

MOLOKAI ARTS CENTER

Board Meeting Notes

Thursday, May 17, 2012

Meeting called to order: 9:07am

In Attendance-

Board Members:

Dan Bennett, Kim Markham, Kathy Tachibana, Steve Stevenson,
Dawn Simpson

Others: Linda Mina

Minutes- Kim moved to accept minutes as corrected from our April meeting, Steve seconded – Motion carried. Kathy Tachibana distributed copies of the minutes from our April 19th meeting. Please note that our minutes are posted online.

Financial Report- Kim

Balance sheet review-

Received a \$2,500 donation from Echo Bay. Received a \$300 grant from Monsanto.

It is important for everyone to pay their dues by the first of the month because we use that money for rent and utilities which are all due on the first. The dues income is down slightly as a result of the time of year as some members are off island.

Accounts Receivable-

We wrote off the unpaid March dues for various reasons. Kim will follow up with the people who have not paid for April.

Assets-

Review of assets which, total about \$58,900.

Profit & Loss Statement Review-

Kim reviewed donations from Echo Bay and the grant from Monsanto.

Grant money is designated for a pug mill, which has been ordered and should arrive in about two weeks.

Cost of Goods: Selling T-shirts, soap & dishes. Good news! All are selling well.

Building Expenses: Repairs (small items Steve purchased to complete repairs)

Office Supplies: A few small items purchased.

Program Expenses: Youth Visual Arts Program supplies.

Just an FYI: Electric rate went up. We will be watching it monthly.

Monthly breakdown; March/April (March dues were higher)

Dan mentioned that although the youth classes are free, we could suggest the parents make a donation to MAC.

Kim said that even with some members gone we still have enough to keep overhead payment covered (our 3 main items).

Grant Information-

Regarding Grants; Good News! Cheryl Sterling from Maui OED suggested that MAC apply for a grant for some of the \$14,600 left in the budget. Kim filled out the forms and all the paperwork is in order. She is hopeful that we will be awarded the grant.

Our needs are a Slab Roller, Raku Kiln and more clay. If MAC is awarded the OED grant it may be possible to use money already received from other sources to buy the kiln since we will have the OED grant to cover the cost of the pug mill and slab roller. The OED grant is cost reimbursable, meaning that we will have to incur the expense and submit receipts for reimbursement.

Friends of Hawaii Charity- We received an invitation requesting a representative from MAC to attend their awards luncheon in June to accept an award.

Grant Applications- Alexander & Baldwin, BOH and Mike Lyons.
Still some grant opportunities out there, what would we need?

Dan mentioned new programming. Suggestions to have someone oversee everything. As a staff member or Executive Director working part time/20 hours a week. Must have benchmarks to follow.

Kim mentioned that student attendance for the month of April is the same as March at approximately 30 kids per week.

Approximately 55 adults used the studio as students or during open studio. A lot of drop in or first time visitors.

Art class hours are over 500 hours monthly. This is useful information, as it shows that we are giving back to the community.

Kim has been using the numbers for grant writing, creating bar charts to illustrate our progress.

Volunteers-

Members are keeping their commitments. Members who are not here have been great in finding others to sub for their time. Some members have not given us any volunteer time.

Kathy and Bradford have been teaching the Saturday youth pottery classes. The student volunteers have been showing up and their help is appreciated. Dan has encouraged Rachel to apply for the Americorps program so she can get paid for her time and also qualify for a college stipend. Dan mentioned that another girl might also qualify for the Americorps program.

Dan spoke to Wally regarding issues with getting the kiln to temp. Wally suggested to knock down the back wall and change the firing schedule so it will go up faster. Dan plans to drill out the holes to get more BTUs so the kiln will fire faster and hotter along with using a kiln blanket to help retain the heat. Steve dug and cleaned up around the gas tank. The gas tank needs 6in. PVC pipes. Vertical stands filled with concrete to protect the gas tank from damage.

Shipping Container-

MAC has been awarded one 24ft dry container unit from Matson Navigation Company. It will come in from Honolulu. When ready, we will need to make arrangements for delivery and location. How will it be used? What type of storage.

Kathy suggested thinking about offering space to members for a fee to help cover the shipping charge to Molokai or perhaps asking YB to donate the shipping.

Kim is going to inquire with Coffees whether it could be placed next to Coffee's container.

2nd Saturday Rummage Sale at Coffee's-

Kim plans to continue going. We had great exposure and excellent sales.

The rummage sale needs more vendors. Travelers waiting at Coffee's of Hawaii quickly became customers. They loved the handmade soap and turtle dishes.

Landscaping-

Kathy suggested a Saturday workday to clear out weeds and paint exterior. A date is set for June 23rd, from 10-12:00 with a potluck to follow. Kathy will post this on our webpage and in the newsletter. Dan and Kathy created a "Volunteer Task List". It will be posted in the Arts Center so people will have a list of things to do during their volunteer time.

Dan and Steve looked into getting a composting toilet and decided not to pursue it after reviewing the amount of use and maintenance involved. Dan asked Kim to get a key for the bathrooms at Coffee's so we can get in during off hours.

Aka 'ula-

Classes are on their 3rd group with just a few more weeks to go.

We have been paid for April and May. Everything is still running smoothly.

Newsletter-

Kathy Tachibana is working on the newsletter. Deadline for info is the end of May. She went over her list of articles and asked for suggestions on anything else to include. Dan asked that she make sure to note that we are working toward community involvement by writing about the different programs we offer for ages from youth to seniors.

Molokai Education Center-

Dan has scheduled a class with Maui Community College for next semester. Dan and Kathy Mendes will co-teach if there are enough enrollments for it to go through.

Dan asked Kathy to help out commenting that she is a wonderful teacher, dedicating a lot of her time at the art center.

Hawaiian Language Class- No schedule yet...**New Business-**

Dan would like to discuss the mural project. Do we have pictures of the wall? Kim will follow up. We need a rough sketch for Suzan as to what the site looks like.

Also what materials are needed?

Other News-

Dan mentions an Adult Drawing Class and when?
We will need to advertise. We also need the Art Bio on the instructor.

Mahalo to Linda Mina for the refrigerator and bottled water.
Members please pay as you help yourself.

Another second hand wheel has been installed. It is working however Steve needs to repack the bearings.

Our MAC "Wish List" needs to be update.

Sunday (UKE) has been ended due to small attendance.

Violin Classes for the MIME program will be held at the center during the summer months.

Kim: Norman DeCosta: Slack Key Master.
(A Master Potter) looking for a place to establish his pottery.
Throwing large pots, Raku and pit fire. Can stay with Norman.
Music - Raku - Food - Throwing just an idea!

Dan can envision Raku workshops.... Can this be done over the summer?
What about fund-raising? Paia Plates? Selling.... what?
We need to settle on an idea... planning usually starts one year in advance.
Maricel Kanemitsu suggested to Kathy that we should look into selling Punalu bread.

Kim would like to replenish some art supplies. Needing a table, some art boards and paints. Can we get them from Kim at the Drugstore or is the inventory sold out.

Fire Extinguishers- Steve will mount them on a secure location near the doors as recommended by the Fire Department. Dan has suggested placing one in the kiln area. Let's follow up...

In closing, our next meeting has been scheduled for:

Thursday, June 14th, Flag Day
9:00 AM at the Molokai Arts Center

10:41am MEETING ADJOURNED~

Thank you ~

