

# **Albany Area Arts Council, Inc**

## **Meeting Agenda**

March 22, 2021

5:30PM – 6:30PM

Type of Meeting: Full Board

Meeting Facilitators: Nicole Williams, Executive Director

Invitees:

Nicole Williams (ED)

Bill Swan (Pres.)

Wendy Howell (VP)

Jenny Collins (Secretary)

Kayanne Blackwell (Treas.)

Smith Wilson (Past Pres.)

Jim Ligon

Sandy Peacock

Reedi Hawkins

Sarah Schatz

Rachel Mansfield

Tim Brock

Will Davis

Haley West

Anthony Johnson

I. Call to order

II. Roll Call

III. Approval of minutes from 2.22.2021 meeting. (Page 2)

IV. Review of Treasury Reports

- a) Treasury Reports (02.22.2021) Operational Acct: \$ 24,277.43 / Special Events Acct: \$7,737.75 / Savings Acct: \$12,034.09 (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: \$49,462.38
- d) Expenses - Annual Budget: \$102,233.00 / FY to Date: \$47,212.56

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) Juried Art Show Committee is working on the launch of the JAS prospectus. The application process has been built out in the new website and all of the print materials have been designed. We are still awaiting the arrival of some print materials for mailing out the prospectus. We will launch the online application process when the paper mailings go out. Also, the ED would like to Board to consider planning a closing reception rather than an opening reception. Current planning document is attached for review as desired. (Pages 11-12)

VII. Old Business

VIII. New Business to Introduce

IX. A Next Full Board Meeting: Monday, April 26, 2021 @ 5:30PM via Zoom. Unless we are ready to start meeting in person?

X. Adjournment

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

**Attendees:** Nicole Willis (Executive Director), Bill Swan (President), Wendy Howell (Vice President), Kayanne Blackwell (Treasurer), Jim Ligon, Sandy Peacock, Tim Brock, and Anthony Johnson.

Rachel Mansfield was absent but gave Proxy to Tim Brock. Haley West and Reedi Hawkins were absent but gave Proxy to Nicole Willis.

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Meeting called to order at 5:30 pm through Zoom by Bill Swan, President.

Minutes from the Board of Directors meeting on January 25, 2021 were reviewed. Tim Brock motioned for approval. Wendy Howell seconded motion. Motion was approved.

Kayanne Blackwell presented Treasury Reports.

Nicole Willis presented Britney Alfred as potential new Board Member. Proposal was made by Rachel Mansfield, but in her absence, the board requested pushing discussion to next meeting for more information when Rachel would be present to discuss.

Nicole Williams reviewed the following projects:

- Sponsorship (Membership) Drive exceeded budgeted goal.
- Juried Art Show Committee commenced the work of launching 2021 JAS Exhibit in a Digital Format with tentative plans for a limited and scheduled public opening.
- Marketing and Branding Committee has been formed. Default members include Tim Brock, Rachel Mansfield & Nicole as ED. Sandy Peacock and Wendy Howell also volunteered to serve.

There was no old business to discuss.

No new business was introduced.

With no other business, Tim Brock motioned for adjournment. Wendy Howell seconded. Motion approved.

Meeting was adjourned at 5:55 p.m.

Minutes respectfully submitted by Nicole Willis, Secretary.

Albany Area Arts Council  
**Balance Sheet**  
As of March 22, 2021

	<u>Mar 22, 21</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
AAAC operational (AB&T)	24,277.43
AAAC Savings (Back Up )	12,034.09
AAAC Special Events	7,737.75
Total Checking/Savings	<u>44,049.27</u>
Total Current Assets	44,049.27
Fixed Assets	
15000 · Furniture and Equipment	30,470.00
17100 · Accum Depr - Furn and Equip	-30,470.00
Total Fixed Assets	<u>0.00</u>
<b>TOTAL ASSETS</b>	<b><u>44,049.27</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Credit Cards	
Nicole's AAAC Credit Card	159.85
Total Credit Cards	<u>159.85</u>
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	<u>1,130.50</u>
Total Other Current Liabilities	<u>4,630.50</u>
Total Current Liabilities	<u>4,790.35</u>
Total Liabilities	4,790.35
Equity	
32000 · Unrestricted Net Assets	37,009.28
Net Income	2,249.64
Total Equity	<u>39,258.92</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>44,049.27</u></b>

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

	P & L Jul '20 - 3.22.21	Annual Budget
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>45000 · Investments</b>		
45030 · Interest-Savings, Short-term CD	1.60	5.00
<b>Total 45000 · Investments</b>	1.60	5.00
<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>	0.00	10,500.00
<b>600 · Statement of Revenue</b>		
602 · Contributions Business	0.00	2,500.00
604 · Contributions Foundations	4,607.28	4,000.00
616 · Government Grants/ COA	33,750.00	45,000.00
621 · Education Programs/ Exhibits		
621.1 · Art Sale (Artist)	0.00	0.00
<b>Total 621 · Education Programs/ Exhibits</b>	0.00	0.00
622 · Corporate Art Shows		
622.1 · MillerCoors Makes Art	0.00	2,500.00
<b>Total 622 · Corporate Art Shows</b>	0.00	2,500.00
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 - Other	0.00	0.00
<b>Total 626 · Annual Juried Art Show Income</b>	0.00	2,000.00
627 · Teen Art Camp	0.00	0.00
628 · Classes		
Dance Classes (ATC Partnership)	0.00	750.00
<b>Total 628 · Classes</b>	0.00	750.00
628.0 · Rental/Facility Income		
628.1 · Security Deposit Liab/Expense	0.00	0.00
628.2 · Security Dep & Reservation Fee	475.00	2,000.00
628.0 · Rental/Facility Income - Other	0.00	10,000.00
<b>Total 628.0 · Rental/Facility Income</b>	475.00	12,000.00
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	8,320.00	4,245.00
630.3 · Annual Fundraiser	0.00	0.00
<b>Total 630 · Fundraising Events</b>	10,628.50	45,245.00
<b>Total 600 · Statement of Revenue</b>	49,460.78	113,995.00
631 · Paypal Process Surcharges	0.00	0.00
<b>Total Income</b>	49,462.38	124,500.00
<b>Gross Profit</b>	49,462.38	124,500.00

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

	<u>P &amp; L Jul '20 - 3.22.21</u>	<u>Annual Budget</u>
<b>Expense</b>		
<b>65000 · Operations</b>		
<b>65001 · Janitorial and Cleaning Expense</b>		
65001.1 · Janitorial Contractor	1,350.00	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 Expense</b>	<u>1,682.16</u>	<u>2,500.00</u>
65000 · Operations - Other	0.00	0.00
<b>Total 65000 · Operations</b>	<u>1,682.16</u>	<u>2,500.00</u>
<b>66000 · Payroll Expenses</b>	10,174.50	13,566.00
<b>700 · Total Expenses</b>		
<b>711 · Salaries</b>		
331 · FICA	-2,409.75	-3,213.00
332 · FED	-3,465.00	-4,620.00
333 · STATE TAXES	-1,890.00	-2,520.00
711 · Salaries - Other	31,500.00	42,000.00
<b>Total 711 · Salaries</b>	<u>23,735.25</u>	<u>31,647.00</u>
<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>	<u>39.09</u>	<u>250.00</u>
<b>732 · Travel and Meetings</b>	149.90	500.00
<b>733 · Computer Expenses</b>		
733.1 · Website, Web Apps & EMarketing	499.43	1,000.00
733.2 · Software Updates	72.00	0.00
733.3 · Printer & Print Related Expense	103.59	170.00
733 · Computer Expenses - Other	199.00	0.00
<b>Total 733 · Computer Expenses</b>	<u>874.02</u>	<u>1,170.00</u>
738 · Depreciation	0.00	1,700.00
744 · Dues,Subscription&Membership	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>	<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	35.88	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	30.00	50.00

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

	<u>P &amp; L Jul '20 - 3.22.21</u>	<u>Annual Budget</u>
<b>777 · Rental Expense</b>		
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>	<u>0.00</u>	<u>1,100.00</u>
<b>778 · building Maintenance &amp; repairs</b>		
778.1 · Landscaping & Exterior	0.00	1,500.00
778 · building Maintenance & repairs - Other	30.00	500.00
<b>Total 778 · building Maintenance &amp; repairs</b>	<u>30.00</u>	<u>2,000.00</u>
<b>790 · Telephone, Telecommunications</b>	1,348.08	1,500.00
<b>795 · Utilities</b>	4,666.80	9,000.00
<b>821 · Education Programs/ Exhibits</b>		
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
<b>Total 821 · Education Programs/ Exhibits</b>	<u>344.27</u>	<u>5,000.00</u>
<b>832 · Fund Raising Projects</b>		
832.1 · empty bowls	112.50	0.00
832.2 · Membership		
832.21 · Merchandise	20.25	
832.2 · Membership - Other	221.67	1,500.00
<b>Total 832.2 · Membership</b>	<u>241.92</u>	<u>1,500.00</u>
832.4 · DipJar	0.00	100.00
<b>Total 832 · Fund Raising Projects</b>	<u>354.42</u>	<u>1,600.00</u>
<b>Total 700 · Total Expenses</b>	<u>35,338.20</u>	<u>66,117.00</u>
<b>822 · Special Events Expenses</b>		
822.1 · Family pARTies	0.00	250.00
822.2 · Memorial Exhibition	0.00	1,000.00
<b>Total 822 · Special Events Expenses</b>	<u>0.00</u>	<u>1,250.00</u>
<b>823 · Corporate Art Shows</b>		
823.1 · MillerCoors Makes Art	0.00	1,300.00
<b>Total 823 · Corporate Art Shows</b>	<u>0.00</u>	<u>1,300.00</u>
<b>826 · Annual Juried Art Show Expenses</b>		
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
<b>Total 826 · Annual Juried Art Show Expenses</b>	<u>0.00</u>	<u>5,700.00</u>
<b>827 · Teen Art Camp Expenses</b>	0.00	0.00
<b>830 · Transfers</b>		
830.4 · Paypal Fee	17.70	300.00
<b>Total 830 · Transfers</b>	<u>17.70</u>	<u>300.00</u>

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

	<u>P &amp; L Jul '20 - 3.22.21</u>	<u>Annual Budget</u>
833 · Over the Edge	0.00	6,250.00
<b>Total Expense</b>	<u>47,212.56</u>	<u>96,983.00</u>
<b>Net Ordinary Income</b>	2,249.82	27,517.00
<b>Other Income/Expense</b>		
<b>Other Expense</b>		
80001 · Loss on Disposal	0.00	0.00
<b>Total Other Expense</b>	<u>0.00</u>	<u>0.00</u>
<b>Net Other Income</b>	0.00	0.00
<b>Net Income</b>	<u><u>2,249.82</u></u>	<u><u>27,517.00</u></u>

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**LYRICALLY TRUE, LLC**  
**HIPPIE CHAINS AND THINGS, LLC**

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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

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# Britney A. Alfred

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[www.britneyalfred.com](http://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)*

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

# Britney A. Alfred

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*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*

## 21<sup>st</sup> 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 4<sup>th</sup> and 18<sup>th</sup>
- 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 1<sup>st</sup> 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 2<sup>nd</sup> with a Herald Story and a Facebook Live event?)