

Santa Barbara Museum of Art Docent Council
Board Meeting Agenda
March 11, 2020 9:30 am Old FRC Room

1. **CALL TO ORDER**
2. **APPROVAL OF MINUTES -- Board Meeting February 12, 2020**

Action Item: Approve the Minutes of the February 12, 2020 board minutes.

3. **BOARD REPORTS:**

PRESIDENT: Molora Vadnais

Action Item: Motion to approve and send to the council for a final vote the proposed by-law revisions.

Action Item: Motion to enter into the record the "Issues for Future Review" submitted by the by-law committee and Ralph Wilson's email regarding by-law issues dated March 6, 2020.

Action Item: Motion to accept and implement the Contingency Plan for the COVID 19 Outbreak.

VICE PRESIDENT/PRESIDENT ELECT: Patty Santiago

SECRETARY: David Reichert

TREASURER: Jeff Vitucci

MEMBERSHIP: Pattie Firestone

Action Item: Motion to set aside the requirement that an active docent must give 8 tours per service year to acquire service credit for the year when the museum remodel has impacted the docent's ability to fulfill this requirement. This motion is retroactive back to service year 2013-14 and will continue until the museum is no longer under construction.

Discussion Item: Which docents are receiving pins and other awards and who is presenting them?

ADULT TEAMS: Vikki Duncan & Christine Holland

Per Christine: Written report will be submitted in April.

STUDENT TEAMS: Teda Pilcher & Irene Stone

PROVISIONAL CHAIR(S): Ralph Wilson & Patty Santiago

RESEARCH: Sarajum Quazi

EVALUATIONS: Joan Dewhirst

Per Joan: There were no evaluations in February due to the gallery closures.

WEBMASTER: Gail Stichler

PAST PRESIDENT/NOMINATIONS: Mary Ellen Hoffman

Discussion Item: Board nominations.

DEPARTMENT OF EDUCATION: Director: Patsy Hicks & Michelle West

4. ADJOURNMENT

DOCENT COUNCIL BOARD MEETING MINUTES

Santa Barbara Museum of Art

Date: March 11, 2020

Present: Molora Vadnais; Patty Santiago; David Reichert; Jeff Vitucci; Pattie Firestone; Christine Holland; Teda Pilcher; Irene Stone; Sarajum Quazi; Gail Stichler; Mary Ellen Hoffman

Museum Education Department: Patsy Hicks; Michelle West

Absent: Joan Dewhirst; Vikki Duncan; Ralph Wilson

CALL TO ORDER: Molora Vadnais

Molora called the meeting to order at 9:30. The Minutes of the Docent Board Meeting of February 12, 2020 were approved.

BOARD REPORTS:

President: Molora Vadnais

A motion to approve and send to the full Council proposed by-laws revisions concerning LOA and Sustaining statuses, resignation and suspension/termination was made, seconded and passed. (See pages 2-4 of attached President's Report.)

Molora called for a motion to enter into the record the by-laws committee "Issues for Future Review" (President's Report page 5) and Ralph Wilson's e-mail of March 6 regarding other by-laws issues for future consideration (see attached). This was tabled to the next meeting in light of Vikki having also written an e-mail on the topic that was not available at the meeting.

The Docent Council's COVID-19 Contingency Plan (President's Report page 6) was put forth. Patsy stated that the Museum would be supportive of whatever decision the Board took. A motion to approve the plan was made, seconded and passed.

Vice President: Patty Santiago

The recent trip to the Getty Villa resulted in a small profit; Jeff said about \$100.00.

The New York City trip is called off for this year due to COVID-19. The hotel will still be available, but docents would be traveling as individuals, not as part of an organized group.

(See attached Vice President Report.)

Secretary: David Reichert

I submitted my receipt from Kaleidoscope Flowers (bouquet for M.J. Winder) for reimbursement.

Treasurer: Jeff Vitucci

Jeff went over his report (see attached Treasurer's Report).

Molora said that the Community Speakers' Program wishes for a fund to be created for reimbursement for travel for out-of-area talks. She tabled this topic to the next meeting.

Membership: Pattie Firestone

Went over her report (see attached Membership Report)

Molara said that the purpose of leave of absence (LOA) status is to allow for easy return to active status. Once docents go Sustaining, they tend not to return.

LOA status for Linda Adams was moved, seconded and passed.

Pattie is reminding docents to log hours and not to miss more than four Council meetings.

There are 53 active docents, 4 docents on leave of absence, and 39 sustaining docents. There are 20 Provisional Docents.

Molara had called Doug McElwain and Michi Ho to inquire after their plans. Both intend to be Sustaining Docents.

An action item to set aside the 8-hour service requirement in light of Museum construction impacts on the ability to tour, was on the agenda. Discussion was had. Language as to "or some other unforeseen event beyond the docent's control . . ." will ultimately be added in light of the COVID-19 crisis. The item was tabled to the next meeting.

The total hours reported through March 2020 are 14,405 consisting of: 868 Public Touring hours, 10,255 Research hours, and 3282 Provisional hours.

Discussion was had as to who will present service pins. Pattie will coordinate this function, e-mailing the honorees and inquiring as to whom they would like to have present their pins.

Adult Teams: Christine Holland and Vikki Duncan

There were no missed tours; a number of tours were cancelled due to sprinkler work in Preston Morton Gallery.

The written report and statistics will be available at the next meeting.

Student Tours: Irene Stone and Teda Pilcher

Irene went over the written report. In February docents toured 223 students despite having only the four Tatsuo Miyajima pieces and the Kehinde Wiley painting, during the period February 18-March 16. On Friday March 6 42 students were toured. No student tours are scheduled for the remainder of March.

(See attached Student Teams Report)

Provisional Chairs: Patty Santiago and Ralph Wilson

Curatorial assistant Rachel Skokowski spoke to the provisional class on 19th Century European (especially French) art.

The class went to the studio of artist Pamela Benham.

Next Wednesday (March 18) the class is scheduled to do their 8-minute talks. [N.B. due to the e-mailed announcement that went out following the meeting, as to cancellation of Museum activities in the interest of COVID-19 prevention, this will be rescheduled.]

Flexibility has come into play vis-à-vis provisional absences for travel, et cetera. This has helped in retaining the cohort of 20.

Research: Sarajum Quazi

Ralph has sent copies of the Provisional research papers to Sarajum; she in turn has sent them to Gail for publication on the Docent Council website.

Evaluations: Joan Dewhirst

Absent; no report

Webmaster: Gail Stichler

See attached report. Gail will be working with Mike Ramey to get the Provisional research papers onto the website.

Past President/ Nominations: Mary Ellen Hoffman

Mary Ellen went over the proposed slate (off the record).

Per Molora, next year's Provisional class will be taught by a five-member panel (names off the record).

Molora thought of possibly dividing the class into two self-contained semesters. For instance, the first semester would cover elements of art and student touring, and a provisional docent would be qualified for student touring following that semester. Completion of the second semester would qualify the provisional to tour adults. This is subject to change.

Museum Report: Patsy Hicks

(Michelle left in order to give a presentation to the provisional class on modern and contemporary art.)

Patsy saw a lot of energy at the last Council meeting (March 4), where James Glisson spoke.

The next meeting (March 18) will feature Julie Joyce speaking on contemporary art. In effect, her legacy.

Nathan Huff will host a docent group in May, at his Westmont College studio.

Edgar Arceneaux will speak at the April 15 meeting.

If COVID-19 impacts travel for lecturers, the lectures will either be livestreamed or postponed.

Last week a teacher workshop was held at the Museum. Teachers had already been following hygiene procedures, against the common flu.

There was no old business and no new business.

ADJOURNMENT: Molora Vadnais

The meeting was adjourned at 11:11 a.m.

The next Docent Council Board Meeting will be April 8, 2020 [tentative] or May 13, at 9:30. The Double meeting will be June 10 at 9:30.

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

Respectfully Submitted,
David Reichert, Docent Council Secretary

SBMA Docent Council President's Report

March 6, 2020

Dear Colleagues:

My report this month is comprised of two documents that need to be discussed and voted on at our meeting on March 11. The first document is the Bylaws committee report and recommendation. Assuming that the board votes to approve the suggested bylaw revisions, this report will be sent out by email and on La Muse to the entire council for review.

The second document is a proposed response protocol to the COVID 19 virus crisis. It too needs to be discussed and voted on at the meeting on March 11. It has already been approved by the museum.

The Bylaws document is on pages 2-5 and the COVID 19 document is on page 6 of this report.

Finally, the CSP has requested that the Board consider using the donations brought in by CSP talks to create a fund for fuel reimbursement for talks that are given outside of the Santa Barbara area. I would like the Board to have a short discussion to discuss the feasibility and desirability of this proposal and if appropriate, a vote to set up an ad-hoc committee of the Treasurer, Vice President, and CSP team leaders to decide on an appropriate yearly amount of funding and rules for reimbursement. (For example, what would be the driving distance required to receive reimbursement and what would be the rate of reimbursement per mile?).

This next month, my focus will be on beginning preparations for the Graduation and Awards Ceremony and on preparing to start recruitment for the next provisional class.

Respectfully Submitted,
Molara Vadnais

March 6, 2020

Dear Colleagues:

This past fall, it came to the attention of the Board that the 2018 by-law revision had inadvertently created some confusion about the Leave of Absence and Sustaining docent statuses. Therefore, the Board created an ad-hoc by-laws committee specifically to address this issue. Committee members are Christine Holland, Joan Dewhirst, Irene Stone and Mary Joyce Winder. Molora Vadnais subbed in for Mary Joyce in February. The committee reviewed the by-laws and discussed the issues and have made the following suggested revisions to the by-laws. The substantive revisions include:

Leave of Absence status is defined as an absence for any reason of up to two years per request. Upon return, Leave of Absence docents are generally not required to undergo additional training or review. Leave of Absence status must be approved by the Board.

Sustainer Status is a status intended to be either permanent or longer than two years. Sustainer docents who wish to return to Active Docent status may be required to undergo additional training or evaluation. Sustainer Status does not need Board approval.

As part of the by-laws review, the committee determined that it was necessary to change the wording of the Resignation Section to remove the statement "Active Docents may not resign in good standing." The committee believed that this statement is ambiguous and unenforceable.

The committee also discussed the Suspension or Termination section and determined that the phrase "Consistently failing to arrive 15 minutes early for either a student or adult tour" was overbroad for adult tours and was unenforceable because docents touring adults are generally unmonitored when they arrive for a tour.

The committee also found other issues in the by-laws that were outside the scope of our mandate. These issues are noted below.

Sincerely,

The By-Laws Committee
Joan Dewhirst
Christine Holland
Irene Stone
Molora Vadnais

PROPOSED BY-LAW REVISIONS

3.6 LEAVE OF ABSENCE DOCENT STATUS

1. Leave of Absence status is a temporary status to accommodate situations when an Active Docent requests to cease temporarily the duties of an Active Docent, for personal reasons including illness, injury or other matters. The Docent Council is committed to addressing the concerns and requests of Active Docents in a flexible and open manner.
2. Leave of Absence status is granted by the Docent Council Board for up to two consecutive years' time per request. After that time period, a Docent not wishing to return to Active Status must request status as a Sustaining Docent.
3. Any Active Docent may apply to the Docent Council Board for permission to become a Leave of Absence Docent by submitting a request in writing or by email to the Docent Council President and the Membership Chair. The request must indicate the anticipated starting and ending time for the Leave of Absence status.
4. The Docent Council Board in consultation with the Education Department has sole discretion to accept or reject a request for Leave of Absence status.
5. Leave of Absence Docents maintain membership in the Docent Council but are excused from Docent duties during the time of Leave of Absence status. Leave of Absence Docents may attend Docent Council meetings and social/educational programs but are not eligible to tour or hold office on the Docent Council Board.
6. Docents who have not completed their four-year commitment cannot become sustainers without board approval.
7. A Leave of Absence Docent returning to Active status must notify in writing or by email the Docent Council President and the Membership Chair. Evaluation of returning Leave of Absence Docents is generally not required, unless determined necessary by the Docent Council Board.
8. Any Active Docent who takes a Leave of Absence within the first four years of service must, upon his/her return to Active status, complete his/her original four-year commitment.

3.7 SUSTAINING DOCENT STATUS

1. Active Docents who have completed their four-year commitment may request status as a Sustaining Docent in writing or by email to the Docent Council President and the Membership Chair.
2. Sustaining status does not require the approval of the Docent Council Board.
3. Sustaining Docents pay annual dues to maintain membership in the Docent Council and are encouraged to attend Docent Council meetings and social/educational activities.
4. Sustaining Docents are not eligible to serve on the Docent Council Board or to tour.

5. Sustaining Docents who wish to return to Active status may, upon written request to the Docent Council President and the Membership Chair, request reinstatement by the Docent Council Board and agree to meet any retraining and evaluation requirements determined by the Docent Council Board in consultation with the Education Department.

4.1 RESIGNATION

1. Any Senior Active member of the Docent Council may resign in good standing by submitting a Letter of Resignation to the Docent Council President and the Membership Chair.
2. Any resigned Senior Active Docent who wishes to return to Active status may, upon written request to the Docent Council President and the Membership Chair, be reinstated upon meeting any retraining and evaluation requirements determined by the Docent Council Board.

4.2 SUSPENSION OR TERMINATION

1. Membership in the Docent Council may be suspended or terminated should a Docent fail to fulfill the applicable service requirements or performance expectations as determined by majority vote of the Docent Council Board with the concurrence of the Director of Education.
2. Failure to fulfill applicable service requirements and performance expectations includes, but is not limited to:
 - a) Missing more than four Docent Council meetings in any service year. If a Docent has more than four absences, the Membership Chair will report to the Docent Council Board for appropriate action.
 - b) Failing to give a scheduled tour or presentation. It is the responsibility of the team leaders to report all unexcused absences to the team chairs, who will inform the Membership Chair and the Docent Council President.
 - c) Failing to pass tour or presentation evaluations. Failure to pass two subsequent evaluations shall be considered grounds for suspension or termination by the Docent Council Board.
 - d) Consistently failing to arrive 15 minutes early for a student tour and in time to be adequately prepared for an adult tour and to perform an adequate sweep of the galleries to advertise the tour.
 - e) Consistently failing to read and respond, if necessary, to messages from team leaders, team touring chairs, and the Education Department.
 - f) The Docent may appeal any such action by the Board in accordance with the guidelines in Section 5.

ISSUES FOR FUTURE REVIEW

3.3.2 Attendance at Docent Council Meetings

"3. Each Active Docent who has missed more than four Docent Council meetings in a year will be notified. The matter will be brought to the attention of the Board and may result in suspension or termination of membership at the sole discretion of the Docent Council Board."

Issue: The current policy is that if a docent misses more than 4 meetings a year, they do not receive service credit for the year. The by-laws do not suggest this as a consequence for missing meetings. Instead, the by-laws suggest suspension or termination as a consequence.

3.8.2 Responsibilities of Provisional Docents

"4. Preparation of a research project (generally a paper or other appropriate project assigned by the Provisional Chair(s)) on a work in the permanent collection.

- a) This research project shall be written during the Provisional year and presented in the first year after training at the discretion of the Provisional Chair(s) and the Docent Council Board. Docent Council By-Laws Page 7*
- b) Research projects shall be reviewed by the Provisional Chair(s) before submission to the Research Chair for editing.*
- c) The Research Chair shall submit the projects in a timely manner to the Director of Education, who will send the paper to the curator or other Museum staff as appropriate for review."*

Issue: For the past several years, papers have not been submitted to the museum for review. The current practice is that the Provisional Instructors and the Research Chair edit the papers and when the papers are deemed satisfactory, they are submitted to the Webmaster for publication on the docent website. The by-laws should be brought into conformance with current practice.

8.12 ADULT TEAMS CHAIR

"2. Meets with team leaders and coordinates for content and scheduling.

- a) It is the responsibility of the team leaders to report all unexcused absences to the team chairs, who will inform the Membership Chair and the Docent Council President."*

Issue: 8.12 Paragraph 2a is already stated in 4.2 paragraph 2b and should be removed from one section or the other to avoid future confusion.

8.12.1 ADULT TOUR CATEGORIES

Issue: The entire section should be reconsidered with the reopening of the museum and the opportunity for an expansion and revision of touring categories.

Ralph Wilson's Email dated March 6 in response to by-law changes.

Hi, Molora,

As the one mainly responsible for the revision of the by-laws last year, I have no objection to the changes being proposed by the current committee, although I fail to see the need for extending Leave of Absence to two years.

I do think there are a number of other considerations that should be addressed in a future revision. In addition to those noted by the current committee, I can think of the following:

- The commitment to serve for four years following the training year is too long and can be an obstacle in recruiting. Make it only two years, and it doesn't seem so imposing. If after two years the docent wants to quit, she/he probably wasn't too dedicated to the Council to begin with.
- Service credit is not defined in the by-laws, and it should be. Furthermore, provisionals spend far more hours in class than Active Docents do touring, and yet the provisional year is not counted for service credit. The by-laws should recognize the time and dedication it takes to graduate and award one service year for that commitment. All current docents should also be awarded that year.
- While it's not defined in the by-laws, the provisional class has had a "rule" of no more than two absences over the course of the nine-month training. In this day and age of planning ahead, it's unreasonable. Several of the current class had trips out of the country planned, for which they had paid and could not be refunded. With the old "rule", we would have had to disqualify them or to ask them to leave the class, much to the detriment of the Council. I suggest that in the future, Provisional Co-Trainers should realize that the "rules" for the provisional class should be flexible to avoid excluding qualified and enthusiastic class members from participating.
- As noted by the current committee, once the museum is open fully and docent tours resume a full schedule, the by-laws should be revised to reflect the new touring schedule and requirements. Changes were made to accommodate the limited touring of both student and adult tours, and we would hope that in the fall we'll get back to more tours per week.

As a final thought, should the by-laws be so restrictive? We are, after all, a group of volunteers and ought to be able to follow common sense agreements without having our participation dictated by what is sometimes seemingly an arbitrary "law". Perhaps a set of guidelines would be more appropriate, and we could do away with this kind of corporate mumbo-jumbo. Just a musing at the end of a busy day.

Thanks for taking the reins and so adroitly guiding us through these few months.

Cheers!

Ralph

Santa Barbara Museum of Art Docent Council's
Contingency Plan for the COVID 19 Outbreak

In an effort to be prepared for an outbreak of COVID 19 in our area and with the knowledge that each person's risk level for the virus is dependent upon age and health status, the Docent Council Board is promulgating the following policy:

Effective March 11, 2020:

Docents who are medically vulnerable or who live with someone who is medically vulnerable and who are concerned about contracting the COVID 19 are waived from the requirement of missing no more than 4 docent council meetings per year for the service year 2019-2020. If a docent will miss more than 4 meetings this year as a result of this policy, they must notify Membership Chair Patty Firestone by June 1, 2020.

Docents who are medically vulnerable or who live with someone who is medically vulnerable, and are concerned about contracting the COVID 19 virus and who believe that continuing touring for the remaining 2019-2020 service year is not advisable in their situation, should contact his or her team leader as soon as possible so that a replacement docent can be found. Team leaders should inform the Adult Team or Student Team Coordinators for assistance in finding replacement docents. Docents who do not fulfill their required touring requirements as a result of this policy will not lose touring credit for the year.

If COVID 19 cases are discovered in Santa Barbara County but SBMA remains open, in consultation with the Education Department, the Docent Council Executive Committee may:

Cancel all remaining meetings for Service Year 2019-2020 but continue normal using docents who are not at high medical risk in case of COVID 19 contraction;

Cancel all touring;

Postpone the graduation/awards ceremony until the Fall;

Cancel CSP tours.

If SBMA closes to the public, all Docent Council meetings, committee meetings, Board meetings, Provisional Class meetings, CSP tours, and any other Docent Council sponsored gathering will be cancelled immediately. To the extent possible, the Provisional Class will continue studying using remote methods similar to those used during the Thomas Fire. Any remaining graduation requirements that cannot be completed remotely such as the 45-minute talk will be postponed until the museum reopens.

Santa Barbara Museum of Art
Docent Council Vice President Report
March 11, 2020

- The bus trip to the Getty Villa on February 24th went well. About 30 docents and guests enjoyed the beautiful Getty Villa galleries and gardens on a sunny winter day. Unfortunately, at the last minute, Ken Lapatin was unavailable to tour our group. However, one of the docents gave a very extended tour to our group. It was a treat to see such a wealth of ancient art and certainly got us excited about the return of the antiquities to SBMA.

- A meeting was held for all docents who were interested in the New York City trip on February 19th. Unfortunately, now with the threat of the corona virus, travel plans are on hold. Hopefully there will be some type of a definitive answer in the coming weeks as to whether or not travel to NYC at the end of April will be advisable.

Molora, Patty, Dave,

Attached is the YTD 29 February 2020 Treasurer's report for your review. In summary,

- The CSP program is going great guns with another \$150 added to our coffers – total collected to date is \$450 (!). The additional odd amounts in Table 1 under that category is where some of my miscellaneous donations are accounted as I experimented with getting the Square application to recognize the Docent Council bank account rather than other bank accounts that I linked to the app when I initially installed the app on my phone. Anyway...
- The Getty Villa trip is just a partial accounting of the activity as of the end of February. As noted in the report, a preliminary accounting of the event based on March expenditures and late checks arriving indicates a plus \$100 amount for the event.
- We have paid, and the checks have been cashed, the provisional trainer's stipend budgeted amounts. I'm glad we have that behind us now.

I've added some subtotal rows in Table 3 that may help with understanding where we stand financially. Let me know if they are helpful. I know the fonts are more than kind of small in the tables – I may experiment next month with providing a report with landscape-formatted tables, one to a page maybe, that could help with the presentation. We'll see..

Let me know if you have any questions, or have trouble opening the attachments.

Jeff.



MEMORANDUM

FROM: Jeff D. Vitucci, Treasurer
TO: SBMA Docent Council Board of Directors
DATE: 10 March 2020
SUBJECT: Treasurer's Report as of 29 February 2020

Dear Board Members:

The below summarizes our revenues, expenditures, and change in account balances for the period 1 July 2019 through 29 February 2020 for our checking account (Table 1) and our savings account (Table 2).

In addition, a budget summary (Table 3) is included that accounts for prior year fiscal year expenditures and income that should be balanced against our current year budget. The budgeted amounts are as per the Board-approved amounts from our February Board meeting.

ACCOUNT BALANCE SUMMARIES

The **checking account** balance as of 29 February 2020 was **\$3,913.95**, pending resolution of an uncleared refund check from the Getty/Manet trip. The **savings account** balance stood at **\$10,309.37**.

Principle income in February included the following:

- **\$150 in donations from CSP events** (Institute of World Culture, Oak View Woman's Club), and
- Approximately **\$1,200** collected from members on the Getty Villa trip.

Principle expenses in February were payment of the **Provisional Trainers Stipend (\$700)** and portions of the Getty Villa trip. The Getty Villas expenses in February were limited to purchase of refreshments on the trip and a driver tip. Most other expenses (SB Airbus itself) and a few other received checks after the event will be reported in the March Treasurer's report but an advance accounting looks like we were **about \$100 to the good on the Getty Villa event**.

Table 1. Statement of Revenues, Expenditures, and Change in Checking Account Balance, Year-to-Date as of 29 February 2020

PERIOD BEGINNING PERIOD ENDING INCOME/EXPENSE CATEGORY	July 1, 2019 February 29, 2020		CHECKING ACCOUNT COMMENTS
	INCOME	EXPENSE	
REVENUES			Does not include prior FY deposits/expenses, see budget summary below
Dues	\$1,975.00		
Interest Earned	\$4.98		
Donations/Other	\$458.36		Donations to Community Speakers Program
EXPENDITURES			
Docent Symposium		\$2,420.00	Air fare/hotel for 2, plus symposium fee for Mary Winder; does not include fee for P. Santiago.
Holiday Party		\$747.69	Invites, wine, rentals
Gifts, Flowers		\$164.17	Get well flowers for Patsy Hicks, Loree Gold
Graduation and Recognition Party			
Provisional Trainers Reimbursement Stipend		\$700.00	Parking and miscellaneous training expenses
Provisional Class Expenses		\$419.00	Post first evaluation lunch for provisional class
Miscellaneous Expenses		\$85.29	Envelopes/stamps for provisional recruitment expenses
Getty/Manet Trip	\$3,042.25	\$2,469.19	Exclusive of 16 refunded reservations, revenues were \$2,162, expenses were \$1,589; net income of \$573 February expenses to date, driver tip and refreshments; income just partial to date
Getty Villa Trip	\$1,188.19	\$143.87	
Field Trip 3			
Field Trip 4			
TOTALS	\$6,668.78	\$7,149.21	
BEGINNING BALANCE	\$4,394.38		\$3,913.95 ENDING BALANCE

Table 2. Statement of Revenues, Expenditures, and Change in Savings Account Balance, Year-to-Date as of 29 February 2020

PERIOD BEGINNING PERIOD ENDING INCOME/EXPENSE CATEGORY	July 1, 2019 February 29, 2020		SAVINGS ACCOUNT COMMENTS
	INCOME	EXPENSE	
Interest Earned/Bank Charges	\$10.38		Interest Earned
TOTALS	\$10.38	\$0.00	
BEGINNING BALANCE	\$10,298.99		\$10,309.37 ENDING BALANCE

2019/2020 BUDGET SUMMARY

As discussed above, the Board finally approved our 2019/2020 budget at our February 2020 Board meeting and the budgeted items below reflect those Board-approved amounts.

Please remember that 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. Finally, revenues earmarked for symposium expenses last year were added to budget totals for this year.

The amounts presented below exclude non-budgeted items, specifically the field trips which are meant to be self-sustaining activities. Note that an accounting of the income and expenditures of these activities are, in fact, presented in Table 1.

Table 3. FY2019/2020 Budget, Actual Income and Expenditures for Budgeted Items (Checking and Savings), and Adjustments for Prior FY Income and Expenditures as Needed, as of 29 February 2020

	2019/2020 Budget	YTD Actuals	Prior FY Adjustment	Revised YTD Total Income/Expenses	Over/(Under)	Prior FY Adjustment Comments
INCOME						
Dues	\$3,500.00	\$1,975.00	\$1,525.00	\$3,500.00	\$0.00	\$1,525 reflects prior FY deposit
Prior year funds earmarked for symposium	\$1,500.00			\$1,500.00	\$0.00	Held over from prior year savings for symposium
Donations/Other	\$300.00	\$473.72		\$473.72	\$173.72	Reflects donations of \$300 and interest earned
Subtotal	\$5,300.00	\$2,448.72		\$5,473.72	\$173.72	
EXPENSES						
Docent Symposium	\$3,000.00	\$2,420.00	\$580.00	\$3,000.00	\$0.00	Adjustment reflects P. Santiago reimburse in FY19
Holiday Party	\$750.00	\$747.69		\$747.69	(\$2.31)	
Gifts, Flowers	\$300.00	\$164.17		\$164.17	(\$135.83)	
Graduation and Recognition Party	\$500.00				(\$500.00)	
Provisional Trainers Reimbursement Stipend	\$700.00	\$700.00		\$700.00	\$0.00	
Provisional Class Expenses	\$420.00	\$419.00		\$419.00	(\$1.00)	Lunch for provisionals following 3-minute presentations
Docent Art Show						
Website, Computer						
Miscellaneous	\$100.00	\$85.29		\$85.29	(\$14.71)	
Subtotal	\$5,770.00	\$4,536.15		\$5,116.15	(\$653.85)	
Net Total (Income less Expenses)		(\$470.00)				

Respectfully submitted

Jeff D. Vitucci, Treasurer, Date: 10 March 2020

STUDENT TEAMS REPORT, March 11, 2020

As we reported last month, the student teams have risen to the challenge of having only New Media and the Wiley painting available for tours from February 18 to March 16. For the month of February we toured the 11 groups scheduled with a total of 223 students. We also completed the March 6 tours of 42 additional students. From February on, the 3rd and 4th Tuesday and 1st and 2nd Friday teams provided an enriching half hour tour of the exhibition with a wonderful art project directed by Itoko. The children were intrigued with this new art expression and engaged in the exhibition and in the art activity. All the docents involved in the touring expressed their satisfaction with the process. Most teams took the one-half class through the exhibition as one group with the docents trading off on presenting installations. That required close team cooperation, which docents saw as positive. In each case other team members were there to observe presentations and prepare for their touring. It was truly a collegial process.

Teda and Irene

BOARD REPORT
WEBMASTER
MARCH 11, 2020
Gail Stichler

The next task is to post the research papers onto the web. My goal is that all papers I have received will be posted within the next week. I will be working with Mike to make sure that every paper is posted successfully.

March 11, 2020 MEMBERHSIP REPORT

REQUESTS FOR SUSTAING STATUS: Letters on file from:

- Scarlett El-Khazen
- Mie Chih Ho
- Julie Allen
- Niki Bruckner
- Doug McElwain
- Virginia Randolph
- Queenie Scheurwater

REQUEST FOR LEAVE OF ABSENCE: Letters on file from:

- Mary Joyce Winder
- Linda Abrams requests a one-year Leave of Absence (LOA) due to travel plans from March 2020 – March 2021

Emails sent to those with 3-4 absences of Docent Council Meetings
 15 Emails sent to those who have not logged in any volunteer hours

2019-2020 Docent Pins for Graduation May 29th

- 10 yr Pins
 - Susan Billig
 - Vikki Duncan
 - Rosemarie Gebhart
 - Gail Stichler
 - Molora Vadnais
- 15 yr Pin
 - Christine Holland
- 20 yr Pins
 - Laura DePaoli
 - Loree Gold
- 30 yr Pin
 - Ricki Morse

MEMBERSHIP	REPORT	2019-2020			
Active Docents	53				
LOA	4				
Sustainers	39				

