

Muskingum County Arts Council

Board of Directors Meeting Minutes

Date: January 12, 2026

Board Members Present: Allison Weeks, Brian Wagner, Kelly Ashby, Karla Frye, Mollie Crooks, Jennifer Johnston-Baker, Bobbi Lepi, Jillian Von Gunten, Kristy Szemetylo, Maddy Fraioli

Board Members Absent: Faith Cornell, Patsy McDonald (both excused)

Also Present: Joshua Prentice, Arts Director

Call to Order

The meeting was called to order by the chair Allison Weeks at 2:05

Approval of Minutes

Motion: To approve the previous meeting minutes as amended to reflect excused absences. Brian Wagner moved to accept the minutes as amended. Jillian Von Gunten seconded.

Result: Motion carried.

Treasurer's Report & Budget

- The Arts Council now holds its own assets following the 501(c)(3) transition.
- A **proposed first full-year operating budget** was presented, noting that many figures are estimates.
- The board agreed that in the next year, the budget should be reviewed at **every meeting**, with potential interim adjustments.
- A request was made to add a **continuing education and conference** line item (Ohio Arts Council, professional development).

Action: Budget accepted and filed for audit, with revisions to be considered ongoing.

Banking Authorization

Motion: To add President Allison Weeks as an authorized signer on the Arts Council bank account. Brian Wagner moved that we do so, Kelly Ashby seconded.

Result: Motion approved.

Note: Authorization to be documented in the official minutes for bank records.

Membership / Patron Program Discussion

- Josh presented a proposed **tiered membership structure** intended as a recurring revenue stream.
- Concerns were raised about:
 - Pricing levels being too low
 - Use of the term “membership” for a 501(c)(3)
 - Potential tax and governance implications
- The board agreed to:
 - Rename the program a “**Patron**” structure
 - Review pricing, terminology, and benefits
 - Ensure compliance with nonprofit regulations

Actions:

1. Josh to consult the CPA regarding tax implications.
 2. Josh to revise the proposal with input from Maddie and Christy.
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Executive Director’s Report

Operational Updates

- Office relocated to Putnam (adjacent to Community Foundation)
- Kaelyn hired and onboarded
- Google Workspace, QuickBooks, and fundraising platform implemented

Cultural Asset Map

- Online submission form launched
- Meeting held with the Chamber of Commerce to refine data collection

Marketing

- Marketing plan completed and shared
- Logo tweaks finalized; business cards ordered
- Social media scheduling established
- Website updated with events listings
- SEO improvements completed
- Instagram account launched

Grants & Programming

- **Straker Foundation Grant (\$1,500)** awarded for four K–6 arts education programs. Possibilities include:
 - Special needs movement/dance
 - 3D ceramics printing
 - Painting
 - Music program

- **Arts Midwest Grant** application in progress for a county-wide book club featuring a Barbara Kingsolver book
 - Partnership with the library required
 - Project aligns with **America 250**
 - Additional grants under consideration:
 - Shakespeare program
 - Ohio Arts Council (Arts Next / Arts First)
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Board Membership & Vacancies

- Board terms clarified:
 - Initial staggered terms (1–3 years)
 - All renewals move to **three-year terms**
 - Officers began terms January 1, 2025
- **Three board vacancies** identified due to resignations.
- A list of potential candidates was discussed, including community leaders, artists, grant writers, tourism, and banking representatives.

Action: Create a prioritized slate of candidates for outreach before the next meeting.

Administrative Items

- Allison to circulate a form for **committee participation reaffirmation** for 2026
- Employee handbook review prioritized for the next meeting

- Strategic planning discussions to be scheduled
 - Meeting schedule confirmed (monthly or bi-monthly at current time)
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Adjournment

Motion: To adjourn the meeting.

Result: Motion approved.

Meeting adjourned at 2:03.