations to allow us to be under budget for the Holiday Party. Irene moved to allocate \$1000 from the Docent Council funds to be used to purchase flowers and the remainder to go to the Education Department to offset their expenses for the Graduation, Recognition Ceremony, and reception in Ludington Court. Denise seconded the motion.
- Patty reported that there is now a new CFO of the museum in place.

#### **Secretary’s Report - Cindy Anderson**

- Cindy wanted to clarify who the Board meeting minutes are for as she passes the baton to her successor. The Board meeting minutes are posted on the Docent Council website and are meant to be a means to communicate transparently to Docent Council members what business is discussed and decided on at Board meetings. That said, keeping specific names and private details out of the minutes is advised in order to respect the privacy of members mentioned.

#### **Treasurer’s Report – Tommie Rae Barnett**

- Our current savings account has \$10,404.99. The checking account balance is \$6,151.05.
- Tommie Rae requested that Board members turn in any reimbursement requests quickly so she can get checks written by the end of June so she can close the books before the new fiscal year begins.
- She will meet with Mary in early July after she has done her 2023-2024 Treasurer’s report.
- We will need to pass the 2024-2025 budget at the June 10<sup>th</sup> meeting.

#### **Membership Report: Teda for Mary Ellen Alden**

- Kristin Frascella will have her student evaluation when she returns in January 2025.

#### **Adult Teams: Susan Lowe**

- Susan reported that there were fewer Special Request tours done this month.
- Due to a miscommunication between a docent and a team leader, a couple of Highlight Tours were missed (although one of them was saved by a docent who was already at the museum).
- A duplicate Highlights Tour occurred when the assigned docent failed to check in at the front desk, proceeded with her tour, and then another docent stepped in to handle a tour with the visitors who were waiting at the front desk. In the future, it might be a good idea to send a reminder out to all docents to remember to check in at the front desk.
- The newly assigned Special Request page in the Redbook seemed to work well.

- The tour dates for the summer - fall, touring team for the “*Legacy of Giving, The Lady Leslie Ridley Tree Bequest Exhibition*” has been sent to the team leader.
- The April statistics are shown below:

	<u>H</u>	<u>A/E</u>	<u>Jl</u>	<u>Ten Talks</u>	<u>D/S</u>	<u>CS</u>
<b><u>April</u></b>						
# Tours Scheduled	15	10	12	2	0	1
# Tours Reported	14	10	13	2	0	1
Zero Attendance	1	1	1	0	0	0
Special Requests	0	0	1	0	1	0
# Attendees	79	72	84	18	8	12
Average Attendance	5.6	8.4	6	9	8	12
<u>TOTALS</u> : Scheduled:	40	Zero Attendance: 3		Visitors: 273		
Done:	39	Special Requests: 2		Average: 6.7		

### **Student Teams: Andrew Baker**

- The student teams toured a total of 607 students this month. Teams have been communicating well and are all gearing up for the last push of student tours for the year in May.
- The Provisionals have been actively presenting two pieces of art on selected tours with the mentoring of volunteer docents. The student touring docents have been most welcoming of our Provisional docents.
- Thank you to Patty Santiago for getting all the schedules organized for the Provisionals to present their art pieces. It made it very easy for us to contact team leaders to let them know who was coming and when. The system she put into place was very effective.
- Anne-Marie and Andrew will be present at the Docent Job Fair at the Docent Council meeting on Wednesday, May 15<sup>th</sup>. They will share with the docents what it entails to be a student touring docent, the commitments and responsibilities, and the difference between the artful making and artful thinking tours. It is hoped that they will be able to recruit some team leaders for next year from this presentation.
- Andrew and Nicola extended their thanks to Molly for getting the Student preference sheets ready for the Job Fair.
- It was reported that there will not be a Friday Focus team next year. This year was a Pilot program. Docents are advised to check if they are interested in touring High School or After School students on the Preference sheets for next year, or to reach out as the need arises next year.

### **Research: Barbara Ross**

- Barbara presented a compilation of quotes that she gleaned from perusing many of the research papers she reviewed this year. She also included them in an article in the May edition of *La Muse*. She noticed that almost all docents include one or more artist quotes in their research papers, and that these quotes often help us understand the artist’s intention, his/her philosophies, and perhaps even provide guidance for living.

### **Evaluations: Irene**

- The final scheduled adult tour evaluations for this year will be completed in June (Highlights Tours). The major evaluations still remaining are those for the Provisionals' Highlights Tours, which will be completed on May 21-22 from 11:00-2:00 each day. We have asked docents to encourage the Provisionals as they see them practicing in the galleries.
- Irene and Christine wanted to thank the evaluators for volunteering their time and expertise. With such a large number of evaluations scheduled this year, they deeply appreciated the willingness of the evaluators to take on more dates. They affirmed that our evaluation process makes our tours for the public both more professional and more engaging as we support each other in our camaraderie.
- Although our evaluation process is effective, there has been some discussion this year about revising the evaluation form. Barbara, Laura, and Christine plan on meeting this summer to look at the evaluation form and to see how they may improve it to be more user-friendly for the evaluators.

**Webmaster: Gretel Rothrock**

- No report

**Nominations Chair: Shirley Waxman**

- No report

**Provisional Class: Patty Santiago**

- The last Provisional class was held on Wednesday, May 8<sup>th</sup>. Much time was spent scheduling summer touring for both adult and student tours, as well as reviewing the Preference Sheets. Next week on May 15<sup>th</sup> and 16<sup>th</sup>, the Provisional docents will be presenting a “dress rehearsal” of their 45-minute talks to Cindy, Barbara, and Patty. It is hoped that this way, they may be able to assist those Provisionals whose tours may not be completely ready for the evaluation team. The evaluations of their 45-minute talks will take place on May 21<sup>st</sup> and May 22<sup>nd</sup>. Patty expressed her gratitude to the Evaluation Chairs, Christine and Irene, for coordinating and scheduling evaluators. If all goes well, 17 new docents will graduate on June 7<sup>th</sup>.

**4. Adjournment:**

A motion to adjourn was made by Pattie and seconded by Denise. Teda adjourned the meeting at 10:58 a.m.

The next Board Meeting will be a Double Board meeting, held Monday, June 10<sup>th</sup> at 9:30 a.m. in the Family Resource Center (FRC).

Respectfully submitted,

Cindy Anderson  
Secretary, SBMA Docent Council Board