



MEMORANDUM

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

To: Jeaneen Witt, Town Manager
From: Amy Zengotita, Museum Coordinator
Date: August 3, 2015
Subject: Museum Coordinator's end of the month report for July 2015

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

Visitor Attendance	247
Tours	24 hrs. (Set-up Marine Science Center Summer Camp Tour)
Exhibits	3 hrs. (Created a restoration photo video for the Museum and printed out photos of the restoration)
Programming	3 hrs. (Fall Lecture Series)
Projects	55 hrs. (Edited Earl and Gladys Davis oral history video; edited Cathy Wharton oral history video; edited Bob Stone oral history video; supervised weeding and tree removal in Pacetti Cemetery; completed Pacetti Cemetery maintenance report; organized museum drawing presentation to Town Council; edited "Our Town" lecture on Beach Racing for Museum display; researched and began application for the installation of a historic marker for the Green Mound; assembled and submitted the National Register of Historic Places Application for the Meyer-Davis House and Hasty Cottage)
Administration	40 hrs. (Organized and maintained volunteer schedule; organized and maintained weekly, monthly, and yearly visitor reports; maintained gift shop reports and submitted sales tax; filed Museum ECHO Report; edited North and South Turn Beach Approach Designation Resolution and Town Council Report; researched archival materials needed for the museum's collection; updated Museum's Comprehensive Emergency Management Plan; reviewed Museum budget for Council Budget Workshop; reviewed museum maintenance with Keith; translated museum

brochure into Spanish; reviewed Historic Board minutes; organized Museum files; submitted Historic Board staff report)

Historical Research

5 hrs. (Ponce Inlet History)

Technology

3 hrs. (Worked with IT Staff on fixing museum laptop; organized museum computer files; set-up DVD player and researched TV riser shelf)