

**Molokai Arts Center  
Board Meeting Minutes FINAL  
Date: July 7, 2020  
Zoom meeting**

**Meeting Attendance:**

XDaniel Bennett (at 4pm)   XBeth Johnson   XEd Epperson  
XJoyce Haase   XPaula Scott   XExecutive Director

**Call to Order:** The meeting was called to order by Joyce Hasse, acting president at 3:07 pm

**Closed Session**

**Action Items**

- Approval of June 4, 2020 Minutes: moved, seconded and passed
- Approval of June (May) 2020 Treasurer's Report: moved and seconded and passed
- Approval of July (June) 2020 Treasurer's Report: reviewed by way of shared screen (Joyce) with electronic file to follow: moved and seconded and passed
- Approval of new board member, Judy Mertens: moved, seconded and passed
- Strategic Planning goals and objectives: moved, seconded and passed

**Treasurer's Report (Ed) June 2020**

OPENING BANK STATEMENT \$50,878  
CLOSING BANK STATEMENT 58,876  
BANK ACCOUNT ADDITIONS 16,216  
BANK ACCOUNT SUBTRACTIONS 8,219  
EXPENSES  
Staff (employee plus contractor) \$4,110  
Rent 800  
Utilities 427  
Supplies 38  
Credit Card 387  
Other  
TSOA (accounting) 1,707  
Alcon (D&O insurance) 749

**INFORMATION**

**Covid-19 MAC Response Update:**

- opening going OK. Staff member leaving for 3 months beginning in August.
- supplies for cleaning (COVID protocol) is well stocked

-August will be the same as July as far as MAC studio hours

**Board Succession (New Members and Officer Slate):**

-Judy Mertens: application (hard copy is in Beth's hands). Board approved

**Potential New Members:** Joyce spoke with Lolani (with Hawaiian Immersion Language program at mid school) and invited her to join. BOD is interested in her (she testified at last year's county meeting on MAC's behalf without being asked). \*Joyce will send her an application.

**MAC Events:**

-no events to update with other than the MAC member show. Will adjust if needed with the date of exhibit and venue.

-need to set date at staff meeting for 2021 events (lots of prelim work can be done by way of planning)

**Artist in Residence update:**

-updates have been completed, but final docs did not get distributed in time for BOD review. Will send them out for any further tweaks and comments from the BOD, then it will get uploaded to the website.

**Communications Report:**

-There is a need to provide information on staff members that are not on the website. If any of the staff and board that are already listed on the website would like to revise/update their bio, feel free to submit that.

-BOD could also ask for specifics they would like to see in the monthly communications report. Dan will submit communications that come in the mail that are just FYI's to Paula and anything requiring response and review needs to Alice.

-MAC FB page currently has 1,152 followers

-need COVID protocol writeup and procedures to post on the website

\*Alice will send Paula PDF protocols and paraphrase for website

\*Paula will update website with the above

**Executive Director's Report**

-Grants/Fundraising update: Musser grant did not come through, FIUF came in as approved for \$1500.00 (did not spend it all in this year's cycle-\$1300.00). County grant submitted for Jan-July 2021. Grant is to be able to provide free classes as a result of COVID and to bring back members.

-Grant writer update: looking for more grants to match MAC's needs and to align with COVID

-Update on current projects: Kualapuu School summer program is coming to an end. Akaula school wants a 2 week program beginning next week (request was for every morning)-wanted 4 days a week for an hour and a half each morning (W, TH, F) but morning is not available-only afternoon. Looking for ways to adjust and meet the school's request.

## **President's Report**

- Strategic Planning update: reviewed goals and objectives that came out of the Strategic Planning meeting on June 29th: BOD approved
- BOD binders doc: (Dan needs one). It was recommended to put the Hano training docs in there too. \*Policies and Procedures need to be included in the binder.
- \*Alice will email BOD the policies
- feedback on action items follow up: list was very helpful

## **Committees and Program reports**

- Accounting transition team report: Alice, Ed and Bets will be meeting soon to finalize and discuss reporting procedures to BOD. Joyce is asking for quarterly budget updates instead of monthly (queried if this is a good idea-will be discussed in committee)
- Budget committee (tabled)
- Ad Hoc New Facility Committee (renamed) (Committee members: Beth, Ed, Dan, Joyce).  
\*create a list and timeline of items to achieve
- Art Bar program (tabled)

## **Unfinished Business**

- Check signers: done
- Contract (MOU) for Betts Cruz: done
- Contract (MOU) for Lynn Schutte: done
- need to have contracts re-written for existing instructors (\*Alice)
- \*Alice scan and upload to Google Drive

## **New Business**

- New MAC facility: church was toured \* Joyce will contact Kim Markham to find out more about county funding for a new facility
- pets: \*Paula: write a letter to go to the studio member. \*Dan:letter to other people in concern.
- smoking; \*Dan will talk to Steve about smoking on campus. No smoking signs need to be posted in 2-3 spots. \*Alice will buy signs and post them
- keys: there is a list of who has. There may be a need to have a policy added to studio use

**Next Board Meeting:** Aug. 14 at 3-5 pm via Zoom

**Adjourn:** Moved by: Dan    Seconded by: Beth    **Time:** 5:06 pm

Respectfully submitted by  
Paula Scott  
Interim Secretary

Not part of the minutes, but consider this the action items report:

**To Do List:**

- Ed: sent out June report. Bank stuff done. Bookkeeper transition meeting done.
- Alice: newsletter sent out and Dispatch for opening info
- Contact Judy Mertens: done
- AIR update
- AIR letter to applicants-ED sent letter
- contact library for member show: done and depending on COVID policy at that time
- no meeting yet with Rawlins. Contracts done for Lynne and Bets. Final copy of docs need to scanned and uploaded
- SP meeting done
- Dan has signed bank docs