

APPROVED

**Molokai Arts Center  
Board Meeting Minutes  
November 14, 2013**

Call to Order: The meeting was called to order at 9:08 am. at Coffees Of Hawaii

Attendees: Dan Bennett, Board President  
Greg Kahn, Board Vice President  
Emillia Noordhoek, Member  
Kathy Tachibana, Member  
Elizabeth Johnson, Acting Secretary  
Roberta Cross, Guest  
John Wordin, Invited guest  
Mathew Goodrich, Invited guest

Minutes: **Motion:** To accept the minutes of September 12, 2013 and October 3, 2013 as amended. Moved by Emillia, seconded by Greg, passed unanimously

Financial: Kim has emailed the financial report to all Board members. We have received a \$12,500 grant so a pug mill for red clay can now be purchased. Kathy T has the quote and will move forward with making the purchase.

**Motion:** To approve the financial report. Moved by Greg, seconded by Kathy, passed unanimously

Grants:

- 1. McInerny:** A \$12,500 grant has been received from McInerny. This is the amount asked for and is for a kiln and pug mill. The check has been received.
- 2. Creative Placemaking:** This grant is for \$500,000 for building and land. Kim has written a letter of intent and application is in progress.
- 3. Aloha for Hawaii Charities:** This organization accepts donations, earmarked for a non-profit, through their website during the month of December. There are a limited number of participants and MAC has been selected to be a participant. Donations are partially matched and distributed in the month of July (2014). Kim is working on the donor letter now. Kathy has the information about how to donate and will put it on our website.
- 4. Atherton Grant:** This grant, for \$21,000, is to be used for salaries and we will be notified by the end of the year if we are to receive money.
- 5. Laura Musser:** This grant needs to be spent by the end of December. Kathy T purchased a projector with some of these funds. It is in the Arts Center for anyone that needs to use it.
- 6. FIUF:** We have received \$1,500 to purchase clay.

It was noted that our grant writers are doing a terrific job, resulting in approximately \$42,000 in funds this year. We need to list our needs now, and obtain the schedule of available grants and deadlines. It was suggested that current needs are support for the

music program and the visiting artist program. Salaries and supplies for the Molokai Schools Arts Program will be needed.

Old Business: **1. Gutter and roof repair:** Matt presented his model for a cricket roof which would attach to the 2 buildings and prevent water going into the sink area when it rains. Matt will donate his time for construction and COH will pay for half of the materials. The time frame is to have it completed by the third week of December. Matt will need some assistance for a half day or so. Matt will get the quote on materials and order them.  
**Motion:** To approve construction of the cricket roof. Moved by Emillia, seconded by Kathy, passed unanimously

**2. Soup “R Bowl:** Kathy has contacted Raiatea for entertainment, but has not received confirmation. Other suggestions are Bob and the community group, Kalae Bishaw (confirmed by Dan), and Kanoho Helm. The deposit has been made to the Molokai Community Health Center. No alcohol is allowed there. A chairperson is needed for the event. Emillia, Dan, and Greg volunteered to help.

**3. Strategic Plan Draft:** Kathy reports that the plan still needs editing.

**4. Member Show:** Greg reported that 6 pieces have been sold and monies will be distributed at the end of the show (Dec. 2). Sold pieces need to be picked up on Dec. 2. The rest of the pieces will be moved by Greg, Kathy, and Roberta, to the MAC showroom for display until Dec. 7. Until Dec. 2 any purchases of art from the Library must go through Greg, as a board member of Friends of the Library. When the show moves to MAC, purchases should be made through the artist. Greg suggested that next year there be a committee for the Art show. He will write an article for the website, and focus on thanking the appropriate people. If anyone wants to buy a piece they should contact the artist.

**5. Molokai Schools Arts Program (MSAP) and**

**6. Expansion of MAC programs in after school classes:** Lydia, Dan and Melinda met with all of the principals and they were supportive and positive. The next step is to meet in January to develop the program description and cost factor, for budget estimate and grant purposes. Audrey has agreed to help run that meeting (date and time to be determined), as this is part of the expansion described in the strategic plan. Program pilot projects are currently being planned for the Middle School and for Punana Leo. It is anticipated that there will be salary for the teachers, and that the MAC program would start next school year. Implementation would be by the school. It was suggested that there may be help for this through the Hawaii Arts Academy.

**7. Visiting Artist Workshops:**

(a) Kiln Building

(b) Shannon Sullivan will do a workshop on casting forms and wood fire on Jan. 5-7, 2014. Kathy T will make the flyer. We will need to purchase slip and clay for casting.

**Motion:** To approve up to \$300.00 for supplies. Moved by Kathy, seconded by Greg, passed unanimously

(c) Donald Sunshine wants to do a reading and show his water colors. This is a reschedule of the show that was previously canceled due to weather.

(d) Ginny Hogan, paper maker/printer, will do a workshop the last weekend in January. The charge will be \$50.00 per person for a 3-5 hour workshop. She will bring supplies and flyers and we provide the screen for pulling the paper. The suggested cost was \$50.00 for members and \$75.00 for non members.

**Motion:** To schedule the Ginny Hogan workshop. Moved by Kathy T, seconded by Greg, passed unanimously

**8. Pot and Plant Sale:** The sale will be December 7; from 9 am-2 pm. James Boswell will try to have poinsettias in bloom which will be sold on consignment. Laurie Buchanan will check our plants to insure we are not selling anything problematic. The Kupuna will provide music and food will be by donation.

**9. Human Resources:** There are rules that go with having a salaried employee such as that they have to make \$24,000 per year and they have to have decision making authority, such as hiring and firing. MAC will continue to pay hourly at this time.

**10. Other:**

(a) Kathy T will get back to Becky Takashima on a quilting workshop.

(b) There will not be a formal wreath class, but Margaret Marcom will lead an informal wreath making project before the plant and pot sale and the wreaths will be available for that event.

(c) A bookkeeper position will be discussed before year end so that it can be in the 2014 budget.

New Business: **1. Addition of Melinda Yamashita's dance classes to MAC programs:**

Melinda is interested in being part of MAC. She is currently on the MSAP committee. Dan has advised her that she needs membership forms, to keep names, and consider insurance. Her program is currently under the county, but she could possibly come under the MAC umbrella. It was suggested that Melinda make a presentation to the Board.

**2. Molokai Middle School Garden Club Project:** Emilia reported that Sustainable Molokai (with Food Corps) has a pilot project at the Middle school for a school garden club which currently has 8 students. They could come 1 time per month to do a project at MAC. This could be gardening, garden art or whatever, and may provide an opportunity for a visiting artist.

**Motion:** To incorporate the Middle School Garden Club with work at the MAC. Moved by Kathy, seconded by Greg, passed unanimously

**3. Beth Johnson as voting member:**

**Motion:** That Beth Johnson be co- secretary with the current secretary and whoever takes the notes, votes. Moved by Kathy, seconded by Greg, passed unanimously

**4. Report from COH Board regarding Mac space expansion:** This was deferred as Maria Holmes was not present.

**5. Proposal for Drawing with Colored Pencils Workshop - John Wordin:** John is proposing 4 classes, 1 time a week for 4 weeks. The fee would be \$60.00 for non-members. The supplies would consist of paper, a 48 colored pencil set and possibly a grey set. MAC will purchase and students will also be able to purchase their own at cost plus shipping. The time frame would be February, 2014, on Thursday evenings, 6-8 pm. The class will be capped at 10, with 3 slots reserved for MCC students.  
**Motion:** Moved by Emillia, seconded by Greg to proceed with John's class, passed unanimously

**6. Kiln Committee Update:** Kiln has been ordered at a cost of \$7,500 plus shipping (estimated at 30% of kiln cost). It will be shipped next week. Greg will check on alternative lower cost shipping options, but we need to have it by the end of December. Before it gets here we will pour cement slab and have the gas plumbing completed. A roof needs to be constructed. Kiln shelves will be ordered - light weight and safe (already approved). For the wood fired kiln, we have some donated bricks. Today, Kim is looking at a kiln on the North Shore which could be taken apart and shipped to Molokai. Sustainable Molokai might share expenses as they have need of some bricks. Emillia will put together a proposal to be voted on by email.

**7. Restructuring membership classification:** Greg asked that we look at a tiered membership, including a "supporter membership". This necessitates an Executive Director to coordinate the Tiers. He will provide a more detailed proposal for the next Board meeting. Dan expressed that we also need a "professional membership" for those that are using MAC to produce items that they sell.

**8. Policy on Negative Language:** There was discussion on 2 "pimp cups" with what some considered offensive language produced by a MCC student. There will be further discussion on MAC mission and policy, civil rights and art expression.

**9. Paid Intern/Instructor for Saturday Kids Classes:** Kathy will no longer be doing this class. Emillia will research possibly getting a full time AmeriCorps intern. Someone is needed for the January class.

**10. Other:**

- (1) T-Shirts should be available for sale at the Pot Sale and Super 'R bowl.
- (2) Kathy reported that Fina Agliam was interested in teaching a jewelry making class for youth students in December. The board approved the spending of \$10.00 per student for supply packets provided by the teacher.
- (3) Next Board meeting will be held December 12, at 10:00 am at Coffees Of Hawaii.

**Motion:** To adjourn the meeting. Moved by Kathy, seconded by Emilia, passed unanimously

Submitted by:

Elizabeth Johnson, acting secretary