

**Molokai Arts Center
Board Meeting Minutes Final
Date: Dec. 5, 2019
Kaunakakai School Rm B104**

Meeting Attendance:

XGreg Kahn XDaniel Bennett XBeth Johnson
XJoyce Haase Lynn Donalson XPaula Scott Executive Director

Call to Order: The meeting was called to order by Greg at: 3:03pm

Guests: Aaron and students with a report for the audit process. Destiny Castro and Tamioko Candle (this term's student managers of this team). Handout: stages of audit. Reviewers are Oregon Society of CPAs. Planning also revealed risks: independence jeopardizes in regards to relationship to TSOAs staff. Students are putting procedures and safeguards in place to lessen the chance of independent risk. Projected timeline (on handout). Shared cost with TSOA with reviewers. Prima is an online based peer review system. They will review what is on Prima. Cost of peer review is max hrs is 8 hrs which is \$1500.00 which is not the total projected cost since it becomes a shared cost with other clients coming into the pool. MAC will receive a complete report of the audit. What goes into Prima is not the same but MAC will receive the end product of the peer review.

Action Items

Approval of Nov. 2019 Minutes: moved and seconded

Carried: Unanimously

Approval of Dec. 2019 Financial Report: moved and seconded

Carried: unanimously

Approval of Whistleblower Policy: Tabled. Amendments will be made and BOD will be emailed and voted on in Jan meeting.

Information/Reports

Grants:

Report on Grants Committee: tabled. [Note: April's mom (Debbie) willing to be grant writer OR a board member. Greg will check if we can do both legally. Yes to grant committee]. Potential members are Debbie, Board member and Alice. Debbie Kelly will be asked to be on the committee. ED will need to ask Debbie is she will serve on the grant committee. Joyce suggested that 2 more people be on the committee for a total of 3.

Board Succession (New Members and Officer Slate): application received from Ed Epperson. Ed will be interviewed at the Jan. meeting. Dan will inform Ed to attend Jan meeting for an interview. Still need a secretary and president for board slate.

Greg will ask Rita Woods and Mary fiorentino. Joyce will ask Debbie Delatour. Dan will ask Annie Steinke and Joyce will reach out to Vickie Underwood.

Plant 'N Pot Debrief: good community event but not really a fundraiser. Discussion on changing the date to possibly end of April (which could possibly be 2021 as 2020 might not be enough time).

Art Bar: Joyce did not have enough easels. The new ones were purchased but not put in place for Joyce. Paints need reviewing. Needs wording added to the flyer to support Hiro's (have Alice add this to the text). Still need a Feb. artist to recruit. Jan Art Bar is on the 21st.

Artist In Residence Program (Greg): Lynne Schuette comes on Jan 14 and leaves the 30th. Needs an automatic car.

-Frances McCue. Need to ask for April date since there is the MAC SRB in March and there already is a lot going on leading up to it and staff burnout afterwards.

Other 2 apps Greg will contact for more info.

*Asking past AIR's for a post script write up to put on the website. A reflection of the experience. One can be crafted from James Jack's writings and we already have one from Jamie. ED will ask Ava and others to submit their AIR reflections.

NEW INFO: Paul Hosteen wants to collaborate with MAC's AIR to have our artists come down and they will pay for expenses down to Kalaupapa.

JAN AIR: possible library talk on the 29th. Art Bar on the 21st. Reception TBD
3 applicants from last month: will move forward with them (Greg).

Communications Report (Paula)

Guidestar updates:

-Still waiting for Bob Underwood to get a program description for the strings program.

-Still need an annual financial summary (had sent email to everyone that described what is needed) for Guidestar. (Note: ED will be gathering the annual budget info to communications).

-Need to announce in Dec newsletter the Art Bar info for Jan.

-end of the year summary of what MAC has done is beneficial to soliciting donations.

Would like someone to do that and they can just go through the monthly newsletters to compile that and write up a summary.

(communications report cont'd)

Strategic Plan (2017?):

-Emailed to the BOD and ED the notes from Audrey from the strategic planning session we had with her along with the draft of the document. Need someone to merge the notes with the draft so that we officially have the final document from that session.

(Joyce will do final version)

-Need to emphasize again to have the MAC Google Drive be as complete as possible and mirroring the ED's Google Drive.

-still need to have the MAC email inbox kept up with (514 emails sitting in the inbox-some of which need to be archived into files and others just deleted)

-Need to hire/pay for someone to look after the IT aspect of MAC by way of domain name registration (keep it current), server stuff and updates of the platform of Wordpress). Am hoping Kathy T or Jeff J. will be willing to do that. There seemed to be an underlying assumption that Paula would be overseeing that, but that is in the category of IT and not something that was ever discussed as a board as to who needs to oversee it.

-3rd party aps with MAC gmail account such as Mailtime that ED is using. This is something that should be discussed before launching it as there are security and access concerns in regards to 3rd party aps.

Treasurer's Report (Dan)

Treasurer's Report 12/5/19

Opening Balance (As per estimate adjusted from account's August balance)

\$61,952.59

Deposits in November \$4,776.46

Accounts Receivable (MIME) \$1,121.67

Expenditures in November

Salaries for studio manager, ED, kupuna instructor, keiki instructors,

Asst. ED \$5,340.50

Rent and utilities \$1,351.44

Liability Insurance \$717.00

HA program Honorarium-Brook Parker \$250.00

Art Bar Honorarium, November-Perry Buchalter \$100.00

Studio, office, admin, art bar, member show, naked raku supplies, printer

\$2,206.88

Member show sales \$20.00

MIME Program \$1,121.67

Total November Expenses \$11,107.49

Estimated Adjusted Balance 12/5/19 \$55,621.56

President's Report (Greg): at the next meeting think about what role you want Greg to be with MAC. Greg might step down as it becomes a conflict of interest in obtaining a site for MAC via the county (maybe mid year).

Executive Director's Report (Alice):

- MCHC agreement still under works with Natalie. Alice is also partnering with Kilia.
- Emillia and presentation of her AIR experiences abroad. She will be teaching 2 of Dan's classes while here.
- Need one more MAC instructor to head up a senior art program (kupuna).

Committee Reports

Ad Hoc Capital Building Campaign: nothing

Unfinished Business

- ED will ask Ava and others to submit their AIR reflections. Note: not received yet, and the board is asking ED to have this by the Jan meeting.
- date settled for AIR Francis McCue yet? Not yet. Artist wants mid March. ED will need to decide. Low impact, but Greg will email Alice. Most would like April date to recover from SRB.
- reminder: Aloha for Hawaii Charities. Greg will get access for the account from Alice to check on tally.

New Business:

- ART BAR:** 1) ball got dropped on ordering the Art Bar easels-what happened?
- 2) more communication and checks and balances needed with ED and coordinator
- Mary Becker: need to let anyone know who is going to stay at the church: no pets, no smoking, no drugs, visitors with property owner permission and quiet after 10 pm
- college student interested in working p/t at MAC studio. More info needed. Dan will provide info at next meeting

Next Board Meeting: Special Financial meeting: Jan 3rd at 1 pm at MAC regular meeting Jan 9th 3:00 at MAC with B104 at Kaunakakai Elem as an alternate site.

Adjourn: Moved by: Dan Seconded by: Beth **Time:** 5:36pm