



## 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 & Museum Educator  
Date: May 2, 2016  
Subject: Museum Educator's end of the month report for April 2016

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

### Visitor Attendance

Tours	14 hrs.
Exhibits	5 hrs. (Installed new digital displays)
Programming	3.5 hrs. (Organized and implemented Spring Lecture Series)
Projects	31 hrs. (Green Mound National Registry Nomination; installation of Green Mound Historic Marker; edited oral histories; created PIHM native plant guide)
Administration	35 hrs. (Organized and maintained volunteer schedule; organized volunteer notebooks; organized and maintained weekly, monthly, and yearly visitor reports; maintained gift shop reports; reviewed Historic Board packet; completed Winterhaven nomination notifications; researched FY 16/17 & FY 17/18 capital purchases; prepared FY 16/17 & FY 17/18 operating budget; prepared for and attended Accession Committee; reviewed Accession Committee minutes; reviewed Council meeting minutes)