

**Molokai Arts Center
Board Meeting Minutes
7/8/13**

9am - Call meeting to order-Dan

Present: Dan Bennett, Emillia Noordhoek, Greg Kahn, Kathy Tachibana, Yoellah Yohudah

Minutes from June 11, 2013 Emillia made a motion to approve the minutes as written, Greg seconded. Motion Carried.

Financial Report-Emillia reviewed budget, P/L Statement and Balance sheet. Dan asked how much restricted funds are available to purchase a kiln. Emillia will check with Kim. Kathy moved to approve the financial reports, Emillia seconded. Motion carried.

Old Business

1. **Strategic Planning** scheduled for August-10-11 at LT conference room, Ku Lana O'iwi. Audrey was not able to make the meeting. She will work with Kathy to develop an agenda. Kathy will email to board for comments/edits.
 - a. Timeline -
 - b. Interviews
 - c. Logistics – Emillia will talk to Kumu Farms about donating some veges for the day. We will serve some type of food based on how many people will respond to invitation.
2. **Construction/Equipment Report**-
 - a. Gutter repair and cabinet covering-new roof? Matt put together a list of materials needed. Dan is going to talk to Maria about helping cover the cost.
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. Copies of documents to be submitted. Purchase order for facilities use received, Kim has invoiced UH \$200 for Fall semester. Payment received. Enrollment currently at 15. Classes start August 21 on Wednesdays and Fridays from 12:30 – 3pm. Akaula School will also start back around that time on Tuesdays and Thursdays.
4. **Soup 'R Bowl** update- Arrangements for next event follow-up.
 - a. Reserved MCHC for March 1, 2014. The rental is \$450 and they want a deposit of \$150. Susan is the person in charge of rentals and her number is 660-2616. She wasn't in the day reservations were made so we need to touch bases with her to confirm and find out when the deposit is due.
 - b. Kathy will contact Sherman Napoleon about doing the sound. Emillia will talk to Kim about who did the sound for past events.

5. **Election of new president** - postponed until after strategic planning.
6. **Electronic payment of rent and electricity.** Emillia and Kim have worked out a system to get the bills paid. Greg suggested getting a corporate credit card to use to pay bills that way the points could be used for travel purposes.
7. **Summer jewelry for teens-** Lehua Bush Greenwell and friends. Progress report. Everything went well.
8. **Bottle making class-Kathy Mendes.** Progress report – Class went well, no class will be held in July. There will be a class in August. Nadine will likely teach.

New Business

1. **Website** – Emillia made a motion to move from GoDaddy to Dreamhost webhosting. We will sign up for free non-profit hosting. Jeff Jumper will be hired to create the site using Wordpress template. Kathy will maintain the site as part of her commitment. Greg seconded. Motion carried.
2. **Tippling Volunteer Teachers** - The issue of whether it was appropriate for volunteer teachers to accept tips was discussed. It was decided that when the teacher is instructing a class as part of their volunteer commitment to have reduced member fees any donations should be funneled into the arts center. As the treasurer, Emillia explained that there is no way to account for tips and other non-profits have had problems when people want credit for making a donation that was taken as a tip by an individual, to avoid this type of confusion it is best not to go there. Greg suggested that it would be appropriate for students to offer gifts if they wanted to thank a particular teacher. It is now a policy that the volunteer instructors should not take money as personal compensation. Donations should be given back to the Arts Center.
3. **Changing Fee Scale** for artists that sell their work. More artists are beginning to produce in quantity in order to create stock and sell their work. We want to encourage this within reason. If artists are going to be selling their work, they should be purchasing their own clay and paying for the firing. The small membership fees were not set up to accommodate this. The board decided to change the policy for commercial artists to say that they need to purchase their own clay as well as pay a kiln fee for firing The amount of kiln space should be determined by the kiln manager. It should be paid up front.
4. **Americorps/High School Volunteers-** Kathy requested 2 MHS AmeriCorps volunteers to assist with the Saturday youth classes. -Siri Anderson, Interval House coordinates the program. Lahela Tamanaha is

already signed up and Siri will try to find another student volunteer to assist as well.

5. **Print making workshop with Koki Foster** – All of the materials that Koki requested were ordered. Some of the supplies that will be used belong to Koki and it was agreed that the Arts Center would replace what was used to avoid having to order too much. There are at least 5 students signed up for all three classes.

6. **Grants** – We have received grants in the amount of \$500 from Friends of Hawaii, \$10000 from the Laura Musser Foundation and \$15,000 from Hawaii Community Foundation. The portion of these funds that can be used to cover operational costs will be put toward that purpose. Once we are sure we have enough operating funds we need to determine how much funds we can put towards the purchase of a new kiln. The existing kiln is in need of replacement. Emillia is going to work with Kim to determine how much funds we need to raise in order to purchase the new kiln.

7. **MIME (music program) Definition of relationship between MAC and after school music program-Bob Underwood.** – Dan stated that he felt the music program is within our mission and is an important part of our organization and asked Bob to help clarify how he sees our two organizations fitting together given the other entities he is involved with. Bob explained that being part of the non-profit (MAC) and having money for supplies and salaries will help immensely. There is funding from uplinks program for 6th and 7th grade that will run if there are 7 students registered. It hasn't been decided who will run that program. The uplinks funding will cover a position for 5 hours a week, 2 days a week and it will be a paid position. Lynn Bonk is in charge. Bob will check if it also covers supplies to make sure we aren't duplicating efforts. Kualapuu will have string classes, salaries will be covered but Bob was not sure about supplies. Class will be split K-2 and 3-6. Kaunakakai will be about the same as last year – 2x a week for strings K-Senior citizens – 2x a week for brass/woodwinds. There is no funding for the Kaunakakai program and that is where MAC would come in. Ideally Bob would like to get paid, supply money will be needed and replacement of instruments. Dan requested that Bob supply attendance records from Kaunakakai School classes since those are the classes that are being supported by MAC. He also requested for MAC to be acknowledged at any programs that they have. They will have 2 main concerts and Dan asked that they perform at the Soup 'R Bowl. Greg offered to help ask around about expanding the program to Kilohana. Rob calculated a ballpark figure based on 64 person hours a year for brass woodwind/128 person hours for string program. Rob suggested contacting Connie Taylor about a grant that the High School may get through National Endowment For The Arts.

- 8. Pot and plant sale** – Dan is doing a great job producing pots for the sale. There are signs up and Kathy has been asking other artists to help out with making the pots as well as preparing plants to put in them. She has also recruited community members to help with growing plants for the sale.

Kathy moved to adjourn, Greg seconded. Motion carried. 10:30.