

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

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I. Executive Summary

Monarchs were the topic for the month of December, with counts around 18,000 mid-month. 8,100 visitors flocked to the Sanctuary with relatively dry weather providing plenty of viewing time later in the month. Radio, television and print media outlets featured the Museum on numerous occasions in December.

Education Manager, Ann Wasser graduated from Community Foundation for Monterey County's LEAD program. Interviews were conducted for the Museum's new Administrative Assistant, who will begin work in January.

- I. Attended the Pacific Grove Rotary Club luncheon as Foundation Board of Director Geva Arcanin's guest.
- II. Held a meeting with Foundation Board Member Dede Bent.
- III. Attended the Pacific Grove Rotary Meeting.
- IV. Conducted interviews for the Executive Administrative Assistant; selected candidate on December 22nd, offer accepted on December 23rd.
- V. Attended the LEAD Ceremony Graduation held at the Museum.
- VI. Hosted the Museum Staff Holiday Party off site at Monterey Lanes.
- VII. Attended the Facility Committee Meeting at the Museum.
- VIII. Held a meeting with Pacific Grove Chamber of Commerce President Moe Ammar.
- IX. Met with Ann Wasser, Beverly Bruno, and Jane Thompson regarding upcoming Night Owl event.
- X. Attended the Executive Committee Meeting at the Museum.

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II. Visitation

Visitation and Visitor Experience	Dec 2014
Museum Visitation	Guests - 4,172
Monarch Sanctuary Visitation	Guests - 8,100

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III. Exhibitions

Exhibits	Dec 2014
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Exhibits	Dec 2014
Permanent Exhibitions	<ul style="list-style-type: none"> • 20 plant identification tiles completed for Native Plant Garden • Updates added to Birds Gallery (silhouettes on walls, labels for footprints table) • Updates added to Monarchs Gallery (interactives on & in desk, decorative painting, tracing table fixed)

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IV. Education

Education	Dec 2014
School Group Visits	<ul style="list-style-type: none"> • Sierra Waldorf School, 5th grade, 15 students • Forest Grove, 2nd grade, 24 students • Aromas School, K, 45 students • Pacific Grove High School, 12th grade, 24 students • Monterey Bay Charter School, 8th grade, 28 students • Monterey County Home School, K-3rd grade, 20 students • Linscott Charter School, 1st-3rd grade, 20 students • Robert Down, 5th grade, 29 students • Monterey Bay Charter School, 8th grade, 28 students • Robert Down, 2nd grade, 22 students • Mission Park, 2nd grade, 100 students <p>Total: 355 students</p>
Other Group Visits	<ul style="list-style-type: none"> • None <p>Total: 0 visitors</p>
Science Saturday	<ul style="list-style-type: none"> • None <p>Total: 0 visitors</p>
Group Outreach Programs/Kits	<ul style="list-style-type: none"> • Pacific Grove High School, 12th grade, 24 students • Monterey Bay Charter School, 8th grade, 28 students <p>Number of kits checked out: 0 Total Outreach: 52 students</p>
Lectures	<ul style="list-style-type: none"> • None <p>Total: 0 attendees</p>
LiMPETS	<ul style="list-style-type: none"> • Gardner Bullis- 38 students • Lincoln High- 42 students <p>Total: 80 participants</p>

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V. Marketing and Promotions

Marketing & Promotions	Dec 2014
Web	Visits: 6,179 Page Views: 14,224
Museum Phone	The Museum phone was updated.
Communications	<ul style="list-style-type: none"> • Museum staff were featured on KSBW 8. KSBW 8 and KION news channel 5 also featured the Museum in television stories on monarch numbers. • Stories featuring the Museum also appeared in the Carmel Pine Cone and Monterey Weekly. • The BBC aired a radio program featuring Museum in December.

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VI. Organizational Updates

Organizational Updates	Dec 2014
Staff	<ul style="list-style-type: none"> • Executive Administrative Assistant interviews concluded on the 19th. Selected candidate accepted offer on the 23rd. Start date in January.

VII. Personnel & Volunteers

Personnel	Dec 2014
Volunteers	<ul style="list-style-type: none"> • Museum Docent volunteers worked 72.50 hours • Museum Garden volunteers worked 16.75 hours • Museum Projects & Events volunteers worked 49.25 hours • Museum Store volunteers worked 60 hours • Monarch Sanctuary volunteers worked 139 hours

Personnel	Dec 2014
	Total Volunteer Hours: 337.50 hours
Volunteer Orientation/ Enrichment	<ul style="list-style-type: none"> • Volunteer Information Meeting, 3 attendees Total New Volunteers: 0

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VIII. Collections

Conservation & Collections	Dec 2014
Management	<ul style="list-style-type: none"> • Installed additional displays in Monarch Gallery: Hand painted design elements, Postcard display, Cluster photo, tracing table, updated text panels and labels. • Relocated Brown bear to main exhibit hall, relocated Monarch chair to Giftshop. • Hosted a second meeting for group from MBAQ researching fishing communities in Monterey. • Continued scrapbooking archive project with Museum interns. • Continued with temporary collection cataloging project. • Began 2015 rotating inventory (MC:12-24,34-36, Whale room, Library, Safe) • Installed and relocated shelving and display materials in gift shop. • Facilitated 3 photography research requests.
Conservation	<ul style="list-style-type: none"> • Monthly check of Temperature/relative humidity levels and pest activity. • Dealt with rodent problem. • Tested new proposed lighting system in main exhibit hall.

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IX. Facility and Risk Management

Facility and Risk Management	Dec 2014
Repairs / Upgrades	<ul style="list-style-type: none"> • 12/1- Thermostat in upstairs administrative office replaced. • 12/5- Final Fire Inspection completed; passed. • 12/8- Broken windows throughout facility inspected. Request for Del Monte Glass to fix. • 12/9- Wilson's Heating and Plumbing performing heater check. • 12/9- Reported water issue in sink located in upstairs office.

	<ul style="list-style-type: none">• 12/9- Comcast site visit for internet connection issue.• 12/11- Monarch Sanctuary closed due to high wind advisory.• 12/12- Reported multiple water leaks throughout facility due to storm: Downstairs education room window, lobby door to garden, window ceiling above bridge, window behind admin desk upstairs, door in whale room, and pipe leak in attic.• 12/15- Work performed on sink located in upstairs office.• 12/16- Reported handicap function on front lobby door not working. City discovered blown fuse. Door functioning properly day of reported issue.• 12/22- Reported rodent issue to City. Called Monterey Pest Control to discuss rodent proofing.
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