

Board Meeting Summary - Mariah's Studio
July 15, 2026: 7:00 pm

Operations	• Guest Amy Olson answered questions regarding Art Group and the direction of Mariah's Studio.
Financial	• Holly reviewed financial statements and trial balance - All in good order • Fidelity account has been opened and Holly authorized to move cash from banking
Grants	• One new application for a Spring grant from Moving Stories was discussed and accepted after receiving budget clarifications (\$2,500). • Two new grant categories discussed and approved for Fall 2026 ◦ Supporting Mental Health through Art ◦ Supporting Community Building through Art • Reviewed pitch deck from Maya Manseau describing a potential Art Group "The Last Apology, a Game On: Sacred Sass photographic journey".
Marketing	• Abi volunteered to evaluate new ideas for more effective use of social media
Fundraising	• Discussed grants to which Mariah's Studio applied since April 2026 ◦ Sprague grant received for \$5,000 ◦ Reviewed grants not received ◦ Reviewed grants in process • Planning for Thanksgiving Fund Raising conducted

Board Meeting Summary - Mariah's Studio
April 8, 2026: 7:00 pm

Operations	● Liability Insurance has been purchased for all Officers
Financial	● Holly reviewed financial statements and trial balance - All in good order ● Unanimous approval for Holly to act as a fiduciary on behalf of Mariah's Studio. The Mariah's Studio Board voted in favor of accepting resolutions as required per Fidelity's new business account application
Grants	● Discussion of Spring 2026 fellowship applications. ○ Six UMF students applied. ○ Laura Damon-Therault unanimously awarded fellowship ● Discussion of Spring 2026 grant applications. ○ Six applications were received. ○ Stephanie Cimmet - Many Moons Psychotherapy Services, Inc. unanimously awarded grant. ○ Bodhi Simpson - University of Maine at Farmington unanimously awarded grant
Marketing	● Sener relayed that Ria needs to withdraw from managing Instagram posts ○ Jack to discuss this initiative with Abi ● Pilot Art Group in process at Vet Center – all positive ○ Art Group Programming materials update in process ○ Brochure aimed at potential host facilities in process ● Art Group Inquiry discussed – Jack will follow up with artist
Fundraising	● Brainstorming grants available to support Art Group ● Sprague grant application completed

Board Meeting Summary - Mariah's Studio
January 7, 2026: 7:00 pm

Operations	● Welcomed new board member: Abi Weston ● Terms and Offices renewed ● COI Forms and dues for 2026 are due ● Art Group progress reviewed ○ executing Art Group pilot run with Amy Olson & Nina Misra ○ promotion of future Art Groups by brochure ● Annual Report draft reviewed
Financial	● Financials and Fundraising reviewed – all in good order ● Holly to investigate savings acct or CD to hold Ir-term cash ● Jack reviewed Liability Insurance policy application, will file
Grants	● Fall 2025 grant applications approved ○ Children or Families Experiencing Trauma: Clay by Reagan (\$1,800), Play Warriors (\$2,500), and Finding Our Voices (\$2,500) ○ Persons who have experienced Domestic Violence: Safe Voices (\$2,500) ● New Spring 2026 grants approved: ○ “Supporting Mental Health and Community Building through Art” ○ Fellowships with UMF
Marketing	● Reviewed results of 2025 fund raising – very successful. ○ Top 15 donors in 2025 to receive art premium ● Instagram postings ○ Ria's job praised ○ Feedback for future posts discussed ○ Abi to build a gift basket, photograph, and coordinate with Ria for Instagram Contest / Event ● Abi to create Facebook Group and connect to Instagram

Board Meeting Summary - Mariah's Studio

October 6, 2025: 7:00 pm

Operations	● All members asked to consider people who would make good board member ● Art Group progress reviewed. ○ Several artists/therapists identified as likely participants. ○ We will need to promote to potential target organizations.
Financial	● A board members asked to independently review financials ● Discussed Thanksgiving Fund Raiser ○ Reviewed flyer outline ○ Discussed promotion and distribution
Grants	● Funding for Art Group next steps – agreement to proceed ● Proposal from Play Warriors denied with suggestion to Play Warriors to apply for Fall 2025 grant ● Fall 2025 grants approved ○ Support for Children and Families ○ Support for Persons who have Experienced Domestic Violence
Marketing	● Instagram postings ○ Ria's job praised ○ Feedback for future posts discussed

Board Meeting Summary - Mariah's Studio
July 16, 2025: 7:00 pm

Operations	
Financial	• Review of Financials ◦ financial performance strong ◦ excellent cash position • Sprague grant application ◦ awarded \$3,000 • Thanksgiving Fund Mailer ◦ tabled until October's Board Meeting.
Grants	• Discussed Spring 2025 grants– voted on all applications received. ◦ 1 Support Grant for Children and Families awarded ◦ 2 Support Grants for Persons who have experienced Domestic Violence awarded • Discussed Institutionalized Persons Art Therapy Program ◦ reviewed results from project 1: developing a process for conducting projects. ▪ project 1 results accepted by board. ◦ Full support of moving forward with Project/Phase 2.
Marketing	• Instagram site development. ◦ requires promoting a brand ambassador with a clear message to our target audience. ◦ new messaging to include our mission, what is important to the organization, and what we are trying to achieve. ◦ a separate social media planning meeting will be held on July 22nd.

Board Meeting Summary - Mariah's Studio
April 7, 2025: 7:00 pm

Operations	• New process for archiving relevant documentation on google drive commended as working very well. ◦ Thanks to Alex for additionally connecting specific documents to website. • Sales Tax Exemption was granted by the State of Maine. ◦ Will post certificate on google drive. • Charitable Solicitation License Registration is not required at this point.
Financial	• Review of Financials ◦ financial performance strong ◦ excellent cash position • Discussed fundraising: Sprague grant application
Grants	• Discussed Spring 2025 grants and fellowships – voted on all applications received. ◦ 3 Support Grants for Children and Families awarded ◦ 2 Support Grants for Persons who have experienced Domestic Violence awarded ◦ 2 Fellowships for UMF Students awarded • Discussed Institutionalized Persons Art Therapy Program ◦ Agreement on three-project approach ◦ Agreement on process for specification of projects ◦ Proposal for Project 1 accepted. ◦ Contract reviewed with no changes suggested.
Marketing	• Art Therapy Week promotion ◦ Bangor Daily News ran our ad in print and has been pushing banner ads on-line.

Board Meeting Summary - Mariah's Studio
January 13, 2025: 7:00 pm

Operations	• Board Officer Renewals ◦ Jack will remain as President, Jessica will not serve another term as Secretary • Board Membership • 2025 Dues and Conflict of Interest Forms are due • Reviewed Google electronic file management system
Financial	• Review of Financials ◦ Discussed incoming funds for 2024 ◦ Successful Thanksgiving fundraising campaign ◦ Reviewed total disbursements for 2024 • Discussed fundraising: Barbara Bush grant and Xero grant
Grants	• Update given on status of awarded grants • Discussed Spring 2025 new grants ◦ Identified target populations: children/adolescents, domestic violence, & UMF students • Grant release schedule is January and July • Grant amounts: \$500 up to \$2500 • President & Vice President will administer domestic violence grants • President & Treasurer will administer grants for children/adolescents • Treasurer will administer UMF student grants
Marketing	• Thanksgiving fundraising campaign debrief ◦ Considered a successful campaign • Marketing materials ◦ A new Spring grant brochure will be created • Art Therapy Week: March 16-22 ◦ Discussed ideas to promote Mariah's Studio, social media, print publications to promote the week, television

Board Meeting Summary - Mariah's Studio
October 14, 2024: 7:00 pm

Operations	• Identified a grant reference naming system for awarding, tracking, and financial funding purposes • Reviewed a new form for grant reporting • Thank you emails have been sent to donors • Considering a “pre” holiday letter for donors and others promoting work completed in 2024 and soliciting donations before the holiday season begins • Next meeting date: October 12, 2024 @10a
Financial	• Reviewed financials ◦ Financial statements, donations, board dues • A healthy donation was given today
Grants	• Discussion surrounding current awarded grants ◦ Review TSG grants, both are fully funded ◦ Institutional grants are pending additional information before funds are released ◦ One grant was turned down due to insurance issues • Discussed Fall 2024 new grants ◦ Identified target populations: children, families, veterans, UMF students • Grant release schedule is January and July • Grant amounts: \$500 up to \$2500 • President will administer veteran grants • Vice President will administer individual or organizational based grants for children/families • Discussed the process to <u>apply</u> for our own grant due in September
Marketing	• Thanksgiving card discussion ◦ Discussed picture, language, placement of each ◦ Deadline is cards in the mail by 11/15/24 • Marketing materials ◦ New posters are available, 20' x '30 inches ◦ A new Fall Grant brochure will be created • Instagram ◦ New posts advertising the Fall grants will be created

Board Meeting Summary - Mariah's Studio
July 22, 2024: 7:00 pm

Operations	• Identified a grant reference naming system for awarding, tracking, and financial funding purposes • Reviewed a new form for grant reporting • Thank you emails have been sent to donors • Considering a “pre” holiday letter for donors and others promoting work completed in 2024 and soliciting donations before the holiday season begins • Next meeting date: October 12, 2024 @10a
Financial	• Reviewed financials ◦ Financial statements, donations, board dues • Another donation will be deposited in September from specific account • Financial software is working well and affordable, meets the needs of financial activities
Grants	• Discussion surrounding current awarded grants ◦ Review TSG grants, both are fully funded ◦ Institutional grants are pending additional information before funds are released ◦ One grant was turned down due to insurance issues • Discussed Fall 2024 new grants ◦ Identified target populations: children, families, veterans, UMF students • Grant release schedule is January and July • Grant amounts: \$500 up to \$2500 • President will administer veteran grants • Vice President will administer individual or organizational based grants for children/families • Discussed the process to <u>apply</u> for our own grant due in September
Marketing	• Reviewed website recommendations • Link to UMF story ◦ Local newspapers picked the UMF grant story ◦ Recommendation to add link to website • Marketing materials ◦ New posters are available, 20' x '30 inches ◦ A new Fall Grant brochure will be created • Instagram ◦ New posts advertising the Fall grants will be created

Board Meeting Agenda - Mariah's Studio
April 15, 2024: 7:00 pm
Location: Online (Teams)

- 1) Call to order
 - a) Thanks to Kathy for agreeing to serve another term on the board!
- 2) Review financial position
 - a) Review Financials
 - b) Template report for grant expense reporting
 - Expense report tracking sheet review: will request receipts upon purchases for recordkeeping
 - Onboarding checklist for new Board Members: reviewing of website information and CIO form, duties to be paid
 - c) Review of the financial report, trial balance: reduction of \$1K needs to occur, \$1500 to Maine Med, after all is settled the balance is \$25,500
 - d) New financial software: Holly and Marc are looking at a new software that is highly rated and can link with bank accounts
 - e) Tax forms: June 1st to file State of Maine tax forms, Federal filing is due May 15th, Holly and Marc will get the filing done
- 3) Marketing updates
 - a) Website update
 - i) On-line applications completed
 - ii) Grant and fellowship descriptions on line
 - iii) Added a "Reports" section to include Annual Report for 2023 and Summary meeting minutes
 - iv) Add logos of grant/fellowship recipients: A question was raised if the recipient "logos" legally require permission to use on the website, language may be added into the contract for permission
 - v) General edits including expanded first page: Edited the home screen to include a picture of Mariah and a brief biography
 - vi) Smartsquare: will allow to include testimonials to the website
 - b) Marketing Materials: discussed trademarking the organization name and logo
 - i) Completed tag flyers
 - ii) Completed 2024 Grants brochure
 - iii) Completed business cards, letterhead, return address stamp: letterhead and ink stamp have arrived, Alex will send us electronic signatures for sending email, use own email for now until the Mariah's Studio emails once the current email account runs out in September 2024, "this event is sponsored by Mariah's Studio" material/poster for events to promote charitable giving to the Studio
 - c) Instagram Posts: the posts include the recipient logos

- 4) Status of 2024 grants (document provided)
- a) Awarded grants: 4 grants were provided
 - b) Fellowships: funds went to 9 students, 21 students are in their second year of school and 19 students in their first year, request was made by Holly to approve additional funds for educational fellowships, from 5K to 11K, unanimous approval
 - c) Additional requests: received two additional grants, then two more - Child Life Specialist: one from Maine Health to bring in a child life therapist who will work with children needing blood transfusions, the second is from ArtSea and providing art therapy sessions in to residents in assisted living, requesting \$2500 for both organization

Provided \$25,500 in grant funds in this 2024 Spring

- 5) Fundraising Brainstorming (document provided)
- Grant Writing/Foundation Funding: would need to identify a specific purpose to request grant funding for, i.e., grants for art therapy classes
 - Direct mail/email campaigns: send a thank you letter with a list of amounts donated, staying in front of interested parties to remain “front and center”, a national art therapy week is the third week in March annually
 - Events & Galas: Oak & Ember, open for events on Monday/Tuesday, the owners are interested in hosting an event at the facility, the Ranglely Arts Center donates space to nonprofit organizations for events
- 6) Other Business
- a) Board Member onboarding checklist: Onboarding checklist for new Board Members: reviewing of website information and CIO form, duties to be paid
- 7) Adjournment

Next Meeting Date(s): May 15, 2024 at Oak & Ember @ 5:30p
July 22, 2024, 7-9p, virtual

Board Meeting Agenda - Mariah's Studio
January 10, 2024: 7:00 pm
Location: Online (Teams)

- 1) Call to Order
- 2) Conflicts of Interest – 2024 signed document to Secretary
 - 2024 Conflict of Interest forms are due to the Secretary by April 1, 2024
- 3) Review financial position and Annual Report - documents attached
 - Have until June 1 to file the financial position and annual report
 - A review of the activities from October of 2022 thru December 2023
 - A time of initiative the non-profit status, October of 2022 was the date of the first meeting, and how documents were drafted
 - Listed additional dates of meetings and agreed to hire an attorney
 - September 23, 2023, became a legal entity
 - Grant brainstorming session in December
 - **Recommended to review the report**
 - Discussed a single donor and limitations on how much to donate per year
 - File with the state of Maine and federal government
 - State filing due date is 6/1/24
 - Federal filing is 4/15/24
 - Holly and Mark will file the documents
 - Holly shared the financial position (to date), see document for details
 - A decision needs to be made re: if Quickbooks will be used moving forward
 - Goal is for no more than 15% of revenue will be used for expenses
- 4) Release of first grants
 - Jack reviewed the the grant documents
 - Jack will check the email daily for grant applications and will direct the email to the grant administrator
 - Reporting requirement should be part of the contract
 - Reimbursement basis or money up front - discussed the options
 - a) Review and edit grant ads – document attached
 - Teacher Support Grant
 - Would like the grants available for Spring semester (apply, receive funds, and use the funds during this time period)
 - Intention is to stay in Maine and potentially NY
 - Jessica will administer this grant.
 - Reviewed the grant application
 - Child Life Specialist
 - Same application process and expectations with the teacher grant
 - Jack will administer this grant.
 - Reviewed application
 - Fellowship - a student at UMF

- o Will provide \$2,500 for the first semester and \$2,500 for the second semester to paid to the higher education institution
- o Holly will administer this grant.

b) Review and edit grant contract – document attached

5) Marketing

a) Review printed media

- Reviewed and edited the UMF and brochure documents
- Discussed the Mariah's Studio postcard and sending as a thank you while sending a letter outlining the tax deduction information

b) On-line media

6) Other Business

- Do we want to post board meeting minutes on the website?
- Decided to post a summary of meeting minutes vs actual meeting minutes

7) Adjournment

Grant Brainstorming Session - Mariah's Studio

December 4, 2023: 7:00 pm

Location: Online (Teams)

Attendees: Jack, Sener, Holly Jessica, Kathy, Alex, Marc

I. Call to Order - Introductions

Went through introductions, welcomed Marc Murawaski

II. Review Mariah's Studio logo -

See below, logo was reviewed during the website tour

III. Mariah's Studio Website Showcase & Logo

- Alex Ousback provided a website tour, describing the pages content, links to documents, general contacts page
- Discussed the online donation screen and process to send checks
- Covered the options to apply for grants
- Alex will send link to the website for further review and feedback

IV. Grant Administration Introduction to inform brainstorming – document attached

- Review the Grant Administration process
- Grant Advertisement, begin with recipient of the grant and create the grant title from this perspective

V. Brainstorming grant ideas

a. Individual silent brainstorming (everyone lists as many grant ideas as possible)

b. Each individual shares ideas (no discussion, just clarifying questions)

- Underprivileged students
- Art students
- Nursing homes
- Veterans clinics
- Abused women
- Teachers with lack of funding
- Homeless individuals
- Prisoners
- Halfway House (transitional housing)
- Continuing education for therapists
- Providing books to students/parents with troubled children
- Special needs
- HS after school programs
- College students finals week
- Elderly
- Hospitalized children
- Scholarships/Fellowships for students for higher ed majors

- Military spouses
 - Communities experiencing trauma
 - Families experiencing trauma
- c. Discussion of common grant themes to identify potential grants
- Military/Veterans/Military Spouses
 - Children
 - College students wanting to pursue art therapy
 - Therapists/Educators
- d. Refine each potential grant
- UMF scholarship for Masters in Counseling Psychology-Creative Arts Focus
 - Military Veterans

VI. Other Business

- Holly shared the financials YTD, including donations, assets and expenses
- Application is in for the reduced rate postage
- Give standards through the Better Business Bureau
- January Board Meeting Date: Wednesday, January 10, 2024, 7p-9p

VII. Adjourn

VIII. For everyone that can stay on-line, personal catch up