

**Molokai Arts Center
Board Meeting Minutes
JANUARY 2019
FINAL**

Date: January 14, 2019

Meeting Attendance:

[X] Greg Kahn [X] Daniel Bennett [X] Beth Johnson [X] Stephanie Aquino
[] 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 4:35 PM

Closed Session: None

Action Items:

- Motion to Approve December Minutes with E.D. notes added - Motion moved, seconded, and carried unanimously
- Motion to approve Finance Report - Motion moved, seconded, and carried unanimously

Financial Report: (Dan)

Treasurer's Report	1/4/2019
Opening Balance (As per estimated, 11/30/2018)	\$73,534.61
Deposits in December (Paypal came in January)	\$2,403.00
Expenditures in December	
Salaries for Studio Manager, ED, Kupuna Instr., Keiki Instr., Volunteer Coord.	\$3,468.75
Rent and Utilities	\$978.05
Art Bar Honorarium - Pruett	\$100.00
Jeffrey Jumper - New wp version of website	\$315.00
Accounting (Sept. & Oct.)	\$1099.48
Parol Workshop facility use fee	\$33.72
Plant and Pot Sale Supplies	<u>\$26.74</u>
Total December Expenses	\$6,021.74
, Estimated Adjusted Balance 12/31/2018	\$69,915.87

Additional Items:

- BOD Membership:
 - Lynn coming next month
 - Alice will be giving an application to Madison
 - January 2020 will bring Joyce and Beth up
- Artist In Residence:
 - Alison Beste is working on a date for her 3rd visit.
 - Jamie Allen coming for Soup R Bowl and possibly May or June for Residence.
 - Preliminary discussions with Lynette Beers on a possibility in the future.
 - MAC donor willing to have our Artist in Residence stay in their apartment
 - Kahn Family Fund has donated \$2500+ toward the Artist in Residence program
 - Mary Becker has offered up the front of her space in the old Catholic Church in Kualapu'u
- Aloha for Charities:
 - Tomorrow is last day
 - We made our \$10k mark
- Art Bar Report - Last one sold out

President's Report:

- Greg and Alice attended a Non Profit Board of Directors training that was put on by Hawaii Alliance of Non-Profit Organizations on Saturday.
 - They learned that the largest challenge for most boards is defining and managing the difference between Governance and Management.
 - They talked about fiduciary responsibilities of the Board Members. He would like us to come next month with suggestions on something we see that we need to do more or less of or something we need to pay additional attention to.
 - We need to review our Conflict of Interest Policy
 - BOD and CEO/ED relationship - we need clear deliniation. Board handles Policy and Financial while the ED handles Operations.
- Greg would like to recommend that we eliminate the hours ceiling for all 3 employees and would like to leave Alice responsible for that. He would like to discuss more in upcoming months.

Executive Director's Report:

- Grants
 - Rosie has told Alice that we can add salary and benefits into grants.
 - Baldwin and Joseph and Vera are both due in February
 - Working on McInerny \$20,000
 - Friends of Hawaii Due Jan. 31st
- Paypal - We recieved Paula's in November we are still waiting for Alice's \$411.
- Soup R Bowl
 - Date posted on website and Dispatch for upcoming events
 - Alice called Mike at MECO

- Working on Tickets and will order ASAP so that we have them for sale on 2/1
- Tere Neuhart Entertainment done
- Blaine Asing and Ian O'Sullivan set
- Need to contact Zhantelle for MC
- Oli/Blessing - need to ask Kanoe Davis
- Auction - Kanoe started
- Brandon can help that day
- Jamie has Health Clearance
- Jamie has accepted doing the salad as well as drinks
- April is ready to order soup containers and utensils, but needs to know specifically what needs to be ordered.
- Barking Deer salad greens and tea
- Alice picking up health permit
- Misty and Amber will take care of drinks
- We need to finalize soup - Joyce can cook 2 soups and work in kitchen
- Alice will call Julia DeGeorge for Leo club
- Banner on Schedule to get hung
- Paula will be ordering 25 aprons for the servers
- Mambership letters have been sent
- January 18th Kimberly Hope with MIM
- Art Bar with Kanoe on February 5th

Committee Reports:

Communications Committee:

- MAC Google drive set up with events for 2019 - HA set up separately
- Change over to .org not yet ready
- Newsletter entries need to be ready to be published without research needing to be done or corrections to be made.
- Please be conscious of deadlines

HA Committee:

- Native Hawaiian Library is welcoming the HA program to use facilities for our HA events
- Natives in Business webinar 1/16 at MCHC
- Vision & Vibes 1/22 at OHA
- Oli & Protocol 2/12
- Weaving - Date TBD
- Pen Art and Sacred Geometry - Date TBD
- Feather Lei - March Date TBD
- Haku Mele - March Date TBD
- Committee being put together

Ad Hoc Capital Building Campaign Committee:

- Alice still looking into possibilities/how others manage on Hawaiian Homes with businesses

Unfinished Business:

- Wood Fire
 - First firing done
 - Group wants to present a proposal to the board for ongoing woodfire workshops
 - They may look at grants for funding - needs to be self sustaining
- Aaron is caught up thru November. Will be meeting with Dan on Friday.
- Hawaii Craftsmen has an exhibit at Honolulu Academy of Arts Aug. 30 - Oct 4.
- Annual Members show will be happening 3rd week in September - Library and MCHC still needs to be booked. We need a juror - Greg will check with Jamie

New Business:

- Steph will check with her friend Claire Seastone from Kona to do a texturing class in April. If she is still interested, there will be a proposal coming.
- Steph also checking with another friend on interest on teaching a phone camera class.

Next Board Meeting: Thursday, February 7th, 4:30 PM

Adjourn: Moved and Seconded Time: 6:31 PM

Submitted by: Stephanie Aquino