

Molokai Arts Center
Board Meeting Minutes FINAL
Date: November 22, 2021
Zoom meeting 5pm-7pm

Meeting Attendance:

xDaniel Bennett xBeth Johnson xJudy Mertens xlolani Kuoha
xPaula Scott xBetty West xExecutive Director

NOTE: There was no October meeting held.

Call to Order: The meeting was called to order by: lolani, ActingPresident at 5:05 pm

Action Items

- Approval of September 16, 2021 meeting minutes: moved and approved
- Approval of September 2021 Treasurer's Report: moved and approved
- Approval of October 2021 Treasurer's Report: moved and approved
- Approval Kalae Tongonan as a board member: moved and approved
- Approval of maternity leave for studio manager in April for 10 hours a week for 2 weeks: moved and approved

Treasurer's Report for Sept. and Oct. 2021

MOLOKAI ARTS CENTER
TREASURER'S REPORT FOR October, 2021

<u>BOH BANK ACCOUNT</u>	OCT, 2021	SEPT, 2021	AUGUST, 2021
Opening Bank Balance	\$34,175	\$40,637	\$48,212
Closing Bank Balance	\$33,325	\$34,175	\$40,637
Account Additions	\$6,193	\$1,356	\$2,556
Account Subtractions	\$7,043	\$7,818	\$10,130
 <u>EXPENSES</u>			
Staff	\$4,554	\$5,585	\$5,530
Employees	(\$3,784)	(\$3,840)	(\$3,862)
Contractees	(\$770)	(\$1,745)	(\$1,668)
Rent	\$1,000	\$1,000	\$1,000
Utilities	\$733	\$419	\$1,193
Credit Card Payment	\$355	\$514	\$561
Studio supplies	(\$14)	(\$14)	(\$12)
Admin	(\$316)	(\$256)	(\$207)
MIME supplies	(\$0)	(\$0)	(\$117)
Professiona: Staff Development	(\$0)	(\$0)	(\$225)
Keiki Class Supplies	(\$0)	(\$49)	
Office Supplies	(\$0)	(\$51)	
Covid Supplies	(\$25)	(\$21)	
Transportation (member show)	(\$0)	(\$198)	
Reimbursement (pro-dev)	(\$0)	(-\$75)	
GET taxes	\$0	\$0	\$273
Insurance, BOD	\$0	\$0	\$771
Studio Supplies	\$0	\$0	\$60
Laptop	\$0	\$0	\$677
Bookkeeping, 2nd qtr	\$0	\$0	\$339
Member Show Honorarium	\$0	\$200	
Member Show Award	\$400	\$100	
Total Expenses	\$7,043	\$7,818	\$10,130
 <u>REVENUES</u>			
Donations	\$6,193	\$1,356	\$2,556
Sales (Wholesale)	\$5,050	\$122	\$100
Affiliate membership, Keiki Cards\$	\$271	\$464	\$1,241
Amazon Credit	\$787	\$734	\$991
Water	\$65	\$0	\$106
Cash Overage	\$0	\$16	\$0
Sales (Retail)	\$20	\$20	

Profit and loss statement report: Jan through June and July through September completed (ED emailed to BOD)

INFORMATION:

Covid-19 MAC Response Update: no changes

Board Succession (New Members and Officer Slate): Kala'e Tongonan approved as new board member.

MAC Events (updates):

-Art Bar: Alice will follow up with Joyce and if not, Kanoë can take over.

-Alice will also follow up with Joyce about doing the soups for Soup 'R Bowl 2022

New Facilities Committee Report:

-Judy Mertens updated the board on the latest searches.

Artist in Residence:

-decisions have been 4 finalists. Artists accepted: Melody Cooper (Jan 2022), Richard Howell (woodworker) for April 2022, Rafeal Lamas for July 2022 (conductor/musician), Leilehua Lanzilotti (musician) for Oct. 2022

-Alice will follow up with Joyce to see if the Kahn Foundation is still willing to contribute funds for the AIR (Paula will check with another MAC supporter about housing Melody Cooper in Jan. 2022)

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

Communications/Secretary/Hawaii Craftsmen Report:

-update on HC juror public presentation

-acknowledgment and mahalo needed for Joyce Haase in newsletter (I'olani will write it up and submit by Monday Nov. 29)

Executive Director's Report:

MOLOKAI ARTS CENTER

Executive Director Report

22 Nov 2021

- I. Administration, Office
 - a. Changes in Inventory procedures
 - b. Showroom Sales
 - c. Raku kilns
 - d. Request policy & procedures on Compensation and Conflict of Interest be on bylaws per state and federal grant requirements.
- II. Classes, Workshops, Proposals
 - a. Adult Classes – Affiliates increase since Pana'i Aloha – Families 10, Individuals 16
New substitute host (due to COVID rules) on Sundays. Reminder for monthly fees.
 - b. Mālama Molokai Wellness (fiscal sponsor) – Promotions, 3rd Saturday Mālama Market, ukulele class

- c. Molokai Instrumental Music Education (fiscal sponsor) – Performance on Wed 12/15 6pm at Saint Damien of Molokai Church.
 - d. New stained glass class, planning for 2022.
- III. HA, AIR, Special Events
 - a. Getting HA program Committee together, set programs for January - June 2022.
 - b. AIR program selections completed, emails being sent.
- IV. Grants, Fundraising
 - a. End of year solicitation
 - b. #GivingTuesday
 - c. Aloha for Hawaii Charities
 - d. Reporting – SFCA (revised time of performance), Maui OED (demographics data), FIUF, AHC, PPP Forgiveness
 - e. Soup ‘R Bowl
 - f. Update Guidestar, other fundraising profiles
- V. Membership Development – postcards, auto payments
- VI. Donor Development - letters
- VII. Community Outreach
 - a. Hawaii Museum Association
 - b. SFCA Arts First!
 - c. Hawaii State Library Ukulele Lending Program
 - d. Music for Hawaii Foundation
- VIII. Building Partnerships
 - a. Kualapuu 21st Century back up and running Mondays & Thursdays with volunteers.
 - b. OHA – pending art gallery in new constituent space.
 - c. Movers & Shakers
- IX. Personnel, Professional Development

President's Report:

-nothing new to report

Unfinished Business:

New Business:

-need to have next in line run a board meeting if the President and VP cannot be present. Alice (ED) can create the Zoom link for those occasions.

-pay for maternity leave suggested for Studio Manager (due next April) for 2 weeks for 10 hours/week

Next Board Meeting: December 14, 2021 at 5pm Zoom

Adjourn: Moved by: Beth seconded by Dan 6:48pm

Respectfully submitted by
Paula Scott, Secretary

