



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: December 14, 2016
Subject: Museum Educator's end of the month report for November 2016

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

Visitor Attendance	82
Programming	5 hrs. (Fall Lecture Series; planned Museum Christmas Event)
Projects	5 hrs. (Green Mound National Registry Nomination)
Administration	16 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 fixed assets)