

## **Albany Area Arts Council, Inc**

### **Meeting Agenda**

November 22, 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 10.25.2021 meeting. (Page 2)

IV. Review of Treasury Reports

a) Treasury Reports current 11.22.2021 (Page 3)

- Operational Acct: \$ 35,211.21
- Special Events Acct: \$7,145.24
- Savings Acct: \$12,035.68

b) Profit and Loss against Budget reporting FY to 10.25.2021 (Pages 4-5)

- Income - Annual Budget: \$96,817.00 / FY to Date: \$21,678.22
- Expenses - Annual Budget: \$94,633.00 / FY to Date: \$25,301.18

V. Committee Reports

a) None to present

VI. Project / Committee / Task Force Reports / Requirements

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

VII. Executive Director Report

a) Artist Open House: 70 people attended, over \$900 in sales

b) Sponsorship materials are in. Thank you, Jenny, Sandy, Will, Wendy, and Jim for helping personalize the direct mail. The drive will push out over the month of December.

c) Board Holiday Party December 10 needs a home and a food / beverage plan.

VIII. Old Business

IX. New Business to Introduce

X. A Next Full Board Meeting: Monday, January 24, 2021 @ 5:30PM by Zoom

Adjournment

**Albany Area Arts Council, Inc.**  
**Executive Committee**  
**October 25, 2021**  
**MINUTES**

**Attendees:** Nicole Williams (Executive Director), Will Davis (Vice President), Jim Ligon (Treasurer), Jenny Collins (Secretary), Britney Alfred, Tim Brock, Rachel Mansfield, Sandy Peacock and Bill Swan

Bill Swan had Reedi Mabrey proxy to vote.

---

Meeting called to order at 5:34 p.m. by Will Davis, Vice President.

Minutes were reviewed. Rachel Mansfield motioned for approval. Tim Brock second. Minutes approved.

Jim Ligon presented Treasurer's Report.

Wendy Howell, Will Davis and Jim Ligon will be serving on the Nominating Committee.

Due to talent being booked for the rescheduled date of Arts Cypher, the committee will be looking at a February event. The Artist Network will continue to be promoted on the Albany Area Arts Council social platforms.

**Executive Director Report:**

- Next event in the Carnegie Library – 'Meet the Artist Open House' on Thursday, November 4 from 4 – 8 p.m. Masks will be required for attendees. No food or drink will be available.
- 2022 Sponsorship Drive – Tim Brock will be reworking last year's collateral. Board will be meeting at the Arts Council on November 15 to write personal notes to current and previous sponsors. Then a larger mailing will be sent to our mailing list (not previous sponsors) for possible growth in sponsorship reach.
- Board Holiday Party – scheduled for Friday, December 10. More details to come.
- 2022 Empty Bowls – Event will be changing logistical function to a drive-thru event at the SOWEGA Council of Aging on March 23, 2022. Details will be coming soon.

**Old Business:**

- New board member application will be resent by Nicole Williams to the Board of Directors for review.
- The ribbon cutting for the Flint River Club went well.
- The VIP party prior to the Three Dog Night concert went well.

**New Business:**

- Request for a facility rental brochure that could be out when events are using the facility.

Next meeting will be on November 22, 2021.

With no other voting business needing to be conducted, meeting was adjourned 6:29 p.m.

Minutes respectfully submitted by Jenny Collins, Secretary.

3:16 PM  
11/22/21  
Cash Basis

## Albany Area Arts Council

# Balance Sheet

### As of November 22, 2021

	Nov 22, 21
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
AAAC operational (AB&T)	35,211.24
AAAC Savings (Back Up )	12,035.68
AAAC Special Events	7,145.24
<b>Total Checking/Savings</b>	54,392.16
<b>Total Current Assets</b>	54,392.16
<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>54,392.16</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Credit Cards	
Nicole's AAAC Credit Card	137.80
<b>Total Credit Cards</b>	137.80
<b>Other Current Liabilities</b>	
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
<b>Total 24000 · Payroll Liabilities</b>	1,130.50
<b>Total Other Current Liabilities</b>	9,847.50
<b>Total Current Liabilities</b>	9,985.30
<b>Total Liabilities</b>	9,985.30
<b>Equity</b>	
32000 · Unrestricted Net Assets	48,029.82
Net Income	-3,622.96
<b>Total Equity</b>	44,406.86
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>54,392.16</b>

3:17 PM  
11/22/21  
Cash Basis

**Albany Area Arts Council**  
**Profit & Loss**  
**July 1 through November 22, 2021**

	Jul 1 - Nov 22, 21
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
45000 · Investments	
45030 · Interest-Savings, Short-term CD	0.80
<b>Total 45000 · Investments</b>	0.80
600 · Statement of Revenue	
604 · Contributions Foundations	7.67
615 · Memorials	375.00
616 · Government Grants/ COA	18,750.00
626 · Annual Juried Art Show Income	
626.4 · JAS Art Sales	469.75
<b>Total 626 · Annual Juried Art Show Income</b>	469.75
628.0 · Rental/Facility Income	
628.1 · Security Deposit Liab/Expense	-75.00
628.2 · Security Dep & Reservation Fee	600.00
628.0 · Rental/Facility Income - Other	1,550.00
<b>Total 628.0 · Rental/Facility Income</b>	2,075.00
<b>Total 600 · Statement of Revenue</b>	21,677.42
<b>Total Income</b>	21,678.22
<b>Gross Profit</b>	21,678.22
<b>Expense</b>	
65000 · Operations	
65001 · Janitorial and Cleaning Expense	
65001.1 · Janitorial Contractor	750.00
65001.2 · Cleaning Supplies	128.51
<b>Total 65001 · Janitorial and Cleaning Expe...</b>	878.51
<b>Total 65000 · Operations</b>	878.51
66000 · Payroll Expenses	5,652.50
700 · Total Expenses	
711 · Salaries	
331 · FICA	-1,071.00
332 · FED	-1,540.00
333 · STATE TAXES	-840.00
711 · Salaries - Other	14,000.00
<b>Total 711 · Salaries</b>	10,549.00
732 · Travel and Meetings	71.24
733 · Computer Expenses	
733.1 · Website, Web Apps & EMarketing	190.50
733.2 · Software Updates	36.00
733.3 · Printer & Print Related Expense	51.80
733 · Computer Expenses - Other	283.47
<b>Total 733 · Computer Expenses</b>	561.77
744 · Dues,Subscription&Membership	337.00
751 · Nonemployee Expense	80.00
757 · Insurance - Liability	1,853.00
758 · Workmen's Comp. Ins.	383.00
765 · Legal & Accounting	50.00
766 · Miscellany	0.00
770 · Office Supplies	322.46
774 · Postage	245.00
777 · Rental Expense	
777.1 · Security Guard Expense	200.00

3:17 PM  
11/22/21  
Cash Basis

**Albany Area Arts Council**  
**Profit & Loss**  
**July 1 through November 22, 2021**

---

	Jul 1 - Nov 22, 21
Total 777 · Rental Expense	200.00
778 · building Maintenance & repairs	4.86
790 · Telephone, Telecommunications	675.80
795 · Utilities	2,656.81
821 · Education Programs/ Exhibits	
821.1 · Publications & Mailing	239.88
Total 821 · Education Programs/ Exhibits	239.88
Total 700 · Total Expenses	18,229.82
826 · Annual Juried Art Show Expenses	
826.6 · JAS Art Sale - Paid to Artist	465.00
Total 826 · Annual Juried Art Show Expenses	465.00
829 · Arts Cypher Expenses	50.00
830 · Transfers	
830.4 · Paypal Fee	25.35
Total 830 · Transfers	25.35
Total Expense	25,301.18
Net Ordinary Income	-3,622.96
Net Income	<b>-3,622.96</b>