

NMS Board Minutes

October 18th, 2021

Prepared by Alyssa McCleery

In Attendance: Dawn Brakey, Holly Cline, Richard Hinthorn, Scott Kempenich – board members, Robert Capone – guest, Alyssa McCleery – Program director

1. **Approval of September Board Minutes** – Scott entered motion, Dawn seconded, all ayes.
2. **Approval of September Treasurer’s Report** – was not available at the time
3. **New business**
 - a. **Staffing vs. hours discussion**: it was brought to the board’s attention that hours on action plans currently account of approximately 67% of the program director’s allotted hours for the year and does not include any of the administrative responsibilities of the program director. Activation of board and committee members along with volunteer activation and recruitment would prove critical to relieve some of the action plan responsibilities placed on the program director. Guest and local business owner Robert Capone was in attendance to voice his dissatisfaction and frustration with the lack of volunteers for the Fresh Paint Grant stating that on one occasion, the program director was the only Main Street representative to participate. Board members recognize the severity of this issued and are working on resolutions. Scott requested that volunteer opportunities be communicated to him so that he may share them throughout the school system and board members requested that they be provided with a list of the program director’s responsibilities.
 - b. **ONG fixed Price Plan**: this item was removed from the agenda as the 2021 deadline for enrollment has already passed. However, the board agreed to look at the issue next fall for a hopeful 2022 enrollment decision.
 - c. **Review of 2021 Annual Evaluation**: the board was pleased with the current score of NMS on the OMSC annual evaluation although it was agreed that there is room for improvement in several categories including regular evaluations of the program director. The last evaluation to be undertaken was in 2019. It was agreed that without defined responsibilities, it would be difficult to provide a fair and accurate evaluation of the program director. The organization committee (responsible for setting employee policy) is currently reviewing the program director job description and responsibilities and Alyssa will provide that information as well as the previously used evaluation form at the next board meeting.
4. **Old Business**
 - a. **Charlie Adams Day**
 - i. Items remaining: thank you cards are awaiting envelopes for completion and Holly has offered to help complete this task. The final report to the Oklahoma Art Council is in progress. An interim report on Charlie Adams Day expenses was included in this month’s financial information.
 - b. Charlie Adams Day Subcommittee formation: continues to remain tabled

5. **Reports received included:**
 - a. Office report & time sheet
 - b. City Sales Tax report
 - c. Reinvestment Report
 - d. Volunteer hours
 - e. Committee Minutes
6. **Other Business:** no other business was addressed.
7. **Upcoming Events:** board members were informed that ticket sales for the Spirit Sightings Tours were not going well. Scott asked that a decision on whether to hold the event be made soon as he had made volunteer commitments to the event. Alyssa agreed to provide him with an answer by the end of business on October 19th.
8. **Next meeting** will be held Monday November 15th at 5pm.
9. **Adjournment:** having completed the agenda, the meeting was adjourned

X Polly Cline, President