

The Mint Hill Arts Executive committee met on February 18, 2016.

Attendees: Romie Mizell, Marta Brown, Michael Hutchinson, Gillian Travell, Lee Madden, Susan Lackey, Cindy Angelelli, Thea Barbato, and Martha Faires.

It was noted that Marta Brown will be out of town on Mar 1-28.

The next meeting time was set for Mar. 17, at 10 am.

Actions items:**Calendars and website communication**

Susan Lackey reviewed the use and access to MHA calendars and website communications issues. She continues to work on the communication calendar and will send the link to the EC. It will serve to remind us of deadlines and associated dates. Constant Contact can set up the date for sending information ahead of time. She wants to work with the event coordinators ,1 on 1, to set up this calendar.

Mint Hill Madness is May 27-29. Discover Mint Hill is May 7.

There was a question about the time of the student show reception. It was set at 6:30 pm. All other receptions start at 7 pm.

It was also noted that we need a checklist for those doing demos. Marta may have a starter list; Susan will check with Marta.

ASC grant program revisions

Cindy Angelelli says there are major changes with grants:

The ASC project grants are for one-time events, ie education events, but now ASC provides operating grants to small non-profits; they give what they think is an appropriate amount; therefore, they need to know our oversight details. That means they need more information on good governance, and there will be an oversight panel. The application is due Mar 18. Cindy needs to present a 5-minute video, due April 29

We need to complete a non-profit, non-tax form and have the approved form available for public view and have an actual budget for the past 3 years.

We must have a conflict-of-interest policy to be sure we're not self-dealing. Thea will draft the policy, and we will vote on it in March. Cindy has examples to follow.

Within the application we need to have 3 goals: focus on excellence (quality programs to attract high-quality talent, providing regional, statewide, national or international leadership); relevance (offer accessibility to a wide range of programs); and sustainability (maintain professional leadership that reflects the diversity of community).

Thea suggested we ask on membership application forms what organizations people belong. Susan suggested we look at local demographics and work from that for diversity.

We determined we need a communication protocol.

We also discussed the issue of not having a finance committee. (We review everything at EC.) We can create one. We questioned whether we need directors and officers insurance, and the need for a cash reserve, a mission statement, and the need to do background checks for members working with youth.

Marta Brown, Education Committee Report

Marta presented the details of a proposed ad for a Parents Magazine that goes out every 2 months. The magazine goes to the schools, and an ad cost \$450. If we have an ad, we can put information in the magazine's online event calendar.

We approved the ad.

We discussed the profits MHA gets from class fees. MHA takes a \$10 handling fee and 20% of class costs.

Marta was asked about an education fundraiser. Cindy is the fundraising director.

Cindy suggested a mixer with teachers to get acquainted with them. Romie says we're also having new volunteers and we need to get to know them.

Lee Madden, Treasurer's Report

Lee handed out the report. We discussed the use of the gift cards that we have in reserve. Lee said that BB&T gave us a \$2,000 gift card to Cheap Joe's. We have purchased items and gift cards for us to sell. There is enough money left on the BB&T gift card to buy 8 cards that could be sold for cash or given out as awards. The Board would decide which we which option we choose.

There were questions about what is meant by "gross receipts."

Mila asked Lee about having the classroom painted. We decided to let Mila send a request to Allen saying we have approved painting the classroom. Mila can choose the paint.

Cindy said we should buy a nice fan for receptions. We discussed asking Allen to pursue painting and the energy efficiency of cooling the room.

Lee asked about getting a new computer. Cindy suggested we have an approved budget and put a new computer in the budget for the new year. We also need to update QuickBooks.

We approved painting the classroom if it is less than \$100.

The treasurer's report was approved.

Clarification of commission structure

There was a question about the 20% commission for members and non-members alike. It was confirmed.

Photography Exhibit:

Thea Barbato says exhibit- ribbons have been ordered. The distinctions between the categories have been done. She will take care of the reception door prize.

She is working on finding a judge for student show.

Miscellaneous information about committee positions and elections

- Mary Beth is not leaving Charlotte. She will stay on the EC.
- Jennifer Benson will be the volunteer coordinator.
- We need someone for publicity.
- Will is good at getting sponsors.
- Elections are coming in May. We need a committee to find officers.
- At-large positions are all up for reelection.
- If someone is willing to serve again, we should alternate 1-to-2 year terms.

Other items

Romie is pursuing an art exhibit at the Matthews Medical Center.

Appreciations

Hutch and Jennifer did a great job on sponsorships and judges.

The meeting was adjourned.

Respectfully submitted,
Martha Faires
Secretary