

MHA EC Meeting 1-26-17, 2:00 pm

Attendees:

Romie Mizell, Cindy Angelelli, Thea Barbato(late), Lee Madden (left early), Sandra Smith, Mary Beth Thomas, Martha Faires

The Mint Hill Arts Executive Committee met on Jan 26, 2017, at 2:00 p.m. for an insurance consultation and to continue with general business items.

Romie called the meeting to order.

Items of business:

Cindy introduced **Michael Miles, President of Carolina Insurance Solutions**, who came to help us assess our insurance needs. He explained different kinds of insurance related to non-profit organizations and made specific recommendations concerning directors-and-officers coverage, non-owned auto liability, liquor liability, abuse-molestation coverage, and personal umbrella policies.

We then discussed our present coverage and the probability of future needs. Cindy said our biggest money input comes from the ASC and the Town of Mint Hill and she does not foresee lawsuit issues with either donor.

- We did see the need to consider injuries and/or property damage concerns.
- We are currently covered for property damage at \$22,800.
- At intake our artists sign waivers concerning damaged of artworks .
- We did not foresee problems with liquor liabilities and would prefer implementing preventives rather than purchase insurance for such.
- Michael Miles said by adding about \$200 to general liability, we can get one million dollars of coverage for non-owned auto liability.
- The best policy for abuse-molestation coverage has no conditions, but the policy options available need to be clarified. Michael will give us feedback on available options as he does more research on those options.
- Off-site MHA teachers would also need to be covered.
- Board members should have their own personal umbrella coverage.
- An inclusive D&O, non-owned auto, and general liability coverage premium would be \$1338. It includes abuse and molestation liability, but stipulates an adult never be left alone with children. Michael will get a firm quote for insurance costs. We can interact electronically and have payment options. Lee said payments should be scheduled for twice a year.
- We will implement background checks on MHA teachers and/or volunteers who work with minors or vulnerable individuals. We discussed where and how to get and implement such checks.
- Cindy will Draft a "Policies" document addressing abuse and molestation prevention for implementation by Mint Hill Arts. She and Marta will explore online training courses on proper interaction with minors for the teachers to take.
- Lee said if we want to change policies, we can quit our current insurance policy at anytime and be refunded for unused fees.

After Michael's presentation and our discussion of it, Michael and Lee left the meeting.

We continued with other **agenda items**.

Mary Beth and Sandra have been visiting local schools to promote the upcoming **Student Show**.

- The intake for that show is February 23- 24, 2:30 – 5:30 pm .
- We will award prizes only for High School students, but we hope elementary and middle-school students will also show their work.

Marta reported on her **Education committee** activities.

She is currently interviewing a new teacher of photography. She needs to get information ready to promote summer samplers. She wants more **summer sampler** teachers.

We need to act on our **abuse prevention concerns** before promoting summer samplers. Mila and Kim both already have had background checks.

- The new teacher contracts will require background checks. (At the present we do not have needed training materials or forms. Cindy said there is a web site devoted to such training and a list of local classes.)
- All teachers will need to take the training.
- Current teachers will need to document their background checks.
- Notice of requirement will be added to the waver and background check forms. (Cindy and Marta will check on what needs to be added or changed. Marta will file the teacher forms related to abuse concerns. Cindy will draft a general abuse policy statement.)

Kim is acting as assistant education director.

Sandra reported on her work with **Nominations**.

- She said we will also need to address liability issues with incoming board members.
- She is working on commitments for President and Vice-president nominations. She has a commitment for a member-at-large nominee —photographer Jay Alexander.
- We voted to add 2 more members-at-large positions to the board in order to have experienced people to take officer positions in the future.
- At present, the ad hoc position of Communications Coordinator is vacant. Romie and Mary Beth will meet with André West and Carolyn Clayton to see if they are interested in public relations.
- We vote for new positions in May who take responsibility in June.

Mary Beth then focused our attention on the turnover of **Membership and volunteerism**.

We considered the reasons members do or don't renew their commitment and thought of ways to encourage members to feel a part of the group and stay committed. Because people usually feel more comfortable getting acquainted in smaller groups, we decided to implement a social time for board members to meet with new members in small groups for brunch or lunch. Mary Beth will assign each board member a time-frame and group of new member contacts to plan the stated social gathering.

Cindy will design a questionnaire to be sent out to members about their skill sets to better help us encourage members to be active in promoting and sustaining the work of MHA. It would be efficient to pay to have Constant Contact do a tally of the information results for us.

We could also request information about what classes should be offered.

Romie said we have a **request** from Brave-Step about using our MHA space for their meetings. We did not feel we have adequate information about our liability concerns relative to the group in order to make a decision.

We then discussed **Mint Hill Madness**, the Memorial Day weekend event. Marta brought a map of the new location details and information about the price—\$150. After a discussion about the problems of last year, our current schedule conflicts, and Romie's concern that we support the Town because of how they have helped us, we decided we need more information in order to make a decision about how MHA would or should be involved. Romie will have further discussion with the Town.

We then adjourned to continue our discussion and have dinner at Hawthorne's .

At 7:18, we adjourned from Hawthorne's.

Respectfully submitted.

Martha Faires
MHA Secretary

