



MEMORANDUM

TOWN OF PONCE INLET, TOWN MANAGER DEPARTMENT

We strive to be professional, caring and fair

To: Jeaneen Witt, Town Manager
From: Amy Zengotita, Parks/Rec Manager & Museum Educator
Date: February 17, 2017
Subject: Museum Educator's end of the month report for January 2017

Below is the summary of the Museum Educator's activities during the month of January.

Visitor Attendance	163
Tours	13 hrs.
Programming	1.5 hrs. (Planned Spring Lecture Series)
Projects	9 hrs. (Obtained quotes for museum fence; obtained quotes for Winterhaven marker; submitted CoA for Pacetti Cemetery retaining wall; revised Green Mound National Register nomination)
Administration	36 hrs. (Organized and maintained volunteer schedule; organized and maintained weekly, monthly, and yearly visitor reports; maintained gift shop reports; maintained Museum budget excel workbook; attended Historic Board meeting; reviewed Council meeting minutes; wrote Historic Board Reports; reviewed Historic Board minutes; reviewed Historic Board Packet; completed annual inventory of gift shop items; wrote Accession Committee reports; reviewed Accession Committee packet and minutes; attended Lighthouse Association meeting; attended Accession Committee meeting; attended Council meeting; typed newspaper article for website)