

Molokai Arts Center
Board Meeting Minutes FINAL
Date: Jan. 11, 2022
Zoom meeting 5pm-7pm

Meeting Attendance:

xDaniel Bennett xBeth Johnson xJudy Mertens xlolani Kuoha
xPaula Scott XBetty West Kala'e Tongonan Executive Director

Call to Order: The meeting was called to order by: lolani, Acting President at 5:02pm

Action Items

- Approval of Dec. 14, 2021 meeting minutes: moved and approved as amended
- Approval of December 2021 Treasurer's Report: moved and approved

Treasurer's Report for Dec. 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	\$8,971	\$1,000	\$5,050
Sales (Wholesale)	\$0	\$0	\$271
Affiliate, Annual membership, Keiki Cards	\$1,183	\$841	\$787
Amazon Credit	\$0	\$92	\$65
Water	\$0	\$21	\$0
Sales (Retail)	\$347	\$330	\$20
Clay & Glaze Supplies	\$0	\$440	
MIME-fiscal sponsorship	\$20,000		
Workshop	\$833		

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

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 report via email

Budget Committee:

-haven't met yet

Communications/Secretary/Hawaii Craftsmen Report:

-waiting to hear back from Kathy Tachibana in regards to website help.

-Jan. 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 has been delayed due to illness

-Paypal info not researched yet

-will be uploading the rest of the year's BOD minutes after this meeting when the Dec. minutes are approved.

Executive Director's Report:

01 Jan 2022

I. Administration, Office

a. Request policy & procedures on Compensation and Conflict of Interest be on bylaws per state and federal grant requirements. Wording suggested:

i. Compensation. Board members shall serve without compensation, but may be reimbursed for organization-related expenses with receipts, incurred while carrying out their duties.

ii. Conflict of Interest. A Conflict of Interest is a situation in which a Board Member or his or her Immediate Family Member has, directly him- or herself or indirectly through another individual or entity, a personal or financial interest that compromises or could compromise the Board Member's independence of judgment in exercising his/her responsibilities to the Molokai Arts Center. Board Members shall not enter into any transaction that creates an actual or perceived Conflict of Interest. Nepotism and Cronyism is prohibited. Whenever a director officer has a financial or personal interest in any matter coming before the Board of Directors, the affected person shall

1. fully disclose the nature of the interest and

2. withdraw from discussion, lobbying, and voting in the matter.

II. Classes, Workshops, Proposals

a. Mālama Molokai Wellness (fiscal sponsor) – 3% of donations are kept for administration of sponsorship. Need someone to sell at February 12 Saturday Market so that Soup R Bowl "tickets" can be sold, advertised.

b. Molokai Instrumental Music Education (fiscal sponsor) – Performance on Wed 12/15 6pm at Saint Damien of Molokai Church was very well received. They played to an almost full house. Available for Soup R Bowl.

- c. Bayer workshop for the company's Wahine to Wahine Women's Retreat postponed to May/June. Plan to have a printing workshop at Kupu A'e.
- d. Continue hosted studio times but at host's discretion due to uptick in COVID cases. Appointments are made with April and she checks with the instructor.

III. HA, AIR, Special Events

- a. HA program Committee – contacting instructors and core people. Pending due to COVID.
- b. AIR - First quarter artist Melody Cooper re-scheduled due to COVID. February difficult, so will be looking at date as soon as COVID cases drop in California and Hawaii. She will contact me some time this month.

IV. Grants, Fundraising

- a. End of year solicitation – Molokai Dispatch ads twice in Dec, Facebook, Constant Contact.
- b. Aloha for Hawaii Charities – deadline for donations January 19 at 4pm HST! Final push in this week's Dispatch and snail mail. Currently only \$3,670 toward goal of \$15,000. Board members asked to donate AND promote donations. Personal ask important responsibility of Board members - friends, family to donate this way because of a match up to 40%. People can donate online or via check (need form, request from molokaiartscenter@gmail.com). Amount will depend on the Sony Open, happening now.
- c. Friends of Hawaii – due January 26, 2022; normally awarded in May/June but arts has not been a priority.
- d. Maui OED – pending; payments August (documents were incomplete), November (documents were incomplete), and February (all documents are now hopefully completed).
- e. State Foundation on Culture & Arts – Received Final Contract and First Request for Payment Form on January 6. Working on documents requested.
- f. Bayer – 5% of their grant program goes to Community Development, including “education of young and emerging artists or providing access to live productions of dance, theater, music.” MAC has been asked to put in a Hawaii Preliminary Grant Request Form due January 21.
- g. Soup 'R Bowl –
 - i. Food - Alice & Iolani working on finalizing soup, menu. Kanemitsu Portuguese Bean Soup confirmed. Joyce Silky Pumpkin Coconut Soup confirmed. Will assure Food Handler Certification and get DOH Clearance. April doing inventory/procuring paper goods.
 - ii. Layout, Decorations, Set Up – Alice, Iolani, & Kala'e will finalize. Similar to last year. Will add seating depending on COVID.
 - iii. Ceramic Bowls Production – April, Dan. We have about 160, goal is 300. April no longer has a van so will need help transporting bowls to Lanikeha and setting up.
 - iv. Ticket Sales – Alice, Iolani, & Kala'e will finalize. Cost? Online? NO VIP tickets again? Open to members only the first 45 minutes? May not need

to do three tiers if we control the line up. Will also send out invites again to elected officials and VIPs. Save the Date to go with tax letters.

v. PR – Save the Date on e-newsletter January. Signs need to go up within the next two weeks, as soon as ticket sales set. Dispatch ads in February.

vi. Volunteers - need all Board members to help man tables; artists asked to be at their bowls; set up, clean up.

vii. Entertainment – pending

viii. Security – pending

V. Membership Development – Members still unable to do discounts 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 going out before January 31. VII.

Community Outreach – no report

VIII. Building Partnerships

a. Kualapuu 21st Century scheduled to begin January 20, but difficulty finding Thursday instructors. May change to Mondays only.

IX. Personnel, Professional Development

a. COVID-related cancellations and substitutions. COVID positives among two staff members within the last two weeks and one staff member on medical (injury). Should be back to normal next week.

President's Report:

None

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

New Business:

-Looking into the former shop space at the airport as a potential spot to promote the MAC

-Redoing the web site to make it more user friendly, with a shopping cart, and interactive calendar. A quote of \$2,500.00 was submitted to 're-do' the website but it was not clear as to what entails (submitting a solid written proposal was suggested).

-MHS Ceramics Dept & Supplies (donation to the MAC as a possibility)

-Feb 14 Gallaird Quartet might be performing at St. Damien: need to get MAC to be a part of this (ED?)

Next Board Meeting: Feb. 8, 2022 at 5pm Zoom

Adjourn: Moved by: Dan moved Beth second 6:36pm

Respectfully submitted by

Paula Scott, Secretary

