

Molokai Arts Center
Board Meeting Minutes FINAL
Date: Nov. 12, 2020
Zoom meeting 3-5pm

Meeting Attendance:

XDaniel Bennett Beth Johnson XJudy Mertens Iolani Kuoha
XJoyce Haase XPaula Scott XExecutive Director

Call to Order: The meeting was called to order by Joyce Hasse, president at 3:04pm

Closed Session

Action Items

- Approval of Oct. 10, 2020 Minutes: moved and approved with amendment
- Approval of Oct 2020 Treasurer's Report: moved and approved
- Approval of Holiday Plant and Pot sale: moved and approved
- Approval of hiring Carbenero as CPA firm: moved and approved

Treasurer's Report (Dan) for Oct. 2020

| BOH BANK ACCOUNT | OCT | SEPT | AUG |
|--------------------------------|--------------|----------------|----------------|
| Opening Bank Balance | \$40,034 | \$45,573 | \$50,484 |
| Closing Bank Balance | \$30,471 | \$40,034 | \$45,573 |
| Account Additions | \$711 | \$1,296 | \$2,571 |
| Account Subtractions | \$10,275 | \$6,835 | \$7,483 |
| EXPENSES | | | |
| Staff (employees +contractors) | \$5,985 | \$4,851 | \$4,813 |
| Rent | \$1600 | \$0 | \$800 |
| Utilities | \$848 | \$815 | \$446 |
| Supplies | \$0 | \$0 | \$0 |
| Credit Card Payment | \$204 | \$755 | \$114 |
| Other-Lynne Schuette | \$1,240 | \$540 | \$940 |
| State Excise Tax | \$222 | | |
| Electrical Repair | \$175 | | |
| REVENUES | \$711 | \$1,296 | \$2,571 |

INFORMATION:

Covid-19 MAC Response Update:

- Alice is looking at a Maui County Grant for a reimbursable grant for expenses incurred since March.
- ordered a thermometer to check temperatures on folks as they come in to the MAC

Board Succession (New Members and Officer Slate):

- discussion of other people to recruit

MAC Events (updates):

- MAC Member Show online and awards will be presented and video recorded starting Friday and into next week as Alice and Paula meet with award recipients.
- Discussed proposal for fundraiser (Holiday Plant and Pot Sale) in December submitted by Kim Markham. Alice will do the press release as there are other fundraisers before and during this event to control the flow of things. (note: ask Kim to order 100 postcards and create a poster to print 25 copies to post). Joyce will notify Kim of the results of her proposal. Alice will be the go to person for Kim to communicate with.

New Facilities Committee Report: no news. Tabled for next meeting. With Abstract completed, a letter (tailor made to the person who is being asked) to go with the packet that will be made up.

Communications Report:

- Did a birthday fundraiser for MAC and raised \$450.00. It should appear in the bank account early December.
- Online gallery for the Member Show is up. It will remain on the website until Jan. 9, 2021
- New Strategic Plan uploaded
- Dreamhost needs to get paid is why the website is not loading right now-we need to hand over the hosting to Jeff as the email for billing gets missed. But Dreamhost needs to get paid ASAP so we are back up and running. Have asked Jeff to submit a proposal for the cost of hosting.

Executive Director's Report

- Aloha for Hawaii Charities coming up on Nov. 16 which will appear in next week's Dispatch.
- Maui County grant will be coming in the next 2 months (had to get state compliance submitted first) Lump sum will be distributed (\$15,000).
- Need to find a way to collect money online without having to pay a fee
- Kokua cards at Friendly Market has been done.
- state tax taken care of (the compliance express)
- SRB: nothing new yet
- Still need partners and donors list being generated for website
- waiting to hear back from Healy and Atherthon (40K and 10K respectively if awarded).

| Grants/Fundraising Update | Requested | Awarded | Breakdown |
|----------------------------------|-------------|-------------|--|
| Friendly Isle United Fund (FIUF) | \$1,500.00 | \$1,500.00 | Bounty received PO, ordered supplies for MIME Will be reimbursed after we turn in receipts. |
| Maui County OED Grant | \$30,000.00 | \$15,000.00 | Pana'i Molokai - Giving Back to Molokai Designed to help the Molokai community cope with and revitalize during the COVID-19 pandemic. The project will offer six months of free ceramic and art classes for children, youth, adults, and seniors as a gift to the community. The project allows our current audience to continue their work while saving funds. New students will be introduced to the MAC. Teacher, Guest Artist Fees Clay, supplies Propane Gas |
| Healy Foundation | \$40,000.00 | pending | Recd email 10/6 still pending next meeting *Unrestricted funding but toward Reducing Childhood Poverty, Youth Advocacy, Youth Education (up to 25) |
| Atherton Foundation | \$10,000.00 | Pending | Recd email 10/15 pending next Committee meeting 17% of Pana'i Molokai expenses |
| Aloha for Hawaii Charities | \$20,000.00 | Pending | Matching donation program, from Sony Open Hawaii |

Campaign Nov 16-Jan 20; Board concerted fundraising effort.

AHC will provide media material to post on social media and print.

Target donors-Board, members, friends, family, supporters.

Funds for target audiences: Children. (0-12), Women, Youth (13-21),

Needy, Elderly, Disabled

Give Big Hawaii

Honolulu Magazine's local digital fundraising initiative designed to

spark Hawaii's giving spirit. Donation period Nov 23-Dec 31. Big

push on Giving Tuesday. Their website will give donors a one-stop

shop to make donations to different charities. Target - new donors.

Honolulu Magazine and Honolulu Family Magazine will handle ALL

promotional efforts.

Grant Writer Update

OHA 'Ahahui Grant delayed again. Provides funding support to

host a community event that benefits the Native Hawaiian community.

Normally \$10,000 for an event occurring Jan-June 2021

Update on current projects

Kualapuu School after school program (21st Century) Mon, Thu

of days & # students depending on sign up; start in 2 wks

HLIP - 'Iolani will check funding for return.

Electrician Edgar Sahagun fixed electrical wiring for kiln (burned out)

Soup 'R Bowl

Drive thru idea - working with lolani

Mayor's County
Budget Meeting

Attended virtually. OED explained what they do, participants introduced

self, agency. This is for FY 2022. DOI de Dept meetings now, need to

decide what we're asking money for. Dan suggested help with overhead

Rent, facilities costs. Suggest checking what agencies on Molokai got

for what - 'lolani will check.

President's Report:

-CPA firm: Carbanero on Maui yearly cost is \$800-1500/year plus an hourly rate (\$130/hr for general questions and \$150/hr for advanced tax questions).

-Abstract (previously called prospectus): emailed to the BOD prior to the meeting. Prints out as a 4 page handout). Still needs a final proofread. Cover letter needed to go along with the Abstract.

-Computer for Alice (Paula) email Betts to coordinate what computer will work for Quickbooks platform. Shop for the best deal.

-Joyce needs to step down as president and the need to fill the board with new members who can become officers.

Accounting Transition Team: Betts will send a P&L from April. Betts suggested that we purchase our ED a better computer as this presents problems in getting things done. MAC has a laptop which might be in Kanoe Dudoit's possession (for MAC use). Dan suggested Betts to attend the Dec. MAC meeting in order to answer specific questions from the BOD. Quickbooks cloud subscription is not synching with Alice's laptop.

Artist in Residence: tabled

Budget Committee: tabled

Unfinished Business

-Policies and Procedure docs (we have copies of 5 of the 9-need to locate the missing docs) (Will be on next agenda for next meeting) tabled

-Level membership levels wording for studio membership change decided upon and will be updated.

-Meetings with decision makers/politicians: tabled until after the election

-Former HA Director payment: The Khan Family Foundation will donate \$1,375 to MAC as a line item to pay the former HA Director. Donation will come in the new year and disbursement will

occur at the time contingent upon receiving a revised itemized invoice (which had been requested a year ago) from the HA Director.

New Business

-Honorarium for Members show Juror-Dan will get the check cut

-Kupuna Foster Program (through Americorp): Annie Steinke is heading to host a kupuna at the MAC. BOD has given Alice full charge.

Next Board Meeting: Dec. 17th 3-5pm via Zoom

Adjourn: Moved by: Dan Seconded by: Judy **Time:** 5:08

Respectfully submitted by
Paula Scott
Secretary