

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 - 09/13/16 - 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
Andrea Drain-Langston	P AE A	gallery chair	405/714-1009	adrainlangston@yahoo.com
Rob Ponce	P AE A	bylaws, ways & means, & tech chair		
Jeff Southwick	P AE A	personnel chair	405/269-1851	jeff3southwick@gmail.com
Lori Turman	P AE A		918-429-3584	lturman07@gmail.com
Cery Norvelle	P AE A		405-269-5494	cnorvelle2@gmail.com
Ryan Grider	P AE A		405-496-4141	ryangrider@sbcglobal.net

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

B) Declaration of Quorum and Call to Order:

- 1) quorum [x] is [] is not present - 7 board members (of 10) recorded as present
- 2) meeting called to order by Mike Smolen at 5:38 pm

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

Name

Joyce Montgomery

FOMAC STAFF MEMBERS and/or COMMITTEE MEMBERS PRESENT at MEETING

name

position

Margie Ponce

Interim Executive Director

Mai Vang

Intern through December 2016

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.

None

IV) PROGRAM – Joyce Montgomery, OSU Service-Learning Volunteer Center

Encouraged Board to:

- Seek faculty with relevant curriculum to champion service learning programs with Multi Arts Center.
- Identify data points for measuring impact of service learning programs applicable
- Visit volunteer.okstate.edu/OSUE-project-form and sign up to be a part of Engage program at OSU which will get 1 – 4 students for single day or single event volunteer work

V) BOARD ACTION REGARDING MINUTES of LAST (08/09/16) BOARD MEETING Board members are expected to review last meeting minutes prior to the Board meeting)

- A) Motion to accept minutes [x] as presented [] as amended motion made by Ryan Grider second by Buck Dollarhide
- B) All in favor. No opposed. One (1) abstention, Rob Ponce.

VII) SCHEDULE NEXT BOARD MEETING (pre-set for 2nd Tuesday of each month)

- A) establish time/day/date/place October 11th, 2016 at 5:30pm

VIII) 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 – Report by President Smolen in digital packet. President Smolen passed around information on the Oklahoma Arts Conference
- B) Vice-Presidents Report – No Report
- C) Secretary's Report – No Report
- D) Treasurer's Report – Treasurer Sam Hand absent. Interim ED, Margie Ponce, provided update on newly hired accountant intern.
- E) Executive Director's Report –Margie Ponce, Interim Executive Director, presented oral report on recent events, including Lexicon with roughly 200-250 attendees. Vice President Dollarhide inquired about an outstanding bill with House of Clay for a kiln repair. Interim ED indicated resolution of issue is in progress. Daisha Pennie inquired about reasoning behind Thursdays for gallery art show openings and closings. Ms. Pennie requested different days of the week for opening day and closing day for art shows.

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

- A) Executive Committee – Minutes in digital packet. Committee has been working on patron disciplinary action, open studio policy and volunteer compensation policies.
- B) Building & Facilities Committee – Chair Dollarhide provided an update on attempts to work with City to remove old kilns and relocate glass fusing kiln. Interim ED Ponce informed she has spoken with the City which indicated they are waiting on the appropriate representative to remove old equipment.
- C) Bylaws Committee – No Report
- D) Finance Committee – No report.
- E) Gallery Committee – Chair Drain-Langston provided oral report on minutes provided in digital packet and on upcoming events and visiting artists.
- F) Governance Committee – Chair Pennie provided minutes in digital packet. Committee worked on Strategic Planning session.
- G) Personnel Committee – No Report
- H) Technology Committee – No Report
- I) Ways & Means Committee – Daisha Pennie made a motion for President to appoint a new chair of the Ways and Means committee due to current chair's obligations. Rob Ponce seconded the motion. Ryan Grider volunteered to be the Chair.
- J) Ad Hoc Committee: Search Committee – Chair Southwick provided oral report on recent activities of committee, including identifying needs for pursuing candidates. Committee plans to meet again this coming Thursday, 9/15/2016. Rob Ponce made a motion to reduce the educational requirements for the Executive Director position down to a bachelor's degree. Ryan Grider seconded the motion. Discussion lead to amendment of motion. Rob Ponce moved to change first statement of experience on ED job description to: *A Bachelor's Degree with a minimum of five years of demonstrated leadership and business administration experience required; prior experience as an Executive Director or as a development/fundraising professional is preferred. A combination of experience and education will be considered. Background with an arts or cultural organization is desired.* Ryan Grider seconded motion. Four (4) voting in favor: Andrea Drain-Langston, Rob Ponce, Ryan Grider, and Cery Norvelle. One (1) voting against: Daisha Pennie. Two (2) abstentions: Buck Dollarhide and Jeff Southwick. Motion carries. Motion by Rob Ponce to reduce 50lb requirement to 25lb on Executive Director job description qualifications. Motion seconded by Ryan Grider. Discussion lead to amendment. Buck Dollarhide moved to amend motion to removal of lifting requirements completely. Amended motion seconded by Ryan Grider. Five (5) voting in favor: Andrea Drain-Langston, Rob Ponce, Ryan Grider, Buck Dollarhide, and Cery Norvelle. One (1) voting against: Daisha Pennie. One (1) abstention: Jeff Southwick. Motion carries.

X) EXECUTIVE SESSION - No executive session scheduled

XI) OLD BUSINESS

- A) Approval of budget for Search Committee advertising plan – The Executive Committee has recommended a \$500 budget for the search committee to use for pursuit of locating an Executive Director with expectation that committee will present plan for budget funds to Executive Committee for execution of plan. No second needed. All voting in favor. No oppositions. No abstentions.

B) Strategic Plan and retreat – Approval of revised Mission Statement:

Stillwater Multi Arts Center engages and enriches the community by providing an educational and creative arts and crafts environment.

Daisha Pennie moved to accept the new mission statement. Andrea Drain-Langston seconded the motion. All voting in favor. None opposed. No abstentions. Daisha Pennie asked all board members and staff present to complete strategic planning activity.

C) Modification of procedure for publication of minutes – No business or discussion at this time.

XI) NEW BUSINESS

A) Oklahoma Arts Conference October 24-25 – registration for Director – Daisha Pennie motioned for Interim ED to attend the Oklahoma Arts Conference through Multi Arts expense. Motion seconded by Ryan Grider. All voting in favor. None opposed. No abstentions. President Smolen encouraged other board members to register and attend.

B) Gallery Opening and Artist Reception – See Gallery Committee report.

C) Discussion of Open Studio pricing and volunteer teacher/studio manager compensation – President Smolen provided brief explanation of recent Executive Committee discussion on topic. Discussion covered open studio, class management, fees for open studio, and operations. Glass fusing studio discussed and need for increased open studio fee. Daisha Pennie moves for Interim ED to raise glass fusing fee at her discretion. Ryan Grider seconded the motion. All voting in favor. None opposed. No abstentions.

XII) ANNOUNCEMENTS and/or COMMENTS FROM BOARD MEMBERS

A) None

XIV) ADJOURN

A) call for motion to adjourn by Mike Smolen

B) motion made by Daisha Pennie

C) meeting adjourned at 8:36p