

APPROVED

Molokai Arts Center  
Board Meeting Minutes  
April 11, 2014

Call to Order: The meeting was called to order at 3:22 pm at Coffees of Hawaii

Attendees: Emillia Noordhoek, President  
Greg Kahn, Vice President  
Elizabeth Johnson, Acting Secretary  
Dan Bennett, Treasurer  
Bob Underwood, Board Member

Minutes: **Motion:** To accept the minutes of March 19, 2013 as written. Moved by Greg, seconded by Bob. Carried unanimously. The approved minutes will be emailed to Kathy T. for posting on the web site.

Financial: Dan presented the balance sheet as of March 31, 2014. Greg asked that we be clear that artists being paid through MAC are not employees, but are on contract. He also asked that we clarify if we are allowed to dispense money to Board members. Emillia reported that Kim says “yes” up to a certain amount.

Old Business:

**1. Development Director Job Description:**

Greg presented the posting, which will be posted for 30 days (until May 31, 2014). The job description will be posted on the web site. The job posting will direct applicants to the web site for this information. The job posting will be put in the Dispatch, on Craigslist and local bulletin boards, and will be sent to the MAC email list. It is hoped that the start date would be July 1, 2014.

**2. Grants update:**

The Mike Lyons grant request is due April 18 and is primarily for educational purposes. There was discussion on submitting this to support the Development Director position. Bob will review this. It is for \$25,000 or less.

**3. Children’s art Class:**

It is uncertain whether Koki has been collecting money or not. Dan reported that there was money in the donation box.

**4. Strategic Plan Draft:** The strategic plan was sent to the MAC member list, and 3 replies were received to date. The deadline for comment is April 15. The plan will be posted on the web site after that and will incorporate any appropriate comments.

**5. Update on MMS after school program:** There will be a meeting on the after school program at the end of April. All board members are invited to attend.

**6. Construction /Equipment:** No change - Matt will do it as soon as he is able. We are still waiting for the panels which will cover the new gas kiln and the wood fire kiln and are bring ordered by Coffees of Hawaii.

**7. Studio Manager's hours and HR training:** It was suggested that the studio managers' regular working hours be Monday, Wednesday and Friday 10:00 am - 2:00 pm. Since the studio manager oversees volunteers it was suggested that Human Resource training be provided. Emillia thought that our payroll company could provide the training.

**8. Lines of Communication:**

(A) Grant writing - the Development Director position is the priority position for which grants will be written. This does not preclude writing grants for operating expenses, supplies etc.

(b) and (c) Kathy T. does the web site postings and sends MAC emails to the member list. She needs CV's for Beth and Bob.

New Business:

**1. Mark Cortwright – visiting artist:** Mark will be presenting at the MCC class April 16 and Dan's class April 19. Mark is a production potter. He will be converting our small gas kiln to a salt fire kiln.

**2. Other:** Jeanine Rosa from Kualapu'u School has requested permission to use MAC's name in their grant requests for Hawaiian Immersion. Board agreed that it was okay - she did it last year.

**Motion:** To adjourn the meeting. Moved by Dan, seconded by Greg. Carried unanimously. The meeting adjourned at 4:28 pm.

The next MAC Board meeting will be May 17, 2014 at Coffees of Hawaii at 10:00 am

Submitted by:

Elizabeth Johnson, acting secretary