

## **Friends of Multi Arts Center – Board Meeting**

July 28, 2015 - Minutes

Prepared by Daisha Pennie in absence of Secretary

**In Attendance:** Rhonda Plake (President), Surekha Sheorey (Treasurer), Judy Laine (President-Elect), Valerie Bloodgood (Past-President), Kathy Legako, Daisha Pennie, Claire Zevnik, Mike Smolen, Lawrence Robinson

**Staff:** Executive Director Nicki Wood, Ingrid Hendrix

**Excused Absences:** Diane Graalman (Secretary), Illene Ozment

**Unexcused Absences:** Dena Rice, Buck Dollarhide

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President Rhonda Plake called the meeting to order at 5:32 pm.

### **Financial Business**

#### **Revenue Generation**

Board members provided ideas for revenue generation. Judy Laine proposed requirement of Board members to generate \$500/year in cash or in kind. It was discussed that this could be handled by the Bylaws committee and added to the operational procedures.

Lawrence Robinson proposed renting the MAC kitchen for USDA backed programs to teach Nutrition Education and SNAP-Ed. Board discussed current rental fees for kitchen space, which prompted discussion on reviewing current space rental rates. Executive Director Wood explained that the Photo Lab rental is proving a success with space rental.

“Make and Take” activities were discussed as a revenue option. Board discussed advertising events on a regular basis and with more frequency. Cupcakes and Canvas and Tea Parties were discussed.

Board discussed events including alcohol as potential revenue source. Past-President Bloodgood suggested that Director Wood talk with the City Council about obtaining permits for alcohol on premises.

Kathy Legako proposed more options to try classes in order to determine if a person wants to fully commit to a 6 weeks course. Board discussed option of charging for ‘auditing’ of classes and offering this as a benefit of membership. Ms. Legako also recommended a focus on marketing the Center as a person’s “third place” – Home, Work, and Multi Arts.

Claire Zevnik moved that the Board implement policy that Board members are required to raise at least \$500 a year either in cash or in kind beginning at the start of their term with the expectation of \$250 to be raised by current Board members by December 31<sup>st</sup>. Presiden-Elect Laine seconded. Discussion generated on requirement phrasing. Mike Smolen opposed the sentiment of requirement. Motion changed to reflect that Board members are expected to raise \$500 a year. President Plake called for a vote on amended motion. Unanimous vote to approve.

Space rental rates sheet adjustments were discussed. Daisha Pennie moved that this issue be handled by a committee and Claire Zevnik seconded. Suggestion was to have a

chair for this committee appointed at the next regular Board meeting. President Plake called for a vote. Unanimous vote to have committee and chair handled in next meeting. Past-President Bloodgood suggested having the Building Committee handle this task, to which the Building Committee Chair, Lawrence Robinson informed he will be unavailable.

Make and take and other related ideas were discussed as another option for a committee. It was suggested that an email be sent to the membership requesting participation to plan, arrange and fully support execution of these events. Daisha Pennie offered to chair the committee. Publicity committee will prepare email to be sent to the membership calling for volunteers for the committee.

Board returned to discussion of auditing classes as a membership benefit and setting a price for this activity. It was suggested that we raise the price of the membership to cover inclusion of this activity as a benefit. Mike Smolen motioned to add \$5 to membership. Motion died. Membership tiers, pricing and benefits were identified as an area of potential revenue generation. President-Elect Laine offered to work with Stephanie Addison (Staff) along with Mike Smolen, Kathy Legako, and Daisha Pennie to work on membership items.

## **Teacher's Pay**

### **Spreadsheet use**

Lawrence Robinson asked that it be noted that this topic and the committee behind it has always been focused on fulfilling profit needs for MAC, as the name of the committee and the agenda item is misleading. Board discussed use of the class pricing spreadsheet which was produced by the Committee on Teacher's Pay. Ingrid Hendrix (Programming Coordinator) informed she has not seen or used the spreadsheet. Treasurer Sheorey to work with Ingrid and staff to go through past class pricing in order to train on using the spreadsheet as well as to determine how costs of classes or pricing could have been different.

Board discussed at length some concerns with MAC's inability to provide refunds on classes if the class does not make, unless the payment is via credit card. Cash or check payments cannot be refunded due to limitations of the Point of Sale system.

### **Teacher Recruitment**

Board discussed teacher's pay not being of issue when recruiting teachers. Discussion centered on type of teachers needed and reliability of teachers.

## **Class Structuring and Expense Control**

### **Core Classes**

Board discussed a need for consistency with class scheduling, which allows for better promotion of special workshops and class events. Mike Smolen suggested having block scheduling. Ingrid Hendrix explained the need for quarterly scheduling.

### **Class Costs Controls**

Board discussed 'kit and instruct' ideas, including Woodcrafters instruction on wood crafting kits. President Plake to look into use of Woodcrafters. Board discussed use of kits in more class ideas.

## **Budget Proposal**

### **Review of Funds**

Treasurer Sheorey provided account statements and profit and loss statements beginning with the Friends of Multi Arts Center accounts. Claire Zevnik requested information on membership dues as an example of funds which should have carried over year-to-year. Board discussed need for financial history and clarification of funds. Board determined that Friends Savings includes donation funds for Marjory Hammer scholarships. Board discussed moving Helen Jordan scholarship funds into this account and utilize this account for "Targeted Donations" for scholarship funds of this nature. Mike Smolen motioned to have \$1000 transferred from Friends Checking to Friends Savings in order to account for the Helen Jordan donation funds and make them available with Board approved transfers to MAC accounts when needs are identified. Claire Zevnik seconded the motion. President Plake called for a vote. Unanimous vote to approve the transfer of funds. Board discussed applicable scholarship use in order to facilitate approvals of use of these funds. It was discussed that the Finance committee could work on a policy with Kathy Legako and Daisha Pennie volunteering to help the committee.

### **Budget Approval**

Daisha Pennie motioned for the budget approval be tabled for the Finance committee to continue work on the budget. Lawrence Robinson seconded the motion. Unanimous vote to approve motion.

## **Announcements**

### **Public Comments**

Director Wood expressed concern for the questions and concerns she receives from the Public and asked for transparency. Claire Zevnik expressed need for transparency of minutes and records so that they can be made available to public as needed. Discussion returned to need for Point of Sale system to assist with maintenance of financial records and history.

## **Next Meetings**

**Regular Meeting:** August 17<sup>th</sup> at 5:30pm

**Meeting adjourn** at 8:10pm