

**Molokai Arts Center  
Board Meeting Minutes  
Sept. 11, 2017  
Molokai Arts Center**

**Meeting Attendance:**

xGreg Kahn      xDaniel Bennett      xBeth Johnson  
xJoyce Haase      xJosiah Ching      xPaula Scott      xBrandon Jones Executive Director  
Guest(s):

**Call to Order:** The meeting was called to order by: Greg at 3:34 pm

**Action Items**

Approval of August 2017 Minutes moved by: Dan      Seconded by: Joyce  
Carried unanimously  
Approval of Financial Report: moved by: Beth      Seconded by: Joyce  
Carried unanimously  
Approval of James Jack AIR Travel Funds (\$300) *tabled for policy development*

**Information**

BOD Members Information on website: need bios and photos of Kanoe Duduoit and Kanoe Davis and Beth Johnson

Dues Policy (Paula): Website says "Studio Members: "REGULAR MEMBER – \$60 per month Benefits include all publications, invitations to all events, cost of a 2-hour weekly class and open studio time when facility is open and classes are not in session. No volunteer requirement. 10% merchandise, 50% workshop discounts." Per BOD discussion, will need to take out highlighted text from website (there is no 50% discount for studio membership on workshops).

Amazon Smile (Paula): According to Amazon Smile, as of August 2017, Paula's Amazon Smile contribution has been \$350.14 (the time frame might be from May-end of August). The last 4 digits of the bank routing number that the deposit goes to is 2841. Would like to keep a closer watch on contributions from Amazon Smile to make sure MAC is not missing out on what it should be receiving. Amazon Smile badge is now on the homepage of MAC. The program information that Amazon Smile lists for MAC gets updated via Guidestar which has presented some technical issues that Paula is working on with Guidestar in order to do the Updates. *Greg and Brandon will ask new accountant to separate this out and include it in our reports.*

Artist-In-Residence Application (Brandon) tabled as it is a WIP. An AIR program description is needed. Dan identified that MAC policy needs to define allowed expenditures, create an application and prospectus. Will also need a separate program description for visiting artist and parameters laid out similarly as AIR. *BOD will bring ideas for both of these for the Oct.*

*Meeting (in lieu of a committee).*

Desiree Mendija Partnership (Greg): Desiree purchased a majority partnership with furniture store in Kualapuu and runs the gift shop portion of it. Wants MAC to take advantage and sell their stuff there. Inventory issue and book keeping. April would be the liaison. *Greg will look into an MOU.*

Art Book Donation (Greg): Knows someone that wants to donate a slew of art books about artists and art history. Discussion to create a MAC art library. Need to get an idea of sizes of books for bookshelf that needs to be built or bought. Suggestion to create a program held at MAC where the evening centers around a talk about one of the artists in the series of books (or art history topic) perhaps led by Greg.

**Financial Report:** (Dan)

Treasurer's Report 9/11/17

Opening Balance (As per accountant, 8/1/17) \$84,421.71

Deposits in August \$1333.75

Expenditures in August

Salaries for executive director, studio manager,

kupuna instructor, volunteer coordinator \$2895.00

Rent and Utilities \$711.62

Studio Supplies, HA supplies, shipping, HCE renewal, \$343.63

music program supplies \$390.20

Container relocation \$333.67

Banking \$20.20

Total expenses in August \$4394.32

Estimated Adjusted Balance 9/1/17 \$81361.14

Note:

Deposits in Sept to date \$656.00

Expenditures in September to date \$1066.53

Estimated current Balance as of 9/10/17 \$80950.61

**President's Report:** (Greg)

-MAC By laws need to be reviewed (should be done regularly). Asking all BOD to review bylaws on their own before the Oct meeting. Send feedback/comments to Greg before next meeting.

-Explore the thought for a future meeting the prospect of purchasing a residential place for AIR and to rent out (perhaps have a CPA come and give us a talk about the logistics and financials in trying to achieve this and if it is an efficient approach)

**Executive Director's Report:** (Brandon)

- Jennifer Owen workshop well received and scholarships were given to steady volunteers and workers. \$200.00 in revenue collected that MAC got to keep. UHMC ceramics dept has some old wheels to donate to MAC (which MAC will turn around and sell to MAC members). Jennifer will also talk to other artists to visit MKK and teach workshops.

- Ma'a Pohaku workshop: 10 in attendance, 9 Native Hawaiian, 1 from off island. 90% Native Hawaiians participated in this workshop. Will try with future workshops to make it a shorter time frame. Uncle Kini will come in and teach the immersion kids and Uncle Apo will come in and teach net making.
- Aloha for Hawaii Charities registration submitted

## **Committee Reports**

Ad Hoc lease committee: Brandon keeps sending emails with no response.

Ad Hoc Communications committee (Paula): MAC Organization info on Guidestar has been updated to reflect Bronze level now. Just received the 990 IRS filing info from Kim Markham so that will be uploaded. I did send all that info over to the MAC email account and created a separate folder in the MAC Google Drive account under the folder name, 'IRS filings.

Encountered some IT problems in the process of updating Guidestar-some of which has not been resolved yet, but when that does happen, more data will be added. Website was updated with recent workshop info along with posting as events on FB and the online calendar.

MAC Communication announcements were sent out to the membership email list via Constant Contact (which board members should have received). The most recent communication for the Hawaiian Arts slingshot program will probably be the final 'look; of what future email communications will look like.

Logo info update: Kanoë Davis needed more time due to the trip to New Zealand for her fashion line business. Which, in turn, delays getting a rack card done.

Have also been retrieving minutes off the website to add to the MAC Google Drive account as that is the official recording keeping area for MAC docs.

Missing Minutes that should be on website:

2017: will need to upload (none of it is there but they are all in Google Drive)

2016: need March, June, July, November, December (note that August, September and October are not uploaded yet)

2015, 2014, 2013 are all OK

2012: missing March, July September

2011: only have January, October, November and December

2010: only have August through December

Also needed for website AND Guidestar are all of MAC's past and present programs, program descriptions, and the identified audience for each program. For Guidestar, the budget info is needed for each of these programs. With all of this in hand, it will get uploaded to the website (will need to create a new page called, 'Programs') and to Guidestar. As this information is collected, it will also go into MAC's Google Drive account so that all is there in a complete format. *\*need to ask Bob for minutes (final version).*

*Dan will check into getting confirmation of the meetings dates for 2012, 2011, 2010 to see if we really are missing minutes.*

HA Committee (Brandon/Josiah): refer to report handed out at August meeting. *Brandon will need to send the electronic copy of the report to the MAC email account so that it can get filed.*

### **Unfinished Business**

- still working on the shed for the wood kiln. Kanoe's brother agreed to build it for MAC (this is on the Granger's property)
- 21st Century and Uplink grants.

### **New Business**

- Lahaina art center has money to pay an art teacher at Kaunakakai school. Money is there but a teacher is needed (if anyone knows of one, let Joyce know)
- Maui art center does outreach called 'can do' art days. Joyce wants to focus on working with schools and art programs.
- Art Bar: hotel not ready yet. Might want to ask paddlers. Kathy T will check again with hotel. It is possible that the bar at the hotel might be separate owners. *Joyce will follow through with Kathy in regards to finding a venue.*
- Josiah: poetry slam, hip hop group. Does MAC want to collaborate with Guy Hanohano's non-profit? Maybe use it within the HA program or just create a new program.
- Dan: donations: a kiln being donated from Mahana Nursery The thought is to offer it for sale to any MAC member that would be interested.
- credit cards for April and Greg. *Brandon will ask April to do an online Hawaiian airline profile*
- Orphan art supplies suggested that can go up for sale at the Plant and Pot sale in December
- Paula will have 2 programs to present at October meeting: making a traverse flute (from PVC) taught by Ted Kanemitsu and a subsequent workshop where you learn to play the flute taught by Connie.

**Next Board Meeting:** Oct 5, 2017 3:30

**Adjourn:** Moved by: Dan      Seconded by: Josiah      Time: 5:28 pm

Submitted by: Paula Scott (interim secretary)