

Docent Guild Board Meeting Minutes

February 11, 2010

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

Secretary Minutes were reported by Leland Scott. Noted corrections were made to January 2010 minutes and new copies will be distributed. Minutes approved and accepted.

Treasurer's Report given by James Groen. The report was approved and accepted as given.

President's Report given by Kay Olson. The Women's Expo was a great success. Twelve Docents assisted with the booth and speaking with guests. 257 guests signed up for the Behind the Scenes Tour raffle. Rose Yokum was drawn as the winner of the raffle and an alternate name was drawn which was Madison Pitt. We will continue to look for other opportunities to present the museum and Docent Guild to the public. It was stated that maybe a Behind the Scene tour for the Docents and an emergency procedure tour should be given. Marilyn Rye asked what the guest signup sheet will be used for. Kay Olson stated that will be our contact for the next docent training date in March. President's report was approved and accepted as given.

Vice President's Report given by Deb Malewski. Deb passed out a sample of a membership card that could be given to the docents who completed the required amount of hours. Deb also said maybe a logo shirt would be a good idea for promotion. Kay Olson asked if she had received any further information about the President's Volunteer Award. Kay asked if we are going to go with a certificate and pin now that we have received the funds from the foundation grant. It was stated that this will be presented in the April training. Lois Baumer moved for us to proceed with this award. Leland Scott seconded the motion. Motion carried. Lois Baumer stated that an information letter be sent to the foundation about the award. Deb Malewski also stated that a news report could be sent to the paper for a press release of those who earned this award. Deb suggested that for next year's Women's Expo or other events that we have a banner made that can be displayed in the booth. If the museum proceeds with an admission fee maybe a discount coupon could also be given as a gift at these events. Deb also stated that the cost of parking was a concern at the Women's Expo. Further review is needed on this issue. She stated that a button for costume docents be used to state who and what year are being portrayed. Vice President's Report was approved and accepted as given.

Archives Report given by Alice Throop. Alice Throop passed out the archive reports for 2008 through 2009 calendar year. Finalizing the proof reading of documentation on records for the years 2004 through 2006 for transfer to the State Archives. Spent some work time on the activities album. Archives Report was approved and accepted as given.

Bylaws Report given by Lois Baumer. Kay Olson spoke to Andy to update the Bylaws. Lois Baumer would like us to follow the rules of the Bylaws and that all changes go through the chair of each committee. Bylaws Report was approved and accepted as given.

Education Report given by Lois Baumer. Lois stated that she will be meeting today with Tami Averill to update her on the April training. On August 16-17 there will be a workshop for Michigan teachers pertaining to the way we will present Michigan History to the 3rd graders and special programs. This program will be sponsored by the Smithsonian Institute. We are to be included in these changes. Kay Olson asked for clarification about the April 17th training. Lois stated it will be a mini version of the August training. She stated there will also be a question and answer period on the concerns of the docents. One common concern is for an annual calendar for training events. It was stated that the calendar may be too rigid, further discussion with Phil Kwiatkowski and Tami Averill will be needed. Education Report was approved and accepted as given.

No Day Chair Report was given.

Hospitality Report given by Jean LaRosa. April 17th is set for training and a luncheon will be provided for this event. The first Wednesday in June will be the Docent Picnic. Hospitality Report was approved and accepted as given.

Membership/Office Manager Report given by Charles Foster. Charles passed out a copy of completed docent hours and their service pins. Leland asked what the required hours and years for the 25 year pin. Lois stated that a Bylaw proposal will be forthcoming on this issue. Membership/Office Manager Report was approved and accepted as given.

In House Communications Report given Kay Olson in the absence of Ron Nelson. Ron Nelson has stated that March 1, 2010 is the deadline for submission of articles for the Docenteer Newsletter. In House Communications Report was approved and accepted as given.

Public Relations Report given by Kay Olson in the absence of Fred Junger. Submissions to Fred Junger should be given to him by March 1, 2010 for proof reading and final approval. It will be submitted back to Jennifer Sochor to distribute. Jennifer stated that she would continue printing the Docenteer. Public Relations Report was approved and accepted as given.

Interview/Recruiting Report given by Chuck Seeley. Chuck stated he presently has two applications. He would like to see a follow up on those who signed up at the Women's Expo for the March training. Interview/Recruiting Report was approved and accepted as given.

Special Events Report was given by Marilyn Rye. Marilyn stated that June 9, 2010 will be the Docent Trip. Sandra Golkey and Marilyn met and decided on Port Huron for this trip. We will be leaving at 8:00 a.m. and arriving at 10:00 a.m. in Port Huron. They are deciding where we will meet the bus; the location will either be Meridian Mall or East Towne Centre. The signup sheet will be posted after Easter. The cost will be determined at a later date, at this time the cost will be approximately \$30.00. Kay Olson asked if the balance for the bus can be paid for out of the funds that we have received so far. Jim Groen moved that we pay for the bus out of funds that we have so far. Deb Malewski seconded. Motion carried. Special Events Report approved and accepted as given.

Director's/Staff Report was given by Tami Averill. Tami stated that she has some special events overnights for the Boy Scouts of America and the Girl Scouts of America, docents will be needed for assistance in these events. March 20th is a Michigan History Day competition, and she is looking for docents who would like to be a judge for this event. March 27th the Girl Scouts of America will be looking for docents to help with a Day event on Women's History in Michigan. This event will start at 10:00 a.m. and end at 3:00 p.m. Tami said that she has some homeschooling groups also focusing on Women's History in March, dates to be announced. Director's/Staff Report approved and accepted as given.

New Business: Kay Olson stated she would like to see a 25 year pin design. Leland Scott stated that he would like to design it. Kay indicated this would be ok and asked Leland to submit a design. Lois Baumer stated it would be nice for the chair of each committee to write a short paragraph about their committees and their duties. This will be given to Chuck Seeley to present to new applicants. Motion was approved.

Meeting was adjourned at 11:20 a.m.

Respectfully Submitted,

Leland Scott
Docent Guild Secretary