

**REGULAR MEETING OF THE BOARD OF TRUSTEES
MUSCATINE ART CENTER
April 21, 2022**

Present: Jim Burr, Mark Seaman, Aarzoo Baharani, Geri Kent, Monica Halstead, and Laurie Johnson

Absent: Sara Fitzer-Huston, Brian Walter, and Mark Latta

Staff: Melanie Alexander

Call to Order: Meeting was called to order by Burr at 5:30 PM.

Visitors: None present.

Minutes: Minutes of March 17, 2022 Regular Meeting of the Board of Trustees were reviewed and discussed. Moved/seconded (Seaman/Halstead) to approve the minutes as corrected. Motion carried.

Bills for Approval: Bills in the amount of \$8,201.24 were presented, reviewed, and discussed. Moved/seconded (Kent/Johnson) to approve the bills as presented. Motion carried.

Credit Card Bills for Approval: A bill for \$50.00 was presented for discussion and review. Moved/seconded (Halstead/Seaman) to approve the bills as presented. Motion carried.

COMMITTEE REPORTS

Long-Range Planning:

De Novo of Cedar Rapids should have a report by the end for the month for the marketing research.

Alexander will plan another meeting with the Engagement and Planning Committee including Huston, Baharani, Seaman, Johnson, and Burr.

The Board worked on the Mission and Vision Statement as part of the Institutional plan. Alexander led the board in an activity to identify key words and phrases to include in the statements. The Engagement and Planning Committee will continue the Mission and Vision discussion at its May meeting. Alexander shared the proposed four themes upon which the Institutional Plan is being organized.

The staff has begun work to benchmark how the Art Center compares with other similar organizations. Other organizations will be contacted by staff.

Finance & Budget:

The end of the fiscal year is June 30 and staff will amend the General Trust budget.

Collections:

There will be a need to meet in the coming months.

Building & Grounds:

Midwest Alarm has finished the security system at 1410 Mulberry. Building and Grounds will work on removing several dead trees on the same property.

Items will be moved into storage when we get some nicer weather.

Community Engagement:

In addition to the Japanese Garden program on May 22nd, Red Cedar Chamber Music will present the concert “Brinton Surprise” on May 8th, and the Muscatine Historic Preservation Commission will hold its annual awards and presentation in the Music Room on May 14th. June will bring the start of Summer Workshops for kids, a performance by Eulenspiegel Puppet Theater, and the Family Picnic. Alexander is working behind-the-scenes to help bring Ballet Des Moines to the riverfront on July 31st

Personnel:

Submit the staff evaluations to Laurie by March 28.

There are two Board Positions to fill for 2022-2023. The Nominating Committee meets on May 3, 2022.

There will be a Facilities technician position opening this fall.

Director’s Report:

The report is in packet. Discussion on adding QR codes into the technology area of the strategic plan.

Unfinished Business:

New Business:

Next Board meeting – May 19, 2022 at 5:30 p.m.

Adjourn:

Moved/seconded (Baharani/Halstead) to adjourn. Motion carried and the meeting adjourned at 6:16 PM.

Respectfully submitted,

Laurie Johnson
Acting Secretary