

DOCENT COUNCIL BOARD MEETING MINUTES
Santa Barbara Museum of Art
Date: October 9, 2019

Present: Mary Joyce Winder; Patty Santiago; David Reichert; Jeff Vitucci; Pattie Firestone; Vikki Duncan; Christine Holland; Teda Pilcher; Irene Stone; Joan Dewhirst; Gail Stichler; Mary Ellen Hoffman; Patsy Hicks (Museum); Michelle West (Museum)
Absent: Ralph Wilson; Sarajum Quazi

CALL TO ORDER: Mary Joyce Winder

Mary Joyce called the meeting to order at 9:35. The Minutes of the Docent Board Meeting of September 11, 2019 were approved.

BOARD REPORTS:

President: Mary Joyce Winder

A request by Paul Guido for a one-year leave of absence (due to illness) was approved.

Discussion was had of docent feedback to the revised Bylaws. Of particular concern has been the leave of absence/sustaining status question, concerning docents who may need to be away over a year. "Sustaining", to active docents, means "done" or "retired." Docents would prefer being classed as LOA if not intending to retire.

The discussion continued with the idea of reviving the former Inactive status. The current Bylaws push docents to Sustaining status, who might not want to be Sustaining.

(See attached sections of the old and new Bylaws)

Flexibility is needed in determining status, rather than pushing docents facing problems in their lives into Sustaining status.

Joan proposed "Active" and "Inactive", with LOA dropping out. Patsy proposed adding language to the Bylaws, for extension of LOA beyond a year to be determined "on a case by case basis." A subcommittee was tasked with looking into reviving Inactive status: Joan, Christine, Irene.

[Michelle West entered at 10:02]

The Docent Directory is to come out soon.

Mary Joyce and Joan are working on a revision of the Student Tour Evaluation Form.

Mary Joyce will handle the packaging of minutes and board reports for WordPress.

(See attached President Board Report)

Vice President: Patty Santiago

Went over upcoming bus trip to the Getty Center. 34 docents and 14 provisionals have thus far signed up.

The Holiday Party has been rescheduled from December 2 to December 9, at the Gallo residence.

(See attached Vice President's Report)

Secretary: David Reichert

The board binder for the 2018-2019 service year is shelved in the Docent Office.

Treasurer: Jeff Vitucci

Went over his report; not much account activity. Jeff worked to simplify the tables for the checking and savings accounts (Tables 1 and 2), and for the projected versus actual budget (Table 3).

(See attached Treasurer's Report)

Membership: Pattie Firestone

Currently there are 53 Active docents, 2 docents on leave of absence, 40 Sustaining docents and 23 Provisional docents.

Some Sustainers have not yet paid their dues; they will not be listed unless paid up.
(See attached Membership Report)

Adult Teams: Vikki Duncan and Christine Holland

Visitor numbers have been good for the Contemporary and "Salt and Silver" rotations. Docent's Choice numbers have not been as good: 5 tours with no visitors, and the average number of visitors per tour being 4.

(See attached Adult Tour Report and Touring Statistics)

Student Tours: Teda Pilcher and Irene Stone

As of today there have been no regularly scheduled student tours, but 3 or 4 special request student tours.

(See attached Student Tours Report)

Provisional Chairs: Ralph Wilson and Patty Santiago

The Provisional training has gotten underway with 23 very interesting people, representing a broad range of backgrounds.

Research: Sarajum Quazi

Absent

Evaluations: Joan Dewhirst

Went over her report. She needs to get copies of peer evaluations from special exhibitions. Copies of evaluations are to go to the docent and to Joan.

Student tour evaluations get tricky in terms of numbers. To EVALUATE student tours, the evaluating docents must also DO student tours.

(See attached Evaluations Chair Report)

Webmaster: Gail Stichler

Mike Ramey and Gail met on September 18 to talk about the Docent Council website. Mike is going to identify all works for which docent research papers have been written.

Almost 5 years remain on the GoDaddy web hosting agreement.

(See attached Webmaster Report)

Past President/ Nominations: Mary Ellen Hoffman

Nothing to report

Museum Report: Patsy Hicks and Michelle West

Michelle has agreed to be Manager of Docent and Teacher Programs, starting October 21. A cone of silence is over this news until the public announcement at the Docent Council meeting on October 16. Michelle introduced herself; she had previously worked in curatorial, including to curate the current exhibition "The Observable Universe: Visualizing the Cosmos in Art."

Mary Joyce commented that she has received a lot of positive feedback regarding Larry Feinberg's talk about the renovation and future exhibitions.

OLD BUSINESS:

There was no old business.

NEW BUSINESS:

Teda inquired as to whether exhibition walk-throughs could be opened to docents beyond those on the exhibition touring teams. Discussion was had.

ADJOURNMENT: Mary Joyce Winder

The meeting was adjourned at 10:54 A.M.

The next Docent Council Board Meeting will be on November 13, 2019 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

BOARD REPORTS

President

1. Leave of Absence request— Paul Guido, due to illness requesting one year. He also wants to know if it is ok, on occasion to do evaluations to help out. I ask for a motion to grant this request.
2. Leave of Absence Update

There was a valiant and appreciated effort last year to update the Docent Council by-laws to reflect our current modes of operation, our way of doing things.

It is clear that we are a loving, caring organization that is committed to the enrichment of each and every docent in our council. After all, we are all volunteers, who willingly give up years of our lives to keep the docent program operating in the museum.

And as volunteers there is a framework, there are rules, which we volunteer to work within. When the by-laws were rewritten, it didn't occur that they might be as restrictive as they appear to be. It is not until you start to put into practice these bylaws with actual docents would we be able to determine if they are working with the best interests of docents in mind. Some of these rules may not match the human experience, nor an unexpected circumstance.

20 20 IS HINDSIGHT

The saying hindsight is 20-20 applies here. But that is typical of any new rulings, they need to be beta-tested. That is what this discussion is about.

I think tantamount to our thinking is the idea that we do not need to see the ranks of active docents shrink. When I entered, 2013-2014 the docent directory listed 77 active docents. Today we have 53 active docents.

When we have more docents, we thrive as a group with a lot more diversity and experience to draw upon. The idea that circumstances have to keep a docent away for a temporary time, should not force active docents into a sustainer status.

Whether we like it or not, the sustainer status has a meaning that is not positive to active docents wanting to take a leave of absence. Many people believe that it means you are done, retired. Often the issue of semantics is forefront in many Docents thinking.

Remember we are a group of volunteers committed to the enrichment of our lives and having fun while doing it. We are not like a large corporation that requires hard and fast rules for its daily operation with its employees.

INVESTMENT

The Docent Council actually invests a lot of time and energy into the process of becoming a docent. The instructors of the training course invest more hours than that of the actual scheduled class time to launch the best docents they can at the end of the training term. Other docents volunteer their time in the training course with presentations.

Mentors spend hours helping docents with every kind of issue whether it be intellectual, emotional, or physical to empower these docents to know they are in a group of caring human beings.

Docents that are touring provide excellent tours that the provisional trainee can shadow, many docents have been known to take time afterwards to speak to the trainee.

Once you are launched, and graduate from the training course, it takes years of practice to continually improve your own touring, which never stops.

With this kind of time and investment it doesn't seem wise to discourage any docent from remaining active. It seems to be the wiser course to keep them at the status they request and let them know they are appreciated and that their issues are important.

Keeping an open mind, and reviewing on a case by case basis for requests for LOA, in the long run is a kinder and more gentle way to come from a place of caring.

In example, Shirley Waxman had to take two years off at an LOA status because of serious illness in her family. If she had been made a sustainer, she might not have felt that the council truly understood her commitment to the group and the seriousness of the problems she had to face. We might not have her today.

ORIGINAL BY LAW INACTIVE STATUS

The authors of the original by laws seemed to understand this. There should be enough room in the bylaws to always have the "exception to the rule".

"Any Active Docent may apply to the Docent Council Board for permission to become an Inactive Docent, which is a temporary status whereby the Docent keeps his/her membership with the Docent Council, but is excused from Docent Duties during a time he/she is inactive. Such requests must be made in writing to the Docent Council President and the Membership Chair. The request for Inactive status shall be granted in unusual circumstances and, in general, for no more than one year. Any new Docent who changes to Inactive status must, upon his/her return to the active status, complete his/her four year commitment. Time spent as Inactive shall be tallied and deducted from time credited as active service. Inactive Docents may attend meetings and programs but are not eligible to tour or hold office on the Docent Council Board. "

This status listed above gives us the ability as a Board to act with respect for the docent with empathy. It is imperative to understand that when a docent gives, 5, ten, 15, or twenty years of their adult life to serving the docent council this proves their commitment, and gives the board the opportunity to show our reciprocal appreciation by hearing with an empathetic state of mind their reasons for the request.

These by laws also give us the ability to deal with docents with problematic issues.

In that we find ourselves with dwindling numbers, hopefully the new class will alleviate some of this. However, we know there is a natural course of things, and that people move on each year for various reasons. It is better to have an attitude of a receptive, caring and understanding Board and keep as many of these amazing docents as possible.

It is very important that all docents feel that as a governing board we care deeply about their lives and their problems, and appreciate all that they give, especially the years that they serve this organization.

I have received numerous letters of concern about the boards' position

“with the remodel going on, we don't seem to have enough shows to keep everybody busy anyway. My show was cancelled so I have no touring this year. So if people can go LOA and then be available for when the museum is back up and running, that makes more sense than losing good docents who aren't needed right now and who have a family emergency. Common sense says we have lost too many docents already due to this remodel. The board needs to make it as easy as possible to keep the rest. I personally can't stand officious little people who can't see past the trees to the forest. I am so sick of the negativity that has been inherent in the council for the last several years that I am very tempted to resign. And I don't think I am the only one.”

I would like to see the old by law reinstated with the change of the name of inactive to leave of absence.

Discussion:

3. Docent Directory is being finished as we speak.
4. Concurrently working on a revision of the Student Evaluation form with Joan Dewhirst and the student team co chairs. More to come...
5. Old Business: Board reports to be sent to me, I will ask for yours in an email, please respond to this email with your report, so we are all on one thread. It will make it much easier on me, in that I can locate them all in one email to copy and paste to the approved minutes of the meeting.

Vice President

The fall bus trip will be on Wednesday, October 30th to the Getty Center in Los Angeles to see the exhibition, “Manet and Modern Beauty”. There will be two curator led tours. The first tour will be at 11:00 a.m. and the second tour at 11:30 a.m. This hopefully will accommodate everyone who would like to attend: actives, sustainers, provisionals, and a few guests.

The Holiday Party has been rescheduled to Monday, December 9th, 2019 from 5-7 p.m. at the home of Andrea Gallo.

Secretary Report

Treasurer Report



MEMORANDUM

FROM: Jeff D. Vitucci, Treasurer
TO: SBMA Docent Council Board of Directors
DATE: 7 October 2019
SUBJECT: Treasurer's Report as of 30 September 2019

Dear Board Members:

The below summarizes our revenues, expenditures, and change in account balances for the period 1 July 2019 through 30 September 2019 for our checking account (Table 1) and our savings account (Table 2). In addition, a budget summary as of 30 September 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 30 September 2019 was \$5,391.82, up from \$4,394.38 at the beginning of the fiscal year (July 1, 2019). Principal activity in the month of September include:

1. Additional docent dues collected totaling \$655 and interest earned amounted to \$0.63.
2. Outlays from the checking account in September included \$84.80 for get well flowers for Loree Gold.

The savings account summary is self-explanatory. Typically, the only activity in this account is reporting the interest earned during the month. This may change as needs dictate. The savings account balance stood at \$10,302.85 as of 30 September 2019.

Table 1. Statement of Revenues, Expenditures, and Change in Checking Account Balance, Year-to-Date as of 30 September 2019

	PERIOD BEGINNING PERIOD ENDING INCOME/EXPENSE CATEGORY	July 1, 2019 September 30, 2019		CHECKING ACCOUNT		
		INCOME	EXPENSE	COMMENTS		
REVENUES	Docent Dues	\$1,775.00		Does not include prior FY deposits/expenses, see budget summary below		
	Interest Earned	\$1.90				
	Miscellaneous Income	\$50.00				
EXPENDITURES	Docent Symposium		\$580.00	Symposium fee for Mary Winder; does not include fee for P. Santiago, see budget below		
	Holiday Party Gifts, Flowers		\$164.17	Get well flowers for Patsy Hicks, Loree Gold		
	Graduation and Recognition Party Provisional Trainers Reimbursement		\$85.29	Envelopes/stamps		
	Docent Recruitment Miscellaneous Expenses					
	Field Trip 1 Field Trip 2 Field Trip 3 Field Trip 4					
	TOTALS	\$1,826.90	\$829.46			
BEGINNING BALANCE	\$4,394.38			\$5,391.82	ENDING BALANCE	

Table 2. Statement of Revenues, Expenditures, and Change in Savings Account Balance, Year-to-Date as of 30 September 2019

	PERIOD BEGINNING PERIOD ENDING INCOME/EXPENSE CATEGORY	July 1, 2019 September 30, 2019		SAVINGS ACCOUNT		
		INCOME	EXPENSE	COMMENTS		
	Interest Earned/Bank Charges	\$3.86		Interest Earned		
	TOTALS	\$3.86	\$0.00			
BEGINNING BALANCE	\$10,298.99			\$10,302.85	ENDING BALANCE	

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

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

Table 3. FY2019/2020 Budget, Actual Income and Expenditures (Checking and Savings), and Adjustments for Prior FY Income and Expenditures as Needed, as of 30 September 2019

	2019/2020 Budget	YTD Actuals	Prior FY Adjustment	Revised YTD Total Income/Expenses	Over/(Under)	Prior FY Adjustment Comments
INCOME						
Current Year Docent Dues	\$3,575.00	\$1,775.00	\$1,525.00	\$3,300.00	(\$275.00)	\$1,525 reflects prior FY deposit
Docent Dues Earmarked for Symposium from Prior FY			\$1,500.00	\$1,500.00	\$1,500.00	Prior FY Earmarked Funds (Symposium)
Other Revenue (Interest, Donations)	\$0.00	\$55.76		\$55.76	\$55.76	
EXPENSES						
Symposium (Incl. \$1,500 carry-over from prior FY)	\$3,000.00	\$580.00	\$580.00	\$1,160.00	(\$1,840.00)	Reflects P. Santiago reimburse in FY19
Holiday Party	\$900.00				(\$900.00)	
Gifts, Flowers	\$500.00	\$164.17		\$164.17	(\$335.83)	
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)					

Respectfully submitted

Jeff D. Vitucci, Treasurer, Date: 7 October 2019

Membership Report

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

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Adult Teams

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 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 1st and 2nd Tuesday and the 3rd and 4th Tuesday teams, but the Artful Making program (shorter tours that include an art activity) will be expanded from the successful 2nd and 4th Wednesday time to add the 1st and 2nd Friday dates. The 3rd and 4th 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

Provisional chairs

Provisional Chairs: Ralph Wilson and Patty Santiago

The Provisional training has gotten underway with 23 very interesting people, representing a broad range of backgrounds.

Research absent no report

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

BOARD REPORT

WEBMASTER

OCTOBER 9, 2019

Gail Stichler

Mike Ramey and I met September 18 for discussion of the docent website. All docent written papers will be marked with (R) indicating research papers. Other documents will be identified as "External Research".

After our meeting, we went to the Education Department to finalize the purchase of the required upgrade of WORDPRESS. Mike discussed our needs via a phone conversation with GoDaddy to determine the best terms for an upgrade and length of agreement. Our current contract had 20 months to go. We added 3 years so that the length of our agreement is almost 5 years. The cost of the extension and the upgrade was \$529.85 and paid for by the Ed Department. Many thanks go to the Ed Dept for their ongoing support they give to the Docent Council.

Past President/Nominations

No Report