

Mendocino Art Center

Board of Directors General Session

Agenda for July 28, 2010		
Time	4:00 pm Open session will adjourn at 5:15pm	
Location	Mendocino Art Center	
Jean Cunnington, President, Board of Directors		
Tom Becker, Interim Executive Director		
Dr. Richard Miller, 1 st VP	Don Paglia, 2 nd VP	Rick Keller, Secretary
Mike Dell'Ara	Nick Schwartz	Sarah Logan
Joe Deakins	Marge Stewart, Advisory Member	
Next Meeting		
August 25, 2010, 4:00pm Mendocino Art Center Agenda will be posted on the MAC website Monday August 23, 2010		

1. Call to order
2. Roll Call and Establish quorum of 5 members
3. Approve Meeting Minutes from 6/23 meeting

Note: Today's meeting will follow a new format, similar to the Fort Bragg City Council meetings. We will have public comment after each item on the agenda, and then the board will take any motions or actions. The general public comment will be at the end of the meeting.

4. Facilities Advisory Committee Report - Joe Deakins
 - 4.1.MTC Deck Presentation
5. Funds Development Advisory Committee Report - Nick Schwartz
6. Executive Directors Report – Tom Becker
7. MAC 6 month plan - Jean Cunnington
8. Public Comment
9. Close session at 5:15pm

Open Action Items

Action ID	Description	Owner	Date Due	Status
Open Action Items				
AI062310-01	Post FY09 financial statement on the website	Jean Cunnington	Complete	
AI062310-02	Set up an interview of new ED and President on the radio	ED/ Jean Cunnington		
AI062310-03	Put names of board members, and committee chairs on website	ED/ Marketing		

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Action ID	Description	Owner	Date Due	Status
AI062310-04	Write off \$732 in uncollectable debt owed to MAC	ED		
AI062310-05	Develop MAC "bad debt" policy for accounts over 180 days	ED		
AI052610-01	Schedule with CPA to complete MAC taxes	ED	08/15/10	Robert Hubrick, CAP has started the review.
A012110-01	Who owns "Tiger-Tigress" wood blocks - MAC or County of Mendocino.	ED	In progress	2/24 – Currently housed in Willits Library. Tom Becker to research who owns the wood blocks. Issue is who covers liability. 4/28 – see meeting notes from 4/28 report from Norm deVall
A012110-08	Fire insurance reimbursement and facility repairs/renovation/rebuild.	ED	In Progress	2/24 – See ED report. Will need to have facilities committee look at long term needs. May use current space as storage. 4/28 –All losses submitted except equipment and art work. In progress. \$17K check toward claim received. Negotiation with ins co. remaining claim. Business interruption – will be submitted by 4/30. 5/23 – all structural damage claims submitted and paid. Waiting for business loss claim 6/23 – see meeting minutes
A012110-09	Correction of May 2009 deficiencies noted in Management Review Report prepared by Jerry Murphy, CPA, and CPA review of all 2009 transactions and reporting	ED/Finance Committee	11/30/10	2/24 - Included as part of Finance review. 4/28 – In progress. Accounting procedures being implemented will satisfy requirements but not yet written into policies.
A022410-11	MAC Policy updates needed for: Check Disbursement Policy; Accounts Receivable Policy; Restricted Funds Policy; and Personnel Procedures Policy.	ED	11/31/10	4/28 – need to work through priority. Propose meeting with Jerry Murphy to discuss how to implement
Defer to May 2010 Board Meeting for Bylaws Revision Committee				
A012110-03	1.Can Nonprofit Boards vote by email. 2.Virtual Meeting Attendance by board member. 3.Review to if /under what circumstances the board can vote by email. 4.Recordings of board meetings	Executive Committee	Deferred	2/24 – Refer to Bylaws Review Committee