

Albany Area Arts Council, Inc

Meeting Agenda

October 25, 2021

5:30PM – 6:30PM

Type of Meeting: Full Board

Meeting Facilitators: Nicole Williams, Executive Director

Invitees:

Nicole Williams (ED)

Wendy Howell (President)

Will Davis (VP)

Jenny Collins (Secretary)

Jim Ligon (Treas.)

Bill Swan (Past Pres.)

Kayanne Blackwell

Sandy Peacock

Reedi Hawkins

Sarah Schatz

Rachel Mansfield

Tim Brock

Haley West

Anthony Johnson

Britney Alfred

I. Call to order

II. Roll Call

III. Approval of minutes from 9.27.2021 meeting. (Page 3)

IV. Review of Treasury Reports

a) Treasury Reports current 10.25.2021 (Page 4)

- Operational Acct: \$ 34,920.02
- Special Events Acct: \$7,410.12
- Savings Acct: \$12,035.49

b) Profit and Loss against Budget reporting FY to 10.25.2021 (Pages 5-7)

- Income - Annual Budget: \$96,817.00 / FY to Date: \$13,053.22
- Expenses - Annual Budget: \$94,633.00 / FY to Date: \$16,713.67

V. Committee Reports

a) Board President is requesting volunteers to serve on the Nominating Committee.

VI. Project / Committee / Task Force Reports / Requirements

a) Arts Cypher Committee report presented by Committee Chair, Rachel Mansfield.

VII. Executive Director Report

a) Planning a "Meet the Artist Open House" for current exhibit Thursday 11/4/2021 from 4/8PM. Masks will be required.

b) It is time to finalize and mail out Sponsorship Drive for 2022. Would any members volunteer to help with that effort?

c) Do we want to schedule a Holiday Party for the Board?

d) Reporting on planning progression for Empty Bowls 2022. Izzie Sadler (of SOWEGA COA) and I met with MADLab Marketing to discuss logistics (and expense) of outdoor event. We are probably looking at a Drive Thru event limited to 300 people for March 23, 2022 with an eye to expanding into more of a festival-style event for 2023.

VIII. Old Business

IX. New Business to Introduce

X. A Next Full Board Meeting: Monday, November 22, 2021 @ 5:30PM by Zoom

XI. Adjournment

Albany Area Arts Council, Inc.
Board of Directors Meeting
September 27, 2021
MINUTES

Attendees: Nicole Williams (Executive Director), Wendy Howell (Vice President), Reedi Hawkins-Mabrey, Tim Brock, Will Davis, Anthony Johnson, Rachel Mansfield, Britney Alfred, and Haley West

Meeting called to order at 5:38 p.m. by Wendy Howell, Vice President.

Minutes from June 28, 2021 were reviewed. Tim Brock motioned for approval. Will Davis seconded. Motion passed.

Nicole Williams reviewed Treasury reports on behalf of Jim Ligon, Treasurer.

A late application submission from potential new Board member Nia Hawkins prompted further conversation about the recruitment and review process for new members and the issue was tabled on a point of order (by Will Davis) until the end of the meeting.

Rachel Mansfield reported on the progress of the Arts Cypher Committee, and the Board chose November 19, 2021 as the reschedule date for the event. An Arts Cypher Committee meeting was scheduled for October 18.

ED reported on upcoming exhibitions.

ED reported on Flint Club Ribbon Cutting Event (Sept 30) and invited Board members to attend.

ED reported on updated planning for Empty Bowls 2022 and asked Board for approval to move forward with planning for an outdoor event March 23, 2022. Board approved of moving forward with planning.

No old business to discuss.

A conversation about re-forming a Nominating Committee (to oversee Board recruitment and maintenance) was introduced as New Business. Board President Wendy Howell will email Board to request volunteers to serve on the committee.

Next Board Meeting is scheduled for Monday, October 25, 2021 by Zoom.

With business concluded, Will Davis motioned to adjourn. Haley West seconded. Meeting was adjourned at 6:30 p.m.

Minutes respectfully submitted by Nicole Williams, Executive Director (filling in for Jenny Collins, Secretary).

12:52 PM
10/25/21
Cash Basis

Albany Area Arts Council
Balance Sheet
As of October 25, 2021

	Oct 25, 21
ASSETS	
Current Assets	
Checking/Savings	
AAAC operational (AB&T)	34,920.02
AAAC Savings (Back Up)	12,035.49
AAAC Special Events	7,410.12
Total Checking/Savings	54,365.63
Total Current Assets	54,365.63
Fixed Assets	
15000 · Furniture and Equipment	30,470.00
17100 · Accum Depr - Furn and Equip	-30,470.00
Total Fixed Assets	0.00
TOTAL ASSETS	54,365.63
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Nicole's AAAC Credit Card	148.95
Total Credit Cards	148.95
Other Current Liabilities	
21000 · Payroll Protection Loan (CAR...	8,717.00
24000 · Payroll Liabilities	
24331 · FICA Payable	535.50
24332 · FIT W/H Payable	385.00
24333 · GAIT W/H Payable	210.00
Total 24000 · Payroll Liabilities	1,130.50
Total Other Current Liabilities	9,847.50
Total Current Liabilities	9,996.45
Total Liabilities	9,996.45
Equity	
32000 · Unrestricted Net Assets	48,029.82
Net Income	-3,660.64
Total Equity	44,369.18
TOTAL LIABILITIES & EQUITY	54,365.63

Albany Area Arts Council
Profit & Loss Budget Performance
July 2021 through October 25, 2021

	<u>Jul '21 - Oct 25, 2021</u>	<u>Annual Budget</u>
Ordinary Income/Expense		
Income		
45000 · Investments		
45030 · Interest-Savings, Short-term CD	0.80	5.00
Total 45000 · Investments	<u>0.80</u>	<u>5.00</u>
46400 · Other Types of Income		
46430 · Miscellaneous Revenue	0.00	0.00
46431 · Payroll Protection Loan (CARES)	0.00	8,717.00
Total 46400 · Other Types of Income	<u>0.00</u>	<u>8,717.00</u>
600 · Statement of Revenue		
602 · Contributions Business	0.00	2,500.00
604 · Contributions Foundations	7.67	4,000.00
615 · Memorials	375.00	
616 · Government Grants/ COA	11,250.00	45,000.00
621 · Education Programs/ Exhibits		
621.1 · Art Sale (Artist)	0.00	0.00
Total 621 · Education Programs/ Exhibits	<u>0.00</u>	<u>0.00</u>
622 · Corporate Art Shows		
622.1 · MillerCoors Makes Art	0.00	2,500.00
Total 622 · Corporate Art Shows	<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	469.75	0.00
626 · Annual Juried Art Show Income - Other	0.00	0.00
Total 626 · Annual Juried Art Show Income	<u>469.75</u>	<u>2,000.00</u>
628 · Classes		
Dance Classes (ATC Partnership)	0.00	750.00
Total 628 · Classes	<u>0.00</u>	<u>750.00</u>
628.0 · Rental/Facility Income		
628.1 · Security Deposit Liab/Expense	-75.00	10,000.00
628.2 · Security Dep & Reservation Fee	150.00	2,000.00
628.0 · Rental/Facility Income - Other	875.00	0.00
Total 628.0 · Rental/Facility Income	<u>950.00</u>	<u>12,000.00</u>
629 · Arts Cypher	0.00	7,800.00
630 · Fundraising Events		
620.5 · Over The Edge	0.00	0.00
630.1 · Empty Bowls	0.00	3,500.00
630.2 · Membership	0.00	8,045.00
630.3 · Annual Fundraiser	0.00	0.00
Total 630 · Fundraising Events	<u>0.00</u>	<u>11,545.00</u>
Total 600 · Statement of Revenue	<u>13,052.42</u>	<u>88,095.00</u>
Total Income	<u>13,053.22</u>	<u>96,817.00</u>
Gross Profit	13,053.22	96,817.00

Albany Area Arts Council
Profit & Loss Budget Performance
July 2021 through October 25, 2021

	<u>Jul '21 - Oct 25, 2021</u>	<u>Annual Budget</u>
Expense		
65000 · Operations		
65001 · Janitorial and Cleaning Expense		
65001.1 · Janitorial Contractor	600.00	1,800.00
65001.2 · Cleaning Supplies	0.00	200.00
65001.3 · Paper Supplies	0.00	500.00
Total 65001 · Janitorial and Cleaning Expense	<u>600.00</u>	<u>2,500.00</u>
Total 65000 · Operations	600.00	2,500.00
66000 · Payroll Expenses	3,391.50	13,566.00
700 · Total Expenses		
711 · Salaries		
331 · FICA	-803.25	-3,213.00
332 · FED	-1,155.00	-4,620.00
333 · STATE TAXES	-630.00	-2,520.00
711 · Salaries - Other	10,500.00	42,000.00
Total 711 · Salaries	<u>7,911.75</u>	<u>31,647.00</u>
730 · Bank Charges		
730.1 · Form Printing	0.00	250.00
730 · Bank Charges - Other	0.00	0.00
Total 730 · Bank Charges	<u>0.00</u>	<u>250.00</u>
732 · Travel and Meetings	71.24	500.00
733 · Computer Expenses		
733.1 · Website, Web Apps & EMarketing	190.50	1,000.00
733.2 · Software Updates	36.00	0.00
733.3 · Printer & Print Related Expense	51.80	170.00
733 · Computer Expenses - Other	283.47	0.00
Total 733 · Computer Expenses	<u>561.77</u>	<u>1,170.00</u>
738 · Depreciation	0.00	1,700.00
744 · Dues,Subscription&Membership	100.00	2,400.00
749 · Board Meetings	0.00	200.00
751 · Nonemployee Expense	40.00	3,000.00
757 · Insurance - Liability	0.00	1,600.00
758 · Workmen's Comp. Ins.	383.00	400.00
764 · Advisory Board	0.00	100.00
765 · Legal & Accounting	25.00	1,000.00
766 · Miscellany	0.00	0.00
767 · Advertising & Marketing	0.00	0.00
770 · Office Supplies	301.43	600.00
774 · Postage	245.00	1,300.00
775 · Professional Fees	0.00	50.00
777 · Rental Expense		
777.1 · Security Guard Expense	100.00	1,100.00
Total 777 · Rental Expense	<u>100.00</u>	<u>1,100.00</u>
778 · building Maintenance & repairs		

Albany Area Arts Council
Profit & Loss Budget Performance
July 2021 through October 25, 2021

	Jul '21 - Oct 25, 2021	Annual Budget
778.1 · Landscaping & Exterior	0.00	1,500.00
778 · building Maintenance & repairs - Other	0.00	500.00
Total 778 · building Maintenance & repairs	0.00	2,000.00
790 · Telephone, Telecommunications	400.20	1,500.00
795 · Utilities	2,050.38	9,000.00
821 · Education Programs/ Exhibits		
821.1 · Publications & Mailing	0.00	1,000.00
821.2 · Catering / Food & Beverage	0.00	3,000.00
821 · Education Programs/ Exhibits - Other	0.00	1,000.00
Total 821 · Education Programs/ Exhibits	0.00	5,000.00
832 · Fund Raising Projects		
832.1 · empty bowls	0.00	0.00
832.2 · Membership	0.00	1,500.00
832.4 · DipJar	0.00	100.00
Total 832 · Fund Raising Projects	0.00	1,600.00
Total 700 · Total Expenses	12,189.77	66,117.00
822 · Special Events Expenses		
822.1 · Family pARTies	0.00	250.00
822.2 · Memorial Exhibition	0.00	1,000.00
Total 822 · Special Events Expenses	0.00	1,250.00
823 · Corporate Art Shows		
823.1 · MillerCoors Makes Art	0.00	1,300.00
Total 823 · Corporate Art Shows	0.00	1,300.00
826 · Annual Juried Art Show Expenses		
826.1 · JAS Catering	0.00	3,000.00
826.2 · JAS Ads, 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
826.6 · JAS Art Sale - Paid to Artist	465.00	
Total 826 · Annual Juried Art Show Expenses	465.00	5,700.00
829 · Arts Cypher Expenses	50.00	3,900.00
830 · Transfers		
830.4 · Paypal Fee	17.40	300.00
Total 830 · Transfers	17.40	300.00
833 · Over the Edge	0.00	0.00
Total Expense	16,713.67	94,633.00
Net Ordinary Income	-3,660.45	2,184.00
Other Income/Expense		
Other Expense		
80001 · Loss on Disposal	0.00	0.00
Total Other Expense	0.00	0.00
Net Other Income	0.00	0.00
Net Income	-3,660.45	2,184.00