

Albany Area Arts Council, Inc

Meeting Agenda

February 22, 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 1.25.2021 meeting. (Page 2)
- IV. Review of Treasury Reports
 - a) Treasury Reports (02.22.2021) Operational Acct: \$ 26,445.74 / Special Events Acct: \$7,737.75 / Savings Acct: \$12,033.88 (Page 3)
 - b) Profit and Loss against Budget reporting FY to 1.25.2021 (Pages 4-7)
 - c) Income - Annual Budget: \$124,500.00 / FY to Date: \$44,104.59
 - d) Expenses - Annual Budget: \$102,233.00 / FY to Date: \$39,676.00
- 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.
 - b) Proposal of Britney Alfred as new Board Member. Nomination by Rachel Mansfield. Cover Letter, Performance, and Work Resumes attached. (Pages 8-10)
- VI. Project / Committee / Task Force Reports / Requirements
 - a) Sponsorship Drive (was Membership Drive)
 - Income to date: \$6978.33 (Budgeted Income \$2745)
 - b) Juried Art Show Committee has formed a proposal and commenced the work of launching our 2021 Exhibit in a Digital Format with a limited and scheduled public opening. Current planning document is attached for review as desired. (Pages 11-12)
 - c) Announcing the formation of a Marketing and Branding Committee. Current members include Tim Brock, Rachel Mansfield & Nicole as ED. Please volunteer if you would like to serve on this committee.
- VII. Old Business
- VIII. New Business to Introduce
- IX. A Next Full Board Meeting: Monday, March 22, 2021 @ 5:30PM via Zoom.
- X. Adjournment

Albany Area Arts Council, Inc.
Board of Directors Meeting
January 25, 2021
MINUTES

Attendees: Nicole Williams (Executive Director), Wendy Howell (Vice President), Jenny Collins (Secretary), Kayanne Blackwell (Treasurer), Smith Wilson (Past President), Tim Brock, Will Davis, Anthony Johnson, Jim Ligon, Rachel Mansfield, and Haley West

Meeting called to order at 5:30 pm through email by Nicole Williams, Executive Director.

Minutes from the Board of Directors meeting on November 11, 2020 were reviewed. Will Davis motioned for approval. Anthony Johnson seconded motion. Motion was approved.

Notes from Board Orientation on January 9, 2021 were reviewed.

Kayanne Blackwell presented Treasury Reports.

Nicole Williams reviewed the by-laws in regarding the size of the Board. Currently, the Board is one less than what is required. Any suggestions on additional members should email Nicole.

Nicole Williams reviewed the following projects:

- Membership Drive exceeded budgeted goal.
- Empty Bowls has been rescheduled for January 19, 2022.
- The Artist Guild show will run through March 2021.
- Juried Art Show Committee will include Nicole Williams, Wendy Howell, Will Davis and Haley West.
- Renaissance Art Connection, in honor of Femi Anderson, will be placed on hold at the moment. Planning and options of how to honor Femi are still in discussion.

Nicole Williams presented new business:

- New signage on the Arts Council Building - Kayanne Blackwell motioned for approval of proposal. Will Davis second. Motion approved.

With no other business, Will Davis motioned for adjournment. Anthony Johnson second. Motion approved.

Meeting was adjourned at 6:29 p.m.

Minutes respectfully submitted by Jenny Collins, Secretary.

1:01 PM
02/22/21
Cash Basis

Albany Area Arts Council
Balance Sheet
As of February 22, 2021

	Feb 22, 21
ASSETS	
Current Assets	
Checking/Savings	
AAAC operational (AB&T)	26,445.74
AAAC Savings (Back Up)	12,033.88
AAAC Special Events	7,737.75
Total Checking/Savings	46,217.37
Total Current Assets	46,217.37
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	46,217.37
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Nicole's AAAC Credit Card	149.00
Total Credit Cards	149.00
Other Current Liabilities	
21000 · Payroll Protection Loan (CAR...	3,500.00
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	4,630.50
Total Current Liabilities	4,779.50
Total Liabilities	4,779.50
Equity	
32000 · Unrestricted Net Assets	37,009.28
Net Income	4,428.59
Total Equity	41,437.87
TOTAL LIABILITIES & EQUITY	46,217.37

Albany Area Arts Council
Profit & Loss Budget Performance
July 2020 through February 22, 2021

	<u>Jul '20 - Feb 22</u>	<u>Annual Budget</u>
Ordinary Income/Expense		
Income		
45000 · Investments		
45030 · Interest-Savings, Short-term CD	1.21	5.00
Total 45000 · Investments	<u>1.21</u>	<u>5.00</u>
46400 · Other Types of Income		
46430 · Miscellaneous Revenue	0.00	0.00
46431 · Payroll Protection Loan (CARES)	0.00	10,500.00
Total 46400 · Other Types of Income	<u>0.00</u>	<u>10,500.00</u>
600 · Statement of Revenue		
602 · Contributions Business	0.00	2,500.00
604 · Contributions Foundations	4,594.88	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
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	0.00	0.00
626 · Annual Juried Art Show Income - Othe	0.00	0.00
Total 626 · Annual Juried Art Show Income	<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
Total 628 · Classes	<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
Total 628.0 · Rental/Facility Income	<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	7,200.00	4,245.00
630.3 · Annual Fundraiser	0.00	0.00
Total 630 · Fundraising Events	<u>9,508.50</u>	<u>45,245.00</u>
Total 600 · Statement of Revenue	<u>44,103.38</u>	<u>113,995.00</u>
631 · Paypal Process Surcharges	0.00	0.00
Total Income	<u>44,104.59</u>	<u>124,500.00</u>
Gross Profit	<u>44,104.59</u>	<u>124,500.00</u>

Albany Area Arts Council
Profit & Loss Budget Performance

July 2020 through June 2021

	<u>Jul '20 - Feb 22</u>	<u>Annual Budget</u>
Expense		
65000 · Operations		
65001 · Janitorial and Cleaning Expense		
65001.1 · Janitorial Contractor	1,200.00	1,800.00
65001.2 · Cleaning Supplies	332.16	200.00
65001.3 · Paper Supplies	0.00	500.00
Total 65001 · Janitorial and Cleaning Expense	<u>1,532.16</u>	<u>2,500.00</u>
65000 · Operations - Other	0.00	0.00
Total 65000 · Operations	<u>1,532.16</u>	<u>2,500.00</u>
66000 · Payroll Expenses	9,044.00	13,566.00
700 · Total Expenses		
711 · Salaries		
331 · FICA	-1,874.25	-3,213.00
332 · FED	-2,695.00	-4,620.00
333 · STATE TAXES	-1,470.00	-2,520.00
711 · Salaries - Other	24,500.00	42,000.00
Total 711 · Salaries	<u>18,460.75</u>	<u>31,647.00</u>
730 · Bank Charges		
730.1 · Form Printing	0.00	250.00
730 · Bank Charges - Other	39.09	0.00
Total 730 · Bank Charges	<u>39.09</u>	<u>250.00</u>
732 · Travel and Meetings	149.00	500.00
733 · Computer Expenses		
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
Total 733 · Computer Expenses	<u>696.57</u>	<u>1,170.00</u>
738 · Depreciation	0.00	1,700.00
744 · Dues,Subscription&Membership	337.00	2,400.00
749 · Board Meetings		
749.1 · Board Development Projects	0.00	0.00
749 · Board Meetings - Other	0.00	200.00
Total 749 · Board Meetings	<u>0.00</u>	<u>200.00</u>
751 · Nonemployee Expense	40.00	3,000.00
757 · Insurance - Liability	1,756.00	1,600.00
758 · Workmen's Comp. Ins.	556.00	400.00
764 · Advisory Board	0.00	100.00
765 · Legal & Accounting	700.00	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

Albany Area Arts Council
Profit & Loss Budget Performance

July 2020 through June 2021

	<u>Jul '20 - Feb 22</u>	<u>Annual Budget</u>
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
Total 777 · Rental Expense	<u>0.00</u>	<u>1,100.00</u>
778 · building Maintenance & repairs		
778.1 · Landscaping & Exterior	0.00	1,500.00
778 · building Maintenance & repairs - Other	30.00	500.00
Total 778 · building Maintenance & repairs	<u>30.00</u>	<u>2,000.00</u>
790 · Telephone, Telecommunications	1,081.28	1,500.00
795 · Utilities	4,216.52	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 - Other	244.27	1,000.00
Total 821 · Education Programs/ Exhibits	<u>344.27</u>	<u>5,000.00</u>
832 · Fund Raising Projects		
832.1 · empty bowls	112.50	0.00
832.2 · Membership	221.67	1,500.00
832.4 · DipJar	0.00	100.00
Total 832 · Fund Raising Projects	<u>334.17</u>	<u>1,600.00</u>
Total 700 · Total Expenses	<u>29,082.14</u>	<u>66,117.00</u>
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	<u>0.00</u>	<u>1,250.00</u>
823 · Corporate Art Shows		
823.1 · MillerCoors Makes Art	0.00	1,300.00
Total 823 · Corporate Art Shows	<u>0.00</u>	<u>1,300.00</u>
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
826.6 · JAS Art Sale - Paid to Artist	0.00	0.00
Total 826 · Annual Juried Art Show Expenses	<u>0.00</u>	<u>5,700.00</u>
827 · Teen Art Camp Expenses	0.00	0.00
830 · Transfers		
830.4 · Paypal Fee	17.70	300.00
Total 830 · Transfers	<u>17.70</u>	<u>300.00</u>
833 · Over the Edge	0.00	6,250.00
Total Expense	<u>39,676.00</u>	<u>96,983.00</u>
Net Ordinary Income	<u>4,428.59</u>	<u>27,517.00</u>

Albany Area Arts Council
Profit & Loss Budget Performance
July 2020 through June 2021

	<u>Jul '20 - Feb 22</u>	<u>Annual Budget</u>
Other Income/Expense		
Other Expense		
80001 · Loss on Disposal	0.00	0.00
Total Other Expense	<u>0.00</u>	<u>0.00</u>
Net Other Income	<u>0.00</u>	<u>0.00</u>
Net Income	<u><u>4,428.59</u></u>	<u><u>27,517.00</u></u>

LYRICALLY TRUE, LLC
HIPPIE CHAINS AND THINGS, LLC

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HippieChainsAndThangs@gmail.com

249 Pine Ave Apt 403
Albany, GA 31701

December 5, 2020

Albany Area Arts Council,

After graduating high school and going out of state to college, I did not think I would find myself living in Albany, GA 10 years later. I guess COVID had other plans because here I am. I've always had big dreams of being on stage with amazing artists, behind the camera, writing and producing collective projects that would plant seeds of positivity, love, and unity so that we as a people could evolve into better people. The time has now come for us to plant those seeds in our city. The people in our community are in need of something to believe in, and I would love to be apart of this massive movement to bring about effective change to not only revive the heartbeat of our city, but bring us all together so that we can function properly as one body.

I am called to action. I just want to be of service and offer what I have to help others any way that I can. I feel that I would be a great asset to the board because I have dedicated my life to the craft of networking and connecting with people not only through my entertainment gifts on stage, but also offstage. I've learned that we all have more similarities than differences, people can relate to whats real. Through communication, you have the opportunity to form real relationships. People just want to be heard and understood, I would love to provide a platform through various events for local artist to able to express themselves. Through expression, we all will connect through laughter, feeling, and good old fun. I would love to test my marketing strategies to grab the attention of the people of all ages in our community and plant seeds of togetherness.

I have attached my performance and work resumes separately and I invite you all to review them. You can also visit my website and youtube account to see a few of my performances throughout my professional career thus far. Please feel free to contact me either by phone or email.

Thank you for your time and consideration.

Kind Regards

Britney A. Alfred

Albany, GA
(229) 296-4820
Britney.Alfred@gmail.com

Britney A. Alfred

Available As Soon As Possible

STRENGTHS

Fluent English	Shift Manager	Costumer Service	Well-Rounded
Energetic	Charismatic	People Skills	Communication Skills
Singer/Performer	Problem Solver	PowerPoint	Honest
Windows	Positive	Hard Worker	Determined
Self-Motivator	Customer Service	Teachable	Microsoft Words/ Pages
Creative Thinker	Performance Study	Production Study	Marketing/Promotions
Event Coordinator	Production Manager	Director	Stage Manager

EDUCATION

Dougherty Comprehensive High School

1800 Pearce Ave.
Albany, Georgia 31705
College Prep. Diploma 2010

Alabama State University

915 South Jackson
Montgomery, Alabama 36116
BA Theatre Arts 2010-Spring 2015

WORK EXPERIENCE

Hippie Chains And Thangs, LLC	CEO Founder	2020-Current
Carnival Cruise Line	Rockbound Vocalist	2018-Current
Norwegian Cruise Line	Production Cast Singer	2016-2018
Billy Boys Bar& Grill	Bartender/ Shift leader	2016-2017
MDA(Private Contractor)	Receptionist/ Secretary	2009-2016
Creek Casino Montgomery	Bartender/ Shift Leader	2013-2015

References Available Upon Request



Britney A. Alfred

(229) 296-4820
britney.alfred@gmail.com
www.britneyalfred.com

Height: 5'4
Weight: 160lbs
Hair Color: Dark Brown
Eye Color: Dark Brown

Vocal

TOURS/SHIPS

Range: B2-B6

Carnival Cruise Line	Rockbound Singer	2018-2020
Norwegian Cruise Line	Production Cast Principle	2016-2018
After Midnight	Blues Singer/ STAR	Dir. Warren Carlye/ Jason Sparks 2017
SWING!	Jazz Singer/Ann	Dir. Lynne Taylor-Corbett 2016

THEATRE

Home	Woman 2	Dir. Andre Holland	2015
For Colored Girls	Lady in Blue	Dir. Brian Martin	2015
Rent	Maureen Johnson	Dir. Brian Martin	2015
Crowns	Wanda	Dir. Dr.Wendy Coleman	2015
The Color Purple	Shug/Dorris/Ensemble	Dir. Anthony Stockard	2014
Face Divide	Debbie	Dir. Raven Washington	2014
MLK	Runaway	Dir. Tommie T. Stewart	2014
Whitney Houston	Background Vocalist	Dir. Anthony Stockard	2013
Africa to America	Runaway Slave/Ensemble	Dir. Dr.Wendy Coleman	2012
A Song for Coretta	Mona Lisa Martin	Dir. Brian Martin	2011
Suicide Note	Bebe	Dir. Stephanie Adams	2011
The Piano Lesson	Bernice	Dir. Lisa Love	2010
The Wiz	The Lion/Addapearl	Dir. Lisa Love	2009

EDUCATION/TRAINING

Alabama State University - BA in Theatre Arts (Generalist) 2010-2015

Acting: Brian Martin, Anthony Stockard, Dr.Wendy Coleman, Dr. Tommie Stewart Dance &

Stage Movement: Lisa Love. Kevin Grant, Kenneth Hardy

Stage Management/ Production: Anthony Stockard

Voice: Mark Butler, Elvin Mallory, Brian Martin, Deelsha Archer

Make-up/ Costume: Ramona Ward

SPECIAL SKILLS

Versatile Singer; Classical, Blues, Jazz, Contemporary, Pop, Rock, Country, Disco/Boogie, R & B, Gospel. Trained Vocalist and Actress. Harmony and musical arrangement savvy. Reads sheet music. Song writer, poet, rap lyricist. Bb Clarinet training. Great at improv. Stage Combat, Combat Boxing, Accents/ Character Voices. Experienced Writer, Director, SM, ASM, Lighting Designer, Scenic Designer, Makeup Artist, and Costume Construction.

Demo CDs Available upon request (Reels on Website)

21st Annual Southwest Georgia Regional Fine Art Exhibition and Sale Planning

Event Goal and Objectives

- Provide a platform for local and regional artists to support their own artistic endeavors while promoting and preserving the culture of the arts in Albany and the region.
- Establish an online “Look book” of artists and their contact information that is accessible to both public and corporate audiences for enjoyment and / or recruitment.

Team

- Committee Members:
 - Will Davis
 - Wendy Howell
 - Haley West
 - Tim Brock (member at large – marketing and digital support liaison to ED)

Budget

- Expense Budget: \$5700 (We should come in well under this figure.)
- Income Budget: \$2000 (We will see how this plays out... it should come from entry fees.)

Event Master Plan

- Collect online and hardcopy entries from Artists
 - One entry per artist (up to 2 pieces per entry)
 - \$35 entry fee
 - Entries must fit into one of three categories (Photography & Digital Art, Painting & Mixed Media, Sculpture & Ceramics)
- Schedule times for artists to drop off artwork
- Install exhibit in Carnegie Library
- Have artwork judged for redistribution of entry fees as prize money (Judge TBD?)
- Photograph and film artwork to build digital exhibition for online viewing via website and social media vehicles
- Host an “Opening Weekend” viewing event allowing participating artists and AAAC Members to schedule a time to come in with their families and friends to view the exhibit and enjoy refreshments.
- House the exhibit for gallery hour viewing June and July

Date

- Launch prospectus between March 4th and 18th
- Entry deadline May 3
- Art drop-off May 6, 7, 8
- Show installation and digital buildout during the month of May
- Exhibit “opening” weekend June 3, 4, 5

- Exhibit closes July 28
- Artwork retrieval scheduled for 1st week of August.

Venue

- Carnegie Library Gallery

Event Branding

- Branding Committee*

Identify and Establish Partnerships & Sponsors

- Walden & Kirkland (Matterport Tour Sponsor)
- ?
- ?
- ?
- ?

Publicity Plan

- Google Ad
- Facebook Ad
- Email Blasts
- Mail Prospectus
- Albany Herald Story?

Day-Of Processes

- Day of for Drop off
- Day of for Judging
- Day of for Opening
 - Scheduling
 - Food Service
 - Prize Announcements (Maybe release announcements on Wednesday June 2nd with a Herald Story and a Facebook Live event?)