

**Molokai Art Center
Board Meeting Minutes
FEBRUARY 2019
FINAL**

Date: February 7, 2019

Meeting Attendance:

[X] Greg Kahn [X] Daniel Bennett [X] Beth Johnson [X] Stephanie Aquino
[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	<u>\$1230.15</u>

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