

Molokai Arts Center
Board Meeting Minutes
January 16, 2014

Call to Order: The meeting was called to order at 10:03 am at Coffees Of Hawaii

Attendees: Dan Bennett, Board President
Emillia Noordhoek, Member
Elizabeth Johnson, Acting Secretary
Roberta Cross, Invited Guest
Yoellah Yuhudah, Guest
Chevy Levasa, invited guest

Board: Emillia has accepted the position of President of the Board, and Dan has agreed to be Treasurer. At this point the meeting was turned over to Emillia.

Minutes: **Motion:** To accept the minutes of December 12, 2013 as amended in Draft 2. Moved by Emillia, seconded by Elizabeth, passed unanimously. The approved minutes will be emailed to Kathy T for posting online.

Financial: Kim presented the Profit and Loss and the Balance sheet for January 2014 to date. The total assets are \$119,199.64 and there are no liabilities. The Profit and Loss for January - December 2013 shows a net income of \$ 47,639.91, the Balance sheet previous year comparison as of December 31, 2013 was presented. Project income is small and needs to increase.

Motion: To accept the financials as indicated and presented by Kim. Moved by Emillia, seconded by Elizabeth, passed unanimously.

Grants: Grants are being used appropriately and timely and there are none pending.

Old Business:

1. Construction/Equipment Report

a. Gutter and roof repair: There has been a delay getting materials ordered but it should be done this week so that by Feb. 1 Matt will be working on it. Dan reminded us that Coffees of Hawaii will be paying half of the expenses which are expected to be about \$974.00.

b. New Kilns Update: For the gas kiln, some burner parts are missing, and Dan would like to have his burner parts back. The instruction sheets are in the studio. The first fire was successful. The wood fire kiln is finished and the first fire was successful. The old gas kiln will be turned into a salt fire kiln.

2. Soup 'R Bowl: The date is March 1, 2014 and the place is the Molokai Community Health Center. Bob and the community group, Kala Bishaw and Kanoho Helm and their respective groups have confirmed. Kim will order the tickets so that we can sell by Feb.

1. Maricel will put a sign up at Takes and sell tickets from the store. We will print 400 tickets to be sold for \$25.00. Mikal will do the cooking. She and Emillia will make the menu and see how much material can be obtained through donation and what has to be purchased. The committee (Emillia, Dan, and Greg) will meet prior to the next Board meeting.

3. Strategic Plan Draft: Roberta handed out the draft of the strategic plan, consisting of 4 documents: 1. The strategic plan which should not change until 2016 and should be used for guiding board decisions, board accountability, grant submission, and presenting and promoting MAC. 2. Appendix A -Achievements which should be updated annually and can be used for donors, grant applications, web site posting, and Board accountability. 3. Appendix B -Strategic working plan, a working tool for the board, to manage project, volunteers, staff, and board accountability, and recording achievements. 4. Appendix C - Strategic Planning Retreat Notes which documents information collected during the strategic planning process. Documents #3 and #4 are intended for Board use, not the membership or general public. These documents should be reviewed by the board so that an approved draft can be sent to the members for review and comment.

5. Expansion of MAC programs in after school classes: The Principals will be meeting with MAC members January 27 at 3:00 pm at the DAGS conference room. For Emillia to pilot a program at the school, she has to be a DOE employee. She hopes to have it together by mid February. Kathy T did a project with the children at Punana Leo preschool, and will soon do a class with Na Kamali'i Preschool

6. Visiting Artist Workshops:

(a) Shannon and Dave's workshop was a huge success and 2 kilns (1 gas and 1 wood) were constructed and successfully fired.

(b) Ginny Hogan's paper making workshop is scheduled for January 26 (Sunday)

(c) Donald Sunshine's reading and show is scheduled for Jan 30 at 5 pm at the Arts Center. Dan has cleaned the showroom, and Donald is going to hang his work. MAC will provide food and wine. All proceeds from the sale of his book will go to MAC

(d) John Wordin is confirmed for a colored pencil drawing workshop in February and supplies have been ordered.

7. Development Director Job Description/Membership:

Emillia and Greg are working on a job description for the development Director, but need the final job description for the studio manager. The director can be hired on a contract basis.

9. Other:

(a) Yoellah received clarification on the present Kupuna class, which is paid for by Alu Like. She would like another Kupuna class that could include all Kupuna, and she would like an extruder. It was suggested that she could write a new Kupuna program and bring it to the board; bearing in mind that any new program would need to have at

least 5 people and that any equipment obtained through grant money becomes the property of MAC.

New Business:

1. Chevy and library garden art: Chevy presented the plan for the Butterfly Garden at the Public Library. She reported that she is a member of the Butterfly Society of Hawaii and that there are 17 native Hawaiian butterflies. The proposal includes a garden 20 feet x 20 feet. This garden would be outlined by tiles set in red cinder, and include plants and butterfly houses for the butterflies. She is requesting that MAC provide the tiles.

Motion: To accept the project as Chevy presented it for tiles for the Butterfly Garden. Moved by Emillia, seconded by Elizabeth, passed unanimously.

2. Selling MAC items at the Saturday: It was suggested that we discontinue selling Mac items on Saturday morning, and ask Lil if she would be in charge of the T-shirt project.

3. Potential Board Members: It was suggested that we place an ad in the newspaper asking for applications for board members. There are criteria and an application form.

4. Workshop:

(a) Wally Schwab would like to do a workshop in February. Suggestions for topics were entertained .

(b) Jennifer Owen teaches at MCC on Maui. Emillia is having conversations with her on doing a salt firing workshop. There will be a charge.

(c) Ginny Hogan's paper making on January 28 is a demonstration. (Alu Like program)

(d) John Wordin has the supplies (cost \$489.00) for the drawing workshop. We need to have a press release for this workshop.

(e) Emilia suggested that we add an answering service to the MAC phone so that people could leave messages, particularly regarding signing up for workshops. The studio manager would monitor the calls.

5. MAC member benefits and kuleana -mailings: It was suggested there be a mass mailing with the rules.

6. Setting up monthly class and event emails through vertical response or similar: A mass email once a month would keep everyone informed of upcoming workshops.

7. Other:

(a) Emillia suggested we do a big wood fire workshop in Dec 2014 – Jan 2105

(b) Interns have met with Siri to get their parameters and what they will do.

(c) The secretary needs to write a thank you letter to Tri-L construction for their donation of concrete for the kiln slab.

(d) Both Shannon and Ginny have asked to be paid if there was money left over from the workshop funds.

Motion: To pay Shannon \$200.00 for kiln construction. Moved by Dan, seconded by Elizabeth, carried unanimously.

(e) The next MAC board meeting is February 13 at 9:00 am at COH

(f) Adjournment

Motion: Moved by Elizabeth, seconded by Dan to adjourn the meeting, carried unanimously.

The meeting adjourned at 11:45 am

Submitted by:

Elizabeth Johnson, acting secretary