

# **Albany Area Arts Council, Inc**

## **Meeting Agenda**

January 25, 2021

5:30PM – 6:30PM

Type of Meeting: Full Board

Meeting Facilitators: Nicole Williams, Executive Director

Invitees:

Nicole Williams (ED)	Smith Wilson (Past Pres.)	Rachel Mansfield
Bill Swan (Pres.)	Jim Ligon	Tim Brock
Wendy Howell (VP)	Sandy Peacock	Will Davis
Jenny Collins (Secretary)	Reedi Hawkins	Haley West
Kayanne Blackwell (Treas.)	Sarah Schatz	Anthony Johnson

- I. Call to order
- II. Roll Call
- III. Approval of minutes from 11.19.2020 meeting. Review of notes from 1.9.2021 Orientation meeting (Pages 3-, and 5, respectively)
- IV. Review of Treasury Reports
  - a) Treasury Reports (01.25.2021) Operational Acct: \$ 29,291.73 / Special Events Acct: \$7,850.25 / Savings Acct: \$12,033.68 (Page 6)
  - b) Profit and Loss against Budget reporting FY to 1.25.2021 (Pages 7-10)
  - c) Income - Annual Budget: \$124,500.00 / FY to Date: \$41,574.79 (Page 8)
  - d) Expenses - Annual Budget: \$102,233.00 / FY to Date: \$34,299.05 (Page 10)
- V. Board Maintenance (Executive Committee)
  - a) Recruiting New Board Members is imperative. We require a minimum of 15 members. We are still one shy of that requirement. The maximum number of members is 35. 18-20 is probably optimal.
- VI. Project / Committee / Task Force Reports / Requirements
  - a) Sponsorship Drive (was Membership Drive)
    - Income to date: \$6528.33 (Budgeted Income \$2745)
  - b) Empty Bowls
    - Rescheduled for January 19, 2022
  - c) Exhibitions / Event Approach Committee
    - Renaissance Art Connection has passed on being part of a February / March 2021 exhibit. They are still on pause as an organization. I would like to request that we carry over our budget allotment to try and execute the honorary exhibition for the same period of 2022.
    - GAGA sales exhibition is currently extended into March 2020 allowing us to control traffic flow and respond in real time to changing conditions without compromising the health of our patrons and employees while continuing to offer opportunities for our artists.
    - Requesting a small committee to plan objectives for JAS 2021.
- VII. Old Business

VIII. New Business to Introduce

- a) Proposal for improved signage for building. Design images available in chat. Quote attached. (Pages 11-13)

IX. A Next Full Board Meeting: Monday, February 22, 2021 @ 5:30PM via Zoom.

X. Adjournment

# **Albany Area Arts Council, Inc**

## **Full Board Meeting Minutes**

November 19, 2020

### Attendees:

Nicole Williams (ED)	Smith Wilson (Past Pres.)	Rachel Mansfield
Bill Swan (Pres.)	Jim Ligon	Tim Brock
Kayanne Blackwell (Treas.)	Reedi Mabrey	Will Davis

Reedi Mabrey had Sarah Schatz proxy to vote.

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Meeting called to order at 5:35 by Bill Swan, President.

Nicole, Kayanne and Jim were in person. All others by zoom.

Minutes of the October 22 executive committee were reviewed. Jim Ligon motioned for approval. Will Davis second. Minutes approved.

Kayanne Blackwell presented the financials for July 1, 2020- Nov 17, 2020. In addition, the FY 19-20 financials were reviewed. A brief discussion was held regarding the classification of the \$10,500 PPP loan for FY 19-20. Nicole received word today that the loan has been officially forgiven by the bank. For the FY 19-20, the loan will be reclassified as a Government Grant- PPP.

### Board Maintenance

- New board members Will Davis (present) and Anthony Johnson were welcomed.
- Haley Hardin West was presented as a proposed new board member. A copy of resume was available for review. Jim Ligon motioned for approval. Kayanne Blackwell seconded. Motion was approved.
- A brief discussion was had regarding the imperative recruitment of additional new board members. Bylaws require a minimum of 15 members for a quorum and bylaws allow for 35. We need one more member at a minimum.

### Project / Committee / Task Force Reports / Requirements

- Sponsorship Drive – Board reviewed proposed new sponsorship levels and a change from membership to sponsorship. Nicole shared a plan to send fewer mailers this year as the return for the expense is typically very low. Current members would receive mailers. In lieu of a large mailing, campaign expenses will be directed to increased Facebook advertising. Overall expense will remain within the budget. Reedi Mabrey proposed new sponsorship levels be approved. Will Davis Seconded. Motion approved.
- Empty Bowls will not be an in-person event this year. Recognizing that there is still a need to support the artists in the area and be aware of hunger in our community, an email campaign will be created as a placeholder to keep the event on the community's radar. An in- person event in 2022 is still anticipated. There was some discussion of a virtual event might be structured including some type of digital programming of pottery throwing or cooking. Several ideas were tossed around but time constraints

prevent changing the planned email campaign substantially. Rachel, Will, Tim and Bill (if available) agreed to meeting for further discussion.

- Exhibitions/Event Approach Committee – Nicole reported that the GAGA sales exhibition will run into January 2020 allowing us to control traffic flow and respond in real time to changing conditions without compromising the health of our patrons and employees while continuing to offer optimal opportunities for our artists. She also reported that the DCESS exhibit will be completely virtual, available on our new website and other social media. The next event to be planned is the Renaissance Connection show in February. Will and Nicole discussed reaching out to Bummi Anderson to discuss their desired level of participation.

No Old Business

New Business

- Nicole proposed a planning meeting for January 9<sup>th</sup> from 9:00 to 12:00. It was anticipated that the meeting would be conducted virtually but meeting in person at the Carnegie was also discussed. A final decision to be made later.

It was decided that the next meeting would be a December 10<sup>th</sup> Christmas gathering at 5:30 via Zoom with no official business.

With no other business required, meeting was adjourned at with a motion from Will Davis, seconded by Kayanne Blackwell and approved.

Minutes submitted by Kayanne Blackwell, Treasurer

**Albany Area Arts Council, Inc.**  
**Board of Directors**  
**Orientation**  
**January 9, 2021**  
**MINUTES**

**Attendees:** Nicole Williams (Executive Director), Bill Swan (President), Wendy Howell (Vice President), Jenny Collins (Secretary), Kayanne Blackwell, Tim Brock, Will Davis, Anthony Johnson, Jim Ligon, Rachel Mansfield, Sandy Peacock and Haley West

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Zoom meeting called to order at 9:04 am.

Nicole Williams reviewed Board Obligations.

Rachel Mansfield reviewed the website update.

Tim Brock reviewed the online Board Portal.

Future meetings will be on the fourth Monday at 5:30 pm.

Updates/Reminders:

- Albany Area Arts Council is listed as an Amazon Smile recipient.
- Giving Day and Membership has raised approximately \$4,000 to date.

Bill Swan motioned for adjournment. Sandy Peacock second.

Meeting adjourned at 10:22 am.

Minutes respectfully submitted by Jenny Collins, Secretary.

9:22 AM  
01/25/21  
Cash Basis

**Albany Area Arts Council**  
**Balance Sheet**  
As of January 25, 2021

	Jan 25, 21
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
AAAC operational (AB&T)	29,291.73
AAAC Savings (Back Up )	12,033.68
AAAC Special Events	7,850.25
<b>Total Checking/Savings</b>	49,175.66
<b>Total Current Assets</b>	49,175.66
<b>Fixed Assets</b>	
15000 · Furniture and Equipment	30,470.00
17100 · Accum Depr - Furn and Equip	-30,470.00
<b>Total Fixed Assets</b>	0.00
<b>TOTAL ASSETS</b>	<b>49,175.66</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
Nicole's AAAC Credit Card	260.54
<b>Total Credit Cards</b>	260.54
<b>Other Current Liabilities</b>	
21000 · Payroll Protection Loan (CAR...	10,500.00
<b>24000 · Payroll Liabilities</b>	
24331 · FICA Payable	525.30
24332 · FIT W/H Payable	384.19
24333 · GAIT W/H Payable	618.00
<b>Total 24000 · Payroll Liabilities</b>	1,527.49
<b>Total Other Current Liabilities</b>	12,027.49
<b>Total Current Liabilities</b>	12,288.03
<b>Total Liabilities</b>	12,288.03
<b>Equity</b>	
32000 · Unrestricted Net Assets	29,612.09
Net Income	7,275.54
<b>Total Equity</b>	36,887.63
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>49,175.66</b>

**Albany Area Arts Council**  
**Profit Loss Budget Performance**

July 2020 through Jan 25, 2021

	<u>Jul '20 - Jan '25</u>	<u>Annual Budget</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>45000 · Investments</b>		
45030 · Interest-Savings, Short-term CD	1.41	5.00
<b>Total 45000 · Investments</b>	<u>1.41</u>	<u>5.00</u>
<b>46400 · Other Types of Income</b>		
46430 · Miscellaneous Revenue	0.00	0.00
46431 · Payroll Protection Loan (CARES)	0.00	10,500.00
<b>Total 46400 · Other Types of Income</b>	<u>0.00</u>	<u>10,500.00</u>
<b>600 · Statement of Revenue</b>		
602 · Contributions Business	0.00	2,500.00
604 · Contributions Foundations	2,514.88	4,000.00
616 · Government Grants/ COA	30,000.00	45,000.00
621 · Education Programs/ Exhibits		
621.1 · Art Sale (Artist)	0.00	0.00
<b>Total 621 · Education Programs/ Exhibits</b>	<u>0.00</u>	<u>0.00</u>
622 · Corporate Art Shows		
622.1 · MillerCoors Makes Art	0.00	2,500.00
<b>Total 622 · Corporate Art Shows</b>	<u>0.00</u>	<u>2,500.00</u>
626 · Annual Juried Art Show Income		
626.1 · JAS Entry Fee	0.00	2,000.00
626.3 · JAS Sponsorship / Donation	0.00	0.00
626.4 · JAS Art Sales	0.00	0.00
626 · Annual Juried Art Show Income - Otr	0.00	0.00
<b>Total 626 · Annual Juried Art Show Income</b>	<u>0.00</u>	<u>2,000.00</u>
627 · Teen Art Camp	0.00	0.00
628 · Classes		
Dance Classes (ATC Partnership)	0.00	750.00
<b>Total 628 · Classes</b>	<u>0.00</u>	<u>750.00</u>
628.0 · Rental/Facility Income		
628.1 · Security Deposit Liab/Expense	0.00	0.00
628.2 · Security Dep & Reservation Fee	0.00	2,000.00
628.0 · Rental/Facility Income - Other	0.00	10,000.00
<b>Total 628.0 · Rental/Facility Income</b>	<u>0.00</u>	<u>12,000.00</u>
630 · Fundraising Events		
620.5 · Over The Edge	2,308.50	37,500.00
630.1 · Empty Bowls	0.00	3,500.00
630.2 · Membership	6,750.00	4,245.00
630.3 · Annual Fundraiser	0.00	0.00
<b>Total 630 · Fundraising Events</b>	<u>9,058.50</u>	<u>45,245.00</u>
<b>Total 600 · Statement of Revenue</b>	<u>41,573.38</u>	<u>113,995.00</u>

**Albany Area Arts Council**  
**Profit Loss Budget Performance**

July 2020 through Jan 25, 2021

	<b>Jul '20 - Jan '25</b>	<b>Annual Budget</b>
<b>631 · Paypal Process Surcharges</b>	0.00	0.00
<b>Total Income</b>	<b>41,574.79</b>	<b>124,500.00</b>
<b>Gross Profit</b>	<b>41,574.79</b>	<b>124,500.00</b>
<b>Expense</b>		
<b>65000 · Operations</b>		
<b>65001 · Janitorial and Cleaning Expense</b>		
65001.1 · Janitorial Contractor	1,050.00	1,800.00
65001.2 · Cleaning Supplies	332.16	200.00
65001.3 · Paper Supplies	0.00	500.00
<b>Total 65001 · Janitorial and Cleaning Expenses</b>	<b>1,382.16</b>	<b>2,500.00</b>
<b>65000 · Operations - Other</b>	0.00	0.00
<b>Total 65000 · Operations</b>	<b>1,382.16</b>	<b>2,500.00</b>
<b>66000 · Payroll Expenses</b>	7,913.50	13,566.00
<b>700 · Total Expenses</b>		
<b>711 · Salaries</b>		
331 · FICA	-1,606.50	-3,213.00
332 · FED	-2,310.00	-4,620.00
333 · STATE TAXES	-1,260.00	-2,520.00
711 · Salaries - Other	21,000.00	42,000.00
<b>Total 711 · Salaries</b>	<b>15,823.50</b>	<b>31,647.00</b>
<b>730 · Bank Charges</b>		
730.1 · Form Printing	0.00	250.00
730 · Bank Charges - Other	39.09	0.00
<b>Total 730 · Bank Charges</b>	<b>39.09</b>	<b>250.00</b>
<b>732 · Travel and Meetings</b>	0.00	500.00
<b>733 · Computer Expenses</b>		
733.1 · Website, Web Apps & EMarketing	347.88	1,000.00
733.2 · Software Updates	72.00	0.00
733.3 · Printer & Print Related Expense	77.69	170.00
733 · Computer Expenses - Other	199.00	0.00
<b>Total 733 · Computer Expenses</b>	<b>696.57</b>	<b>1,170.00</b>
<b>738 · Depreciation</b>	0.00	1,700.00
<b>744 · Dues, Subscription &amp; Membership</b>	337.00	2,400.00
<b>749 · Board Meetings</b>		
749.1 · Board Development Projects	0.00	0.00
749 · Board Meetings - Other	0.00	200.00
<b>Total 749 · Board Meetings</b>	<b>0.00</b>	<b>200.00</b>
<b>751 · Nonemployee Expense</b>	40.00	3,000.00
<b>757 · Insurance - Liability</b>	1,756.00	1,600.00
<b>758 · Workmen's Comp. Ins.</b>	556.00	400.00
<b>764 · Advisory Board</b>	0.00	100.00



**Albany Area Arts Council**  
**Profit Loss Budget Performance**

July 2020 through Jan 25, 2021

	<u>Jul '20 - Jan '25</u>	<u>Annual Budget</u>
765 · Legal & Accounting	50.00	1,000.00
766 · Miscellany	0.00	0.00
767 · Advertising & Marketing	0.00	0.00
770 · Office Supplies	101.49	600.00
774 · Postage	240.00	1,300.00
775 · Professional Fees	0.00	50.00
777 · Rental Expense		
777.1 · Security Guard Expense	0.00	1,100.00
777.2 · Security Deposit Refund	0.00	0.00
777 · Rental Expense - Other	0.00	0.00
<b>Total 777 · Rental Expense</b>	<b>0.00</b>	<b>1,100.00</b>
778 · building Maintenance & repairs		
778.1 · Landscaping & Exterior	0.00	1,500.00
778 · building Maintenance & repairs - Oth	30.00	500.00
<b>Total 778 · building Maintenance &amp; repairs</b>	<b>30.00</b>	<b>2,000.00</b>
790 · Telephone, Telecommunications	947.88	1,500.00
795 · Utilities	3,802.22	9,000.00
821 · Education Programs/ Exhibits		
821.1 · Publications & Mailing	100.00	1,000.00
821.2 · Catering / Food & Beverage	0.00	3,000.00
821 · Education Programs/ Exhibits - Othe	244.27	1,000.00
<b>Total 821 · Education Programs/ Exhibits</b>	<b>344.27</b>	<b>5,000.00</b>
832 · Fund Raising Projects		
832.1 · empty bowls	0.00	0.00
832.2 · Membership	221.67	1,500.00
832.4 · DipJar	0.00	100.00
<b>Total 832 · Fund Raising Projects</b>	<b>221.67</b>	<b>1,600.00</b>
<b>Total 700 · Total Expenses</b>	<b>24,985.69</b>	<b>66,117.00</b>
822 · Special Events Expenses		
822.1 · Family pARTies	0.00	250.00
822.2 · Memorial Exhibition	0.00	1,000.00
<b>Total 822 · Special Events Expenses</b>	<b>0.00</b>	<b>1,250.00</b>
823 · Corporate Art Shows		
823.1 · MillerCoors Makes Art	0.00	1,300.00
<b>Total 823 · Corporate Art Shows</b>	<b>0.00</b>	<b>1,300.00</b>
826 · Annual Juried Art Show Expenses		
826.1 · JAS Catering	0.00	3,000.00
826.2 · JAS Publications & Mailing	0.00	750.00
826.3 · JAS Awards	0.00	1,500.00
826.4 · JAS Juror Fees	0.00	300.00
826.5 · JAS Miscellaneous Expenses	0.00	150.00

**Albany Area Arts Council**  
**Profit Loss Budget Performance**  
 July 2020 through Jan 25, 2021

	<b>Jul '20 - Jan '25</b>	<b>Annual Budget</b>
826.6 · JAS Art Sale - Paid to Artist	0.00	0.00
<b>Total 826 · Annual Juried Art Show Expenses</b>	<b>0.00</b>	<b>5,700.00</b>
827 · Teen Art Camp Expenses	0.00	0.00
830 · Transfers		
830.4 · Paypal Fee	17.70	300.00
<b>Total 830 · Transfers</b>	<b>17.70</b>	<b>300.00</b>
833 · Over the Edge	0.00	6,250.00
<b>Total Expense</b>	<b>34,299.05</b>	<b>96,983.00</b>
<b>Net Ordinary Income</b>	<b>7,275.74</b>	<b>27,517.00</b>
<b>Other Income/Expense</b>		
<b>Other Expense</b>		
80001 · Loss on Disposal	0.00	0.00
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>7,275.74</b>	<b>27,517.00</b>



**Matrix Department Inc**  
243-A Cedric Street  
Leesburg, GA 31763  
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www.matrixdept.com

## Estimate E-33025

<b>DATE</b> 01/25/2021	<b>TOTAL</b> \$540.20	
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**ADDRESS**

Nicole Williams  
Albany Area Arts Council, Inc.  
215 N Jackson St  
Albany, GA 31701

**SHIP TO**

Nicole Williams  
Albany Area Arts Council, Inc.  
215 N Jackson St  
Albany, GA 31701

**SALES REP.**  
MS

DESCRIPTION	QTY	RATE	AMOUNT
<b>FLAGS AND PERFORATED CONTOUR CUT VINYL WINDOW GRAPHIC (v2)</b>  Howell, Wendy WHowell@dougherty.ga.us			
<b>FLAGS</b>			
<b>Displays</b> (2) 36IN X 60IN DOUBLE SIDED FLAG - NO POLES INCLUDED	2	145.00	290.00T
<b>Design:File Setup Fee</b> FILE SETUP	1	10.00	10.00
-			
<b>CONTOUR CUT GRAPHIC</b>			
<b>Soljet EcoSolvent Print</b> (1) INTERMEDIATE VINYL / PREMIUM LAMINATE - CONTOUR CUT W/ TRANSFER PAPER	1	87.50	87.50T
<b>Design</b> DESIGN / LAYOUT	1	25.00	25.00
<b>Installation</b> INSTALLATION - LADDER WORK	1	97.50	97.50
-			

Matrix Department requests up front payment for all quotes unless customer has completed -and is approved- a credit application which will allow payment of NET 30 Days. A 50% deposit is required prior to design or production for amounts over one-thousand dollars (\$1,000) for all credit approved customers.

ESTIMATED FIGURES ONLY -- prices are subject to change if additional products or services are requested or needed for the completion of the project.

SUBTOTAL	510.00
TAX	30.20

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TOTAL	<b>\$540.20</b>
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THANK YOU.

Accepted By

Accepted Date



  
ALBANY AREA ARTS  
COUNCIL

WARNING  
UNDER GEORGIA  
THERE IS NO LIABILITY  
FOR AN INJURY  
OR DEATH OF A  
PERSONAL ENTITY  
THESE PREMISES  
SUCH INJURY  
OR DEATH RESULTS  
THE INHERENT OF  
CONTRACT  
COVID-19 YOU  
ASSUMING THIS  
BY ENTERING THE  
PREMISES.

  
SECURITY BY  
ALARMS ETC.  
(229) 432-2400