

Michigan Historical Museum Docent Guild Board Meeting

Minutes of Thursday, April 10, 2008

Members present: Lois Heal, Marilyn Rye, Kay Olson, Lois Baumer, Roland C. Andersen, Nancy Muhlbach, Jean La Rosa, Shirley Rowland, Alice Throop, Fred Junger. Staff: Tami Averill

Meeting was called to Order by President Lois Baumer at 9:33 a.m.

There was no written Treasurer's Report. President Baumer said the Nelsons are on their way back to Michigan and that there had been no changes in the last month. There was a brief discussion of a possible book on the Mackinac Bridge to be purchased. Andy Andersen moved acceptance of report, Seconded by Shirley Rowland. Report accepted.

Minutes of March 13, 2008 meeting were presented by Fred Junger. Alice Throop moved acceptance of the minutes. Andy Andersen seconded. Minutes accepted.

President's Report: Lois Baumer spoke to the Clinton County Retired Teachers in Dave Bridgen's place. Her presentation was partially on being a docent and partially on her experiences at Gunnisonville. There followed a brief discussion of how helpful a speaker's committee could be for the Guild.

Foundation funding needs to be corrected. A \$630 bill was paid in October from this year's funds. The bill should have been paid with last year's funds. This is being corrected. This year's spending is \$2149 and included \$900 from the May bus trip. Stationary has been ordered at the agreed price of \$426 (including note cards and envelopes). We still have \$2860 for the current year. We need some more pins and funds are reserved for the fall trip. In the future foundation funds will be included with the regular treasurer's report.

Lois Heal suggested possibilities of Day Chairs sending notes to docents who are missing scheduled days.

Chuck Seeley is out of town, but reports that 9 new trainees are going to begin April 29, from 4 to 6. Training will be twice a week and 2 to 3 more may be added before training begins. There followed a brief discussion of training.

The Fall Symposium is scheduled for Saturday, November 1, 2008. More information will follow.

June Picnic is scheduled for Wednesday, June 4, 2008, to honor and thank staff members, past and present. Letters will be sent to invitees by May 5. Alice Throop moved to authorize use of Foundation Funds as needed for this event. Andy Andersen seconded. Motion passed.

Vice President's Report: Kay Olson asked for suggestions for new people to participate on the board.

There was a discussion of plans for our April 15th session.

Archives Report: Alice Throop said the Archives committee met April 5th and May 6th to work on files and scrap books.

By-Laws Report: Roland Andersen presented these proposed changes to By-laws. New language is in **bold underlined italics**

ARTICLE VI DUTIES OF OFFICERS:

Section 1: President: The President shall be the **Chairperson** of the Board, and shall be the principal executive officer of the Docent Guild. The President shall appoint chairpersons of all the standing committees and shall be an ex-officio member of the standing committees and may establish additional committee as needed. **Additionally, the President shall make such necessary special appointments to the Executive Committee to fill vacancies if the position of Board Secretary or Treasurer is vacant, and if there are no qualified candidates for those positions as set forth in other sections of these by-laws. These appointees shall be titled Acting Treasurer or Acting Secretary. An Acting Treasurer or an Acting Secretary shall serve a one-year term with the consent of the Board and the later approval of the population at the June business meeting. An Acting Treasurer or Secretary appointee may serve no more than two consecutive one-year terms.**

Section 7: **The In House Communications** Committee, in collaboration with staff, shall publish and distribute the **Docenteer, and administer the website of the Guild. The duties of Web Master of the Docent Guild's web site shall be assigned to the Newsletter Committee in those instances where the President determines that the Newsletter Committee has sufficient technical acumen to make such a merger effective, and the Newsletter Committee shall then be known as the In House Communications Committee. The Webmaster is responsible for designing, maintaining and up dating the web site of the Guild. The Docenteer shall be posted on the website, and shall be distributed to each Guild member by mail or electronically.**

These changes were accepted by the Board.

(Note: Please note that these changes, although adopted by the Board will not become effective until the general population of the Docent Guild is notified of them in writing and the general population votes to adopt them at the June 2008 business meeting.)

Education Report: Lois Heal's report was included in the President's report.

Day Chair Report: Shirley Rowland said the Day Chairs met March 18th. They discussed upcoming third grade changes and other additions to our training. Board positions which need filling and that the May 6 trip is open to new docents. The next Day Chair meeting is May 13th. Day Chairs were asked to remind all docents to sign out at the end of their shifts.

Hospitality Report: Jean LaRosa is calling in orders from the April 19th session. There was a discussion of the details.

Membership/Office Manager Report: Charles Foster was not present and had no report.

Newsletter Report: Nancy Muhlbach reports that the next Docenteer is almost ready for publication. President Baumer was reminded that the deadline was at the end of April.

Public Relations Report: none

Interview/Recruiting Report: Chuck Seeley was not present and his report is included in the President's Report above.

Special Events Report: Marilyn Rye is finalizing arrangements for the May 6th trip. Bus is almost full and there was a discussion of the latest version of the schedule.

Educational Development Report: Linda Nelson was not present but Tami reported that schedule for extended tours was up to date.

Director's/Staff Reports: Tami Averill said Fantastic Friday had gone well. She also said they had an opportunity to test some of the new third grade material and curriculum in development.

Museum Director Phil Kwiatkowski will be teaching interpretative techniques beginning Wednesday May 7th from 2:30 to 4:30. The sessions will continue for the next 5 Wednesdays.

Tornado drills will be held. More details will be forthcoming.

Shift Reports/Docent's Comments: none

Old Business: none

New Business: Committees were reminded to submit their budget requests for the next year.

Discussion:

Adjournment: Moved by Kay Olson, seconded by Alice Throop. Motion passed and meeting adjourned at 11:32

Respectfully submitted:

Fred Junger, Secretary