

**APPROVED**

**Molokai Arts Center  
Board Meeting Minutes  
September, 12<sup>th</sup> 2013 - 9:00 am  
Location: COH**

Meeting called to order by Dan Bennett~

Attending Board Members:

Dan Bennett, President  
Greg Kahn, Vice President  
Dawn Simpson, Secretary  
Kathleen Mendes, Art Studio Manager  
Kathy Tachibana, Member  
Yoellah Yohudah, Member

Minutes: Kathy Tachibana moved to accept the minutes from our August 8<sup>th</sup> Board Meeting, Greg Kahn seconded, motion carried.

Financial: Kathy T moved to approve from Kim Markham the Profit & Loss statement dated January 1<sup>st</sup> through September 9<sup>th</sup> 2013. Copies were distributed to the Board for review.

**Grants:**

We need to build up our unrestricted funds. The Laura Jane Musser Grant has been beneficial using funds to pay our utilities and other major expenses. The HCF Flex Grant is okay to use as well. We are required to spend the Musser and The Friends of Hawaii funds by the end of this year. We have until May of next year for the Flex Grant funds. We could purchase essential glazing materials and clay, keeping in mind how efficient we are when using the funds from our grants.

Kathy T has been diligently applying for grants. The McInerny Grant, The Baldwin Grant and The Atherton Grant can be utilized for a new kiln, pug mill and our future hire.

Would there be anything else? If so, we need to be specific. Kathy needs a list of items to apply for with amount and cost included. Should we apply for funding to help with our space problem? What about expansion and repair to our studio but with the understanding that we are leasing the building and those expenditures would be lost.

Our center is in need of more workspace and storage. Should we apply for another container? What about using the outdoor area to create a gazebo-like outdoor workshop. Using the space between two containers, positioning them so there would be enough room in between to allow for a comfortable studio area with adequate protection from the sun and rain. What type of cover/roof could be made? Kathy will gather more information and present it for further discussion at our next meeting.

**Art Studio Manager:**

Kathleen Mendes has been hired to be our part time Studio Manager. The announcement has been posted on our Facebook page and Website. Kathleen will be responsible for ordering supplies and equipment, and instructing members in the proper operation and maintenance of our equipment and kilns. She will also teach classes and be responsible for mixing our glazes.

**Old Business:****Construction Report:** Gutter repair and cabinet covering.

We are still in discussion with Matt and Maria regarding a solution to our roof / rain problems in the center. Questions need to be answered. We need to fully understand all the options. Further discussion is needed. Dan will follow up.

**MCC Ceramics Class:**

Classes have begun with an enrollment of 12 students. Dan and Kathleen are teaching the class, keeping everyone productive and engaged. Dawn is volunteering her time in assisting. We have some outstanding students who have already produced new members for the center.

**Soup 'R Bowl:**

Music is still being discussed. What about having MIME students? The Board members are still looking for any available musicians who are willing and able to perform at this event.

**Strategic Plan / Draft:**

Audrey is still working on completing the final. She still needs a few more things such as the budget for 2014. Greg mentions that Audrey's draft was lucid and to the point.

**Takeaway Tuesdays:**

Our evening class is in session with a total of 8 and still growing. Kathleen has offered to fill in for Kathy T while she is off island in October. Suggestions for our future projects could be; pinch pot condiment bowls, serving platters, garden ornaments and turtles. Nadine has helped and would be an asset for an upcoming class.

**Members Art Show / Molokai Public Library: Nov 13<sup>th</sup> – Dec 2<sup>nd</sup>**

Greg mentions that the Library will be open the night of our opening but that should not be a problem. We can have food items and beverages but no alcohol. Who should we have for our curator? It would be best to have someone outside of the center. Someone with a good eye or be appreciative, who will get the job done. Teri Waros from the Kalele Bookstore could be the perfect candidate.

Our show is 9 weeks away and we need a "call for entries". Giving our members time to prepare. Oct 15<sup>th</sup> will be the submission deadline. Members who would like to participate will submit an entry form along with their art/entry for the show. Cash and checks will

be accepted but no credit cards. Any art piece(s) purchased will stay in the library until the end of the show. We will make arrangements to deliver it to the buyer after the show closes. We are working on a press release, posters, emailed notifications to all members. Should we extend this to our MCC students and Kupuna? Setting up is scheduled for the day before the show. Would an Americorp volunteer or student intern be willing to assist. What about entertainment; Norman DeCosta, a local established musician who has released a CD and plays acoustic guitar could be the answer.

### **Artist Show at the MAC:**

Kathy T is in the process of creating a protocol document. Keeping it simple, a general agreement between the artist(s) and the MAC to clarify the responsibilities between the two. The Board will review, discuss and approve any submissions for future art shows. We are using our first artist's show, *Inspired & Fired* by Kathleen Mendes to help define the process. Kathleen's show will be a great learning opportunity to work out any issues. Invitations for the upcoming show are complete and approved by the Board. The press release and advertising is underway. The advertising of this event will include postings around town, in our studio, at COH, Facebook and our Website.

### **MAC's Gallery:**

He 'Ike Lihi. Do we want to change the name of our Gallery? Let's ensure that the name selected is correct and proper. We should create a sign to place outside the door.

### **Pot & Plant Sale/Open House: Dec 7<sup>th</sup> 8:00am – 2:00pm**

Pointsetia plants would be a nice addition to our plant sale. Dan is taking a propagation class and would like to try to calibrate the blooming of the plants for the show. Dan has created pottery to be a 7x8" size pot. Do we know of anyone that can plant and grow for our sale. What other suggestions do we have to bring in more people? We could offer food and beverages. The Kupuna could play. What about our community choir for entertainment as this would be a nice introduction to the holidays.

### **Wreath Making Class:**

Kathy is moving forward on this class. Should this be scheduled a week before the plant sale? Further discussion and plans need to be set in place. We still have questions regarding the location and how to harvest the plant material.

### **New Hire:**

The Board is discussing the hiring of someone to take on the responsibilities of bookkeeping and administrative duties. This will be a 10 hour a week part time position. Duties will include bookkeeping, writing of checks, website, and office administration. This position needs a person to report to who will supervise. Should this person report to our Art Studio Manager? Kathy T will contact Kim Markham to ensure that she is aware of this new addition. We hope Kim will be able to help in training our future hire. We will contact the Altres Group for the hiring process. The Board has agreed that we should fill this position by January. Greg has suggested two candidates that he feels would be ideal for the position. Does anyone else have any names? We will discuss this further at our next meeting. The Board agrees that Kathleen Mendes, our Art Studio

Manager should keep her own log or record book for her hours worked. Our new bookkeeper will do the same.

**Storage Container:**

Kathleen and Kathy T would like to re-organize our existing storage container. We are in need of more shelving to make this a more efficient and safe storage area. They will work on a list of needs for the shelving and will submit that information to Kim Markham to place an order with Costco.

**MAC Membership:**

Greg would like to discuss our membership process. How do we expand on it. Do we need a membership classification, different levels of membership, more than what we have already in place? What are the benefits of a MAC membership. Do we offer things in exchange such as seating at a reserved table at our SoupRBowl (VIP seating). Further discussion is needed.

**New Business:**

**After School Classes:**

Dan has been in contact with the schools and unfortunately the High School will not be able to participate. The Middle School is hopeful. Dan is working with the Middle School since they have the space to hold classes. But we need to provide the teachers for painting, pottery, jewelry etc. The MAC Board needs to move forward on this. Supplies and instructors will be needed. The opportunities are there and they are willing. Here is another great opportunity for partnering with the community.

Kathy T makes the motion for Dan to contact the Middle School and as a team we will make this happen. Greg seconds the motion, all in favor. Dan will be the liaison but who will be in charge of this?

**Dance:**

There are other young people who are able to champion this. Is the Board willing to pay instructors that are willing to take this on?

**Quilting Class:**

Becky Takashima has a Quilters Guild. Our conversation started in agreement that this would be another great opportunity for MAC. Becky has a quilting machine that might be too big for our studio space. This could be an offsite class. The library at K'kai School, or QLCC conference room might work. The MAC would be responsible for a press release and advertising. There is grant funding that can be used to accommodate any fees.

**Jewelry Class:**

Fina Agliam is showing interest in teaching a class. If all comes together, the Board approves to move forward on this class. We should plan to hold the class before the holidays.

**Christmas Parade: Dec 7<sup>th</sup>**

The Molokai Christmas Parade is an evening event. Our pot/plant sale is on the same day. We are thinking that it would be nice to partner up with our neighbors on the same float. Since this is an evening parade we would like to use some type of lighting that would illuminate and decorate the float. Kathy mentions that she knows the ladies who can help us get this up and running.

**Our next Board Meeting is scheduled for: Thursday, Oct 3<sup>rd</sup>. @ 9:00 am**

Kathy T made the motion to end our meeting. Greg seconded. Motion carried.

Meeting adjourned: 11:10 am

Submitted by:  
Dawn Simpson  
MAC Secretary