

Docent Guild Board Meeting

January 14, 2010

Present: Lois Baumer, Deb Malewski, Jean LaRosa, Kay Olson, Alice Throop, Jim Groen, Chuck Seeley, Marilyn Rye, Leland Scott, Phil Kwiatkowski, Charles Foster.

Meeting called to order by President Kay Olson at 9:30 a.m.

Kay Olson asked Phil Kwiatkowski who would be in charge of the Statehood Day on January 23, 2010. Phil stated that Joann will be in charge in Tami Averill's absence. Phil gave a Staff Report. The Docent room will be affected by the update of the fire sprinkler system repair. The interim Docent room location will be determined if needed. As of this date all repairs will be done at night. The Docent's are requested to put away any material that needs storage at the end of each day. It was asked of Phil if there is a facility manager. Phil stated that he will be our contact person at this time.

Kay Olson updated us on the Women's Expo which is February 5-7, 2010. We will have a booth at this Expo. Set up for this event will begin at 2:30 p.m. on February 4th. This event will be a way to promote for new Docents.

Secretary minutes were given by Leland Scott. The following corrections are noted. Bill Shideler's name was miss-spelled, The Friends of the Museum are part of the budget until June 2010, on the 2nd page 5th paragraph down as a type it should be "names" instead of "banes", in that same paragraph the last sentence it should have read that it was a unanimous vote to consider our research on the location of the June 2010 picnic at Eaton Rapids Area Historical Center, 6th paragraph page 2 the 3rd sentence should read recognition pins are based on how many years and hours a docent volunteers. Deb Malewski moved to accept these minutes with noted corrections. Seconded by Lois Baumer. Minutes accepted.

Treasurer's report was given by Jim Groen. Jim stated that there are two outstanding receipts for the holiday decorations and the bus payment for the Docent trip. It was also stated that he has heard nothing further on the funds from the Foundation at this time. Leland Scott moved to accept the Treasurer's report and it was seconded by Deb Malewski. Report accepted.

President's report was given by Kay Olson. She asked Phil the status on David Bridgens. Phil reported that David is still on medical leave. Kay also reminded us about the Statehood Day and the Women's Expo.

Vice President's report was given by Deb Malewski. Deb gave us an update on the Presidential Volunteer Award. Jim Groen questioned the cost of the certificate and recognition pin package as to where the funds would be coming from. Kay Olson stated that these will depend on the

grant from the Foundation. Lois Baumer moved and Alice Throop seconded to accept this report. Report accepted.

Archives report was given by Alice Throop. Alice stated that she needed approval of the reports for 2006 through 2008 to be sent on to the Archives.

No Bylaws report was given.

Education report given by Lois Baumer. It was noted that in the 2009 fiscal year that new Docents have not continued to volunteer. Alice stated that there is Continuing Education training in August 17-18, 2010. The training subject is how to effectively teach the 3rd graders. Our April training will focus on our new direction. Our focus is to specialize more toward 3rd graders and offer more hands on items. Phil stated that we should schedule each gallery to use them more effectively. Chuck Seeley asked what the date was for the April training. April 17th was given as a possible date. Kay Olson will send a note to those Docents who have not continued to volunteer asking them to come back or to decline as Docents. Chuck stated many are looking for employment and upon finding employment drop as Docents. Phil stated April 17th would work for training if we used the Education room.

Day Chair report given by Kay Olson in the absence of Shirley Rowland. The next Day Chair meeting will be Tuesday January 19, 2010 at 10:00 a.m.

Hospitality report given by Jean LaRosa. No report was given, however Marilyn Rae asked a question about the Continuing Education Day on April 17, 2010 if Hospitality would be responsible for a box lunch that day. This will be investigated.

Membership/Office Manager report given by Charles Foster. Charles gave each of the Board members a current roster of Docents with volunteered hours. Lois Baumer asked about further information on lifetime memberships. It was stated that further research will be done on this. It was asked for a list of Docents to see who is active and non active.

In House Communications report given by Lois Baumer in the absence of Ron Nelson. Lois spoke to Ron and the Newsletter will go out next week.

Special Events report given by Marilyn Rye. She stated the date for the Docent trip will be June 8, 2010. Destination is still to be determined. A signup sheet for this trip will be posted in April.

New business: January 28, 2010 will be a scheduled meeting to discuss scheduling issues and other concerns. Phil wants to be included in this group discussion. Deb Malewski stated that maybe there should be a fee charged to new applicants and a membership card given upon successfully volunteering 100 hours. This membership card would be renewed after each 100 hours volunteered. Further discussion on this issue will be on January 28, 2010.

Meeting was adjourned at 12:00 p.m. by Kay Olson

Respectfully submitted,

Leland Scott