

APPROVED

Molokai Arts Center
Board Meeting Minutes
February 13, 2014

Call to Order: The meeting was called to order at 9:01 am at Coffees of Hawaii

Attendees: Emillia Noordhoek, President
Dan Bennett, Treasurer
Greg Kahn, Vice President
Elizabeth Johnson, Acting Secretary

Minutes: **Motion:** To accept the minutes of January 16, 2013. Moved by Greg, seconded by Dan, passed unanimously. The approved minutes will be emailed to Kathy T for posting online.

Financial: There was no financial report. Dan asked that the February update be emailed to the board members.

Old Business:

1. Development Director Job Description:

Motion: To accept the job description for development director and pursue through advertising, with \$20.00 per hour on a contract basis and a 90 day review. Moved by Elizabeth, seconded by Dan, passed unanimously

2. Children's art class instructor:

Motion: To approve the job description for the Saturday kids class as amended. Moved by Dan, seconded by Greg, passed unanimously

Motion: To hire Koki Foster to teach the Saturday kids class for 4 hours per week at \$20.00 per hour. Moved by Greg, seconded by Dan, passed unanimously

Classes will begin March 1, 2014. There will be a registration with a commitment for 1 month and a small suggested fee. Scholarships will be available. There needs to be a press release, and the rules and regulations need to be updated. Emillia and Elizabeth will work on this. The first project will be tiles for the Butterfly Garden at the Public Library. A performing arts component will be further discussed.

3. Interns/AmeriCorps: No information has been received from Siri to date. MAC needs to describe what they need. We need a clear description of what our interns are doing. The studio manager is in charge of the interns.

4. Strategic Plan Draft:

Motion: To accept the strategic plan and circulate the approved draft to the membership. Moved by Dan, seconded by Greg, passed unanimously

5. **Expansion of MAC progress in after school programs:** Information has been emailed to Board members.
6. **Construction:** Materials for the cricket roof are here.
7. **Soup ‘R Bowl:** Entertainment and sound system are confirmed. Food is lined up. There are 238 completed bowls. Volunteers are needed for serving and clean up.

New Business:

1. New Board Member and Meeting Time: Bob Underwood is our new board member. Board meeting dates and times are to be determined

2. Updating MAC rules and procedures: The rules and procedures need to be updated to include the new requirements for the kid’s classes. These should be posted and emailed. Facility hours need to be posted. Monday the studio is closed. Keys should be collected and distributed.

Motion: Moved by Dan, seconded by Greg to adjourn the meeting, passed unanimously.

The meeting adjourned at 11:45 am

Submitted by:

Elizabeth Johnson, acting secretary