



## 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: June 1, 2016  
Subject: Museum Educator's end of the month report for May 2016

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

Visitor Attendance	116
Tours	10 hrs.
Exhibits	2 hrs. (Updated digital displays)
Outreach	3 hrs. (Created ECHO Rangers Scavenger Hunt questions)
Projects	20 hrs. (Green Mound National Registry Nomination; edited oral histories)
Administration	31 hrs. (Organized and maintained volunteer schedule; organized and maintained weekly, monthly, and yearly visitor reports; maintained gift shop reports; researched and prepared FY 16/17 & FY 17/18 capital purchases; researched and prepared FY 16/17 & FY 17/18 operating budget; reviewed Council meeting minutes; attended and prepared for Historic Board meeting; reviewed Historic Board minutes; created museum brochure for local businesses; oversaw installation of new internet)