

**Molokai Arts Center  
Board Meeting Minutes FINAL  
Date: Jan. 9th, 2020  
Molokai Arts Center**

**Meeting Attendance:**

XGreg Kahn      XDaniel Bennett    XBeth Johnson  
XJoyce Haase      Lynn Donaldson      XPaula Scott      XExecutive Director

**Call to Order:** The meeting was called to order by Greg at: 3:11 pm

**Guests:** Ed Epperson

**Action Items**

- Approval of Dec 2019 Minutes: moved, seconded and approved
  - Approval of Jan. 2019 Financial Report: moved, seconded and approved
  - Approval of Whistleblower Policy: which is a federally mandated policy for 501(c)3 moved, seconded and approved.
- Note: MAC is now in full compliance with state and federal policies required for 501(c)3
- Approval of Ed Epperson as new MAC BOD member. Moved, seconded and approved

**Information/Reports**

**Grants:**

- Aloha for Charities has one more week left.
- Twyliia Swift coming up but ED needs more AIR info. Application is due on the 21st.
- Friends of Hawaii follow up report due on 31st Jan. Will ask for 6K (which is the max).
- Vera long: requested to apply
- Hawaii People's Fund, Baldwin, and Laura Musser grants coming up

**Schedule Interview With Lynn Schuette:** Weds. Jan 15th at 1pm at MAC

**Board Succession** (New Members and Officer Slate): no one new yet with the exception of Ed Epperson.

**Finance Meeting Overview**

- review of notes from the Jan 3rd meeting. Consensus is to resolve the accountant situation so that we get monthly reports and other missing components in a timely manner.

### **Soup 'R Bowl:**

-price change to \$35 for full fare, members are \$28. \$20 for kids 12 and under and tables go for \$500 for a table of 8. This group would be considered donors. At the door: regular line, member and the donor/patron line. Those with the table tickets will need a separate entrance and get in early to pick their bowls and get their seats.

-ad hoc SRB committee: Kanoe, Joyce, Alice, Annie, April

**Art Bar:** no one yet for Feb Art Bar. A request was made to skip Feb since it has been difficult getting someone to teach it.

### **Artist In Residence Program (Greg):**

**JAN AIR:** Library talk on the 29th. The talk will be an overview of her background and what she plans to do here. Art Bar on the 21st. Reception: TBD

#### **Upcoming AIRs:**

-3 applicants from last month: will move forward with them (Greg). These 3 applicants were approved. Greg will talk to the musician applicant about making sure he understands the reality of Molokai. 2021 will be a better date to have him come since there are already a lot of applicants for 2020.

-Frances McCue is the next AIR. March dates is when this one has to happen-April not an option. Greg will book the library for the talk and all Alice has to do is the flyer and press release for the library talk.

### **Communications Report (Paula)**

-Kathy T. will begin maintenance of the software that drives the MAC site in the near future (as discussed from last month's BOD meeting). Kathy will invoice MAC for her time, which is expected to be 2-4 hours every year (\$45/hour) to keep everything up to date.

-The newsletter (monthly and supplementals issues) and posting of FB events on the events page will be done by the Executive Director, Alice. This will give Paula some time to get to other communications projects that had been in a holding pattern for some time.

### **Treasurer's Report (Dan) as of 1/2/20**

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

\$55,621.56

Deposits in December \$2,484.26

Accounts Receivable (MIME) \$1,121.67  
Expenditures in December  
Salaries for studio manager, ED, kupuna instructor, keiki instructors,  
Asst. ED \$4,676.25  
Rent and utilities \$1,241.02  
Makoa Trucking, clay delivery \$188.73  
Art Bar Honorarium, December-April Maddela \$100.00  
Studio, office, admin, Ha Program, Plant & Pot Sale \$631.14  
Accounting- July & August \$1093.75  
Total December Expenses \$7,930.89  
Estimated Adjusted Balance 12/5/19 \$50,174.93

**President's Report (Greg):**

Greg will be handing over Pres docs to Alice for the transition

**Executive Director's Report (Alice):** Nothing new other than what was reported previously.

**Committee Reports**

**Ad Hoc Capital Building Campaign/lease agreement:**

-Renewing lease for one year and Alice will draft a letter to ask for the needed roof repair OR a monthly reduction in rent for each month not repaired. The leaky roof is a safety hazard.

**Unfinished Business**

-Strategic plan not written yet (from 2017)

**New Business:**

-budget for 2020 needs to be approved: need final report from Aaron first.

**Closed session: none**

**Next Board Meeting:** Monday Feb 10th 3 pm

**Adjourn:** Moved by: Dan    Seconded by: Beth    **Time:** 5:22pm