

# FRIENDS of MULTI-ARTS CENTER

1001 South Duck Street - Stillwater, OK 74074

BOARD MEETING

5:30 pm- 7:00pm - Tuesday - 03/08/15 - 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	P	Member
Rob Ponce	P	Member
Andrea Drain-Langston	P	Member
Nadia Thomas	P	Member
Shel Wagner	P	Member
Suzette Barta	P	Member
Susan Chastain	AE	Member

\* mark

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

### Declaration of Quorum and Call to Order:

Quorum declared. (11 of 13) board members recorded as present. Nadia Thomas arrived at 5:40p, 12 of 13 Board members present. Nadia Thomas left at 7:45p

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
Margie Ponce	Staff

### RECOGNITION of VISITORS PRESENT at MEETING

<i>Name</i>	<i>affiliation</i>
None	

### REVIEW, AMMEND and APPROVE OF MINUTES of LAST (02/09/16) BOARD MEETING -

Motion to approve minutes by Nadia Thomas and seconded by Susan Chastain. All voting in favor. One abstention, Jeff Southwick.

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

Kathy Legako moved to enter executive session for discussion on two agenda items. Motion seconded by Daisha Pennie. All voting in favor. No abstentions. Agenda:

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1. Inventory – Management of inventory was discussed
2. Personnel – Management of communication between Board, Executive Director and staff discussed.

### RETURN FROM EXECUTIVE SESSION

Daisha Pennie made motion to reconvene the Board meeting and exit executive session, second by Suzette Barta.

### STATEMENT REGARDING EXECUTIVE SESSION

No action was taken during the executive session.

1. Statement on Inventory agenda item: Expectation set for Executive Director to act as liaison to City contacts. Governance Committee to address training for Executive Director and Board members.
2. Statement on Personnel agenda item: Governance Committee to work on policy and procedure proposals to address communication and management of organization.

#### **BOARD OFFICERS and MAC STAFF REPORTS**

-Treasurer's Report & Finance Committee report – Sam Hand presented financial reports for January. Suzette Barta moved to accept the Treasurer's report. Kathy Legako seconded the motion. All voting approved. No abstentions.

-Executive Director's Report - Written report attached.

#### **STANDING COMMITTEE REPORTS**

- A) Executive – No report
- B) Building/Facilities – No report
- C) Bylaws – No report
- D) Finance – Oral report by Treasurer and financial reports attached
- E) Fundraising – Written report attached
- F) Gallery – Oral Report given by Chair Andrea Drain-Langston.
- G) Grants – No report
- H) Governance – No report
- I) Membership – Oral Report given by Michael Smolen
- J) Publicity – Oral Report given by Nadia Thomas
- K) Personnel – Written report attached.
- L) Technology – Written report attached.

#### **AD HOC COMMITTEE REPORTS**

- A) Garden Grant Committee – No report. Executive Director Woods stated the project is not completed as was expected by first week in March. The Executive Director did not provide a new expected completion date.

#### **OLD BUSINESS**

- A) Position Descriptions:
  - Personnel Committee motioned for approval of Executive Director position description provided in committee report. All voting in favor. No abstentions.
- B) Merging of bank accounts
  - Finance committee is still working on the merger plan. Sam Hand motioned to dispose of remaining blank checks to progress merger. Rob Ponce seconded motion. All voting in favor. No abstentions.
- C) Strategic Planning:
  - Suzette Barta lead discussion on organization's missions statement. Mission statement amended to: Stillwater Multi Arts Center engages and enriches the community by providing an educational and creative environment for the development and exploration of arts and crafts. Mike Smolen motioned to accept the new mission statement. Motion seconded by Rob Ponce. All voting in favor. No abstentions.

#### **NEW BUSINESS**

- A) Executive Director evaluation process & goal for completion
  - Personnel Committee motioned for approval of evaluation process provided in committee report. Majority voting in favor, Buck Dollarhide opposed. Process accepted.
  - Sam Hand motioned for evaluation to be completed by Executive Committee by April 30<sup>th</sup>. Motion seconded by Rob Ponce. All voting in favor. No abstentions.
  - Suzette Barta motioned for a special meeting to be held to continue strategic planning. Motion seconded by Sam Hand. All voting in favor. No abstentions.
- B) Guest Presentation – Lake McMurtry – Presentation postponed.

#### **ADJOURN**

- A) Call for motion to adjourn by **Claire Zevnik**
- B) Motion made by **\*Daisha Pennie** to adjourn. Meeting adjourned at **\*8:04 pm**