

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

Date: July 02, 2019

**Meeting Attendance:**

[X] Greg Kahn [X] Daniel Bennett [X] Beth Johnson [X] Stephanie Aquino  
[ ] Joyce Haase [X] Lynn Donaldson [X] Paula Scott [X] Alice Kaahanui, Executive Director

**Guest(s):** None

**Call To Order:** The meeting was called to order by: Greg at 3:03 PM

**Closed Session:** No

**Action Items:**

- Motion to approve the June Minutes - Motion moved, seconded, and carried unanimously
- Motion to approve Finance Report - Motion moved, seconded, and carried unanimously

**Financial Report:** (Dan)

Treasurer's Report

Opening Balance (As per estimated, 6/8/2019)	\$77,057.49
Deposits in June	\$7,223.74
Accounts Receivable - MMS Fiscal Sponsorship	\$4,087.50
Expenditures in May	
Salaries for Studio Mgr, ED, Kupuna Instr., Keiki Inst., Asst.ED	\$3,736.25
Rent and Utilities	\$1672.48
Accounting - March	\$546.87
Board Insurance	\$728.00
Soup R Bowl Reservation for MCHC March 2020	\$450.00
Member Show Reservation for MCHC September 2019	\$200.00
AIR Program Expenses, Jamie Allen	\$834.37
AIR Program Facility Use, Kualapuu School	\$40.00
HA program, studio & office supplies, adv.	<u>\$842.12</u>
Total June Expenses	\$9,059.09
Estimated Adjusted Balance 7/8/2019	\$75,231.14

### **Additional Items:**

- ED Annual Evaluation - tabled until next month when Joyce returns
- Grants
  - HTA - We couldn't get tax clearance. In January they told us it was fine and now they say they need it. Alice and Aaron are working on it.
  - Alice will look into McInerny
- Policy Folder
  - We are missing 2 policies. Beth and Greg will look into their info to see if they have a copy. If they do not we will re-do.
- HANO
  - We are set for August 17th 9-1 at MCHC.
  - Greg will confirm in early August.
  - We need to start a list of questions to ask her.
- Financial Audit
  - New audit managers from Chaminade will be coming out on 2 trips to Molokai to meet with April and Alice.
  - The audit team will also be coming for our Soup R Bowl event as well.
- Artist In Residence:
  - Greg will send Aaron and email with \$3,500 for line item - 2019 AIR program
  - Lynnette Beers
    - Lynnette left on Sunday, everything went very well.
    - Lynnette was able to go to Halawa, Moomomi, and Kalaupapa.
  - Lynn Schuette
    - Lynn may not come until early next year.
    - Greg will let her know she could stay at Paula's or Joanne's.
- Art Bar
  - We have 4 artists on the island that are interested.
  - Alice will follow up with Patrick Ching for October

### **President's Report:**

- We only had 3 in Lynnette's workshop. The workshops need to be centrally located. They need to be advertised in The Dispatch, not just in the calendar in The Dispatch. We also need to work on making sure that the names are spelled correctly.

### **Executive Director's Report:**

- Alice is working on the member show
  - Artists will leave items with paid staff only and will sign a release form
  - Artists will need to pick up and check out items at specific times with paid staff
  - April may not be here on the day of the show
  - Awards will need to be defined
  - Artists need to bring their artwork ready for display, with display items as needed

- An anonymous donor would like to make a monetary donation for an award. Greg will find out more details on this.
- We have a few proposals in from Kalani Pruet - one for August 3rd for a painting class at his farm and the other for a few Kapuna classes.

### **Committee Reports:**

#### Communications Committee:

- Visit Molokai Site - A link on their sight is \$94 or if we post a reciprocal link on ours it is fee. We agreed to a reciprocal link.
- Paula still needs narratives for our Underwood String Program, Keiki Art Class, and Stained Glass.
- Jamie is slated for August Newsletter
- Alice will be reaching out to ask past AIR participants to write up a quick write up on their experience here on Molokai.
- August Newsletter - Need info by July 19th

#### HA Committee:

- Feather Lei Workshop.
  - There was confusion around enrollment for 2 participants - we need to reimburse 1 person.
  - There was 17 or 18 participants out of the 20 slots.
- We are still having communication issues and need to have Kanoe attend monthly staff meeting.
- We need to have workshops available to members first. Greg will be talking to Olelo about all signups going thru MAC.

#### Ad Hoc Capital Building Campaign Committee:

- 11 acres at junction - Alice will be talking to the Captain.
- Kualapu'u Church Lot - Alice will be following up
- We are also looking at the possibility of the property on the makai side of the plumeria farm

### **Unfinished Business:**

- Thank you letters to Carol and Mykal. Alice is waiting for the items list and addresses.
- MCHC Member Show
  - Jamie will pay for her air and stay with Paula. We will reimburse her \$110 toward her air plus baggage cost.
  - Greg will check to make sure we received a non profit discount.
- Kanoe Davis Evaluation - Waiting for job description and then we will complete an evaluation. Alice will work on the job description and will bring it to the Board to review next month.
- Claire Seastone is set for August 23rd and 24th (Friday and Saturday). Times to be announced - possibly 4:30 - 7:30PM. Alice is waiting for her to respond. Alice will also follow up on the tool sets Claire mentioned to see if we need to order them or reimburse Claire.

- Alice hours - All hours have been paid. She would like to leave her hours at 19 a week and will adjust accordingly as needed.

**New Business:**

- Dan received a phone call from Tim Cousak from Big Island Fish and Wildlife telling us that we cannot block the road behind the rice patch by the wood kiln. Dan explained that it has been clear and that other divisions have been out to check. Tim would like to be notified the next time there is a firing.
- Beth will follow up with Kim to submit the documentation on the events around the last firing as well as the event around the locked chain.
- Paula would like to see aggregate hours for volunteers each month. A simple list with names and hours volunteered.
- We have an extra donated pug mill. There is an organization on Maui that is offering \$3,000.00 for the mill and would pay for shipping. The board agrees to the sale.
- Stephanie will be leaving soon. We need to find a replacement. Please keep an eye out.
- Plant and Pot Sale
  - Discussed timing, possibly late April or do we keep in December?
- Jamie will be donating a small painting for the members show or the Soup R Bowl.

**Next Board Meeting:** Tuesday, August 13th at 3:30 PM

**Adjourn:** Moved and Seconded Time: 4:55 PM

**Submitted Respectfully By:** Stephanie Aquino