

# MULTI-ARTS CENTER

1001 South Duck Street - Stillwater, OK 74074 - 405/747-8084

## FRIENDS of MULTI-ARTS CENTER BOARD of DIRECTORS MEETING

5:30 pm - Tuesday - 05/10/16 - 1001 South Duck Street - Stillwater, OK

### AGENDA

#### I) ROLL CALL, DECLARATION regarding QUORUM and CALL to ORDER

##### A) Board Member Roll Call - conducted by Daisha Pennie

Name	attendance*	Office/committee	cell phone	e-mail
Mike Smolen	P AE A	President/exec	405/747-0865	smolen@okstate.edu
Buck Dollarhide	P AE A	V-Pres/bldg&fac/exec	405/742-4369	mdollarhide@cox.net
Sam Hand	P AE A	Treasurer/fin/exec	405/880-0665	samantha.l.hand@gmail.com
Daisha Pennie	P AE A	Secretary/govnan/exec	405/334-9853	daisha_pennie@hotmail.com
Susan Chastain	P AE A	fund raising chair	405/332-4202	rosiebetsy@aol.com
Andrea Drain-Langston	P AE A	gallery chair	405/714-1009	adrainlangston@yahoo.com
Rob Ponce	P AE A	bylaws/tech chair		
Jeff Southwick	P AE A	personnel chair	405/269-1851	jeff3southwick@gmail.com
Nadia Thomas	P AE A	promotions chair	816/217-8090	nadiathomas@outlook.com
Michelle Wagner	P AE A		405/368-3098	shel@seeshel.com

\* identify/mark as appropriate - P=present AE=absent/excused A=absent

\*\* resignation tendered - board member duties, responsibilities, rights and/or privileges currently in suspense

##### B) Declaration of Quorum and Call to Order:

- 1) quorum  is  is not present - 9 board members (of 10) recorded as present
- 2) meeting called to order by Mike Smolen at 5:35 pm

#### II) WELCOME to VISITORS (visitors please sign in and complete the information called for in the distributed VISITOR SIGN-IN SHEET)

name

Scott Stoodley – President Friends of Lake McMurtry  
Claire Zevnik (Member, Fundraising Committee Member)

FOMAC STAFF MEMBERS and/or COMMITTEE MEMBERS PRESENT at MEETING

name

position

Margie Ponce

Office Manager

#### III) INVITATION for COMMENTS FROM VISITORS from the FLOOR - comments will be heard by the board, but no action will be taken or discussion made.

No comments submitted to the board.

#### IV) PROGRAM – Speaker: Scott Stoodley, President Friends of Lake McMurtry

#### V) BOARD ACTION REGARDING MINUTES of LAST (04/12/16) BOARD MEETING - see “ATTACHMENT 1” (Board members are expected to review last meeting minutes prior to the Board meeting)

- A) Motion to accept minutes  as presented  as amended  
motion made by Buck Dollarhide second by Rob Ponce
- B) All in favor. No opposed. No abstentions.

#### VI) SCHEDULE NEXT BOARD MEETING (pre-set for 2<sup>nd</sup> Tuesday of each month)

- A) establish time/day/date/place June 14<sup>th</sup>, 2016 at 5:30pm

**VII) BOARD OFFICERS and MAC STAFF REPORTS** (to allow adequate time for preparation of the Board packet, reports are due electronically to the Secretary by 5:00 pm, on the Thursday immediately preceding the Board meeting - meeting participants are expected to review reports prior to the Board meeting - although not necessary, the report presenter may make a brief statement regarding the report - reports will be accepted by the Board at face value with limited discussion unless the report is calling for action to be taken by the Board - if deemed appropriate by the Board moderator, the moderator may suspend current discussion regarding the report and table discussion for a future Board meeting

- A) President's Report - see "[ATTACHMENT 2](#)"
- B) Vice-Presidents Report - see "[NO REPORT](#)"
- C) Secretary's Report - see "[ATTACHMENT 3](#)"
- D) Treasurer's Report - see "[ATTACHMENT 4](#)"
- E) Executive Director's Report - "[ATTACHMENT 5](#)" Daisha Pennie motioned to have Executive Committee look into concerns with liability insurance and personal, non-MAC-owned equipment loaned and on premises. Motion seconded by Sam Hand. All in favor. None opposed. No abstentions.

**VIII) STANDING COMMITTEE REPORTS** (report guidelines as given in IX) above will apply to standing committee reports)

- A) Executive Committee – The Executive Director's evaluation was conducted in accordance with the bylaws.
- B) Building & Facilities Committee - "[NO REPORT](#)"
- C) Bylaws Committee - [ORAL REPORT](#) - Chair Rob Ponce presented oral report. Chair requested feedback on bylaws from Board and staff. Plan is to have a monthly meeting to address received feedback.
- D) Finance Committee - see "[ATTACHMENT 4](#)"
- E) Fundraising Committee - see "[ATTACHMENT 6](#)"
- F) Gallery Committee - see "[NO REPORT](#)"
- G) Grants Committee - see "[NO REPORT](#)"
- H) Governance Committee - see "[NO REPORT](#)"
- I) Membership Committee - Chair requests appointment of new chair of committee. Daisha Pennie motioned to table discussion on membership chair for agenda item regarding combining of grants, fundraising and publicity committees. Motion seconded by Sam Hand. All in favor. None opposed. No abstentions.
- J) Personnel Committee – - see "[ATTACHMENT 7](#)"
- K) Publicity Committee - see "[NO REPORT](#)"
- L) Technology Committee - To provide Oral Report in addition to "[ATTACHMENT 8](#)" Chair Ponce announced technology meeting tomorrow evening.

**IX) EXECUTIVE SESSION - Board Topic: Executive Director Evaluation**

- A) Rob Ponce motioned to move into Executive Session to address agenda item on Executive Session. Jeff Southwick seconded motion. All in favor by Roll Call vote: Buck Dollarhide, aye. Sam Hand, aye. Daisha Pennie, aye. Susan Chastain, aye. Andrea Drain-Langston, aye. Rob Ponce, aye. Jeff Southwick, aye. Michelle Wagner, aye. None opposed. No abstentions. Entered Executive Session at 7:39pm. Agenda item for Executive Session:
  - 1) Executive Director Evaluation
- B) Return from Executive Session motion from Rob Ponce, seconded by Shel Wagner. All in favor by Roll Call vote: Buck Dollarhide, aye. Sam Hand, aye. Daisha Pennie, aye. Susan Chastain, aye. Andrea Drain-Langston, aye. Rob Ponce, aye. Jeff Southwick, aye. Michelle Wagner, aye. No opposed. No abstentions. Returned from Executive Session at 8:44pm
- C) No Board action taken as result of Executive Session

**X) OLD BUSINESS**

- A) Strategic planning (Tabled from last meeting)
- B) Board Retreat and Training – Sam Hand motioned to lift board retreat and training from table. Jeff Southwick seconded motion. All in favor. None opposed. No abstentions. Governance Committee Chair Daisha Pennie reported she will work on Board retreat and use doodle poll for scheduling.

**XI) NEW BUSINESS**

- A) Consolidation of committees – Rob Ponce motioned for grants, fundraising, publicity/promotions and membership be combined into the "Ways and Means" committee. Andrea Drain-Langston seconded the motion. All in favor. No opposed. No abstentions. Susan Chastain volunteered to chair the committee.
- B) Summer Membership Meeting - Sam Hand motioned to move planning and organization of Summer

membership meeting to Ways and Means committee.

**XII) ANNOUNCEMENTS and/or COMMENTS FROM BOARD MEMBERS**

- A) Buck Dollarhide comment requesting for all bullet items to be numbered in all reports.

**XIII) ADJOURN**

- A) call for motion to adjourn by Mike Smolen
- B) motion made by Daisha Pennie
- C) meeting adjourned at 09:13pm