

Molokai Arts Center Board of Directors Meeting
2/18/13
Coffees of Hawaii

Present: Dan Bennett, Kathy Tachibana, Emillia Nordhoek, Bradford Duval
Absent: Janie Klingberg

Call meeting to order-Dan 9:18 am

Minutes from 1/10/13 Board Meeting Bradford moved to approve, Emillia seconded .
Motion carried.

Financial Report – Emillia reported that \$10,481.26 is actually in the bank. Kim sent draft financial reports that she had reconciled to the Bank of Hawaii online banking statement as of Feb 15, 2013. The cash balance after accounting for checks issued as of Feb 15, 2013 is \$8960.84. February gas, telephone and electricity have not been paid. Outstanding bills will be paid this coming week. After paying all the bills, we will have about \$8,000 on hand.

Financials are temporary statements. Although the cash is correctly stated, the income accounts have not yet been posted since mid January because Kim did not have all the receipts from the receipt book. Once the missing receipts are found Kim will be able to prepare final reports.

The amount of income that is not yet posted is shown on the income statement as unallocated income: \$3,039.20. Included in this amount are some dues, some guest fees, some soupbowl ticket sales, some pottery/plant sales, etc.

Emillia has submitted a grant to Friends of Hawaii asking for \$6500 to purchase art supplies for kids program and \$1500 for music program.

Emillia is working on 2 grants that are due April 1 – Atherton and Friends of Hawaii – She is requesting funding for 2 part time positions. Emillia is working with Kim to put together an operational budget to use for these grant applications. If funded, the positions will be a Studio Manager and an Admin position. These positions will be considered staff not contract.

Kathy moved to defer approval of financial reports until Kim is able to confirm that the receipts Emillia found are all accounted for and the reports are correct. Bradford seconded, motion carried.

Old Business

1. Construction/Equipment Report-

- a. Pug mill-Dry mixing clay under way. Thanks to Gladys for shouldering this responsibility.

- b. Container update-Need to set policy on what is stored inside and have person responsible for maintaining order therein. Mural panels removed for installation, other extraneous materials will be removed by Kathleen so we can organize and clean up to make room for occasionally used materials. Bradford may be able to assist with getting material and making shelves in there if they are needed.
 - c. Shelly Ovard has volunteered to work in the garden. She is going to need to purchase potting soil and plastic pots for her work. The board agreed this was acceptable. Dan will work with her to make sure purchases are kept to less than \$200.
 - d. Dan emailed Steve about update of rules and regs to include storage of personal supplies and materials policy. He hasn't responded so Dan will try to call him. Emillia had a hard copy so Kathy will type that up if Steve doesn't email anything.
2. **Mural-** The mural was installed on 2/13. A dedication ceremony will take place during Coffee Festival on March 16 when VIPs will be here- Maria's idea. Legend will be painted by Doc Mott, highlighting artists that worked on mural and sponsors. Emillia will ask Matt to borrow his lights and also to have him set up and take them down to highlight the mural on the night of soup r bowl.
3. **MCC ceramics class** will resume next semester, new memorandum of agreement to include facilities use fee for Fall and Spring Semesters has been signed. Dan will send out copy to board.
4. **Soup 'R Bowl -** Report from meeting for Hawaii Coffee Festival in March. Discussion of progress and needs from MAC.
- a. **Thursday 3/14** – Need to schedule studio cleaning Marilyn will ask her students to stay after class to do this.
 - b. **Friday 3/15** – 8am poetry reading need volunteers to come in and set up 25 chairs move tables etc. Prepare space for food.
 - c. **Friday 3/15** – 4:00 Ask kids to march in the parade. Bradford is working on design and will print smocks for the kids to wear in the parade. We will also encourage adults to participate. Parade starts at 5. (Bring cooler of water for kids and maybe ice cream for after?).
 - d. **Friday 3/15** – Other activities at Kualapuu business center. Our only commitment is to provide 15 prizes for the Chili Cookoff. Dan is planning to give them bowls or mugs.
 - e. Kathy T to ask QLCC if we can use their kitchen for Roshani to prepare soup. Bradford will prepare 5 gallons of tortilla soup in . Kumu is selling us salad mix at cost. We are paying the kitchen \$6 per ticket to prepare rice, salad (they will supply additional ingredients beyond lettuce and salad dressing), drinks, bread and serve the soup.

- f. Saturday 3/16 – another poetry reading in am. We need to set up for. We have a free table at the day time event. Sell stuff from our showroom and chili tickets. Banner, bowls, tables need to be set up. Mini silent auction Margaret and Jule to arrange. Dan will make sign up for volunteers. Dan will emcee announcements. Tessie Juario has requested that Emillia read poem about Annette. Emillia will do press release for soup r bowl.
5. **Visiting artists-**
 - a. Greg Miller, end of February. They are here already. Emilia would like to use money from tuition to pay for plane tickets from Maui. Board agreed to do that.
 - b. **Liz Jackson** – Possible visiting artist coming from Seattle in August for potter guild that may want to come to Molokai
 - c. **Wally Schwab**– Is interested in coming back to Molokai. Marilyn will put him in touch with Emillia to see if she can coordinate a visit with him.
 - d. **Exuberant Clay** – Honolulu and Maui. Emillia suggested we help them promote on website and fb pages.
 6. **Election of new president**, postponed until after fundraiser.
 7. **Strategic Plan Creation and board member training** to be after March fundraiser.
 8. Other-Organizing classes and making of flyers needs to be approved by the board. This will be included in rules and regs.
 9. Volunteer Coordination- Dan came Friday afternoon no one was here. Need to make it clear to volunteers that they should call Linda if they can't come in. If no one shows up the volunteer on duty should call Linda to let her know they haven't been relieved.
 - a. People aren't cleaning up after themselves. Need to do orientation for volunteers to make clear what their duties are (duties include making sure people using studio clean up after themselves. A training for all volunteers will be scheduled after the fundraiser.

New Business

1. Sponsoring of Bob Underwoods presentation of Galliard String Quartet. March 5 concert at Kaunakakai School. Bob's class to play prior. Kim and Emillia will be hosting the quartet. Asking for \$100 from MAC to help sponsor. The board agreed to help fund the event.
2. Other

- a. Koki Foster requested to do kids art show here. No objections if she coordinates the event.

Next Meeting March 14 - 9am at Coffees of Hawaii

Meeting adjourned 10:45am Emillia moved/Kathy seconded, motion carried.