

**Pacific Grove Museum of Natural History
Director's Report
Aug 2014**

Table of Contents

(Ctrl click to jump directly to a section of this report)

I.	Executive Summary	2
II.	Visitation.....	2
III.	Exhibitions	2
IV.	Education	3
V.	Marketing and Promotions.....	3
VI.	Organizational Updates.....	3
VII.	Personnel & Volunteers	4
VIII.	Collections	4
IX.	Facility and Risk Management	5

I. Executive Summary

The Museum's Education Manager, Ann Wasser, attended the International Marine Conservation Congress in Glasgow Scotland. The Society for Conservation Biology's International Marine Conservation Congress (IMCC) brings together conservation professionals and students to develop new and powerful tools to further marine conservation science and policy. Ann joined professionals from esteemed organizations such as California's Ocean Science Trust and Cornell Lab of Ornithology, to conduct a focus group on **Making Citizen Science Matter**. For more details on this focus group, go to <http://bit.ly/YOUiV>.

Also in August, the City of Pacific Grove's Planning Commission unanimously approved the Butterfly Pavilion's Architectural Permit. Architect Marcy Wong was at the Planning Commission meeting to answer architectural questions and to present sample Pavilion materials to the commission.

[Ctrl Click to Return to Table of Contents](#)

II. Visitation

Visitation and Visitor Experience	Aug 2014
Museum Visitation	Guests – 4,473

[Ctrl Click to Return to Table of Contents](#)

III. Exhibitions

Exhibits	Aug 2014
Permanent Exhibitions	<ul style="list-style-type: none">• Story poles put up to mark special arrangement of Butterfly Pavilion.• Submittal package completed for Pacific Grove Planning Department and Planning Commission evaluation of Architectural Permit for Butterfly Pavilion and Use Permit for Museum.• Planning Commission meeting held and approval given for Butterfly Pavilion's Architectural Permit and the Museum's Use Permit.• Construction drawings for Monarchs Gallery submitted to Building Department.

[Ctrl Click to Return to Table of Contents](#)

IV. Education

Education	Aug 2014
Other Group Visits	<ul style="list-style-type: none"> California Women's Group, 10 visitors Total: 10 visitors
Other Museum Programs	<ul style="list-style-type: none"> Museum Tours, 2 visitors Total: 2 attendees
Science Saturday	<ul style="list-style-type: none"> Dinosaurs and Fossils Total: 868 visitors
Group Outreach Programs/Kits	<ul style="list-style-type: none"> Adaptations Kit Number of kits checked out: 1

[Ctrl Click to Return to Table of Contents](#)

V. Marketing and Promotions

Marketing & Promotions	Aug 2014
Web	Visits: 1,351 Page Views: 4,298
Museum Phone	The Museum phone was updated.

[Ctrl Click to Return to Table of Contents](#)

VI. Organizational Updates

Organizational Updates	Aug 2014
	The Museum's Board of Directors and staffing has remained unchanged in August.

[Ctrl Click to Return to Table of Contents](#)

VII. Personnel & Volunteers

Personnel	Aug 2014
Volunteers	<ul style="list-style-type: none"> • Museum Docent volunteers worked 92.50 hours • Museum Garden volunteers worked 3.50 hours • Museum Projects & Events volunteers worked 11.50 hours • Museum Store volunteers worked 84 hours <p>Total Volunteer Hours: 191.50 hours</p>
Volunteer Orientation/ Enrichment meetings	<ul style="list-style-type: none"> • Volunteer Information Meeting held

[Ctrl Click to Return to Table of Contents](#)

VIII. Collections

Conservation & Collections	Aug 2014
Management	<ul style="list-style-type: none"> • Continued cataloging of temporary collection. • Created report of completed FY 13/14 rotating inventory. • Finalized Museum's Emergency Response Plan. • Added essential materials to Collections Emergency Response Cart. • Met with "Demand Solutions Group" to organize Volunteer work day in support of records management. • Regular repairs and maintenance of exhibits.
Conservation	<ul style="list-style-type: none"> • Monthly check of Temperature/relative humidity levels and pest activity. Will proceed with removing items from safe since it has now been determined that Collection storage is a better environment. • Continued adding Conservator's conservation reports into PastPerfect. • Organized Collection work area.

[Ctrl Click to Return to Table of Contents](#)

IX. Facility and Risk Management

Facility and Risk Management	Aug 2014
Repairs / Upgrades	<ul style="list-style-type: none">• 8/14- Added an additional adult/child breathing mask to the AED system.• 8/19- Notified police of sleeping bag located in native garden spirit nest at 9:55 am.• 8/19- Requested Forest Ave. side entrance hanging light to be fixed, along with fence. Fence repaired the following day.• 8/19- Requested three new elevator keys. Keys delivered the following week.• 8/20- Temporary elevator permit delivered by Public Works.• 8/30 - Handicap button to open doors into Museum's lobby and into the Museum's garden are still broken. The Museum first reported that these handicap door buttons were broken in May 2014.
CPR & AED Training	<ul style="list-style-type: none">• The entire Museum staff became certified in CPR and in operating the Automatic External Defibrillator (AED).