Molokai Art Center
Board Meeting Minutes
FEBRUARY 2019
FINAL

Date: February 7, 2019

Meeting Attendance:
[X] Joyce Haase  [ ] Josiah Ching  [X] Paula Scott  [X] Alice Kaahanui, Executive Director

Guest(s):

Call to Order: The meeting was called to order by: Greg at 4:42 PM

Closed Session: Yes

Action Items:
- Motion to Approve January Minutes - Motion moved, seconded, and carried unanimously
- Motion to approve Finance Report - Motion moved, seconded, and carried unanimously
- Motion to Approve Conflict of Interest Policy - Motion moved, seconded, and carried unanimously

Financial Report: (Dan)

Treasurer’s Report 2/5/2019

Opening Balance (As per estimated, 11/30/2018) $69,185.70

Deposits in January-includes $15k Charles Ota Grant $16,940.00
Accounts Receivable - MMS Fiscal Sponsorship $825.00

Expenditures in January
Salaries for Studio Manager, ED, Kupuna Instr., Keiki Instr., Volunteer Coord. $5,326.25
Rent and Utilities $1,240.43
Violin Performance & Alison Beste Resident Artist Honorarium $350.00
Sketching Workshop Honorarium - Rita Sabler $200.00
Accounting (Aug. & Nov.) $1099.48
Lohea Audio - Soup R Bowl $350.00
Studio, Office, and Plant and Pot Sale Supplies $689.29
Wood Kiln Supplies $23.95
MMS Fiscal Sponsorship $740.19
MIME Program $1230.15
Total January Expenses $11,249.74

Estimated Adjusted Balance 2/5/2019 $74,875.96

**Additional Items:**
- **BOD Membership:**
  - Lynn coming next month
  - Josiah will be putting in his resignation
- **MAC Operating Budget - Ad Hoc members will be meeting to complete budget for next months approval.**
- Dan has arranged for Aaron Williamson to attend next board meeting at 2:30.
- **Artist In Residence:**
  - Alison Beste - One more visit on 2/25 - will go in Dispatch
  - Jamie Allen coming for Soup R Bowl and site visit. Then back in April or May
- **Art Bar Report**
  - The year is complete - every event was full
  - The partnership was great
  - Talk on expanding a month or 2
  - Joyce would like to see a report on Art Bar Income

**President's Report:**
- Greg is looking into the possibility of Hawaii Association of Nonprofits coming to do a board training

**Executive Director's Report:**
- **Grants**
  - Musser due in March
  - Baldwin, Alice is still looking at it
  - Friends of Hawaii submitted for $6k
  - Vera Long - February, will reserve invitation
- **Soup R Bowl**
  - We will have 5 locations for ticket sales - no individual sales.
    - Online
    - MAC
    - Take’s
    - Kalele Bookstore
    - Mana’e Goods & Grindz
  - Paula will post event on FB, we can share
  - Hula set up only needs extension cord
  - Sherman sound - eves and into great room
  - Sign up going up next week by HECO - UPDATE, they will hang after their event the weekend of 2/23.
- Jamie and Husband have health clearance - UPDATE, Joyce now does as well:

- We will have 5 soups
  - Portuguese Bean Soup
  - Chicken Fiesta
  - Silky Pumpkin Coconut
  - Smoked Seafood Chowder
  - Tom Kha Gai

- Joyce will be doing several soups and salad dressing
- Maricel will be doing soup as well
- Jamie will be handling salad
- Food prep will start Friday at 1 PM
- Paper products are being ordered
- April will be bringing equipment
- There will be a clean up crew and a dumpster ordered
- Joyce will order Kanemitsu Rolls - Greg will pick them up
- Alice is handling the 2nd bread
- Madison is handling serving of bread and dessert
- Brandon will be the maitre’d for the evening
- Zhantel Dudoit will MC
- Kanoe Davis will Pule
- Programs are being worked on
- Lil and Greg will work front table
- We need name tags
- Aprons are in

**Committee Reports:**

**Communications Committee:**
- Website will be changing over soon
- Facebook activity has been great - tons of views
- Paula is requesting that she receive notes on the weekly staff meeting so that she can update communications as needed.

**HA Committee:**
- Native Hawaiian Education Council Event at the Barn 2/23
- Native Professional Development - 2/21 and 2/22
- Haku Mele - 2/18
- Hawaiian Graphics and Pattern - 2/19

**Ad Hoc Capital Building Campaign Committee:** None

**Unfinished Business:**
- Lynn will be at next meeting
**New Business:**

- We will work on putting together policies, starting with a Grievance policy. Stephanie will reach out to contact at Donkey Mill to see if they are willing to share their policies.
- Joyce brought up a couple ideas about Art Around Town and an idea about Art in Public Spaces Community Board.
- Dan would like to honor Maricel for her dedication to Soup R Bowl
- Kanoe Dudoit will have a new title.
- Steph will follow up on her 2 contacts for workshops

**Next Board Meeting:** Tuesday, March 5th, 2:30 PM

**Adjourn:** Moved and Seconded  Time: 7:49 PM

**Submitted by:** Stephanie Aquino