

## Friends of Multi Arts Center – Board Meeting

July 14, 2015 - Minutes

Prepared by Daisha Pennie in absence of Secretary

**In Attendance:** Rhonda Plake (President), Surekha Sheorey (Treasurer), Judy Laine (President-Elect), Kathy Legako, Daisha Pennie, Dena Rice, Mike Smolen, Buck Dollarhide

**Guests:** Brandon Mitts, Allied Arts for Oklahoma State University

**Staff:** Executive Director Nicki Wood, Stephanie Addison

**Excused Absences:** Diane Graalman (Secretary), Valerie Bloodgood (Past-President), Claire Zevnik, Lawrence Robinson, Illene Ozment

---

President Rhonda Plake called the meeting to order at 5:36 pm.

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

**Treasurer's and MAC Financial Reports:** Surekha Sheorey presented reports (attached) on FoMAC Savings and Checking, and Multi Arts Center Profit and Loss report which is prepared by MAC's accountant, Zac Flournoy. MAC Profit and Loss report generated extensive discussion regarding payroll costs which are higher than historical record, the need for revenue generation, and reducing expenses where possible. Discussions included appropriate use of human resources, sources for revenue generation, teacher pay and class pricing, and class structure and class expense controls. Staff were tasked with identifying revenue generating work tasks and tasks that can be completed by volunteers. It was suggested that Staff introduce their own class proposals for them to teach. Daisha Pennie moved to have a special meeting to focus on financial discussion, Kathy Legako seconded and unanimous vote to agree. Daisha will send an email to arrange the meeting in two weeks.

**Director's Report:** Executive Director Nicki Wood introduced guest, Brandon Mitts, who talked about Allied Arts at OSU and opportunities for MAC to utilize facilities. MAC partnered with Allied Arts for Summer on the Plaza on OSU campus. Multiple ideas for art promotion events in partnership with Allied Arts were presented via the Director's Report (attached). Current and potential projects include outside garden, pursuit of grants and sponsorships for planned events, holiday events for Halloween and Christmas, and pursuit of 21<sup>st</sup> Century Grant. Contacts to be networked by Director Wood and Rhonda Plake in pursuit of that Grant.

The Garden Project progress was discussed, including outdoor seating, workspace, and overall design. Some concerns were expressed over cost of some design plans. Resulting discussion ensured expenditures were aligned with plans submitted with grant proposal.

Director Wood will give presentation to City Council in August 3<sup>rd</sup> meeting and Board members are encouraged to attend in support. Mike Smolen asked to have revenue potential be included in future Executive Director reports in order to show how Director and Staff efforts are revenue generating.

**Executive Session to discuss networking hardware:** Daisha Pennie moved for the board to enter executive session and Kathy Legako seconded. Unanimous board vote to agree.

The board will vote on discussion when Technology Committee reports.

Judy Laine motioned for the board to move out of executive session and Daisha Pennie seconded. Unanimous board vote to agree.

**Old Business**

**Board Terms** – The Bylaws committee met in June and discussed numbering Board positions in order to track term rotations. Kathy Legako is planning to write a program to assist with tracking Board member terms due to the complexity of the 1/3 rotation at the end of each calendar year. Ms. Legako will need last year’s Board Meeting minutes when Board voted to restart the term rotations in order to appropriately assign rotation cycles in program.

**Teacher’s Pay** – Per discussion during Treasurer’s reports, this topic will be discussed in planned Special Meeting in two weeks.

**Budget** – Budget was prepared by Surekha Sheory and topic tabled for proposed budget to be reviewed. Budget had not been reviewed by all Board members. Kathy Legako indicated she has technology items to be included in budget. Daisha Pennie moved to table this topic and have it be included in the Special Meeting in two weeks, Kathy Legako seconded, and all voted in agreement.

**Board Retreat** – Due to miscommunications and cost to have the retreat, previous plans were cancelled. Board would like to pursue other avenues for providing a Retreat. Dena Rice indicated she has a contact that she can network. Surekha Sheory will email Dena Oklahoma Center for Nonprofits contact information to see if there are options available through our membership. Board members indicated all are willing to contribute funds needed to facilitate Retreat.

**Membership Meeting and Anniversary Celebration Committee Report** – Daisha Pennie presented plans she, Dena Rice and Stephanie Addison prepared. Meeting will be at 2pm, early start at 1:45 for mingling only. Board members asked to provide funds to help facilitate food and drinks. Anniversary based event plans include: Introduction of Board, Introduction of new Director, Director to present City Council presentation, Director to talk about current and future events, Director to recognize volunteer. Membership Meeting and Bylaws vote is expected to follow same approach as last membership voting in December. Membership status will be verified and member provided a numbered ballot. Discussion to be limited to 15 minutes, with 2 minutes offered per person wanting to discuss Bylaws. Vote to follow discussion.

**Photography Studio Rental** – Director Wood explained that the OSU Art department still wants to rent the photography darkroom and studio. MAC already has a barcode for space rental and will use it for this purpose. The Art professors will bring students for teaching twice a week with structured hours.

#### **New Business**

**Elementary School Program** – Extensive discussion regarding costs of program, based on cost per student, and MAC needs to cover program costs. MAC participation is a valuable contribution for the community. Solutions are needed to continue participating with the program. Director Wood and Surekha Sheory will meet with contact with program to discuss options.

**Memberships** – Several ideas for membership benefits have been worked on by the MAC staff in order to generate memberships from young families and others. The Membership Committee will meet to discuss ideas.

**Volunteering** – Director Woods encouraged Board members to visit MAC regularly to understand facilities and expectations of staff.

**Committee Reports:**

Personnel Committee: No report. Daisha Pennie asked about items discussed in Executive Session last month. Personnel Committee needs to provide employee policies according to Operating Procedures. If these do not exist, they need to be developed by this committee and available for reference.

Executive Committee: Rhonda stated the Executive Committee has nothing to report.

Membership Committee: Buck stated the committee did not meet, but is planning to.

Gallery Committee: Dena reported the committee met and plans to recruit artists and to update the inventory.

Publicity Committee: Judy Laine has distributed flyers for the visitors' center. CREC was interviewed on Illene Ozment's Radio program to discuss grant at MAC. Stephanie Addison (staff) was included in the NewsPress' Smile of the Day. Nicki Wood was interviewed by the NewsPress about the Summer Art Camp. The website is coming around. The social media work is done and text of webpage is being finished.

Grants Committee: Executive Director indicated the committee has not met, but that she is pursuing grants regularly.

Bylaws Committee: Daisha Pennie indicated the committee did not meet, but plan is to meet with membership committee to discuss including volunteer recruitment with membership recruitment of that committee.

Finance Committee: Surekha Sheory indicated she is meeting with Director Woods regularly to manage MAC finances.

Fundraising: Claire Zevnik distributed report via email (attached) and Judy Laine presented report. Several items covered with Executive Director's report.

Building/Facilities Committee: Lawrence Robinson was not present to report.

Technology Committee: Per discussion in Executive Session, Mike Smolen moved that the Board approve \$200 for Kathy Legako to purchase networking hardware and Judy Laine seconded. Unanimous vote to approve this use of funds. Ms. Legako will purchase and provide itemized receipt for reimbursement. Ms. Legako presented Technology Committee report regarding other items being pursued, including a POS replacement, resolving the power issue at front of MAC building, change to Google email for all of MAC due to being approved with Google Nonprofit status. Buck Dollarhide requested a change to email communications regarding quoting of old emails when replying to all. Ms. Legako recommended members check their email client settings to turn off automatic quoting of messages when replying.

### **Announcements**

Public Comments: Daisha Pennie used this time to express concerns for Board member commitment due to members not attending meetings and not completing committee work. Ms. Pennie stated some committees are meeting regularly and those that are not meeting regularly, including the one she chairs, should consider following suit. She asked that committees report needed items for the agenda ahead of time in order for agendas to be more useful. Judy Laine expressed need to stay on topic with agendas, and Ms. Pennie suggested being off topic shows the agendas are not reflecting necessary Board business.

### **Next Meetings**

**Membership Meeting (and Anniversary Celebration):** July 18<sup>th</sup> at 1:45pm (official start at 2pm)

**Special Meeting:** TBD, tentatively planned for two weeks out

**Regular Meeting:** August 18<sup>th</sup> at 5:30pm

**Meeting adjourn** at 8:00pm; Judy Laine motioned for adjourn and Mike Smolen seconded.