

Michigan Historical Museum Docent Guild Board Meeting

Minutes of Thursday, October 11, 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, Fred Junger. Staff: Dave Bridgens

Meeting was called to Order by President Lois Baumer at 9:30 a.m.

Treasurer's report was presented by Ron Nelson with a mention of \$255.00 in donations that were made for the October program. Shirley Rowland moved acceptance of report, Seconded by Roland Andersen. Report accepted.

Minutes of September 13, 2007 were presented by Fred Junger. Correction of spelling of Mr. Andersen's name was made in minutes. It was requested that copies of schedules and/or lists to be discussed at meetings be provided to the secretary to facilitate accuracy of minutes. Ron Nelson moved acceptance of the minutes of meeting with correction. Kay Olson seconded. Minutes accepted.

President's Report: Lois Baumer reported that the History Foundation is giving us \$5000 for the year. This is a thousand more than usual. All of last year's grant money was spent. In the future the status of the grant will be reported as part of the regular treasurer's report. Two Docent Trips will be planned for next year.

Special pins are available for advanced training. They will be presented following training and the docent's beginning to apply training. New 15 Year, 20 Year and Charter Docent pins have arrived.

The Foundation has offered to help supply speakers for training and events to reduce costs. Lois will report on progress.

Anniversary Committee is making good progress. All work in the archives is complete and planning is in progress for the December Dinner and Celebration. Date and Schedule for Celebration were set:

Date: Wednesday, December 5, 2007

Schedule: 4:00 – 4:45 Social Hour with Cheese and Crackers
4:45 – 6:00 Award's Ceremony and Recognitions
6:00 – 7:00 Dinner
7:00 – 8:00 Entertainment

A letter of invitation will be sent to all current and former docents, plus invited current and former staff members and invited dignitaries.

Lois also mentioned the \$255 donated for the October program and reported that 214 children plus many adults attended the Fall Festival. She wishes to thank all who contributed and worked on this event.

Vice President's Report: Kay Olson reported that the Docent Recognition Bulletin Board is not available because of the offices in the Docent Room. The Docent recognition Committee, with Tami Averill's help, is going to do their displays on easels.

Kay also congratulated Nancy Muhlbach on her 50th Anniversary.

Archives Report: Alice Troop was not present. Lois reminded everyone on the importance of submitting their last year's reports if they have not already done so.

By-Laws Report: Roland Andersen submitted revised "Day Chair" language for the By-Laws:

"This committee directs the activities of the day Chairs who are the primary communication link between the Docent Guild Board, museum staff and docents. The committee shall meet quarterly throughout the fiscal year. Additional meetings may be scheduled by the Day Chair Chairperson if necessary. The committee should meet to: (1) Discuss the agenda of the past Board Meetings and (2) Discuss any matters the committee would like their chairperson to bring up at the next meeting"

Language was approved.

There was a discussion of the list of duties for the Membership/Office Manager position. It was thought to have been approved by the Docent Guild Board and ready to be submitted membership. (Note: 9/6/06 minutes indicate approval.)

By the next meeting an up to date copy of By-Laws should be available.

Education Report: Lois Heal said the entertainment for the December dinner was all set as was Dean Anderson for February program.

The October Soup Supper was attended by 32 people many commented positively on the program.

We are exploring the possibility of a visit to Meridian Village in the spring as an educational program.

Day Chair Report: Shirley Rowland said Day Chairs met September 18. They had questions as to sources of grants. Grant is from the Historical Foundation. They thought a list of active docents would be helpful. And noted more docents are needed. Dave Bridgens said there are about 70 active and 100 inactive docents. A list is being prepared and corrected.

Day Chair Meetings will be: January 8, March 18 and May 13.

Hospitality Report: Jean LaRosa stated cost for December Dinner will be approximately \$20 per person. Caterer will be booked for December 5, and arrangements made for cake. Favors and/or center pieces were discussed.

It was moved by Nancy Muhlbach the Docent Guild pay the cost of cheese and crackers at the social hour; seconded by Shirley Rowland. Motion Passed.

Membership/Office Manager Report: Charles Foster was not present but submitted his report;

"Docent Hours Report - See the September 2007 report of hours donated. This report also is the final monthly report for the 2007 fiscal year. While this past month saw our total hours increase after a very quiet summer, our hours for the year continues the downward trend for the third consecutive year. Overall our hours for museum work are 25% lower than they were 3 years ago. On a positive note, the same span of time saw our Education hours increase by over 100%.

Docents working 100 hours or more. In FY 2007, we had 36 docents meet or exceed 100 service hours. There were 7 additional docents who had 90 or more hours of service. This is just slightly lower than FY 2006 when 39 docents worked 100 or more hours and 7 docents worked 90 or more hours. The report shows that these numbers tend to include the same docents.

New docents. Where are they? I have record of no current docents in the 2006 class, and only one in the 2007 class.

Life member docents. I am not aware of any former docents applying for life memberships. Is anyone else?

Michigan History magazine for September-October. Are we going to get it? Will we get future magazines? If not, we - or some one - should notify the guild membership. There are many, like me, who anticipate getting and reading the magazine.

November report on membership should include docents who have reached the 2 year, the 5 year, the 10 year and the 15 year level. What is the award for the 15-year docents? We will have several docents who will qualify?"

Newsletter Report: Nancy Muhlbach reports the newsletter is waiting only for the schedule for the December Dinner before publication. It will be published as soon as possible.

Public Relations Report: none

Interview/Recruiting Report: Chuck Seeley says docent classes will begin October 30, from 4:00 to 6:00 with possibly 9 candidates. A press release on training will be out and hopefully will attract more.

Special Events Report: Marilyn Rye reports there will be a spring bus trip but there are no details yet.

Educational Development Report: Linda Nelson was not able to attend and had no report.

Director's/Staff Reports: Dave Bridgens discussed upcoming events. Archeology Day brochure list both museum events but also related events all around the state.

October 27 is Magicians Day; October 28, Haunted History; November Veterans Tribute

The 5th floor will be unusable for at least 8 months.

Shift Reports/Docent's Comments: none

Old Business: none

New Business: none

Discussion: There was discussion of developing a speakers group to speak to local service organizations to spread the word about our activities and perhaps attract grants to help fund activities.

There was discussion of making our March Docent Day a symposium for Michigan museums.

Docents are reminded to sign in and out each time they work, and time should be recorded in full hours. Partial hours (30 minutes or greater) are to be rounded up. Less than 30 minutes rounded down.

Adjournment: Meeting Adjourned at 10:58

Respectfully submitted:

Fred Junger, Secretary