

Molokai Arts Center
Board Meeting Minutes FINAL
Date: Feb. 8, 2022
Zoom meeting 5pm-7pm

Meeting Attendance:

XDaniel Bennett XBeth Johnson X Judy Mertens Xlolani Kuoha
 XPaula Scott XBetty West XKala'e Tongonan Executive Director

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

Action Items

- Approval of Jan 11, 2022 meeting minutes: moved and approved
- Approval of January 2022 Treasurer's Report: moved and approved

Treasurer's Report for Jan. 2022

MOLOKAI ARTS CENTER
 TREASURER'S REPORT FOR January, 2022

<u>BOH BANK ACCOUNT</u>	JAN, 2022	DEC, 2021	NOV, 2021
Opening Bank Balance	\$46,637	\$26,383	\$33,325
Closing Bank Balance	\$58,829*	\$46,637*	\$26,383
Account Additions	\$19,341	\$31,443	\$2,724
Account Subtractions	\$7,149	\$11,189	\$9,666
<u>EXPENSES</u>			
Staff	\$4,848	\$6,738	\$4,554
Employees	(\$3,470)	(\$5,618)	(\$3,797)
Contractees	(\$1,378)	(\$1,120)	(\$1,429)
Rent	\$1,000	\$1,000	\$1,000
Utilities	\$878	\$648	\$344
Credit Card Payment	\$299	\$759	\$1,917
Studio supplies	(\$176)	(\$18)	(\$1,393)
Admin	(\$0)	(\$219)	(\$260)
MIME supplies	(\$0)	(\$0)	(\$237)
Office Supplies	(\$0)	(\$283)	(\$0)
Covid Supplies	(\$35)	(\$19)	(\$27)
Transportation (shipping)	(\$0)	(\$219)	
Studio Equipment	(\$74)		
Advertising-Social Media	(\$14)		
Liability Insurance	\$0	\$808	
Grant Writer	\$0	\$0	\$1,180
Studio Supplies	\$14	\$266	
MIME-fiscal sponsorship	\$0	\$970	
Bank Fee	\$36		
Reimbursement Alice, printer repair	\$74		
Total Expenses	\$7,149	\$11,189	\$9,667
<u>REVENUES</u>			
	\$19,341	\$31,443	\$2,724
Donations	\$10,819	\$8,971	\$1,000
Sales (Wholesale)	\$270	\$0	\$0
Affiliate, Annual membership, Keiki Cards	\$2,197	\$1,183	\$841
Amazon Credit	\$0	\$0	\$92
Water	\$26	\$0	\$0
Sales (Retail)	\$70	\$347	\$330
Clay & Glaze Supplies, Firing	\$71	\$0	\$440
Molokai Wellness-fiscal sponsorship	\$5,000	\$20,000	
Workshop, Classes	\$800	\$833	
Friendly Market Cards	\$91		

*Note-actual balance reflecting fiscal sponsorship deduction amount (date of payment TBD)=\$33,829

INFORMATION:

Board Succession (New Members and Officer Slate): Secretary position needs to be filled

New Facilities Committee Report:

-Judy Mertens has sent the BOD a current report via email

Budget Committee: Tabled

Communications/Secretary/Hawaii Craftsmen Report:

-heard back from Kathy Tachibana: she did not know of anyone to recommend for website updates

-Feb. newsletter needs to go out (need BOD member, secretary, SRB announcement, AIR)

Appeal to MAC members at large to consider donating an art item). Post images in Feb

newsletter images of art items for sale at SRB. Also need housing help for AIR

-newsletter training for Kanoe Dudoit

-Paypal info not researched yet

- the rest of the year's BOD minutes for 2021 is now complete in upload

Executive Director's Report:

08 February 2022

- I. Administration, Office
 - a. Kanoe will be stepping down from Assistant and possibly keiki classes. Will work on developing virtual classes to be offered later.
- II. Classes, Workshops, Proposals
 - a. Mālama Molokai Wellness (fiscal sponsor) – no report
 - b. Molokai Instrumental Music Education (fiscal sponsor) – Will perform at Soup 'R Bowl
 - c. Sign in forms changed to make it easier for grant reporting. Developing it as we go along.
- III. HA, AIR, Special Events
 - a. HA program Committee – pending
 - b. AIR - First quarter artist Melody Cooper - pending
- IV. Grants, Fundraising
 - a. Aloha for Hawaii Charities – \$13,170. We will get a list of donors hopefully by the end of February, then a bonus amount in April.
 - b. Friends of Hawaii – applied for a grant to be used for keiki and kupuna classes as focus is on youth, elderly, and women. \$5,000 for supplies and \$2,000 for audit
 - c. Maui OED – pending
 - d. State Foundation on Culture & Arts – submitted a request for \$9,000 of the \$15,000 awarded.
 - e. Bayer – Submitted pre-application but received email “Bayer Fund made a decision to discontinue the Community Development category of funding.”
 - f. Soup 'R Bowl –
 - i. Food – Portuguese Bean Soup by Kanemitsu/Take's (donated), Broccoli & Cheddar and Clam Chowder by Mike Holm (we will purchase ingredients), Bread rolls by Val Temahaga, Salad greens from Donna Gamiao's farm

(donated) and one more farmer Paula helping to acquire. Dessert will be ube cupcakes from Da Purple Box (Desi Mendija – we will purchase ingredients).

- ii. Layout, Decorations, Set Up – changing set up to a walkaround in center portion to select bowls; closed in so artists will be on inside. Seating area on both ends of hall. Need Board volunteers for entrance to collect tickets and give out soup selection. Asking Malama Molokai Wellness to do guide people at entrance. Asking Kim and Betty to man the exit table (cashier).
 - iii. Ceramic Bowls Production – April, Dan. We have about 302 bowls.
 - iv. Ticket Sales – \$40 Adults \$25 Youth 12 and under
 1. <https://ticketstripe.com/souprbowl2022> It is locked and loaded, but will go live as soon as Board gives go ahead.
 2. Take's will sell 10 tickets from each time block at the store. Prefer online purchases because there's questions on the ticket order form.
 - v. PR – E-newsletter will go out 2/9 in the morning to give members first chance. Facebook/Instagram event will be posted after e-newsletter. Kanoe will put up posters next week. Dispatch ad next week.
 - vi. Volunteers - need all Board members to help!; artists asked to be at their bowls; need help with set up, clean up, kitchen/serving. Kanoe coordinating kitchen/serving volunteers.
 - vii. Entertainment – MIME and Kaleo Bishaw/ukulele group (Malama Molokai Wellness) to feature our two sponsored organizations. Alice updating YouTube video.
 - viii. Security – Kanoe finalizing volunteers.
- V. Membership Development – Members still unable to do discount online. Still giving refunds via Paypal. Membership Drive in February for Soup R Bowl OR May for Member Show submissions.
- VI. Donor Development – Tax letters were sent out January 31.
- VII. Community Outreach
- a. Hawaii Museums Association is planning to include Molokai in an inter island conference this summer. More details will be discussed at this Friday's meeting.
- VIII. Building Partnerships
- a. Kualapuu 21st Century – Misty on Mondays, Kim on Thursdays (Judith Palmeri covered for one class)
- IX. Personnel, Professional Development
- a. Talked to SFCA Arts First Coordinator about classes for Kanoe to help with virtual classes. Also discussed developing artists on Molokai to teach.

President's Report:

- Art Bar @ Hiro's: I'o contacted Raymond and sounds like will be good to go
- MMS SCC (Molokai Middle School) Board Member (Alice is now a board member of this)

Unfinished Business:

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

-meetings with decision makers Tabled

-Secretary (still in need)

-By-laws revision that was needed is probably already there. Not sure what is missing-need clarification from Alice

New Business:

- Senate or House Bills that is art related for funding

Next Board Meeting: March 08, 2022, @ 5 pm. Via Zoom

Adjourn: Moved by: moved: Dan 2nd: Beth 6:31pm

Respectfully submitted by
Paula Scott, Secretary