

APPROVED

Molokai Arts Center
Board Meeting Minutes
May 13, 2016

Call to Order: The meeting was called to order by Greg at 4:40 pm at the MAC studio.

Attendees: Greg Kahn, President
Dan Bennett, Treasurer
Elizabeth Johnson, Acting Secretary
Bob Underwood, Board member
Joyce Haase, Board member
Josiah Ching, Board member

Executive Session: None

Action Items

Approval of April 8, 2016 Board minutes - Moved by Joyce and seconded by Bob.
Carried unanimously

Approval of corporate credit card - Moved by Bob and seconded by Joyce. Carried unanimously

Approval of Mokulele corporate account - moved by Joyce and seconded by Bob.
Carried unanimously

Approval of travel expenses to FOH charity luncheon - Moved by Bob and seconded by Joyce.
Carried unanimously

Board of Directors member succession - Moved by Josiah and seconded by Bob that Dan remain as a board member. Carried unanimously. Moved by Dan and seconded by Joyce that Elizabeth remain as a board member. Carried unanimously.

Board of Directors officer succession: Moved by Elizabeth and seconded by Bob that Joyce assume the position of Vice president. Fulfilling the secretary position was tabled until the next meeting.

Executive Director position: It was moved by Joyce and seconded by Dan that Brandon Jones be hired as Executive Director. Carried Unanimously

Information

Employee paychecks - Altres is expensive and alternatives were discussed. Tabled for future consideration.

Grant information - Brandon is cleaning up the list

Mosaic workshop - 10 people attended and it was a success.

Member newsletter - A newsletter is part of the membership package so we have to produce one.

Pono Pacific Solutions - The accounting services cost \$500 per month. There was discussion about doing this in house. Non profit bookkeeping is unique and if it is messed up, non profit status could be lost. Books need to be audited by a CPA. Receiving quarterly financial reports instead of monthly might reduce the cost.

Financial Report:

May bank statement is not available. There is approximately \$43,000 in the bank

President's Report:

- Brandon has received orientation from Greg, Dan and April. The immediate needs are grant information, membership card and newsletter.
- Documents, governance, policy and financial need to be centralized.
- The meeting agenda will be sent prior to meetings in the format of today's meeting.

Executive Director's Report: Full report is on file.

Committee Reports: None

Unfinished Business: None

New Business:

- Moved by Dan and seconded by Joyce that the monies for Friends of Hawaii Charities be spent for studio supplies. Carried unanimously.
- Brandon needs to supply payroll information to Altres
- Joyce requested that board members be sent a copy of the strategic plan and that we dedicate a meeting to review of the plan.
- we still need to have a 1 year calendar on one page.
- Joyce suggested that we purchase a camera to record events.
- Drop box needs to be organized and the board needs training on how to access documents.

Next Board Meeting: June 13, 2016 at 4:00 pm at the studio

Adjourn: Moved by Elizabeth and seconded by Dan to adjourn the meeting. Carried unanimously.
The meeting adjourned at 6:25 pm.

Submitted by: Elizabeth Johnson, Acting secretary