

# **Albany Area Arts Council, Inc**

## **Meeting Agenda**

January 24, 2019

6:00PM – 8:00PM

Type of Meeting: Full Board

Meeting Facilitators: Smith Wilson, President  
Nicole Williams, Executive Director

Invitees:

Nicole Williams (ED)	Jim LeVaughn	Reedi Hawkins
Smith Wilson (Pres.)	Jim Ligon	Ray Pierotti
Bill Swan (VP)	Sandy Peacock	Jenny Collins
Kayanne Blackwell (Treas.)	Sandra Smith	Sylvia Maxwell
Amanda Garlock (Sec.)	Femi Anderson	Carol Fullerton

### I. Call to order

\*\*\*\*\* At this time, we need a volunteer to act as secretary for this meeting.

### II. Roll Call

### III. Approval of minutes from last three meetings (June 21, 2018, July 26, 2018, and August 31, 2018)

- a) No official minutes from meetings on September or December due to failure to meet quorum.
- b) December meeting was a round table discussion focused on Arts Council activities moving forward, OTE, and Board participation. These discussion topics will be addressed in the following agenda items.

### IV. Treasury Reports (1.15.2019)

- a) Operational Acct: \$15,201.43/ Special Events Acct: \$12,168.53 / Savings Acct: \$12,028.86
- b) Income - Annual Budget: \$107,753.00 / FY to Date: \$43,045.69  
Expenses - Annual Budget: \$103,685.92 / FY to Date: \$39,681.45

### V. Board Maintenance (Executive Committee)

- a) Requesting any other suggestions for encouraging engagement and maintaining board member participation.
- b) Executive Committee is requesting assistance in identifying and recruiting potential board members. The committee has identified current areas of weakness in the board makeup and is identifying these as potential areas for new member recruitment. Utilize nominating committee protocol. Email [jbligon@bellsouth.net](mailto:jbligon@bellsouth.net).
  - Finance (Flint Community Bank, AB&T, DOCO, Navy Federal, Members United)
  - Education (ASU, DCSS, Albany Tech, Private Schools)
  - City or County Gov't.
  - Industry (Coates & Clark, Trimark Strategic, Webstaurant, P&G, GA Pacific, MCLB)

- CVB
  - Civic Center Mgmt (Spectra Entertainment?)
- c) Amanda Garlock has resigned from the Board. She has relocated to Indianapolis. We will need to elect a new Board Secretary.
- d) Wendy Howell has returned to Albany for work and requested reinstatement on the Board.
- e) Report requested from Nominating Committee Chair on proposed new board members.

#### VI. Project / Committee / Task Force Reports

##### a) Over The Edge

OTE is ready to return down payment if we want. Please review attached emails.

\*\*\*\* Roundtable Board discussion at December 13 meeting determined it best to request a refund of this deposit due to failure to secure building. Prior to placing that call, Nicole (ED) ran into former board member Wendy Howell who has returned to Albany to work at the head of PR for Dougherty Co Gov't. She had some additional thoughts about securing a Gov Facility building and Nicole would like to report on that conversation before we close this agenda item.

##### b) Executive Committee Report

- Covered under Board Member Maintenance

#### VII. Old Business

##### a) See above

##### b) Empty Bowls

- Sold Out Event (capped ticket sales @ 360 due to difficulty procuring bowls)
- Additional expenses occurred due to change in Civic Center Management
- Final Financial Report @ February Board Meeting to Proceed early March Planning Meeting for EB 2020

#### VIII. New Business

a) December roundtable discussion consolidated a desire that the Arts Council focus on smaller and more regular community events and / or class oriented activities to build a base of consistent and manageable activity. We left with a plan to consider what those activities might be. Board is requesting a committee to create a reasoned plan for proposal.

b) Southwest Georgia Regional Juried Art Show Planning Meeting requested

Can we have a rental after the exhibit is installed but before it opens?

#### IX. Upcoming Events

a) Renaissance Connections "Works by Henry Gorham" opens February 7, 6-8 @ AAAC

b) Works by Julie Bowland opens March 7

c) Southwest Georgia Regional Juried Art Show opens May 30

#### X. Next Full Board Meeting February 28, 2019

a) Set Nov / Dec Holiday Board Meeting Date

#### XI. Adjournment

Albany Area Arts Council  
Board of Directors Meeting  
Minutes June 21, 2018

Attendance:

Nicole Williams (ED)

Smith Wilson (President)

Jim Ligon (Treasurer)

Reedi Hawkins

Kayanne Blackwell

Amanda Garlock

Carol Fullerton

Voting by Proxy:

Abigail Ward (held by Kayanne Blackwell)

Reedi Hawkins (Held by Kayanne Blackwell)

Jim LeVaughn (Held by Smith Wilson)

Jenny Collins (Held by Smith Wilson)

Sylvia Maxwell (Held by Jim Ligon)

Smith Wilson called the meeting to order at 5:45 pm.

**The nominating committee nominated the following members as officers of the Board:**

**President: Smith Wilson**

**Vice President/President Elect: Bill Swan**

**Secretary: Amanda Garlock**

**Treasurer: Kayanne Blackwell**

**Past President: Jim Ligon**

**Smith asked for a vote on proposed officers.**

**Officers of the Board were approved by motion from Jim Ligon, seconded by Reedi Hawkins, and Board voted unanimously to approve.**

The nominating committee then presented the classes of 2019, 2020, and 2021.

Board member classes were approved by motion from Jim Ligon, seconded by Kayanne Blackwell, and Board voted unanimously to approve.

Treasurer Jim Ligon reviewed the financial reports.

OTE Task Force reported progress on project. Municipal building is not available due to renovations. The Task Force recommends that the event stay downtown unless a downtown building cannot be secured timely, in which case, the event may need to move to one of the hotels in Northwest Albany.

Smith made a motion to table the Albany heights project until after OTE. Kayanne seconded the motion. Board voted unanimously to pass the motion.

Board requested to communicate new board members to nominating committee. Jim Ligon reappointed to Nominating Committee chair by President Smith Wilson. Old Board Members may be recommended, if they are interested and eligible.

Executive Director presented report on Juried Art Show. Eight pieces have been sold and the total net expense of the event was \$260.56 with 350 attendees.

Executive Director presented update on Teen Art Camp. Cancelled due to unavailability of instructor. All registration fees confirmed as refunded and scholarship patronage of \$2000 retained.

Peach State Opera has been tabled due to too many unknowns to make a commitment at this point and the desire to put all focus on OTE.

Treasurer Elect Kayanne Blackwell presented 2019 budget. Projected revenue of \$86,150 with similar expenses in 2019. Net revenue of \$4893 projected, with the assumption of making \$2 for every \$1 spent on OTE. Suggestions made for greater marketing due to updated space and possibility of more rentals—suggestion was tabled.

**[CLOSED SESSION] – Notes included since all information discussed in closed session has been disclosed.**

Smith Wilson asked for a closed session to discuss executive compensation. Executive Director Nicole Williams exited the room.

Jim proposed 3% salary increase, with corresponding FICA increase and a possibility of incentive compensation after OTE, provided it is as successful as it is projected to be. The board discussed and agreed. Jim motioned for the change to the budget, Carol Fullerton seconded the motion, and the budget was passed unanimously.

Session was reopened. Information on salary increase and bonus opportunity presented to Nicole.

Smith motioned to adjourn the meeting at 7:35 pm. Jim seconded the motion and it was passed unanimously.

Meeting adjourned.

Respectfully Submitted,



Amanda Garlock, Secretary

# **Albany Area Arts Council, Inc**

## **Meeting Minutes**

July 26, 2018

5:30PM – 6:30PM

Type of Meeting: Full Board

Meeting Facilitators: Smith Wilson, President  
Nicole Williams, Executive Director

Present:

Nicole Williams (ED)

Jim Ligon

Bill Swan (VP)

Sandy Peacock

Kayanne Blackwell (Treas.)

Jenny Collins

Amanda Garlock (Sec.)

### I. Call to order

- a) Bill called the meeting together at 7/26/2018

### II. Roll Call

- a) Full quorum is 8, only 6 present

### III. Approval of minutes from last meeting (June 21, 2018)

- a) Bill Swan called for a motion to pass. Jim Ligon motioned to pass, Kayanne Seconded, all unanimous vote to pass.
- b) Point of order: No quorum. Can't pass minutes. Vote withdrawn.

### IV. Board Maintenance

- a) Review Nominating Committee Protocol
  - a. Protocol reviewed. (Again, send contact information to Jim as nominating committee to do preliminary.)

### V. Treasury Reports (June 30, 2018)

- a) Operational Acct: \$11,586.73 / Special Events Acct: \$12,404.52 / Savings Acct: \$12,027.66

b) Income - Annual Budget: \$86,155.00 / FY to Date: \$88,135.81

c) Expenses - Annual Budget: \$78,069.24 / FY to Date: \$87,948.98

d) NET INCOME FY 17-18: \$186.83

Kayanne gave treasurer's report. Currently about \$2000 ahead of budget—ended year \$200 positive—thought we would end \$8000 positive, but made a budgeting error with payroll taxes and first third of OTE paid, which was unplanned.

### VI. Project / Committee / Task Force Reports

#### a) Over The Edge

- OTE has agreed to allow use of a 4-story building with the express intent of attempting to secure the Dougherty County Main Branch Library for the event. OTE's initial facility review is positive and initial contact with

the DCMBL Director Pauline Abbide is positive. OTE is working with Pauline to begin the next steps of insurance negotiation, etc.

- At this point, OTE has also reached out to the property managers for The Flats and Albany Towers as well as the Holiday Inn and Suites in Northwest Albany. There has been no further report in this regard, but it is the intention of OTE to continue pursuing all available options until a contract is signed.
- OTE has breached the option of rescheduling the event for spring if we feel that we need the time to make the event as successful as possible. At this point, the board should consider this option.'

Task Force to send out a vote about pushing out the date to March or April.

Kayanne motioned to move to spring, Jim seconds. Present members unanimously in favor.

b) Executive Committee Report

- See nominating committee updates.

VII. Director's Report

a) Dealing with humidity options

- i. Stop hanging artwork
- ii. Get a dehumidifier (rental or purchase)
- iii. Change artist contract for individual shows, change prospectus for large shows, such as JAS.
- iv. Change art show dates
- v. Put sheet metal on stairs to wick away rain
- vi. Be careful not to hang artwork over vents
- vii. Humidity gauge

b) Committee Needs

- i. Sandy and Kayanne—Empty Bowls
- ii. Jenny – Rental Marketing
- iii. Wait on New Members for Exhibitions Committee

c) December Board Meeting will be on December 13th

VIII. Old Business

- a) None pending

IX. New Business

- a) Amazon Smile – Use smile.amazon.com, instead of Amazon app

X. Upcoming Events

- a) Art Exhibition: Jean Eaton Gay opening 8.16.18

XI. Next Full Board Meeting, August 23 (5:30PM @ AAAC)

XII. Adjournment

Bill called for a motion to adjourn, Jim made the motion, Sandy seconded, unanimous vote to adjourn.

## Meeting Minutes

August 23, 2018

Had no quorum. Present members discussed sending out poll about changing meeting times to increase Board attendance.

Discussed, but were unable to vote on:

- OTE Dates
- Empty Bowls
- Rental Agreements for workshop rental rates

# Albany Area Arts Council Balance Sheet

As of January 15, 2019

Jan 15, 19

## ASSETS

### Current Assets

#### Checking/Savings

AAAC operational (AB&T) 15,201.43

AAAC Savings (Back Up ) 12,028.86

AAAC Special Events 12,168.53

Total Checking/Savings 39,398.82

**Total Current Assets 39,398.82**

### Fixed Assets

15000 · Furniture and Equipment 35,449.96

15900 · Leasehold Improvements 38,951.00

17100 · Accum Depr - Furn and Equip -32,019.89

17300 · Accum Depr - Leasehold Imps -26,051.36

Total Fixed Assets 16,329.71

**TOTAL ASSETS 55,728.53**

## LIABILITIES & EQUITY

### Liabilities

#### Current Liabilities

##### Credit Cards

Nicole's AAAC Credit Card 25.67

Total Credit Cards 25.67

##### Other Current Liabilities

###### 24000 · Payroll Liabilities

24331 · FICA Payable 1,603.22

24332 · FIT W/H Payable 1,153.11

24333 · GAIT W/H Payable 578.68

Total 24000 · Payroll Liabilities 3,335.01

Total Other Current Liabilities 3,335.01

Total Current Liabilities 3,360.68

**Total Liabilities 3,360.68**

### Equity

32000 · Unrestricted Net Assets 49,003.61

Net Income 3,364.24

Total Equity 52,367.85

**TOTAL LIABILITIES & EQUITY 55,728.53**



**Albany Area Arts Council**  
**Profit & Loss**  
July 1, 2018 through January 15, 2019

Jul 1, '18 - Jan 15, 19

Ordinary Income/Expense

<b>Income</b>	
<b>45000 · Investments</b>	
45030 · Interest-Savings, Short-term CD	1.20
<b>Total 45000 · Investments</b>	1.20
<b>600 · Statement of Revenue</b>	
604 · Contributions Foundations	4,065.00
616 · Government Grants/ COA	22,500.00
621 · Education Programs/ Exhibits	
621.1 · Art Sale (Artist)	5.00
<b>Total 621 · Education Programs/ Exhibits</b>	5.00
622 · Corporate Art Shows	
622.1 · MillerCoors Makes Art	2,216.64
<b>Total 622 · Corporate Art Shows</b>	2,216.64
626 · Annual Juried Art Show Income	
626.4 · JAS Art Sales	1,945.00
<b>Total 626 · Annual Juried Art Show Income</b>	1,945.00
628.0 · Rental/Facility Income	
628.1 · Security Deposit Liab/Expense	-75.00
628.2 · Security Dep & Reservation Fee	950.00
628.0 · Rental/Facility Income - Other	6,450.00
<b>Total 628.0 · Rental/Facility Income</b>	7,325.00
630 · Fundraising Events	
630.2 · Membership	5,000.00
<b>Total 630 · Fundraising Events</b>	5,000.00
<b>Total 600 · Statement of Revenue</b>	43,056.64
631 · Paypal Process Surcharges	-12.15
<b>Total Income</b>	43,045.69
<b>Gross Profit</b>	43,045.69
<b>Expense</b>	
<b>65000 · Operations</b>	
65001 · Janitorial and Cleaning Expense	
65001.1 · Janitorial Contractor	1,050.00
65001.3 · Paper Supplies	76.17
65001 · Janitorial and Cleaning Expense - Other	90.38
<b>Total 65001 · Janitorial and Cleaning Expense</b>	1,216.55
<b>Total 65000 · Operations</b>	1,216.55
66000 · Payroll Expenses	6,648.45
<b>700 · Total Expenses</b>	
711 · Salaries	
331 · FICA	-1,575.90
332 · FED	-2,305.14
333 · STATE TAXES	-1,236.00
711 · Salaries - Other	20,599.98
<b>Total 711 · Salaries</b>	15,482.94

**Albany Area Arts Council**  
**Profit & Loss**  
July 1, 2018 through January 15, 2019

	Jul 1, '18 - Jan 15, 19
732 · Travel and Meetings	47.96
733 · Computer Expenses	
733.1 · Website, Web Apps & EMarketing	347.88
733.3 · Printer & Print Related Expense	98.43
<b>Total 733 · Computer Expenses</b>	<b>446.31</b>
744 · Dues, Subscription & Membership	1,127.00
749 · Board Meetings	213.79
751 · Nonemployee Expense	224.00
757 · Insurance - Liability	1,542.00
758 · Workmen's Comp. Ins.	368.00
764 · Advisory Board	26.46
765 · Legal & Accounting	50.00
766 · Miscellany	0.00
770 · Office Supplies	98.93
774 · Postage	261.00
777 · Rental Expense	
777.1 · Security Guard Expense	695.00
777.2 · Security Deposit Refund	225.00
777 · Rental Expense - Other	255.14
<b>Total 777 · Rental Expense</b>	<b>1,175.14</b>
778 · building Maintenance & repairs	
778.1 · Landscaping & Exterior	97.16
778 · building Maintenance & repairs - Other	30.00
<b>Total 778 · building Maintenance &amp; repairs</b>	<b>127.16</b>
790 · Telephone, Telecommunications	718.74
795 · Utilities	5,058.25
821 · Education Programs/ Exhibits	
821.1 · Publications & Mailing	485.28
821.2 · Catering / Food & Beverage	513.43
821 · Education Programs/ Exhibits - Other	88.08
<b>Total 821 · Education Programs/ Exhibits</b>	<b>1,086.79</b>
832 · Fund Raising Projects	
832.2 · Membership	615.01
<b>Total 832 · Fund Raising Projects</b>	<b>615.01</b>
<b>Total 700 · Total Expenses</b>	<b>28,669.48</b>
822 · Special Events Expenses	
822.1 · Family pARTies	108.23
<b>Total 822 · Special Events Expenses</b>	<b>108.23</b>
823 · Corporate Art Shows	
823.1 · MillerCoors Makes Art	1,215.99
<b>Total 823 · Corporate Art Shows</b>	<b>1,215.99</b>
826 · Annual Juried Art Show Expenses	
826.6 · JAS Art Sale - Paid to Artist	1,700.00
<b>Total 826 · Annual Juried Art Show Expenses</b>	<b>1,700.00</b>
830 · Transfers	

**Albany Area Arts Council**  
**Profit & Loss**  
July 1, 2018 through January 15, 2019

	<u>Jul 1, '18 - Jan 15, 19</u>
830.4 · Paypal Fee	<u>122.75</u>
Total 830 · Transfers	<u>122.75</u>
Total Expense	<u>39,681.45</u>
Net Ordinary Income	<u>3,364.24</u>
Net Income	<u><u>3,364.24</u></u>

**From:** [Karen Wolff](#)  
**To:** [Nicole Williams](#)  
**Cc:** [Chad Wicks](#)  
**Subject:** updates  
**Date:** Wednesday, October 24, 2018 12:58:46 PM  
**Attachments:** [image001.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)  
[image007.png](#)  
[image008.png](#)  
[image009.png](#)  
[image012.png](#)

---

Hi Nicole,

I hope you are having a good week.

Just wanted to give you an update on the building process. As you know, with the library declining to host, we are out of options for now. All viable buildings have either declined to host or have been unresponsive. I do not want to keep delaying your progress so I will refund your deposit as we have not been successful in securing an event venue.

If you hear from the Flats or Albany Towers, I would be more than happy to have a call with them.

Regards,

Karen

**Karen Wolff | Senior Manager, Event Venue Relations | Over The Edge**

181 Herring Cove Road, Halifax, NS, B3P 1K9

 866-434-8776 Ext. 120 |  ote-karenwolff | [OverTheEdgeGlobal.com](http://OverTheEdgeGlobal.com) |     



**Need help now? Join us on our [Chat Line \(Mon-Fri: 9am-5pm EST\)](#)**

***Leading you safely outside your comfort zone since 2008.***

*Official OTE merchandise now available online! [overtheedgeglobal.com/shop/](http://overtheedgeglobal.com/shop/)*

This e-mail is intended only for the named person or entity to which it is addressed and contains valuable business information that is proprietary, privileged, confidential and/or otherwise protected from disclosure, it is being provided in contemplation of a joint initiative between Over the Edge and the recipient, and is not to be used or disclosed except as required in further of said joint initiative. If you received this email in error, any review, use, dissemination, distribution or copying of this email is strictly prohibited. Please notify us immediately of the error via email to [office@overtheedgeusa.com](mailto:office@overtheedgeusa.com) and please delete the email from your system, retaining no copies in any media. We appreciate your cooperation.

Over The Edge-----.disclaimer

**From:** [Karen Wolff](#)  
**To:** [Nicole Williams](#)  
**Subject:** Checking in  
**Date:** Friday, November 16, 2018 9:58:38 AM  
**Attachments:** [image001.png](#)

---

Hi Nicole,

Hope you are doing well.

Just wanted to check in and see how things are going? I know you were thinking about keeping your deposit with Over the Edge in fear of the license being sold to another non-profit but I am going to mark Albany as a “No-sale” meaning we won’t be actively looking for another client due to lack of building support. That being said, if you get a building on board, let me know and we will re-issue a contract to the Albany Arts Council and go from there

Does that make sense?

Karen

## **Karen Wolff**

Senior Manager, Event Venue Relations – 866-434-8776 ext. 120



**Over The Edge** - [overtheedgeglobal.com](http://overtheedgeglobal.com)

181 Herring Cove Road, Halifax, NS, B3P 1K9

Follow us : [Facebook](#) – [Twitter](#) – [Instagram](#) – [YouTube](#)

This e-mail is intended only for the named person or entity to which it is addressed and contains valuable business information that is proprietary, privileged, confidential and/or otherwise protected from disclosure, it is being provided in contemplation of a joint initiative between Over the Edge and the recipient, and is not to be used or disclosed except as required in further of said joint initiative. If you received this email in error, any review, use, dissemination, distribution or copying of this email is strictly prohibited. Please notify us immediately of the error via email to [admin@overtheedgeusa.com](mailto:admin@overtheedgeusa.com) and please delete the email from your system, retaining no copies in any media. We appreciate your cooperation. -----  
----- Over The Edge disclaimer.