

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

Date: May 3, 2019

Meeting Attendance:

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

Guest(s): Chaminade Audit Team by phone

Call to Order: The meeting was called to order by: Greg at 3:05 PM

Closed Session: None

Action Items:

- Motion to Approve April Minutes with 3 changes discussed - Motion moved, seconded, and carried unanimously
- Motion to approve Finance Report - Motion moved, seconded, and carried unanimously

Financial Report: (Dan)

Treasurer's Report	5/1/2019
Opening Balance (As per estimated, 4/1/2019)	\$75,546.99
Deposits in April	\$3,725.67
Accounts Receivable - MMS Fiscal Sponsorship	
Expenditures in April	
Salaries for Studio Manager, ED, Kupuna Instr., Keiki Inst., Volunt.	
Coordinator - 3 months of HA	\$6,505.00
Rent and Utilities	<u>\$1,438.33</u>
Total April Expenses	\$7,943.33
Estimated Adjusted Balance 5/1/2019	\$71,329.33

Additional Items:

- Greg has received Josiah's resignation as of 5/2/2019.
- Grants
 - Greg is tracking the Kahn Family Fund
 - Friends of Hawaii luncheon is 5/24 in Honolulu. We will send Alice and pay for air, rental car or Uber. If Alice cannot attend, Stephanie will.

- Policy Folder
 - We will have 1 digital copy and 1 hard copy on site.
 - Stephanie has followed up 1 last time with her Donkey Mill contact, with hopes that they can contact while she is in Kona later this month.
- HANO - Jennifer Creed will be doing the training with us, MCHC, and a few other organizations on Molokai. Greg will provide her with our preferred date of August 17th and September 21st as the alternative. The training will be at MCHC from 9-1 on the training day and will include lunch. The cost for us is \$10 per board member.
- The audit team at Chaminade has updated us on their progress. Stephanie will be sending the audit team our meeting minutes for 2018 and YTD 2019.
- Kiln Incident
 - Beth will be posting No Trespassing Signs
 - Greg will email Kim and Emilia to not email the board members with incidents. If they have concerns they can call us or talk to us in person.
- Artist In Residence:
 - Jamie Allen will be here May 11th - 30th. Jamie will submit her receipts at the end. We are suggesting her "You've got mail" workshop for the 23rd after 5 pm. The cost will be \$20 for non members and \$16 for members. The library will host their event on the 29th at 5:30 pm. Cindy will make flyers for the library, we need to make for MAC. We will be having a pupu potluck reception for Jamie at the Kualapuu old library, next Tuesday, May 14th from 5-7PM. The reception will be board member plus 1.
- Art bar is in hiatus. We need to follow up next board meeting on the next season.
- Membership Campaign - We need an update on this from Alice.

President's Report:

- Discussed that the Board owns the 5013C and discussed our liability as board members.

Executive Director's Report: Alice was not present, but emailed Paula with the following information.

- Currently working on State Foundation on Culture and Arts, completed intent to apply. The application is due at the end of the month.
- Will attend Maui County OED Grant workshop on May 10th to do that grant and then the HTA workshop again to apply for that.
- McInerney request was done
- We couldn't do the OHA one - because everything we wanted to include in the budget was not allowed. What was allowed only came to \$2000.00
- Question was raised - did we get the Hawaii People's Fund in? We wanted to use for HA rentals, air, and supplies.

Committee Reports:

Communications Committee:

- Web migration is almost done
- New analytics for FB is great and showing good activity
- May newsletter coming out soon

- Please give Paula info on classes and workshops ASAP!!!!
- The protocol for our communications on events should be Newsletter and Website 1st, then FB and other press releases.
- Paula needs Program Descriptions for the website by May 31st. Greg will do artist in residence and Dan will ask Kanoe to do for the Keiki class and April the Kapuna and Kualapuu programs.

HA Committee:

- Kealii event this evening and tomorrow
- Lei Hulu is set for June 28th 5:30 - 8:30 PM
- We still need information in the correct order. The protocol is posting on the Newsletter and Website first, then Facebook and other Press releases.
- Greg will talk about communication at the next meeting.

Unfinished Business:

- Steph will send info to Paula for Claire Seastone's workshop. The dates will need to be verified with Alice, but I believe we are set for August 24th and 25th.

New Business:

- May 11th there is the Kilohana Bazaar. Kanoe will be there from 8-2 to represent MAC and the Keiki program.
- Also on May 11th, Kanoe will be doing an Art Bar at the Cat Sanctuary.
- We have a possibility of having a 14-25 year old thru the Alu Like Program com in and work with us 30 hours a week during the summer. April is talking to Cami.
- We are in need of a Juror for our Members Show that is set for September 25th. The Juror would need to be on island the last few weeks of August. Greg will ask Jamie next week. We also discussed that Board Members and Employees will have their own category that will be recognition only.

Next Board Meeting: Tuesday, June 11th, 3:00 PM

Adjourn: Moved and Seconded Time: 5:23 PM

Submitted by: Stephanie Aquino