



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: January 3, 2017
Subject: Museum Educator's end of the month report for December 2016

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

Visitor Attendance	124
Tours	9
Programming	5 hrs. (Fall Lecture Series and planned Spring Lecture Series)
Administration	25 hrs. (Organized and maintained volunteer schedule; organized and maintained weekly, monthly, and yearly visitor reports; maintained gift shop reports; maintained Museum budget excel workbook; reviewed Council meeting minutes; wrote Historic Board Report; reviewed Historic Board Packet meet with County on Winterhaven Historic Marker location; attended Office 365 training; wrote newsletter article for museum)