

**Michigan Historical Museum**  
**Docent Guild Board Meeting**  
Minutes of Thursday, September 13, 2007

**Members present:** Ron Nelson, Lois Heal, Marilyn Rye, Kay Olson, Lois Baumer, Roland C. Andersen, Nancy Muhlbach, Chuck Seeley, Jean La Rosa, Shirley Rowland, Alice Troop, Fred Junger. Staff: Dave Bridgens

Meeting was called to Order by President Lois Baumer at 9:30 a.m.  
Roland Anderson moved acceptance of the minutes of June 6, 2007 meeting as published. Kay Olson seconded. Motion Passed.  
Treasurer's report was presented by Ron Nelson with a brief explanation.

**President's Report:** Lois Baumer reported on roof problems that have resulted in offices on the 5<sup>th</sup> floor being closed for three to five months for repair. Three staff members are going to use the Docent Room as their offices. Coat racks, coffee machine and lockers will still be available for docent use but the table and chairs will be removed until the repairs are completed.

Anniversary Celebration Committee is making good progress. Archives staff has been most helpful with committee's research and making copies of documents. A list of 83 Charter Docents and 499 total past and present docents has been compiled. It is posted on our web site and all docents are asked to look at the list and submit any necessary corrections to that list. One possible use for list is to create a poster listing all docents and a compilation of all the hours of volunteer time by these docents.

Roland Anderson moved that docents be requested to submit their volunteer hours spent outside of regular shifts and meetings for the last two years. Kay Olson seconded, motion passed. President will implement. In the future all volunteer hours outside of shifts, meetings and training should be reported on the sign-in sheet in the "Administration" Column.

We are investigating the possibility of pursuing small grants to help finance the Anniversary Celebrations.

There was some discussion of docents who may have missed out on year pins in past years. We will investigate to find out who and why this may have happened. Board members were asked to bring ideas to next meeting relating to this situation.

**Vice President's Report:** Kay Olson reported 2 request for people to become new docents. She also reported on Larry Kline's funeral.

The Docent Recognition Board is in the Docent Room, she recognized Gladys Wilson and Sondra Golke for their help on the project. Our Docent Board will be recognized next, followed by Charter Docents, Past Associates and Past Presidents will follow.

We will need a new Vice President next year and she would appreciate any suggestions.

**Archives Report:** Alice Troop reported that the Docent Archives are all up to date and the Activities Book is current. There are still a few outstanding annual reports that need to be submitted.

**By-Laws Report:** Roland Andersen reported that all by-law changes from our beginning to the present are being compiled and should be done soon.

There was a discussion of a possible future change in the by-laws to have day chairs meet quarterly rather than monthly.

It was suggested the museum may want to consider Ben Kuriki for a future exhibit.

**Education Report:** Lois Heal reported on upcoming events. The Soup Supper is September 19 and only 31 were signed up.

Dave reported that the Department of Management and Budget is going to charge us a fee for the use of the building after 6:00 p.m. The fee could easily be in excess of \$150.

The Soup Supper will go on as scheduled and the Board is to consider possible changes to the proposed schedule at the October meeting.

**Day Chair Report:** Shirley Rowland reported that the Day Chairs will meet next Tuesday, September 18, at 10:00 a.m.

By-law change for Day Chairs was mentioned, there was discussion of possibly posting schedules for docents.

**Hospitality Report:** Jean La Rosa reported only 31 are attending Soup Supper there was discussion as to why attendance was so low.

**Membership/Office Managers Report:** Charles Foster was not present and there was no report.

**Newsletter Report:** Nancy Muhlbach reported this year's schedule for the Docenter. There was discussion of a possible special edition for the Anniversary Celebration. There was discussion of possibly giving docents the option of receiving the Docenter by e-mail to save mailing costs. There was also a short discussion of using e-mail to contact docents.

**Interview/Recruiting Report:** Chuck Seeley reported that 15 contacts had resulted in 10 possible candidates for Docent Training. Dave Bridgens reported Docent Training would tentatively begin the last week of October.

**Special Events Report:** Marilyn Rye reported that no Fall Trip was planned for this year and that a Spring Trip was under consideration, possibly to Meridian Village. Monies remaining in this year's Foundation Account may be used to pay Anniversary Celebration expenses.

**Educational Development Report:** Linda Nelson was not present and there was no report.

**Director's/Staff Report:** Dave Bridgens reported that the Mann House had 1200 visitors this year and there were two large events scheduled for this Fall. There was further discussion of staff using the Docent Room for office space.

**Shift Reports/Docents' Comments:** There were none.

**Old Business:** There was none.

**New Business:** There was further discussion of Larry Klines funeral and it was noted that his service as a docent was recognized at the service.

Lois Baumer reported that a meeting was scheduled with the Foundation next week to discuss funding needs.

Roland Anderson moved adjournment, Jean La Rosa seconded, motion passed. Meeting was adjourned at 11:18 a.m.

Respectfully submitted:

Fred Junger, Secretary