

BERNICE P. BISHOP MUSEUM

P.O. Box 19000-A, Honolulu, Hawaii 96819 • Telephone 847-3511

December 5, 1979

Polynesian Voyaging Society

Dear friends:

Our needs for space to support a number of Museum activities and programs leads us to the decision to not renew your existing rental agreement as we must incorporate your present area in another use. We are willing to create an area of equal or better circumstances for you on the second floor, same building, at the same terms if you wish. Further, we will leave you where you are on a day-to-day basis while we are preparing your new office so that you suffer minimum inconvenience.

We very much want the Polynesian Voyaging Society to stay on site and point out we are not extending rental agreements for current upstairs uses.

May I hear from you at your earliest convenience, please?

Sincerely,



David R. Huffman
Manager of Operations

DRH:mt

P.V.S.

MINUTES OF MUSEUM ADVISORY COUNCIL MEETING (Special) - 11 December 1979

Meeting was called to order by Chairman Yeargans at 2:05 p.m., Tuesday, December 11, 1979, in the Conference Room.

Upon motion and second, minutes of the meeting of 19 October 1979 were approved as distributed (and subsequently amended by the Chairman, after distribution).

M. Thomas: Presented a suggestion that a decal be used on cars of staff members. Suggested use of one currently available in Vestibule Shop, with possible addition of an "S," meaning staff, to distinguish from those purchased by other people. Majority agreement to implement use of such a logo. M. Thomas to coordinate with Maintenance/Security Department.

Huffman:

Atherton Hālau. Building to be completed by contractor shortly before Christmas, and probably no later than 1 January. Kahalepuna to move into Manager's office before Christmas. Scheduled activities to begin slowly pending completion of inside installations (lighting, etc.).

Tapa Lanai. Under new lease with Steve Wong (formerly with Spencecliff). Menu offerings and open hours will be on an experimental basis for several weeks. Manager will stress a variety rather than a sameness of menu items. He is open to suggestions from staff.

Heritage Gift Shop. Installation now occupies 850 square feet, as compared to the former Heritage Theatre area of 5,920 square feet. New Acting Manager is Mr. Don Ho.

Discussed problem of relieving Operations/Development offices of need to do detailed leg work required in connection with various social functions (exhibit openings, special events, parties, etc.). Stressed that Operations is willing to be of assistance to departments responsible for such events, but that Operations/Development do not have primary responsibility for "giving a party." In this connection, Bunton raised question of extent to which Planetarium staff should provide certain facilities (mainly tables) for outside groups which rent the Planetarium for evening functions (including refreshments). Director suggested charging a fee in addition to the rental fee. Mueller-Ali indicated plan for having folding tables in the Atherton Hālau (which could be borrowed readily by Planetarium); other tables which remain in the Conference Room at all times; and other tables stored near the Maintenance Department for use in the Courtyard. Stressed need to cut down the time and wear-and-tear involved in moving furniture up and down the elevator and to or from one area or another.

Smart: Directed attention to a memorandum distributed some time ago concerning staff and department solicitation of outside agencies, foundations, etc., for special contributions or grants. All of these must be on record in the Development Office in order to avoid duplication or confusion. This is not to discourage such seeking for funds, but there is critical need to consolidate and/or coordinate all such efforts to avoid unwise or embarrassing approaches.

Avery: Announced her imminent departure from the Association Office and extended her thanks to all staff who had assisted her in many ways during her tenure at the Museum. Bunton proposed a rousing vote of thanks to "Pat" for her efficient services to the Association and to the Museum.

Upon motion and second, Mueller-Ali/Halualani, meeting was adjourned at 2:36 p.m.

July 25, 1979

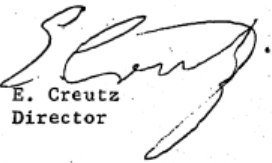
TO: All Staff
FROM: Director
RE: Safety and Security Rules and Procedures

Attached is a document prepared by the Safety and Security Committee regarding safety and security rules and procedures.

This document will be incorporated in the Employees' Handbook when it is issued.

However, due to the high importance of the attached subject matter, I am issuing this document now.

I cannot overstress that all employees should familiarize themselves with the contents of this document and act accordingly.


E. Creutz
Director

Please read +
Initial

PVS

August 2, 1979

SAFETY AND SECURITY RULES AND PROCEDURES

A. FIRE

1. In the Research and Office Areas

- a. Upon discovery of the fire, first notify at least one other person in the area of the fire and determine quickly who will notify the fire department and security staff. Evacuate the building, get volunteer staff members to ascertain extent of fire and to attempt to put out the fire. If you succeed in putting out the fire, the fire department will not be unhappy. If you fail, the fire department will have been alerted at the earliest possible time.
- b. Do not hesitate to let others in the area know about the fire. A fire in the area where combustible material (e.g., alcohol) is present could flash into a major explosion. In such an area get out fast and shout to others to get out: "FIRE."
- c. Know where the fire extinguishers are in your area. Read the instructions on the fire extinguishers, and know how to use them.
- d. Determine NOW the route you will follow to leave the building in case of fire. DO NOT USE THE ELEVATOR. Use the stairs. Know the location of fire escapes.
- e. If there is evidence of or suspicion of a fire behind a closed door, feel the door at the top for warmth before opening. Open the door slowly if it is necessary to enter.

2. In the Public Areas

- a. DO NOT SHOUT FIRE. Speak up and ask everyone to move to the nearest exit. In spite of the severe loss to the Museum in case of fire in the exhibit area, human lives are more important.
- b. Call the fire department as soon as possible, and notify Reception to alert the Museum staff.

B. VANDALISM AND THEFT

If vandalism or theft is observed in progress, the employee should consider first his own safety in approaching the vandal or thief.

1. During working hours. If an employee discovers vandalism or theft of Museum property, he should do the following:
 - a. Not touch or move anything from the area.
 - b. Try to leave someone on guard at the site.
 - c. Report the vandalism or theft to the employee's immediate supervisor, the security staff, the curator in charge of the area, or the nearest senior staff member. It will be the responsibility of one of these people to determine if notification of the police is necessary.
2. After working hours. Follow the same procedure as described in 1 above, except for the following changes: Report the vandalism or theft to the security staff, who will be responsible for notifying senior staff and for determining whether the police should be notified.

C. DISORDERLY CONDUCT OR DESTRUCTIVE VIOLENCE

1. Violent behavior within the Museum facilities is possibly evidence of great emotional disturbance, drunkenness, or drug abuse. Employees should not become involved voluntarily in a physical manner but should take the following actions:
 - a. First, call the police.
 - b. Try to alert the security staff.
 - c. Alert the Director and the Superintendent of Maintenance and Security.
2. Any other suspicious activities, at any time, in Museum buildings or on the Museum grounds should be reported immediately to a security guard.

D. IDENTIFICATION CARDS

1. The Bishop Museum issues to each staff member (both regular and on-site affiliate staff) an official Museum identification card. This card is issued through the Director's Office.
2. Upon request, this identification card shall be shown to members of the security staff. Generally, such requests can be expected at times other than regular working hours. Also on request, this identification card shall be shown to members of the Reception, Vestibule Shop, and

other staff for admission purposes or to receive an employee discount on purchases.

3. Lost cards should be reported immediately to the Director's Office.
4. Upon termination of employment, persons will surrender their identification cards to the Director's Office.

E. WORKING OUTSIDE REGULAR WORKING HOURS

1. Staff members working outside regular hours place a strain on the Museum's security resources and expose themselves to a greater safety risk.
2. Staff on campus outside regular hours shall not hinder members of the security staff from carrying out their normal duties and will be expected to assist the security staff if called upon to do so.
3. Additional precautions are necessary when working alone outside regular hours because of the danger of fire or accident. Hazardous chemicals and equipment should not be used when an individual is working alone.
4. Each department chairman will provide the Director's Office with an up-to-date list of employees who may work in the department outside regular working hours. The list will also state, when applicable, what areas of the department the employee may work in. This list will be used for reference by the security staff.
5. An employee working outside regular hours must have written permission if he is to enter a locked area outside his department or division. The written permission should be from the supervisor of the locked area the employee wishes to enter. It is unreasonable to expect the security staff to take the responsibility for permitting an employee to enter a locked area for which that person does not have a key, unless prior arrangements in writing have been made by the person in charge of the locked area.
6. The security staff must be notified of the arrival and departure of each employee working outside regular hours. Notification may be in person or by dialing 847-3511 or by leaving a message beforehand with Reception at the front entrance to the Museum.
7. Each employee working outside regular hours, and leaving his office for more than a few minutes or for any extended period of time, should turn off the lights, lock the door, and notify the security staff of his departure.

F. SECURITY OF DOORS

1. Doors and gates to nonpublic areas should be kept closed and locked unless there is an attendant on duty.
2. If an employee admits someone whom he does not know to be an employee, it is then the admitting employee's responsibility to escort that visitor to the person with whom he has an appointment or to send him to Reception at the front entrance of the Museum.
3. Every Museum employee shares the responsibility and custodianship of the unique and priceless treasures housed in the Museum. It is immoral to expose these to possible loss or damage by allowing outsiders access to nonpublic areas of the Museum.

G. AUTOMOBILES

1. Employees are urged to lock their cars while parked on the Museum grounds. If a car is to be left overnight at the Museum, the security staff should be notified. It is the driver's responsibility to notify the security staff.
2. Speed on the Museum grounds should not exceed 10 m. p. h.
3. Obey posted traffic signs and do not park in front of fire hydrants.
4. Although there are not enough assigned parking stalls for all staff, please keep the parking area located by the main entrance open for the general public to use.

Issued 8/2/79
Bernice P. Bishop Museum
E. Creutz, Director

P.V.S.

MINUTES OF MUSEUM ADVISORY COUNCIL MEETING - 18 July 1979

Meeting called to order, with quorum present, by Chairman Yeargans, at 1:35 p.m., in the Conference Room. [Note: At the end of June, the election of new officers for FY 80 designated Yeargans as Chairman and Halualani as Vice-Chairman.]

Minutes of the meeting of 15 June 1979 were approved as written and circulated, upon motion and second by Kemble/Halualani.

Huffman - reported that contractor will begin construction of the Hālau within seven to ten days, with completion date set for 1 December 1979.

Smart - reported that Development Office fund-raising drive for FY 79 (plus July 79) has reached pledge total of \$830,731, with \$443,934 having been received (part going to operating funds, part to Reef and Shore Fauna revision, and part to hālau).

Chairman - Asked for discussion relating to purpose of MAC; asked if MAC has accomplished anything and should MAC be continued. Director stressed his continuing desire for a representative group for the purposes of communication regarding proposals, ideas, plans, etc. - a link which works in both directions, to and from the Director. Timberlake/Bunton/Radovsky/Huffman commented on various aspects of the historical development of MAC. Suggestion made that MAC could avoid long boring meetings if it were to dispense with wasteful discussion of minutia and restrict itself to discussions of larger issues. If warranted, minor items could be referred to a small temporary group for further investigation/clarification and presentation to MAC at subsequent meeting. Motion was made, seconded, and carried that MAC continue more-or-less as in the past.

Director - (1) Stressed that in the interest of protecting our fund grants from various agencies (i.e. research grants), the recipient of a grant must pay strict attention to expiration dates, renewals, extensions, etc., and that fiscal and final reports under a grant are extremely important to granting agencies.

(2) Mentioned plans for improvements, additional work, etc., at Falls of Clyde in order to attract more visitors and increase income. Falls of Clyde can only "break even" if it doubles the number of its visitors.

(3) As of 1 August, Mr Sam Farmer, a consultant expert in working with government contracts will be working in the Director's office.

(4) Expressed desire to come up with a logo for the Museum, one which might possibly incorporate all of the facets of this complex organization. Appointed a committee: Hunt/McLaughlin/Steffan/Kirk to organize a contest for obtaining suggested designs.

(5) Expressed distress that staff members are ignoring a memo regarding keeping the doors of Pauahi Hall elevator lobby CLOSED when no one is in the lobby office. Twice on 17 July doors were found propped open (Huffman report) in defiance of request. Staff passing through unmanned lobby should admit NO ONE who he does not know is on the staff. Strangers should be routed to the Front Desk. If practice of propping doors open on an empty lobby continues, doors will be padlocked and only one or two people will have key. [This resulted in revival of proposal that all staff wear identification, but no action was taken.]

Hunt - Circulated notes resulting from an informal survey concerned with "No Car Day" and other suggestions for conserving energy (gasoline/electricity). Complex discussion concerning day-of-work-at-home, staggered schedules, four-day week, etc. Ramifications too convolute for condensed reporting. Vice-Chairman pointed out that Museum already has staggered schedules, with gardeners starting at 7 a.m., staff offices at 8 a.m., and exhibits/shop at 9 a.m. Further shredding of these schedules would probably result in disorganization, lack of

responsiveness to Director's needs for consultation, no significant saving in use of power, and probable complaints of discrimination between departments. Car pools about the only thing left which might produce advantageous savings. Chairman appointed committee: Hunt/Manning/Kemble, to make condensed report or recommendations concerning increased use of car pools, or other alternate feasible suggestions for saving energy.

Mueller-Ali - Reported status of various projects involved in "space" rearrangements: Anthro Lab, PSA Office, Editorial Office, Observatory basement storage shelves, Bishop Hall auditorium, new Maintenance Shop structure. Mentioned increase in Security Guard staff, and proposed changes to increase night lighting of the grounds.

[Note: Item inadvertently omitted above. After calling the meeting to order, Chairman appointed Fitzgerald to continue as Recording Secretary. With no audible objections, this was assumed "approved by the Council" as required by By-Laws, Article VI, Section 1.]

Upon motion and second, Bunton/Smart, meeting was adjourned at 3.03 p.m.

A. Guerrero

RENTAL AGREEMENT

Bishop Museum agrees to provide to the Polynesian Voyaging Society designated office space in the Museum's Arts & Crafts building. This agreement shall be for six months from the date of signing and upon further agreement, in writing, of both parties, shall carry the option of extension. Rental rates shall be a flat \$50.00 per month payable on the first of each month for that month.

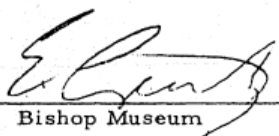
Polynesian Voyaging Society agrees to keep their rented area neat and clean, and also shall assume responsibility and payments for their telephone installation, if needed, and shall adhere to maximum building occupancy regulations and other basic rules as may relate to commercial building codes and safety. Sub-letting of the rented premises by Polynesian Voyaging Society is forbidden as is the conduct of any business of any kind other than that specified above.

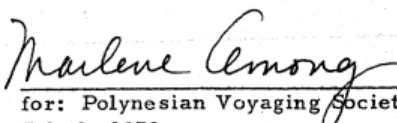
In the event Polynesian Voyaging Society requires use of these premises at other than the Museum's regular dates and hours of business, at least forty-eight hours advance notice must be given to the Museum's Maintenance and Security office.

Bishop Museum shall provide routine building maintenance, utilities other than telephones, general janitorial service, building insurance, and regular campus security.

Bishop Museum reserves the right to approve before publication any printed or broadcast materials which include the name Bishop Museum.

Parking shall be free on a space-available basis.


for: Bishop Museum
July 1, 1979


for: Polynesian Voyaging Society
July 1, 1979



BERNICE P. BISHOP MUSEUM
1325 HI STREET
HONOLULU HAWAII 96819

INVOICE

NO. 9802

Marlene

Date May 2, 1979

Department

MAY 5 REC'D

Purchase Order No.

Make remittance payable
to Bishop Museum.
Return one copy of in-
voice with remittance or
indicate invoice number.
Refer to Invoice number
in all correspondence.

Polynesian Voyaging Society
Arts & Craft Building
Bishop Museum
Honolulu, Hawaii

Terms:

| Quantity | | Unit Price | Net Amount |
|----------|--|---------------|---------------------|
| | For rental of Arts & Crafts Building space for the period July 1978 to June 1979. | | \$365.00 vvvvvvv |

ORIGINAL

DOCUMENTS CAPTURED AS RECEIVED