

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

Date: October 8, 2019

Meeting Attendance:

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

Guest(s): Natalie Luczon

Call To Order: The meeting was called to order by: Greg at 2:34 PM

Closed Session: Yes

Action Items:

- Motion to approve the October Minutes - Motion moved, seconded, and carried unanimously
- Motion to approve Finance Report - Motion moved, seconded, and carried unanimously as amended

Financial Report: (Report from Dan)

- We discussed the accounting error, it has been corrected.
- Aaron submitted June
- Aaron will be setting up a phone conference for the audit.
- Our salary and overhead costs per month is about \$6k on average.

Treasurer's Report

Opening Balance (As per estimated, Sept. 2019)	\$71,691.25
Deposits in Sept.	\$2,310.57
Accounts Receivable (MMS UPLINK, August)	\$2,205.00
Expenditures in Sept.	
Salaries for Studio Mgr, ED, Kupuna Instr., Keiki Inst., Asst.ED	\$4,828.75
Rent and Utilities	\$1,253.12
Members Show - Prizes and food	\$850.00
Visiting Artist Honorarium	\$100.00

Kalani Pruet, workshop and kupuna classes	\$320.00
MHS Yearbook -Advertising	\$90.00
Accounting May	\$546.87
Makoa Trucking - Clay Delivery in June	\$188.73
Fiscal Sponsorship - Uplink	\$2046.05
Studio, office, admin, supplies	<u>\$863.07</u>
Total Sept Expenses	\$11,086.99
Estimated Adjusted Balance 10/7/2019	\$62,914.83

Additional Items:

- Natalie Luczon, Cultural Coordinator for MCHC was present to discuss our partnership through the year end. Their grant ends in March, but they would like it to continue and will be looking at funding going forward.
 - They have budgeted \$250.00 a month for a cultural workshop - they will provide venue.
 - We will provide air and honorarium totalling \$250.00.
 - We will all work on keeping the workshop free or low cost.
 - Going forward we will handle the money.
 - We will collaborate with Natalie to find speakers/presenters.
 - MAC will publish first and then Olelo at MCHC will advertise. Paula will coordinate with Olelo.
 - Natalie's email is nluczon@molokaichc.org
- ED Annual Evaluation - discussed in closed session, will complete next month.
- Grants
 - We were invited to apply to Laila Twigg-Smith Art Fund, which is specific to Artists in Residence, up to 25k. Most are \$8-10k.
 - OHA cannot be a fundraiser, needs to be a 1 day event. Will come around between January and March. Looking at possibly doing Members Show 2020.
 - Alice will be working on McInerny.
 - Aloha for Charities has been approved. We can start soliciting for money in November.
 - Joseph and Vera Long - We applied, but didn't hear back.
 - Atherton is only for capital funds - January is the next one.
 - Alice will update the grant spreadsheet and email the board members the update.
- Policy Folder
 - We will have 1 copy at MAC and 1 copy online.
 - Alice has the folder set with the MAC copy and will bring it in.
 - Greg brought a WhistleBlowers Policy - Alice will review, change as needed, format and send out to the board for their reviews.
 - Alice will save all of the updated policies on the Google drive.

- We have the following Policies:
 - Financial Policy
 - Volunteer Policy
 - Enrollment in classes, workshops, and events Policy - We have, but no verbiage
 - Selling Policy
 - Nepotism Policy
 - Supplies Policy
 - Conflict of Interest is in our bylaws
- Members Show
 - Audience was engaged
 - Music was great
 - Video needs updating
 - Library installation was beautiful
 - In future it was recommended by several people that we have different categories. And each category should have a blue ribbon(non merit) and then a large overall.
 - We need a spreadsheet next year when work is checked in to ensure that all work gets juried. Discussed also using stickers.
- Secretary Recruitment
 - Joanne Pryor has an application and is working on it. She will be gone for 3 months, but could start after that.
 - The opening was posted in the last newsletter.
 - Nancy Lawrence may be interested in the future.
- Quorum and Attendance
 - We need a member that can attend meetings.
 - With Stephanie gone our quorum is now 4.
 - We discussed adding verbiage to the Board application that discusses the need to be present for the board meetings.
- Plant 'N Pot Sale
 - We will be having the event on November 23rd, from 8-12.
 - 8-9 AM will be members only. Then 9-12 will be open to the public.
 - The event will include a holiday workshop making holiday cards with John Wordin.
 - Alice will talk to Norm and ask him to play music again.
 - Alice has confirmed with Ono Skoopz.
- Artist In Residence:
 - Lynn Schuette will likely be coming in mid January or February. She will also participate in Art Bar. She will also apply to be a Grant Writer.
 - Frances McCue has submitted an AIR application
- Art Bar
 - Great success with good participation - considering adding September in the future because of demand.
 - Patrick was a wonderful teacher and everyone responded great to him.

- Perry Buchhalter will be doing a bamboo plant next month.
- Joyce will be ordering new paint and work on getting new plates for the paint.
- Joyce needs an assistant in November - Possibly Betty, Alice will call her.
- Looking for a February option - Steph mentioned the possibility of Monk. Steph will reach out to Monk and give her Alice and Joyce's contact numbers.

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President's Report: None

Executive Director's Report:

- Volunteers
 - August - 11 with 97.5 hours worked
 - September - 37 with 278 hours worked
- Kualapuu School Ohana Day is coming up on October 19th and we will have a booth
- 52 current Annual Memberships - 11 new members
- Patrick Ching's visit was a success. All events had great energy. His workshop had 15 sign up and 15 attend. 18 people at the library talk story, and 29 people at the keiki class.
- Kilia Purdy has a homeschool group and she may possibly use MAC as part of her curriculum.
- Alice is going to talk with Na Pu'uwai and Home Pumahana about collaborating for workshops/events.
- Emillia will be coming in the last week of November/first week of December. She will be sharing her experience and what she has learned during her recent Artist in Residence programs. She will be doing an event at the Library, MCC class, Keiki class, and Raku. She is in need of a vehicle.
- Will and Kate Jacobson are set to come for a Naked Raku workshop November 2nd and 3rd from 1-6 PM. We will max out at 12. The participants will need 2-3 pieces that are about 6" and made of Big Pot or B-mix that has been fired to a lower temperature of 750C. They will be housed at the church and have Dan's car.

Committee Reports:

Communications Committee:

- Lots of activity on FB - 1,055 followers
- The board application is on the website
- Minutes are up to date online
- Bylaws and Board Description is online
- Paula is working on Guidestar updates
- Paula will upload 2018 990 tax form when she receives it. Alice will ask Aaron.

HA Committee: None

Ad Hoc Capital Building Campaign Committee: None

Unfinished Business:

- Thank you letters to Carol and Mykal went out.
- Gift to Mary at the Church for allowing us to use her facility - the gift is ready, it just needs to be delivered.
- ED Evaluation will take place next month.

New Business:

- Greg talking to a donor in a few weeks about aligning donation for the Aloha for Charities timeline.
- Home Pumehana may be interested in doing a 1 time a month workshop for the kupuna that are not of Hawaiian descent.
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Next Board Meeting: Friday, November 8th at 3:00 PM at Joyce's classroom - B-104

Adjourn: Moved and Seconded Time: 5:23 PM

Submitted Respectfully By: Stephanie Aquino