

**Molokai Arts Center
Board Meeting Minutes Final
Date: Nov. 8, 2019
Kaunakakai Elementary School B104**

Meeting Attendance:

xGreg Kahn x Daniel Bennett x Beth Johnson
XJoyce Haase _Lynn Donalson xPaula Scott XExecutive Director

Call to Order: The meeting was called to order by Greg at: 3:02pm

Action Items

Approval of Oct. 2019 Minutes: moved and seconded and
Carried unanimously
Approval of Nov. 2019 Financial Report: moved and 2nd
Carried unanimously

Information/Reports

Grants

Aloha for Hawaii Charities fundraiser coming up.

Invited by the Hawaii Community Foundation in conjunction with Giving Tuesday. HCF will be listing MAC on their website. Need sign wavers on Oahu. Greg will ask Jamie and Ava and Kim M. to see if they can join in the sign waving. Donations will be solicited during Dec 3-8th.

Other grants coming in Jan. April's mom (Debbie) will help with renewal grants and to respond to grants. ED will report in Dec to the BOD in regards to confirming these items and having them in place.

Whistleblower Policy: hand out for board members to take home and read. Will need to tweak to MAC structure. Plan is to discuss in Dec. meeting as an action item.

Secretary Recruitment: (Paula) will list in the next newsletter that we still need it filled

Plant 'N Pot Sale: Naike (Nani Kahinu) will also be selling as a food vendor (note: she does pop up cafe for Sustainable Molokai). Hoolehua Agricultural Association will also be donating plants. Little Green Babies will be doing a donation plus selling succulents. Also discussed doing the "Crack at the Rack" shopping incentive: buyers get a 'crack at the rack' for each \$10 purchase.

Art Bar (Joyce): Perry's instruction was really good and even taught color theory. Images were really good. April is doing December Art Bar. Jan. Art Bar date will be on the 21st of Jan. with MAC's AIR. Joyce will be given a key to the gate so she can get the AB supplies instead of trying to track someone down.

Artist In Residence Program (Greg): Lynn comes on Jan 14 and leaves the 30th staying at Bill and Margo's studio. 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.

Communications Report (Paula)

Guidestar updates:

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

-Would also like a program description for the 'workshops' category with approx annual budget (ED). Guesstimates were made as to what the annual budget is for each of MAC's programs. Updates are occurring in order to get geared up for the upcoming fundraising season. Deadline for GUIDestar is to get all updates done by the 15th/Nov.

-Need more by way of annual financial summary (had sent email to everyone that described what is needed). Note: ED will be gathering the annual budget info to communications.

Strategic Plan (2017?):

-Was not able to find the final document that was approved for the strategic plan done in 2017. I had touched bases with Brandon about this before he left, but all he had was the working draft (which is what I have on file).

Publication timeline/deadlines:

-for everyone working with an incoming artist that is going to be doing any kind of workshop or program or lecture: the info needed for a press release should be submitted 6 weeks prior to the event in order to get all the communications pieces aligned. Example: since Art Bar happens at the beginning of the month, all the info is needed 6 weeks ahead. Reminder that there are a lot of moving parts as to what is done-newsletter, FB, website, Paypal, etc.

Molokai Retired Teacher's Presentation: Alice and Paula did a MAC talk to the Molokai Retired Teachers Group on Weds. Oct. 30th. Interest was expressed in a kupuna Art program.

Treasurer's Report (Dan)

As of 11/7/19

Opening Balance (As per estimate adjusted from October, 2019) \$62,914.83

Deposits in October \$12,523.40

Accounts Receivable (MMS UPLINK, MIME) \$1721,67

Expenditures in October

Salaries for studio manager, ED, kupuna instructor, keiki instructors,
Asst. ED \$4,582.50
Rent and utilities \$968.72
MMS UPLINK Fiscal Sponsorship, September \$3,812.59
Visiting Artis Honorarium-Patrick Ching \$400.00
Studio, office, admin, art bar, plant and pot sale supplies \$655.16
Accounting-June and GET Taxes \$1,029.83
Total October Expenses \$11,448.80
Estimated Adjusted Balance 11/7/19 \$63,989.43

President's Report (Greg): none

Executive Director's Report (Alice):

- Brook Parker at MAC at the library presentation.
- MCHC agreement still under works with Natalie. Alice also partnering with Kilia. Naked
- Raku workshop went really well.
- Emillia and presentation of her AIR experiences abroad. 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 Annual Evaluation: Alice was presented with the ED evaluation.

New Business: Next BOD meeting: need to crate a grant committee and for BOD recommendations.

Soup R Bowl committee: Alice will form one in order to distribute the workload.

Next Board Meeting: Dec 5th 3 pm at B104, Kaunakakai Elementary School

Adjourn: Moved by: Dan Seconded by: Beth **Time:** 5:17 pm