

Friends of Multi Arts Center – Board Meeting

March 17, 2015 - Minutes

Prepared by Daisha Pennie in absence of Secretary

In Attendance: Valerie Bloodgood, Rhonda Plake, Surekha Sheorey, Judy Laine, Kathy Legako, Daisha Pennie, Claire Zevnik, Dena Rice, Mike Smolen, Lawrence Robinson, Buck Dollarhide, Illene Ozment

Guests: None

Staff: Executive Director Nicki Wood

Excused Absences: Diane Graalman

President Rhonda Plake called the meeting to order at 5:33 pm.

Review of Minutes: Previous minutes were approved. Judy Laine moved to approve and Valerie Bloodgood seconded.

Director's Report: Nicki Wood presented Director's Report (attached). Multiple potential projects to improve programs, outside garden and exhibit space in gallery; Pursuing outreach to surrounding arts facilities and community organizations.

Treasurer's and MAC Report: Surekha Sheorey presented reports (attached) on FoMAC Savings and Checking, and Multi Arts Center Profit and Loss report which is prepared by MAC's new accountant. MAC Profit and Loss report did not specify revenue by class, but offered a total for all classes. Future plans to breakdown profits by class.

Valerie Bloodgood moved to accept the Treasurer's reports and Buck Dollarhide seconded. Unanimous board vote to agree.

Executive Session to discuss personnel: Lawrence Robinson moved for the board to enter executive session and Buck Dollarhide seconded. Unanimous board vote to agree.

No business to report. Special meeting planned for further discussion.

Claire motioned for the board to move out of executive session and Kathy Legako seconded. Unanimous board vote to agree.

Old Business

Policy for Exhibits: Committee is not prepared to present policy at this time. Discussion on insurance concerns to cover exhibit pieces while at MAC. Surekha Sheorey will look into insurance coverage for that purpose. Committee still deciding on target exhibitions and artists; interest in focus on local or Oklahoma artists. Committee will try to bring policy proposal to planned special meeting of the board.

Arts Festival: Lengthy discussion on plans for MAC booth at festival and promotion of the Center. Artist reception is still being organized, possible Oklahoma Arts Council member to provide entertainment through live performances. Food has not yet been arranged. Artist ribbons need to be created and decorated. Judy Laine has prepared multiple publicity items for the tent, including a banner and postcards with info for handing out. Nicki Wood offered TV and laptop to loop images promoting MAC. Discussion on holding a free drawing to win items, which if name and email are requested that data can be used for long-term promotion and outreach.

Technology Update: Kathy Legako has been working further on locating a Point of Sale System (POS) and a Customer Relationship Management (CRM) system which will work for MAC. Many

POS' do not offer consignment sales options. Legako is talking with a consortium out of Tulsa regarding a CRM, but will need to determine data security and sharing specifics in case there are unacceptable requirements. Legako recommended Cloud based CRMs, in order to keep costs of maintenance low, because any option will be a long-term, on-going cost. Update that physical file security has been established at MAC as previously recommended.

Policy and Operating Procedures changes: Committee is not prepared to present proposals at this time. Surekha will send proposals to board via email and provide 30 days to review for discussion at next regular board meeting.

Meet and Greet for Nicki: Committee is not prepared to present at this time. Nicki Wood offered that Bonnie Hammond is planning event with dispersed invitations and important guests.

Gallery Improvements: Nicki Wood proposed improvements to the East wall of the gallery to include removing the metal hanging grid, painting the wall, hanging floating shelves, and painting many of the display pedestals for better cohesion in the space. Director Wood requested approval for \$220 expenditure toward these improvements. Board discussed having Nicki contacting the city before making changes to find out who should make improvements and how. Claire Zevnik moved for the board to accept Nicki's proposal to spend \$220 on improvements with the City's guidance, and Mike Smolen seconded. Unanimous board vote to agree.

New Business

Fundraisers discussion added: MAC staff would like to plan events at least 6 months in advance. Working on Halloween ideas. Other fundraiser ideas discussed.

Claire Zevnik proposed fundraiser through Panera Bread which includes handing out flyers for people to take to the restaurant for a percent of proceeds to benefit MAC. Claire motioned for board to approve Panera fundraiser and Kathy Legako seconded. Unanimous board vote to approve request for Claire to move forward with fundraiser.

Approval of Grant application for Summer Arts Education: Nicki Wood planning to pursue the Arts and Humanities Council of Stillwater grant for summer arts education. Director Wood is filing application requesting \$4900 based on past summer camps.

Oklahoma Center for Nonprofits Scholarship: Nicki Wood proposed using matching funds of \$250 to receive scholarship for the Standards for Excellence Series program through the Oklahoma Center for Nonprofits. The scholarship is for two people. Board discussed who should attend the series to best benefit MAC. After a long discussion, board decided to send Director Wood and Board President Rhonda Plake. Claire Zevnik moved for Friends of Multi Arts Center to pay matching funds of \$250 for Rhonda and Nicki to attend and Kathy Legako seconded. Unanimous vote to approve.

OSU Art Department facilities use policy: The OSU Art department would like to rent the photography development lab, and the Executive Director is working on a policy for that use. The Art Department would also like to rent space in the hot glass area at the far back of the building (East end) which is not currently being used much or at all at this time. There was a lengthy discussion on costs to cover staff, their access to the space, and risks to MAC. Board requested a proposal from the Art Department and more information before making a decision.

Garden Improvements: Executive Director has been working with to locate funds for improving the outdoor garden space which is in disrepair. There was discussion on options for resources toward this project, however no decisions were made.

Board Survey: President Rhonda Plake would like board feedback on interests, skills of board members, vision for the MAC, and committee chair interest. President Plake will provide questions for survey and work with Daisha Pennie to create and distribute survey to board members.

Committee Reports:

Personnel Committee: No report.

Executive Committee: No report.

Membership Committee: No report.

Gallery Committee: No report.

Publicity Committee: Committee has not met, but have sent out a Newsletter and have a draft for a second. Judy Laine has prepared flyers for the visitors center, which focus on the gallery to target the audience at that location. Directory Nicki Wood was interviewed on the radio. Press releases of her hiring will be sent out in the area. There is to be a listing next week in the Newspaper requesting supplies, donations and volunteers.

Grants Committee: No report.

Bylaws Committee: No report.

Finance Committee: No report.

Building/Facilities Committee: No report.

Compensation Committee: Buck Dollarhide presented a compensation and comparison tool which the Executive Director can use for class pricing. Lengthy discussion among board on use of tool and benefits. Treasurer to assist committee with determining overhead costs to assist with use of tool.

Announcements

Public Comments: None

Next Meetings

Special Meeting: April 1st at 5:30pm

Regular Meeting: April 14th at 5:30pm

Meeting adjourn at 8:21pm