

APPROVED

Molokai Arts Center
Board Meeting Minutes
March 19, 2014

Call to Order: The meeting was called to order at 10:08 am at Coffees of Hawaii

Attendees: Emillia Noordhoek, President
Greg Kahn, Vice President
Elizabeth Johnson, Acting Secretary
Bob Underwood, Board Member
Koki Foster, Guest

Minutes: **Motion:** To accept the minutes of February 13, 2013 as presented. Moved by Elizabeth seconded by Greg, passed unanimously. The approved minutes will be emailed to Kathy T for posting online.

Financial: The financial report will be emailed to Board members. Emillia reported that the Soup R Bowl grossed \$11,314 with expenses of \$2,973 for a net of \$ 8,314. These are unrestricted funds.

Old Business:

1. Development Director Job Description:

The job description for development director has been approved. Greg will compose a job opening announcement for review at the next Board meeting. Suggested places for posting were the Dispatch, Craigslist and non -profit sites.

2. Children's art class instructor:

Koki Foster reported that the first class took place last Saturday, and the class worked on making tiles for the butterfly garden. She suggested that before a teacher be hired there should be an administrator to take care of enrollment, collecting payment etc. She would like to volunteer for 3 months, with 3 classes a month. During that time she will put together a lesson booklet. She also proposed a punch card that would be purchased at the beginning of the class, and punched as the student attended a class. There would be a graduated cost for the cards, depending on the number of classes the child signed up for. Kids in the same family can use the same card. Scholarships would be available if requested.

Motion: To charge by class and use punch cards to track it. A 10 punch card costing \$50.00 would good for 1 year from date of purchase. Scholarships will be available upon request. Moved by Greg, seconded by Elizabeth, passed unanimously

3. Strategic Plan Draft: The strategic plan has been completed and will be sent to the member list and placed on the web site.

4. Soup R Bowl wrap up: As noted under “financial” above, the Soup R Bowl netted \$8,341 all of which is unrestricted funds. In an unofficial survey of approximately 50 people, conducted by Greg, it was unanimously agreed that the location and the music were better than last year. Suggestions for next year were that there be dessert, and that all soup servers be consistent on providing “seconds”. Mikal purchased food warmers and has donated them to MAC. All food items were purchased locally as much as possible. We ran out of salad. Greg asked that we check to make sure that Lucas was thanked for his contribution.

5. Expansion of MAC Programs in the after school program at MMS and MHS: There are 2 music classes at Molokai Middle School and a community band on Thursday nights which is open to everyone. Maile will be doing theater once a week, and Hano and Maile will do slam poetry, with a contest proposed for the end of May. The MAC has been asked to produce a trophy. Since the MMS after school program is a pilot, it needs to be evaluated before it is expanded to all schools. It was suggested that Lydia Clemens be invited to the next MAC Board meeting.

6. Construction: Materials for the cricket roof are here, and Matt will do it as soon as he has time and has healed from an injury,

New Business:

1. Updating MAC rules and procedures: The rules and procedures need to be updated. Facility hours need to be posted. New membership rules need to be developed and posted. Monday the studio is closed. Keys should be collected and redistributed. A Board Manual should be created.

2. MAC Facility hours: The studio needs to be closed one day a week and the studio manager needs to have set regular working hours.

3. Dawn’s letter of resignation: Dawn’s letter of resignation from the Board has been accepted, and the Board will actively seek a replacement.

The meeting adjourned at 12:00 pm. The next MAC Board meeting will be April 11, 2014 at Coffees of Hawaii at 3:00 pm

Submitted by:

Elizabeth Johnson, acting secretary