

Molokai Arts Center
Board Meeting Minutes
January 2, 2107

Call to Order: The meeting was called to order by Greg at 3:35 pm at the MAC studio.

Attendees: Greg Kahn - President
Dan Bennett - Treasurer
Elizabeth Johnson - Board member
Joyce Haase – Vice-president
Josiah Ching - Board member
Paula Scott - Board member
Brandon Jones-Executive Director

Executive Session: 90 day Performance Review was done and a summary of what was discussed will be compiled by Greg and given to the ED.

Action Items:

- Approval of December 5, 2016 meeting minutes will need to be carried over to the Feb. meeting since the minutes were not delivered
- Approval of Amended Policy 003 (Selling Policy) was moved by Joyce and seconded by Beth and carried unanimously with the amendment, 'member' deleted from the last sentence.
- Approval of Matt Yamashita Fiscal Sponsorship Language: was eliminated as an action item in order for Brandon to create a form for fiscal sponsorship requests including a 6 week notice.
- Approval of MAC 2017 Budget: with amendments under 'fundraising expenses' changing the line item from \$1,000.00 to \$3,500.00, and reflecting the change under Total Operation costs from \$112,000.00 to \$114,500.00 and the Total Operating Expenses to read as \$114,500.00 and Net Income to read as \$28,633.10 was moved by Dan and seconded by Beth and carried unanimously.

Information:

- Board Succession (Matrix):** upcoming positions for 'renewal is Bob Underwood who has stepped down, Beth Johnson and Joyce Haase were voted in unanimously for another 3 year term.
- Board Succession (New Candidates):** with an additional resignation from Becky Takashima, there are now 2 positions open. Prospects named at previous meeting did not yield any new candidates (Daffney, Renee, Kalae, Audrey, Kililea). New prospects named: Jerry Loo (Joyce will ask), Donna Pauoa (Dan will ask), Josh Naehu (Josiah will ask) and Matt Yamashita (Brandon will ask).

-Annual Art Exhibit: not much new info since Brandon reported at the December 5 meeting except that Kanoe sold a painting making it a total of 9 pieces of art sold with more than \$500.00 gross sales (5% goes to Friends of the Library) for the artists.

-Soup 'R Bowl Updates (Joyce and Brandon):

-entertainment not yet booked-Brandon working on getting string performers from Oahu

-program times for the evening still needed

-Tasks/Jobs (Leaders needed to head up each area):

- 1) Set up and take down and decoration of facilities: April and Kanoe (includes tables and chairs)
- 2) Clean Up: Josiah
- 3) Kitchen: Joyce
- 4) On Site Ticket Sales: Lil
- 5) Entertainment: Brandon
- 6) Entertainment Execution(sound setup, etc.): Bob Underwood
- 7) Silent Auction: Becky Takashima (Greg will confirm with her that she will still be managing this as opposed to assisting with this)
- 8) Wait Staff Lead: Brandon (Joyce will have input on this and Paula will also help prior to the event). 20 servers will be needed and Brandon will be asking Akaula students to help with the table service (servers will be fed)
- 9) Photobooth: Kanoe (Paula will confirm and see what she needs)
- 11) Distribution and collection of tickets: Greg

Other Soup 'R Bowl notes: Dan in charge of soup bowls, Brandon is designing and ordering the printing of the tickets, parking lot people needed, MC needed (Greg will follow up with Keoloha for MC), advertising (Brandon), health permit (Brandon?), t-shirts and extra bowls to sell on site: Linda Mina, Tahitian dancers: yes, Bob U. is bringing his community band, need someone to manage the recycling of items and garbage and mopping floors, Joyce will check on getting a dumpster, decision not to have a live auction, supplies still needed such as paper goods, napkins, etc. Joyce will be going to Chef Zone to get other kitchen supplies

-MAC Newsletter: Joyce and Paula will serve on an ad hoc communications committee to assist in getting an email marketing platform and will be working with Brandon on this.

-Non-Profit Conference hosted by Chaminade College attended by Greg and Brandon. A short summary of what all non-profits should be in compliance with (overall, MAC is doing well on compliance). Clarification of compensation for board members: personal inurement (sp?). A board member can participate in a MAC sponsored workshop only if there is room. Also, a financial report must be submitted and approved at every monthly meeting.

-NEA (National Endowment for the Arts) Conference call (Brandon): NEA contact wants to help MAC achieve their goals and how to be NEA compliant in order to qualify for NEA grants. Upcoming grant is a perfect fit for the Hawaiian Arts Program: "Challenge America"

-Financial Report (Dan): December 2016 report was submitted (and will be sent as a separate attachment) with qualified descriptions (it is a fluid document at this point in time) was moved by Joyce and seconded by Beth and carried unanimously.

-President's Report (Greg): attempting to streamline meetings (artist of the month shelved for the time being), Board of Director's donations to date for the Aloha for Charities Fundraiser is

\$6,250.00 to date (some donations are still pending)-this does not include Greg's pledge to match dollar for dollar. Officer slate discussion: still need secretary.

-Executive Director Report (Brandon):

1. Program:
 - a. Patrick Ching workshops sold out. Added 3rd class on Sunday.
 - b. Arranging a book reading on January 25 for Jafar Yaghoobi at the library for his memoir, *Let us Water the Flowers*. 5:30 pm start time
 - c. Met with artist James Jack to discuss hosting him for dirt and stories project.
 - d. HA Program tools classes dates set.
2. Financial:
 - a. Atherton grant for \$10,000 for HA program being submitted 1/3 (waiting for budget approval)
 - b. Matt's Kickstarter brought in a total of \$36,655, of which MAC keeps \$734.
 - c. Aloha for Hawaii Charities is up to \$5,935
 - d. Upcoming grants: Friends of Hawaii (clay and supplies), McNerny (Operational, Studio Manager salary).

-Committee Reports:

-Ad Hoc Lease: Dan doing relationship building with key players

-Budget Committee: decision to disband committee as is not needed at this time

-HA Committee (Josiah and Brandon): 1st class will be a tools workshop with a lecture on Feb. 24th at the fishpond (need name and times) and the hands on tool making workshop on March 11th (will run 3-4 hours) need time and name of fishpond and location. Discussion that the calendar that the ancient Hawaiians used as to when different things are done and made will align with the HA programs.

-Unfinished Business: Hawaiian Airlines Account/Credit Card: still 'unfinished'

-New Business:

-Ceramics of Hawaii Show still up until Jan. 8th

-Specific metrics still needed and needs to be reported monthly: Brandon will follow up with Carol Holloman

Next Meeting tentatively Scheduled for Feb. 10th at 3 pm

Adjourn: Moved by Dan and seconded by Beth to adjourn the meeting. Carried unanimously.
Meeting adjourned at 6:15 pm

Submitted by Paula Scott