

Molokai Arts Center  
Board Meeting Minutes  
March 6, 2017

Call to Order: The meeting was called to order by Greg at 3:07 pm at the MAC studio.

Attendees:  Greg Kahn, President  
 Dan Bennett, Treasurer  
 Elizabeth Johnson, Board member  
 Joyce Haase, Vice President  
 Josiah Ching, Board member  
 Paula Scott, Board member

### **Action Items**

-Approval of February 2017 Board minutes - Moved Dan by and seconded by Josiah. Carried unanimously.

-Approval of December 2016 Board minutes - Moved Beth by and seconded by Paula. Carried unanimously.

-Approval of revised job description for Kanoe Davis as HA Program Director (contract needs adjustment of pay scale and title). Hours will not be restricted to 5 hrs/week but as needed under ED approval. Board would like a summary for each program completed and submit volunteer hours (for all involved) and report to the Board quarterly (3 topics per quarter). Job description will be uploaded to Google docs by ED. Moved by Dan and seconded by Josiah. Carried unanimously.

-Approval of Financial Report (on file). Adjustments needed for 1099 taxes (will be done by Kim). Moved by Dan and seconded by Josiah. Carried unanimously.

### **Information**

-Discussion about BOD succession: nothing new. Still in need of board members and a secretary. Paula will act as interim.

### **President's Report:**

-Soup 'R Bowl accolades

Executive Director's Report: working on Musser Grant and Soup 'R Bowl wrap up. No extra work for ED until the grants are done.

### **Committee Reports:**

- Ad Hoc Lease Committee: Lease is up next month. Brandon will find out.
- HA Committee: Kimo as an addition. Volunteer Day at the fishpond March 18th.
- Ad Hoc Newsletter Committee: proceeding with subscribing to email marketing platform, Constant Contact. Paula will get the account set up and get contact lists created.

### **Unfinished Business:**

- Credit Card (see Executive session)
- Website/Calendar: remove jewelry info from website calendar and the Molokai Dispatch (it is still appearing there). Paula will update both.
- Dan will be meeting with Kanoe Dudoit about compiling the volunteer hours.

### **New Business:**

- New accountant on the horizon

**Next Board Meeting:** Monday April 3rd at 3:30 pm Adjourn: Moved by Dan and seconded by Beth to adjourn the meeting. Carried unanimously. Meeting adjourned at 4:45pm.

Submitted by: Paula Scott