

FRIENDS of MULTI-ARTS CENTER

1001 South Duck Street - Stillwater, OK 74074

BOARD MEETING

5:30 pm- 7:00pm - Tuesday - 02/09/15 - 1001 South Duck Street - Stillwater, OK

ROLL CALL, DECLARATION of QUORUM and CALL to ORDER Board Member Roll Call - conducted by Claire Zevnik

<i>Name</i>	<i>status*</i>	<i>office/position</i>
Claire Zevnik	P	(2016) President
Daisha Pennie	P	(2016) Secretary
Samantha Hand	P	(2016) Treasurer
Buck Dollarhide	P	(2016) Vice President
Kathy Legako	P	Member
Mike Smolen	P	Member
Jeff Southwick	AE	Member
Rob Ponce	P	Member
Andrea Drain-Langston	P	Member
Nadia Thomas	A	Member
Shel Wagner	P	Member
Suzette Barta	P	Member
Susan Chastain	P	Member

* mark

status as appropriate - P=present AE=absent/excused A=absent

Declaration of Quorum and Call to Order:

Quorum declared. (8 of 13) board members recorded as present. Rob Ponce arrived at 5:45p. Susan Chastain arrived at 5:47p. Sam Hand arrived at 5:50p, 11 of 13 Board members present.

Meeting called to order by Claire Zevnik at 5:36pm

RECOGNITION of FOMAC STAFF MEMBERS PRESENT at MEETING

<i>Name</i>	<i>position</i>
Nicki Wood	Executive Director

RECOGNITION of VISITORS PRESENT at MEETING

Name	affiliation
None	

REVIEW, AMMEND and APPROVE OF MINUTES of 12/08/15 BOARD MEETING -

Motion to approve December Board meeting minutes made by Mike Smolen and motion seconded by Kathy Legako. All voting were in favor with Daisha Pennie, Shel Wagner, and Suzette Barta abstaining, since they were not present at the December meeting.

REVIEW, AMMEND and APPROVE OF MINUTES of LAST (01/12/16) BOARD MEETING -

Request for amendment to state that the holiday closings schedule applies only to the 2016 year. Motion to approve minutes as amended made by Suzette Barta and seconded by Shel Wagner. All voting were in favor. No abstentions.

CONSIDERATION AND DISCUSSION REGARDING POSSIBLE TEMPORARY SUSPENSION OF BOARD MEETING AND MOTION FOR BOARD TO ENTER INTO EXECUTIVE SESSION

No Executive Session held

BOARD OFFICERS and MAC STAFF REPORTS

-Treasurer's Report & Finance Committee report – Sam Hand stated the 2015 books are closed and presented a proposal for the 2016 budget. Suzette Barta moved to accept the proposal as a 2016 Budget guideline. Susan Chastain seconded the motion. All voting approved. No abstentions.

-Executive Directors Report - Written report attached.

STANDING COMMITTEE REPORTS

- A) Executive – Written report attached
- B) Building/Facilities – Written report attached
- C) Bylaws – No report
- D) Finance – Written report attached
- E) Fundraising – No report
- F) Gallery – Oral Report given by Chair Andrea Drain-Langston.
- G) Grants – No report
- H) Governance – No report
- I) Membership – No report
- J) Publicity – No report
- K) Personnel – Written report attached. Committee requesting approval of Drug Free Workplace policy. Amendments requested. A statement to be placed before 1.01, after the header: "This policy is adopted to ensure a drug free work environment at the Stillwater Multi Arts Center." Final amendments to ensure all naming references of organization are correct on the document. Suzette Barta motioned to accept the policy with requested amendments and Daisha Pennie seconded the motion. All voting approved. No abstentions.
- L) Technology – Written report attached. Technology committee requested funding of \$254 for upgrading the Point of Sale system and associated equipment. All voting approved. No abstentions.

AD HOC COMMITTEE REPORTS

- A) Garden Grant Committee – Written reports attached. Executive Director Woods stated the project should be complete by the 1st Wednesday of March 2016; to include seating for table that is already installed.

OLD BUSINESS

- A) Position Descriptions:
 - Personnel Committee is still working on the job description document for the Executive Director position
- B) Merging of bank accounts
 - Finance committee is still working on the merger plan

NEW BUSINESS

- A) Strategic Planning:
 - Suzette Barta to take lead on researching goals from previous strategic planning for FoMAC/SMAC as well as future goals
- B) From Personnel Committee: Emergency Evacuation Procedures
 - Personnel committee is not ready to present
- C) Technology committee: Square Reports Presentation
 - Technology committee recommends the 2016 budget include cost to replace the iPad used for Square transactions

ANNOUNCEMENTS and COMMENTS FROM BOARD MEMBERS and GUESTS

- A) Request for Open Studio policy to be reviewed by Membership Committee
- B) Request for MAC to donate to events for publicity and recognition in community
- C) Sam Hand explained the committee filing cabinet location and usage
- D) Volunteer hours explained as any time spent working as Board member or general volunteering for the SMAC

ADJOURN

- A) Call for motion to adjourn by **Claire Zevnik**
- B) Motion made by ***Suzette Barta** to adjourn. Meeting adjourned at ***7:33 pm**