

**Molokai Arts Center  
Board Meeting Minutes  
Feb. 2, 2018 FINAL  
Molokai Arts Center**

**Meeting Attendance:**

X Greg Kahn      X Daniel Bennett      X Beth Johnson  
X Joyce Haase      \_Josiah Ching      X Paula Scott      \_Executive Director  
Guest(s): Aaron Williamson, Jr., CPA,

**Call to Order:** The meeting was called to order by: Greg at: 3:05

**Action Items**

Approval of Jan 2018 Minutes moved by: Dan      Seconded by: Beth  
Carried:unanimously  
Approval of Jan 2018 Financial Report: moved by: Beth      Seconded by: Joyce  
Carried: unanimously

**Information:**

**Ava Fedorov residency:** (note:video next time we have a presentation done by a MAC AIR).  
Residency went really well along with all the events she did.

- James Jack: coming Feb 25th-29th (Emilio will house him and maybe car).
- Kanoë Davis fiscal sponsorship: she will let us know if she is going to do the fashion show in Paris. When she does, she will work with Brandon and Matt in setting up the kickstarter
- Earth Day (Josiah): tabled
- Donkey Mills Art Center: tabled until next month. Greg networked with them and got lots of good info from that meeting.
- Arts Center Association (tabled): share visiting artists (with 9-12 art Non Profits in the state)
- BOD secretary: tabled for next month
- BOD treasurer: will seek one out
- interim director of operations transition
- executive director transition
- executive director search: 5 applicants (Vicky Underwood sent it in to Brandon-will be forwarded to us) Eliminated 2. Down to Ava, James and Vicky and Alice. Greg will set up interviews with James, Vicky and Alice for next board meeting and we will interview Ava on SRB weekend.
- Aaron Williamson, Jr. presentation (accounting): missing Nov. receipts. Had to recreate everything from the check register. Receipts got lost in the mail. Looking at Guidestar to pick out key best practices as a non-profit so that we can better present the financial information. Should look at how we are coding our revenue stream. All this info will help us with grant applications in the long run since data can be populated via Guidestar. Will stop by MAC Friday on the 9th. Will have his class audit MAC next semester (if we agree). We will be able to use this for Guidestar.

(aside: McInerney grant for youth programs). Will be working on a standard template for hopefully each of our programs-establishing as a goal. Need to send him the annual report from last year-Greg will check with Brandon.

## **Soup 'R Bowl**

Paula:

- Banner ordered and should be in soon-appt made with MECO to hang. Banner is printed on both sides and will be reused every year. Doc Mott did the design-he outsourced it to be printed and will give us one invoice.

- Will run the 1/8th page ad (what Brandon did in the past and not the 1/4 page discussed at last month's meeting) to appear in the Feb 21st and 28th issues of the Dispatch (unless BOD wants to run it one week earlier).

- Flyers printed and distributed

- tickets printed and distributed

- will submit press release for the Dispatch issue of Feb 14th (that way everyone sees it for 3 weeks)

Joyce:

- kitchen volunteers: still need more (names were given to Joyce)

- need to add cooking to the list that was sent out to us

- Joyce plugging in names to the list generated.

- need to order dumpster (Kanoë)

- need cleanup crew (in case Josiah can't coordinate). Maybe ask the Leo (young Lion's club) to do the cleanup as a community service project as a backup plan. Joyce will contact the Leo club. Maybe give them Kamoi certificates.

- ask Jule Kamakana for 5-7 orchids to decorate table (Paula will ask).

- SRB ticket number will be the bidder's number (put instructions on program) for silent auction

- entertainment: cellist and Tony Aquino (outside and in). Need a headliner. Double check on Blaine. Joyce will reach out to Makana and his band (\$100 per person plus airfare).

- Brain Naole is the MC (comp him with tickets) Greg will talk about MAC and Brain will be provided with program

- Joyce finalizing shopping list contact her before Friday if there is something that we need her to get.

- Any tickets not sold need to be returned by the W before the SRB

- bowls made last year: 500.

- selling t shirts: Linda and extra bowls

- ticket taking lines need name

- greeters: Dan and Nadine Akiona

- Program: need to print and write. Look for the program in ED docs

- request to offer plates and other things in addition to bowls since many are maxed out on bowls: too late for this year, but for sure next year

**ED applications:**

Note: email account for Ed created and files from Brandon have been moved over to the Google Drive area of that account. See information section for more notes.

**Financial Report: (Dan)**

Treasurer's Report 2/1/18

Opening Balance \$82,458.21

Deposits in January \$1,859.99

Outstanding invoices MMS Molokai LIVE grant in January \$1,565.70

Total January Income and accounts receivable \$3,245.69

Expenditures in January

Salaries for studio manager, keiki class instructor, HA program director, volunteer coordinator \$1,800.00

Rent and utilities \$1,288.79

Art Bar Instructor, Artist in Residence \$514.00

Accounting-November \$550.00

Artist in residence, Art Bar, Studio, HA, plant supplies \$912.44

Kiln shed for wood kiln, labor and supplies \$677.11

Air Fare, Soup 'R Bowl \$148.40

Book shelves \$17.05

Total January Expenses \$5,907.79

Estimated Adjusted Balance 2/1/18 \$79,796.11

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

Interim Director of Operations: suggesting a director for the interim. Consider hiring someone to oversee operations between now and SRB. Greg will ask Vicky Underwood

**Executive Director's Report: none****Committee Reports**

Lease/capital building: no lease yet. Dan hasn't heard from Bev (real estate agent).

Communications: see SRB section

HA committee: none

**Unfinished Business**

Upcoming events: Art Bar, Soup 'R Bowl, ceramic workshop, stained glass workshop, Mark Cotwright workshop

Get Art Bar season set up in its entirety at the start.

Gene Ferguson's sister might be coming again this year and could teach the mosaic workshop again

**New Business**

-2018 budget for next meeting

-Renew membership

-Alternative high school at the youth center will start a ceramics class here at MAC next month.

Betty will teach the class. This becomes revenue for MAC and students have an op to do art and it fulfills our mission statement. Serving at risk kids.

**Next Board Meeting:** March 9 at 3:00 pm

**Adjourn:** Moved by: Dan                      Seconded by: Beth                      Time: 5:42 pm