

# DOCENT COUNCIL BOARD MEETING MINUTES

Santa Barbara Museum of Art

Date: September 11, 2019

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1. **CALL TO ORDER**
2. **APPROVAL OF MINUTES -- Board Meeting Minutes June double board meeting 2019**
3. **BOARD REPORTS:**

**PRESIDENT:** Mary Joyce Winder

**VICE PRESIDENT/PRESIDENT ELECT:** Patty Santiago

**SECRETARY:** David Reichert

**TREASURER:** Jeff Vitucci

**MEMBERSHIP:** Pattie Firestone

**ADULT TEAMS:** Vikki Duncan & Christine Holland

**STUDENT TEAMS:** Teda Pilcher & Irene Stone

**PROVISIONAL CHAIRS:** Patty Santiago & Ralph Wilson

**RESEARCH:** Sarajum Quazi

**EVALUATIONS:** Joan Dewhirst

**WEBMASTER:** Gail Stichler

**PAST PRESIDENT/NOMINATIONS:** Mary Ellen Hoffman

**DEPARTMENT OF EDUCATION:** Director: Patsy Hicks

4. **OLD BUSINESS**
  5. **NEW BUSINESS**
  6. **ADJOURNMENT**
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Present: Mary Joyce Winder, Jeff Vitucci, Pattie Firestone, Vikki Duncan, Christine Holland, Teda Pilcher, Irene Stone, Sarajum Quazi, Joan Dewhirst, Gail Stichler, Mary Ellen Hoffman.

Absent: David Reichert, Patty Santiago, and Ralph Wilson.

Museum Education Department: Patsy Hicks; Elena Hancock

## **CALL TO ORDER: Mary Joyce Winder**

Mary called the meeting to order at 9:30, at the home of Patsy Hicks.

The Board voted to approve the minutes of the Double Board meeting of June 5, 2019.

## **BOARD REPORTS:**

All Chairs provided their written reports, which are attached hereto.

### **President: Mary Joyce Winder**

Mary welcomed all to the new Docent service year, and recognized new board members Jeff, Sarajum and Pattie. She recognized and thanked Elena for her work in the Education Department, thanked Patsy for hosting, and thanked all for their service and enthusiasm

Provisional Docent Recruitment: Mary reported on the strategies and successes for reaching out to interested persons, printing and distributing a brochure, and hosting 2 successful receptions. She thanked all volunteers who helped out at various stages.

We have now interviewed 25 qualified applicants. Ralph will be the Provisional Chair and trainer and, with the unanimous approval of the Board, Patti Santiago will be the co- Chair.

Publication of Financial Information: Mary asked for discussion regarding (1) publication of the detailed financial information on the website and also in "La Muse", and (2) whether the individual Board Chair reports (attached to the monthly Minutes which are available in the Docent office) should be published on the Docent website along with the Minutes.

The discussion centered around the desire for transparency, and whether the more detailed information should be available on-line as well as in hard copy in the docent office. After discussion, it was decided that it would be helpful to post all Chair reports and the financial reports on the website along with the monthly minutes, and

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this would make them available for easy reference and historical information. In addition, the Board agreed that once-a-year the Treasurer should prepare a brief narrative report for "La Muse," to describe the financial information and how the money is used.

It was noted that one anticipated question from Docents will be: why there is so much money in the savings account. The answers would include a desire to prepare for costs associated with the future renovation changes, to cover costs of Docent recruitment and training, travel to the Docent Symposium each 2 years, and creating a reserve for possible future budget shortfalls.

**MOTION:** The Board approved a Motion: the secretary will copy and put into one document, as a part of the secretary's Minutes of the Board meetings, the Minutes and all the attached Board Chair reports, and send the document for posting on the Docent website.

**MOTION:** The Treasurer each year will draft a general financial report and narrative for La Muse, re financial of the Docent Council. He will submit the draft to the Board for approval, and the report will be published in La Muse.

**Vice President: Mary Joyce Winder for Patty Santiago**

Mary summarized the information in the report concerning past activities. There are plans for the upcoming bus trip to the Manet exhibit at The Getty Center,

**Secretary: Mary Joyce Winder for David Reichert**

Mary summarized the secretary report re correspondence sent on behalf of the Docent Council.

**Treasurer: Jeff Vitucci**

Jeff provided copies of the Proposed Budget, and the Account Balances. The checking account balance is (approximately) \$4800 and there is \$10,300 in the savings account.

We have collected a total of \$2645 in docent dues for this Docent year. We expect approximately \$1000 in dues from Sustainers which would place us within or above our budget.

Budgeted expenditures are \$3000 for two Docents to attend the Docent Symposium each 2 years, and that \$3000 is budgeted at \$1500 per year, earmarked for that specific expense.

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The holiday party expenses for last year exceeded the budget.

There was a detailed discussion re the various possible ways to show items I the financial reports and budget.

**Action Item:** At the request of the Board, Jeff will analyze areas where budget items should be increased and the board will review the proposed budget at the next meeting.

## **Membership: Pattie Firestone**

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Docent Membership:

54 active docents

1 docent on leave of absence

41 sustainer docents.

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Pattie is working on gathering and cataloguing docent hours.

**Action Item:** Pattie will send reminders to Sustainers re the need to pay their dues.

There was a discussion re what rules exist in the By Laws re categories for Leave of Absence and Sustainer categories. It is noted that the Board has sometimes made exceptions in response to a Docent's request for LOA.

**Action Item:** At Mary's suggestion, The Board will consider, at the next meeting, a clarification of the By Laws re the different categories and their requirements.

## **Adult Teams: Christine Holland and Vikki Duncan**

Christine reported that all tours went smoothly during June, July and August (tour stats attached) and there was good visitor attendance with an average of 6.8 per tour, probably helped by interest in the contemporary art exhibit. CSP speakers were active with 26 talks given.

Team assignments have been made, but it appears that there will be some changes necessary as we learn information in the next weeks re anticipated Museum changes in the exhibit schedule for next year. "Observable Universe" will be extended another month. Christine and Vikki will respond and take action as necessary, working with Education and the Board.

## **Student Tours: Irene Stone and Teda Pilcher**

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Four tour teams have been assembled. Two teams will give traditional student tours and two teams will give “Artful Making Program” tours. Special Request tours will be on Fridays.

There are no tours scheduled yet for October.

## **Provisional Chair: Ralph Wilson & Patty Santiago**

Ralph was absent from the meeting, but Patsy noted that he has provided a draft syllabus for the training year. They continue to work to prepare for the training year. We expect a large class of approximately 22-25 Provisionals, and Ralph will teach along with Patty Santiago.

## **Research: Sarajum Quazi**

Research papers are being prepared for the next 2 exhibits. Sarajum noted what papers and information exist on the website, and the Education department and the curators also will be providing more research. There remain some objects that need research.

**Action Item:** Board agrees that Sarajum will first contact the Team Leaders to ask of any research is already in progress re the exhibit objects, and then will determine what additional research is needed and consider asking Docents for further assistance.

## **Evaluations: Joan Dewhirst**

Joan detailed plans for evaluations for next year’s Adult and Student Teams.

## **Web Master: Gail Stichler**

Gail and Mike Ramey met to organize duties. One change to the Docent website will be the addition of a “News Flash” category for new information.

She notes that information is automatically backed-up each day. We will need to update to a new WordPress editor and will have to purchase a license. It will take about a year to complete the roll-over to the new editor.

Gail praised and thanked Mike Ramey and at the request of the Board will convey their deep thanks for his continuing excellent work.

## **Past President/Nominations: Mary Ellen Hoffman**

There is no report at this time; the nominations process will begin in January.

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## **Education and Museum Report: Patsy Hicks**

Patsy thanked all for their support following her back surgery and praised the Board for its work and caring as a Board. All present thanked Elena for her excellent and helpful work during the summer.

Re Ten Talks tours (given each month on First Thursdays), Team Leader Shirley Waxman has suggested that the TT be suspended temporarily due to conflict with Art Matters lectures and various other programs those evenings. Shirley has ideas for interesting ways to improve the TT, including improved signage, will meet with Adult Team Leaders and Mary Joyce to discuss possible changes. Meanwhile, the Board agreed that TT will be suspended until 2020.

The Family Research Center will have themes and activities related to the Cosmos and the Salt & Silver exhibits.

Docent meeting talks are scheduled with curators of the exhibits, and author Susan Strait will give a talk for Parallel Stories in October.

After the departure of curator Julie Joyce, the Museum's Director and Curators have decided to cancel the proposed exhibit on Surrealism, and possibly the exhibit on Dorr Bothwell. They are proposing staggered installations of modern and contemporary works. Patsy will advise the docent membership at the next meeting, and will continue to keep us informed as soon as she gets any information.

Some Adult Teams will have to be reassembled. We will wait for further information before undertaking this task. The plan is to ask first the members of the two affected teams to compose new teams re the rotating exhibits.

Patsy reported on plans for various occasional activities in the Museum such as poetry and art-making in the galleries, and "art with a side of music" with the SB Symphony.

## **Adjournment**

Mary Joyce adjourned the meeting at 12:00.

Respectfully Submitted,

Christine Holland, for David Reichert,

Docent Council Secretary

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## **President Report:**

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Welcome to our first board meeting of the docent calendar year 2019-2020. I especially want to welcome our new members of the Board: our Treasurer, Mr. Jeff Vitucci; Membership chair, Ms. Pattie Firestone; and our Research Chair, Ms. Sarajum Quazi.

Welcome to all of you who keep serving this organization with your dedication and talent. Every one of you is responsible for the continuation of a long history of service that began some 50 years ago. Thank you for your continued service.

I would like to also welcome Elena Hancock from the Museum Education Office to our Meeting, she has been invaluable this last summer in helping with docent recruitment. Thank you for jumping in and offering to help in any way you could. She has also met with many of the various Board Chairs over the summer to learn about our program, guidelines and policies.

## **PROVISIONAL RECRUITMENT RECEPTION**

It has been a busy summer recruiting docents for our next Provisional Class. I began by creating a plan of a Provisional Recruitment Strategy. As you may or may not know, within the span of the last five years there were only two provisional classes. It was clear we needed more docents, especially with newly remodeled galleries reopening in the Fall of 2020.

The basic strategy of my plan was to get our recruitment request out to as many potential interested groups and individuals as possible. I wanted to cast a very wide net to any potential docent in our community.

## **BROCHURE**

- With the help of the Education Department a brochure was created advertising who we are and what we do at the museum. The brochure asked for those interested in becoming a docent at SBMA to join us at our recruitment reception.
- The recruitment brochure was placed on the SBMA Website.
- An added new feature to the docent application process was created. Potential Docents now have the ability to apply online on the Museum Website.
- Digital Copies of the brochure were then sent to 50 local service organizations. Many of these organizations advertised our event within their newsletters.
- The printed brochures were then mailed to over 50 brick and mortar establishments; galleries, art schools and art organizations.

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- Most importantly, all the Docents were emailed with a request asking them to share the brochure with anyone they knew that might be interested in becoming a Docent.

## MEDIA AND ADVERTISING

- The notice for the recruitment reception was placed on the Independent calendar of events with a photo of our group.
- The press release was also sent to all local publications digitally and otherwise.
  - Montecito Journal
  - Santa Barbara News Press
  - Noozhawk
  - Edhat
  - Coastal View News
  - Santa Barbara Family Life Magazine
  - South Coast Beacon
  - Santa Barbara Sentinel
- The museum also placed an advertisement in the Independent.

The result of all this effort was a recruitment reception with over 50 people attending. There were 37 potential recruits in attendance. More people attended than RSVP'd.

A special thanks to my VP, Patty Santiago, for anchoring the reception desk with check in and name tags. The volunteer spirit flowed forth with Docents giving great "mini-tours"; Loree Gold presenting Kehinde Wiley's equestrian portrait, Ann Hammond touring our permanent collection, and Laura De Paoli presenting the Kallmyer exhibition.

Thank you all who attended and talked with the potential docents. Because of all the efforts of everyone involved, to this date we have 25 applicants of highly qualified individuals.

The interviews were held over 6 + days, and the members of the class of 2019-2020 show signs of true potential that will expand our knowledge base as a council, adding multiple diverse backgrounds and varied accomplishments to our group.

Because of the large amount of respondents, I requested the Education Office to stop taking applications on September 9, 2019. Patsy Hicks will share more about that later.

We also invited the interviewed applicants to attend the first Docent Council Meeting of September 18.

## NEW PROVISIONAL CO-CHAIR



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In light of the fact that there are so many applicants who have been interviewed, I asked Mr. Ralph Wilson to consider a Co-Chair for the class. We agreed on Ms. Patty Santiago as the new Co Chair if the Board Agrees.

Open for discussion and any motions.

## **BOARD REPORTS**

Treasurer, Mr. Jeff Vitucci, was approached by Ms. Lori Mohr of the La Muse Newsletter to write about our finances. Specifically what the docent dues are for. I asked Jeff to wait in writing a report until we discussed as a board what is appropriate to report to La muse financially.

I explained to Lori that all of our financial transactions are transparent, you can see them on the Board Minutes on the Docent Website as well as in the white notebook in the docent office. I also wrote her that the museum has clear access to seeing our banking transactions online at any time, they can see our accounts but have no ability to interact with them.

This brings to mind the first Question;

1. What is the directive regarding our reports to La Muse, and are our reports directed by the La Muse editor? Our financial report?
  - a. There was not one treasurers report last year in La Muse
  - b. The one I found from years ago, it was reporting the transparency aspect of our financial relationship with the Museum.
2. Currently the individual reports from the Board chair members are not included in the minutes on the Docent Website, they are only attached to the minutes in the white notebook in the docent office. Should the individual Board Reports be added to the Board Minutes on the Docent Website?
  - a. If they were digitized this gives future boards the ability to review past decisions easily, with more efficiency.
  - b. It would demonstrate transparency, we have nothing to hide.
  - c. Board Chairs would need to send their reports digitally to the Current Secretary.
  - d. This would be an official document from the Docent Council Board, not a magazine article.

Open for discussion and any motions.

## **REQUEST FOR SUSTAINER STATUS**

The following Docents have requested and been awarded Sustainer Status:

1. Mary Eckhart
2. Julie Allen

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## 3. Queenie Scheurwater

From midyear last year

1. Patricia Goss Sullivan
2. Mei Chih Ho

### **NEWS FROM THE EDUCATION OFFICE**

Ms. Hicks has informed me that there have been changes with planned exhibitions, and there have been cancellations. I will let her explain these changes, as they keep being modified. I also want to mention a special thanks to the patience of our co-chair adult team leaders, Vikki Duncan and Christine Holland in contacting these touring teams and making the necessary adjustments. As docents we have learned that changes present opportunities to address new challenges. Thank you all for your patience and understanding.

### **MISCELLANEOUS DIRECTIVES AND ACTIONS**

- Requested Mr. Jeff Vitucci to look at our past treasurer's report and update it so that it is more understandable and readable to a non-accountant like me. Thank you Jeff.
- Requested Ms. Pattie Firestone to write all the sustainers that have not paid their dues, politely requesting payment. (25 unpaid at \$45.00 per sustainer equals \$1,125.00)
- I met with both Student and Adult team chairs to acquaint myself with the process of placement of our members on touring teams. I requested my Vice President, Ms. Patty Santiago accompany me as I feel the VP's role is also one of training to be President.
- Flowers were sent to Patsy Hicks after her back surgery. Flowers also were sent to Ms. Loree Gold after her knee surgery.
- Get well cards were requested, to Patsy Hicks, Ms. Loree Gold, and thinking of you to Ms. Ricki Morse.
- Received a \$50.00 Check from CSP, the treasurer deposited it. Requested a thank you card to the Community Speakers Association for donating the honorarium they received from the Women's Federation meeting to our Docent Account.
- We have all Board members who will be in attendance at the first Docent Council Meeting signed up to bring refreshments. Thank you all for your efforts to welcome back the council as well as some of the new Provisionals.

It is my honor and privilege to serve the Docent Council as President this year.

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My Presidential year is dedicated to serving the Docent Council in every way that I am able. I know everyone in this volunteer organization understands the joy of volunteering and the surprising rewards service brings.

Respectfully Submitted,

Mary Joyce Winder

SBMA Docent Council Board President

## **VICE PRESIDENT REPORT**

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On July 17, 2019 approximately 13 docents and 2 prospective provisional docents met at the studio of artist, Mary Heebner for a tour. Mary was incredibly welcoming and gave us a rare insight, not only to her techniques, but also her creative process. A smaller group then met Mary and curator, Elyse Gonzales, at the UCSB Art and Architecture Museum for a presentation of her joint exhibition with architect, Jeff Shelton.

The first bus trip of the year for the Docent Council has been scheduled for Wednesday, October 30<sup>th</sup> to the Getty Museum for a curator led tour of the exhibition, "Manet and Modern Beauty". Sign up and payment can be made at the second Docent Council meeting on October 2<sup>nd</sup>.

Finally, plans are in the works for a Docent Council trip to NYC for the last week in April.

Patty Santiago

Vice President

## **Secretary's Report September 11, 2019**

On behalf of the Board and Council:

I sent get-well cards to Patsy Hicks (on August 16) and to Loree Gold (on August 28). I sent a thinking-of-you card to Ricki Morse on August 28. This follows on the Board decision to accept Ricki's offer to continue to serve as an Active docent via research, in lieu of touring which her health no longer permits. I sent a thank-you card to the Community Speakers Program, in thanks for forwarding a check received by Lori Mohr for her talk to the Women's Federation meeting, to the Docent Council account. This went out on August 16. On September 2 I sent a good-bye card to Mary Eckhart. She is moving from Nipomo to the Boise, Idaho area.

Respectfully submitted,

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David Reichert

Docent Council Secret

## **Treasurer's Report as of 31 August**

Dear Board Members:

The below summarizes our revenues, expenditures, and change in account balances for the period 1 July 2019 through 31 August 2019 for our checking account (Table 1) and our savings account (Table 2). In addition, a budget summary as of 31 August 2019 (Table 3) is included that accounts for prior year fiscal year expenditures and income that should be balanced against our current year budget. Please note the budget summary is preliminary, is based on prior years examples, and requires board approval before moving forward. Please do not hesitate to provide any constructive comments on this format or if there are any missing items that I may have overlooked.

### **ACCOUNT BALANCE SUMMARIES**

The checking account balance as of 31 August 2019 was \$4,820.99, up from \$4,394.38 at the beginning of the fiscal year (July 1, 2019), due the following activities:

1. Docent dues collected during the July/August period totaled \$1,120, and interest earned amounted to \$1.27.
2. We also received a \$50 donation to the Community Speakers Program.
3. Please note that docent dues collected late in the prior fiscal year (that ended June 30, 2019) for our 2019/20 fiscal year were accounted for in last year's annual report and therefore are not included in this table.
  - a. Having said this, however, I have reported these prior year receipts from dues in Table 3, the budget summary for 2019/2020, to account for all revenues and expenditures to be accounted for in our current 2019/2020 budget regardless of when the monies came in or were expended (see budget discussion below).
4. Outlays from the checking account during this period included \$79.37 for get well flowers for Patsy Hicks, \$85.29 for docent recruitment expenditures, \$580 for this year's symposium fee for Mary Winder. Similar to the above discussion regarding some current FY dues being received in the prior FY and are not included in the table, symposium fees for P. Santiago were also paid in the prior FY but are not included in the table; but are accounted for in Table 3 (see budget discussion below).

The savings account summary is self-explanatory. Typically, the only activity in this account is reporting the interest earned during the month (\$2.59) in this case. This

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may change as needs dictate. The savings account balance stood at \$10,301.58 as of August 31, 2019.

**Table 1. Statement of Revenues, Expenditures, and Change in Checking Account Balance, Year-to-Date as of 31 August 2019**

PERIOD BEGINNING PERIOD ENDING INCOME/EXPENSE CATEGORY	July 1, 2019 August 31, 2019		CHECKING ACCOUNT COMMENTS
	INCOME	EXPENSE	
REVENUES			
Docent Dues	\$1,120.00		Does not include prior FY deposits/expenses, see budget summary below
Interest Earned	\$1.27		
Miscellaneous Income	\$50.00		Donation to Community Speakers Program
EXPENDITURES			
Docent Symposium		\$580.00	Symposium fee for Mary Winder; does not include fee for P. Santiago, see budget below
Holiday Party			
Gifts, Flowers		\$79.37	Get well flowers for Patsy Hicks
Graduation and Recognition Party			
Provisional Trainers Reimbursement			
Docent Recruitment		\$85.29	Envelopes/stamps
Miscellaneous Expenses			
Field Trip 1			
Field Trip 2			
Field Trip 3			
Field Trip 4			
TOTALS	\$1,171.27	\$744.66	
BEGINNING BALANCE	\$4,394.38		\$4,820.99 ENDING BALANCE

**Table 2. Statement of Revenues, Expenditures, and Change in Savings Account Balance, Year-to-Date as of 31 August 2019**

PERIOD BEGINNING PERIOD ENDING INCOME/EXPENSE CATEGORY	July 1, 2019 August 31, 2019		SAVINGS ACCOUNT COMMENTS
	INCOME	EXPENSE	
Interest Earned/Bank Charges	\$2.59		Interest Earned
TOTALS	\$2.59	\$0.00	
BEGINNING BALANCE	\$10,298.99		\$10,301.58 ENDING BALANCE

Total assets as of 31 August 2019 thus total \$15,122.57.

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**2019/2020 BUDGET SUMMARY**

Table 3 compares our budgeted income and expenditures to actual income and expenditures to date, adjusted for prior FY income and expenditures. As discussed above, there were docent dues receipts (\$1,525) that were reported in the prior FY’s year-end summary but should be charged against our current FY budget. Likewise, there was an expenditure for P. Santiago’s symposium fee that was reported in the prior FY’s year-end summary that should be charged against our current FY budget. For your information, these two items should be the only revenue or expenditure adjustments for now.

As mentioned above, budget amounts are still subject to board approval.

Items to note:

1. Pretty much all the docent dues we will likely receive for this year have been received. There may be a few late receipts, but these are expected to be minimal. In summary, our dues currently are \$930 less than currently budgeted.
2. We should think about budgeting for miscellaneous revenue such as donations and interest income (just to be complete in our accounting).
3. All our expenditures to date are below budgeted amounts, but that should be expected since we are early in our fiscal year.

Please note that our preliminary budgeted expenditures exceed our projected income this year by approximately \$2,600.

**Table 3. FY2019/2020 Budget, Actual Income and Expenditures (Checking and Savings), and Adjustments for Prior FY Income and Expenditures as Needed, as of 31 August 2019**

		2019/2020		Prior FY	Revised YTD Total		Prior FY Adjustment	Comments
		Budget	YTD Actuals	Adjustment	Income/Expenses	Over/(Under)		
INCOME	Docent Dues	\$3,575.00	\$1,120.00	\$1,525.00	\$2,645.00	(\$930.00)		\$1,525 reflects prior FY deposit
	Other Revenue (Interest, Donations)	\$0.00	\$53.86		\$53.86	\$53.86		
EXPENSES	Docent Symposium	\$3,000.00	\$580.00	\$580.00	\$1,160.00	(\$1,840.00)		Reflects P. Santiago reimburse
	Holiday Party	\$900.00				(\$900.00)		
	Gifts, Flowers	\$500.00	\$79.37		\$79.37	(\$420.63)		
	Graduation and Recognition Party	\$500.00				(\$500.00)		
	Provisional Trainers Reimbursement	\$700.00				(\$700.00)		
	Docent Recruitment	\$600.00	\$85.29		\$85.29	(\$514.71)		
	Other Expenses	\$0.00						
Net Total (Income less Expenses)						(\$2,625.00)		

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Respectfully submitted

Jeff D. Vitucci, Treasurer, Date: TBD

**MEMBERSHIP**

<b>MEMBERSHIP</b>	<b>REPORT</b>	10/9/19			
<b>Active Docents</b>	53				
<b>LOA</b>	2				
<b>Sustainers</b>	40				
<b>Provisionals</b>	23				
<b>Month</b>	<b>Public</b>	Research	Provisionals	Total Hours	
<b>June</b>	53	714		767	
<b>July</b>	96	637		733	
<b>August</b>	54	762		816	
<b>September</b>	31	651		682	
<b>October</b>	0	0		0	
<b>November</b>					
<b>December</b>					
<b>January</b>					
<b>February</b>					
<b>March</b>					
<b>April</b>					
<b>May</b>					
	<b>TOTAL</b>			2998	

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## **ADULT TEAMS**

Adult Tour Reports June and July2

### DOCENT TOURING STATISTICS

Re: JUNE 2019

#### ALL TOURS

Total visitors toured: 251

Total Number Tours: 36 (37 scheduled)

Visitors per Tour average: 6.7

#### DOCENT'S CHOICE

Total visitors toured: 74

Total Number Tours: 16

Visitors per Tour average: 4.6

#### SCULPTURE

Total visitors toured: 38

Total Number Tours: 8 (9 scheduled)

Visitors per Tour average: 4.75

#### CONTEMPORARY

Total visitors toured: 139

Total Number Tours: 12

Visitors per Tour average: 11.6

#### TEN TALKS

Cancelled this month

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## **COMMUNITY SPEAKER PRESENTATIONS**

There were 13 Community Speaker presentations in June, to a total of 308 attendees.

One Sculpture tour had zero visitors.

One Sculpture tour was not given due to a error in scheduling tour times.

Respectfully Submitted,

Christine Holland,

Adult Tour Teams Co-Chair

## DOCENT TOURING STATISTICS

Re: JULY 2019

### ALL TOURS

Total visitors toured: 227

Total Number Tours: 36 (38 scheduled)

Visitors per Tour average: 6.3

### **DOCENT'S CHOICE**

Total visitors toured: 90

Total Number Tours: 17 (19 scheduled)

Visitors per Tour average: 5.3

### **SCULPTURE**

Total visitors toured: 41

Total Number Tours: 7

Visitors per Tour average: 5.8

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### **CONTEMPORARY**

Total visitors toured: 96

Total Number Tours: 12

Visitors per Tour average: 8

### **TEN TALKS**

Cancelled this month

### **COMMUNITY SPEAKER PRESENTATIONS**

There were 8 Community Speaker presentations in July, to a total of 195 attendees.

Two Docent's Choice tours were cancelled because there were zero visitors.

Respectfully Submitted, Christine Holland, Adult Tour Teams  
Co-Chair

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### **2019-2020 STUDENT TOURING TEAMS**

STUDENT TEAMS REPORT, Sept. 11, 2019

We are fortunate to have four full and experienced docent teams to tour students this year, essentially six docents per team. (See attachment.). We will be having traditional tour schedules for the 1<sup>st</sup> and 2<sup>nd</sup> Tuesday and the 3<sup>rd</sup> and 4<sup>th</sup> Tuesday teams, but the Artful Making program (shorter tours that include an art activity) will be expanded from the successful 2<sup>nd</sup> and 4<sup>th</sup> Wednesday time to add the 1<sup>st</sup> and 2<sup>nd</sup> Friday dates. The 3<sup>rd</sup> and 4<sup>th</sup> Fridays will be available for special request student tours with all docents on student teams requested to volunteer. As of yesterday, there were no student tours scheduled in October (with many thanks to Elena for the wonderful job she is doing in organizing student tours for this year.)

As we have been touring grades 2-12, we hope to be able to support the Education Department's plan to provide a workshop to review student touring techniques.

We have scheduled a meeting with student team leaders on Monday, Sept. 16, at 10:30 a.m., to review this year's procedures and discuss issues presented.

Teda Pilcher and Irene Stone, Student Teams Co-Chairs

# DOCENT COUNCIL BOARD MEETING MINUTES

Santa Barbara Museum of Art

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## **FIRST AND SECOND TUESDAYS**

### **Jeff Vitucci**

Susan Billig

Niki Bruckner (share)

Pattie Firestone

Rosemarie Gebhart (share)

Sarajum Quazi

Patty Santiago

## **THIRD AND FOURTH TUESDAYS**

### **Pma Tregenza**

Sara Bangser

Teda Pilcher

David Reichert

Joanne Singer

Leslie Thompson

## **SECOND AND FOURTH WEDNESDAYS**

### **Denise Klassen**

Barbara Boyd

Karen Brill

Paul Guido

Sheila Prendiville

Deby Tygell

## **FIRST AND SECOND FRIDAYS**

### **Wendi Hunter**

Erika Budig

Mary Eckhart (share)

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Gretel Rothrock

Jean Smith (share)

Gail Stichler

Irene Stone

**PROVISIONAL CHAIRS** – No written report submitted

## **RESEARCH –**

### **EVALUATIONS –**

The number of Evaluations required for Service Year 2019-2020:

DOCENT'S CHOICE TOURS= 4

6 SPECIAL EXHIBITIONS= 35 (Team members evaluate)

STUDENT TOURS = 12

TOTAL EVALUATIONS TO BE ASSIGNED= 16

All docents needing evaluations for Student and Docent's Choice tours during October-December (Cycle #1) will be notified in early October.

This year's "pool" of evaluators is nearly complete.

Joan Dewhirst, Evaluations Chair

## **WEBMASTER –**

In July, Mike Ramey came to my house to set up access for me on the docent website. This has allowed me to post updates on the home page. Mike also met with Vikki and me later in the month to discuss possible changes we can make on the website. You can find one of those changes on the home page. There is now a place at the very top of the page for a "News Flash". The most recent News Flash was information about the September 8 lecture on Salt and Silver. Next week, I'll be meeting with Mike again.

At the last board meeting, there was discussion about backing up the docent website. The board approved the purchase of an external drive. I discussed this with Mike who gave me the following information. Back up is done every night by Go Daddy who keeps one month's worth of back up files. Therefore, Mike felt we did not need to purchase the external drive.

For future planning on WORDPRESS: We are currently using an old editor that will last only to 2021. We will need to rollover all current content to the new WORDPRESS editor. In order to facilitate the move, we will need to have a development area which is separate from the access we have to the current website. This will require purchasing a separate license in order to update our website content to the new editor. This will take up to one year to complete this. Mike and I will need to meet with Patsy to complete the purchase of this. Also, Mike is planning to update the user manual for the website

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PAST PRESIDENT NOMINATIONS – No written report submitted

DEPARTMENT OF EDUCATION – oral report

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