



## MEMORANDUM

TOWN OF PONCE INLET, TOWN MANAGER DEPARTMENT  
MUSEUM, PARKS & RECREATION DIVISION  
*We strive to be professional, caring and fair*

To: Jeaneen Witt, Town Manager  
From: Amy Zengotita, Museum Coordinator  
Date: September 8, 2015  
Subject: Museum Coordinator's end of the month report for August 2015

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Below is the summary of the Museum Coordinator's activities during the month of August.

Visitor Attendance	103
Tours	12 hrs.
Programming	15 hrs. (Planned Grandparent's Day, the Museum Halloween Party, and fall lecture series)
Projects	6 hrs. (Worked on Florida Historic Site Marker application for the Green Mound)
Administration	23 hrs. (Organized and maintained volunteer schedule; organized and maintained weekly, monthly, and yearly visitor reports; maintained gift shop reports; organized museum website page; prepared for and attended Historic Board meeting; prepared agenda and minutes for Accession Committee meeting in September)
Historical Research	4 hrs. (Ponce Inlet History)