

Muskingum County Arts Council
Board of Directors Meeting Minutes

November 13, 2025

Present: Allison Weeks, Sandy Booth, Mollie Crooks, Brian Wagner, Faith Cornell, Maddy Fraoli, Jessica Spires, Whitney Lewis, Josh Prentice

Absent: Kristy Szemetylo, Jillian Von Gunten, Patsy Ramey McDonald, Roberta Lepi

Call to Order

The meeting was called to order at 12:09 PM by Kelly Ashby, Board Vice President

The board welcomed newly hired Executive Director, Joshua Prentice.

Welcome and Introductions

- **Josh** was formally welcomed as Executive Director.
 - **Mollie Crooks** was introduced as a new board member.
 - A motion was made by Sandy Booth and seconded by Allison Weeks to seat **Mollie Crooks** as a new board member.
 - Discussion was held regarding **Jennifer Lyle's** potential appointment; decision was **tabled** pending confirmation of her continued interest.
-

Approval of Previous Minutes

- The minutes from the previous meeting were reviewed.
 - **Motion:** Approve prior meeting minutes by Sandy Booth, second by Brian Wagner.
 - **Result:** Approved unanimously
-

Financial Report

- A **\$50,000 check** was received from the Muskingum County Commissioners.

- Arts Muskingum County has received **501(c)(3) approval**.
 - Two accounts were established at **North Valley Bank** (checking and money market).
 - The Muskingum County Community Foundation is no longer acting as our fiscal sponsor.
 - **Don Weitmarschen** will be reimbursed for IRS and State filing fees related to 501(c)(3) formation.
 - Online banking will be established.
 - A minimum **\$5,000 balance** is required to avoid banking fees.
 - Discussion held regarding responsibility for filing the **IRS Form 990**.
 - **Action:** Josh and Brian will consult with Hamilton Waltman regarding 990 filing responsibilities.
-

Banking Authorization & Financial Controls

- Discussion regarding check-signing authority and internal controls.
 - Consensus reached that a **two-of-three authorized signer** policy is appropriate for larger expenditures.
 - A formal **financial policy** will be presented at a future meeting.
-

Executive Director Report

Josh outlined immediate and long-term priorities, including:

- Development of **short-term (3–6 month)** and **long-term (3–5 year)** strategic plans
 - Creation of a **cultural asset map** of arts, culture, and heritage resources countywide
 - Grant research and applications
 - Fundraising and marketing plans
 - Ongoing meetings with arts organizations and artists throughout Zanesville and Muskingum County
-

Office Space

- Opportunity presented to occupy office space in the **former United Way building on Putnam Avenue**, provided rent-free by the Straker Foundation.
- Estimated shared utilities and internet cost: **approximately \$150/month total**, divided among occupants.
- **Motion:** motion by Kelly Ashby, second by Allison Weeks to authorize Josh to move into the space beginning **December 1, 2025**
- **Result:** Approved unanimously
- Board agreed to maintain the organization's **P.O. Box** for mailing purposes.

Technology & Communications

- **Motion:** Approve setup of **Google Workspace** accounts at \$7/month per user
- **Result:** Approved unanimously
- Josh will manage organizational email, website, and social media, with support from Jessica as needed.

Committee Reports

Cultural Asset Map Committee

- Committee activity will begin under Josh's leadership.
- Suggested starting resources include:
 - Art Coz
 - Visit Zanesville
 - NCARD (New Concord Arts & Recreation District)

Marketing Committee

- Whitney will meet with Josh to establish goals and project plans.
- Additional members are welcome to participate.

Program Committee

- No current chair identified.
- Discussion included possible future programming, artist support services, and public education.
- Paid memberships discussed as a **future initiative**, likely no earlier than one year out.

Organizational Positioning

- Board emphasized that Arts Muskingum County's role is **supportive**, not directive.
- Messaging should reinforce:
 - "We are here to help you do what you do."
 - Arts Muskingum is not replacing existing organizations.
- Comparisons made to a **Chamber of Commerce** or **Port Authority** model for the arts, emphasizing economic development.

Administrative Items

- Draft **Employee Handbook** was distributed to officers; full board review and vote postponed until January.
 - Josh shared holiday schedule (Thanksgiving and Christmas).
 - **Next Meeting:** January 12, 2026 at @2:00 PM at The Welcome Center
 - **Action:** Josh will send a poll to assess preferred meeting day and time.
-

Closing Remarks

- Board expressed strong confidence in Josh's leadership and professional experience.
 - Board members encouraged Josh to take initiative and rely on his expertise.
 - Members reiterated their availability to support his work.
-

Action Items Summary

1. Josh & Brian to confirm responsibility for IRS Form 990 filing
 2. Josh to begin development of a countywide cultural asset map
 3. Josh to establish Google Workspace accounts
 4. Josh to move into Putnam Avenue office space by December 1, 2025
 5. Josh to distribute a meeting schedule poll to board members
-

Adjournment

- **Motion to Adjourn:** Approved
 - Meeting adjourned at 1:30.
-