

Molokai Arts Center
Board Meeting Minutes FINAL
Date: December 14, 2021
Zoom meeting 5pm-7pm

Meeting Attendance:

xDaniel Bennett xBeth Johnson xJudy Mertens xlolani Kuoha
xPaula Scott Betty West xKala'e Tongonan xExecutive Director

Call to Order: The meeting was called to order by: lolani, Acting President at 5:06pm

Action Items

- Approval of Nov. 22, 2021 meeting minutes: moved and approved
- Approval of November 2021 Treasurer's Report: moved and approved with amendment

Treasurer's Report for Nov. 2021

MOLOKAI ARTS CENTER
TREASURER'S REPORT FOR December, 2021

| <u>BOH BANK ACCOUNT</u> | DEC,2021 | NOV, 2021 | OCT, 2021 |
|---|-----------|-----------|-----------|
| Opening Bank Balance | \$26,383 | \$33,325 | \$34,175 |
| Closing Bank Balance | \$46,637* | \$26,383 | \$33,325 |
| Account Additions | \$31,443 | \$2,724 | \$6,193 |
| Account Subtractions | \$11,189 | \$9,666 | \$7,043 |
| <u>EXPENSES</u> | | | |
| Staff | \$6,738 | \$4,554 | \$5,585 |
| Employees | (\$5,618) | (\$3,797) | (\$3,784) |
| Contractees | (\$1,120) | (\$1,429) | (\$770) |
| Rent | \$1,000 | \$1,000 | \$1,000 |
| Utilities | \$648 | \$344 | \$733 |
| Credit Card Payment | \$759 | \$1,917 | \$355 |
| Studio supplies | (\$18) | (1,393) | (\$14) |
| Admin | (\$219) | (\$260) | (\$316) |
| MIME supplies | (\$0) | (\$237) | (\$0) |
| Office Supplies | (\$283) | (\$0) | (\$0) |
| Covid Supplies | (\$19) | (\$27) | (\$25) |
| Transportation (shipping) | (\$219) | | |
| Liability Insurance | \$808 | | |
| Grant Writer | \$0 | \$1,180 | |
| Studio Supplies | \$266 | | |
| Member Show Award | \$0 | \$0 | \$400 |
| MIME-fiscal sponsorship | \$970 | | |
| Total Expenses | \$11,189 | \$9,667 | \$7,043 |
| <u>REVENUES</u> | | | |
| Donations | \$31,443 | \$2,724 | \$6,193 |
| Sales (Wholesale) | \$8,971 | \$1,000 | \$5,050 |
| Affiliate, Annual membership, Keiki Cards | \$0 | \$0 | \$271 |
| Amazon Credit | \$1,183 | \$841 | \$787 |
| Water | \$0 | \$92 | \$65 |
| Sales (Retail) | \$0 | \$21 | \$0 |
| Clay & Glaze Supplies | \$347 | \$330 | \$20 |
| MIME-fiscal sponsorship | \$0 | \$440 | |
| Workshop | \$20,000 | \$833 | |

*Note-actual balance reflecting fiscal sponsorship decuction amount (date of payment TBD)=\$27,237

Profit and loss statement report: BOD already has the reports in hand from last meeting
INFORMATION:

Board Succession (New Members and Officer Slate): no new business

New Facilities Committee Report:

-tabled until early Jan when the committee will reconvene

Budget Committee: tabled: will meet before end of the year to set up 2022 budget

Communications/Secretary/Hawaii Craftsmen Report:

-discussed strategies on people to take over the components of communications (such as the enewsletter and website updates). Description of replacing duties that Paula Scott has was reviewed. Each Board Member will write an article each month in order to contribute content. Assistant to the ED will be approached to take over the newsletter (will need training). Paula will approach the former person who did website updates previously (changes will need to come from the ED).

Executive Director's Report:

I. Administration, Office

a. Request policy & procedures on Compensation and Conflict of Interest be on bylaws per state and federal grant requirements. Currently on the 'to do' list.

II. Classes, Workshops, Proposals

a. Mālama Molokai Wellness (fiscal sponsor) – 2nd Saturday Mālama Market (\$325), ukulele class TBD, Donations (3%)

b. Molokai Instrumental Music Education (fiscal sponsor) – Performance on Wed 12/15 6pm at Saint Damien of Molokai Church.

c. Bayer workshop in January (wahine employees)

d. Update Proposal form

III. HA, AIR, Special Events

a. HA program Committee met

b. AIR program artists accepted

IV. Grants, Fundraising

a. End of year solicitation

b. Aloha for Hawaii Charities

c. Friends of Hawaii

d. Reporting – Maui OED

e. Soup 'R Bowl – Lanikeha confirmed

f. Update Guidestar, other fundraising profiles

V. Membership Development – members still unable to do discount online

VI. Donor Development - letters this week

VII. Community Outreach

a. Hawaii Museum Association – PD in 2022

b. SFCA Arts First! – no meeting in December

c. Music for Hawaii Foundation - donation of 6 music stands for MIME

VIII. Building Partnerships

a. Kualapuu 21st Century last class on Thursday

b. OHA – PENDING art gallery in new constituent space.

- c. Movers & Shakers – new Abstract
- IX. Personnel, Professional Development
 - a. Canceled keiki classes

President's Report:

-Art Bar plug: lolani will follow up with Joyce. Also suggested to further develop the program (such as reaching out to school staff members as a mini retreat).

Unfinished Business:

-Alice and lolani will check with CPA firm (Carbonera) about what is involved in regards to getting an audit done.

New Business: no new business

Next Board Meeting: Jan. 11, 2022 at 5pm Zoom

Adjourn: Moved by: Dan moved Kala'e second 6:41pm

Respectfully submitted by
Paula Scott, Secretary