



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

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

Visitor Attendance	163
Tours	18 hrs.
Exhibits	2 hrs. (De-installed Christmas exhibit)
Outreach	9 hrs. (Prepared and implemented for History Con at the Museum of Arts and Sciences)
Programming	2 hrs. (Organized Spring Lecture Series)
Projects	7 hrs. (Attended Florida Historic Site Marker meeting on the Green Mound; submitted and reviewed design for North and South Turn markers)
Administration	27 hrs. (Organized and maintained volunteer schedule; organized and maintained weekly, monthly, and yearly visitor reports; maintained gift shop reports; prepared for and attended Accession Committee meeting; reviewed Accession Committee minutes; submitted Historic Board Staff Reports; Review Historic Board packet; attended meeting on 46 Oceanview; conducted volunteer training; updated TripAdvisor)
Historical Research	3 hrs. (William Aiken Walker)