Albany Area Arts Council, Inc Meeting Agenda

March 28, 2019 6:00PM – 8:00PM

Type of Meeting: Full Board

Meeting Facilitators: Smith Wilson, President

Nicole Williams, Executive Director

Invitees:

Nicole Williams (ED)

Sandy Peacock

Sylvia Maxwell

Smith Wilson (Pres.)

Sandra Smith

Carol Fullerton

Bill Swan (VP)

Femi Anderson

Wendy Howell

Kayanne Blackwell (Treas.)

Jim LeVaughn

Ray Pierotti

Erin Freeman

Jim Ligon Jenny Collins

- I. Call to order
- II. Roll Call
- III. Approval of minutes from 02.28.2019 meeting.
- IV. Treasury Reports (3.20.2019)
 - a) Operational Acet: \$15,762.54/ Special Events Acet: \$14,800.60 / Savings Acet: \$12,029.27
 - b) Income Annual Budget: \$107,753.00 / FY to Date: \$58,842.27 Expenses Annual Budget: \$103,685.92 / FY to Date: \$54,874.26
- V. Board Maintenance (Executive Committee)
 - a) Report requested from Nominating Committee Chair on proposed new board members.
 - b) Board is reminded to utilize nominating committee protocol when recommending new members. Email jbligon@bellsouth.net.
- VI. Project / Committee / Task Force Reports
 - a) Executive Committee Report
 - b) Over The Edge Requesting 4 person task force to research and make recommendation on continuing, planning, and or terminating Over the Edge Initiative
 - c) Juried Art Show (three or four person task force is needed volunteer time will be required)
 - d) Budget Planning (Treasurer will request and lead a task force for planning FY19-20 budget. Proposal must be finalized for approval prior to Annual Meeting.)

VII. Old Business

- a) Empty Bowls
 - Total Revenue \$7150.00 (ticket sales)
 - a. \$7600.00 for 2048

• Total Expense \$1417.65

- a. \$511.15 paper goods & \$906.50 Civic Center for 2019
- b. \$511.15 paper goods 2018
- Total Income: \$5732.35
 - a. \$2866.17 each for 2019
 - b. \$3544.42 each for 2018
- Request volunteers (1 or 2) to assist and attend Planning Meeting for EB 2020

VIII. Director's Report

- a) Change of opening date for Vibrant Realities opening
- b) Teen Art Camp
- c) Alonzo Lines Ballet inquiry still pending
- d) ASU request for rental facility donation has been withdrawn
- e) Discussed Chehaw Park's request for assistance / partnership with their 2nd Muckalee Creek Arts and Crafts Festival with Advisory Council.

IX. New Business

- a) See above Task Force / Committee Requests
- b) Any additional?

X. Upcoming Events

- a) Vibrant Realities by Julie Bowland opens April 5
- b) Southwest Georgia Regional Juried Art Show opens May 30
- c) Pottery by Kirby Gregory opens July 11
- d) Paintings by Rich Curtis opens Sept 5
- e) South GA College Art Competition opens Nov 1
- f) DCESS exhibit opens Dec 4
- g) Holiday pARTy Dec 14
- XI. A Next Full Board Meeting April 25, 2019

XII. Adjournment

Board Meetings 2019

January 24, 2019

February 28, 2019

March 28, 2019

April 25, 2019

May 23, 2019

June 27, 2019 (Annual Meeting)

July 25, 2019

August 22, 2019

September 26, 2019

October 24, 2019

December 12, 2019 (Board's holiday party)

Albany Area Arts Council, Inc.

Board of Directors Meeting Minutes

February 28, 2019

Attendance: Smith Wilson, Bill Swan, Kayanne Blackwell, Jim LeVaughn, Jim Ligon, Sandy Peacock, Femi Anderson, Ray Pierotti, Jenny Collins, Carol Fullerton, Wendy Howell, Joelle Fryman, Erin Freeman, and Nicole Williams

Vice President Bill Swann called the meeting to order at 5:39PM. Jim Ligon volunteered to take minutes in the absence of the secretary.

Bill Swan welcomed return board member Wendy Howell and new Board Members Joelle Fryman and Erin Freeman.

The minutes of the board meetings of June 21, 2018, July 26, 2018, August 31, 2018 and January 24, 2019 were distributed at the meeting. Jim Ligon made a motion that the minutes of the above meetings be approved as distributed. The motion was seconded by Jim LeVaughn and was passed.

The financial reports were reviewed for the Fiscal Year to date through February 15, 2019. Following a brief discussion the reports were filed for audit.

Under the topic of Board Maintenance, the position of Secretary is vacant following the resignation of Amanda Garlock due to her relocation from the Albany Community. Erin Freeman volunteered to be the acting secretary. Jim Ligon made a motion to elect Erin Freeman as the permanent Board Secretary. The motion was seconded by Sandy Peacock and was passed unanimously.

Nicole Williams reported that the Albany Area Arts Council had received a request from the Albany Symphony Orchestra for volunteers to assist with their St. Patrick's Day fundraiser at Pretoria Fields on March 15, 2019. Nicole reported that the complete financials for Empty Bowls 2019 are still waiting on a reconciliation from the SOWEGA Council on Aging. Nicole

thanked the staff of the Albany Symphony Association for their assistance in collecting tickets for Empty Bowls. The planning meeting for Empty Bowls 2020 will be pushed out to April to all the board an opportunity to review the financials from Empty Bowls 2019. Under the Executive Directors report, Nicole also reported on the progress in developing a Book Club, Teen Art Camp, and the Alonzo King Lines Ballet.

Nicole reported that Albany State University Assistant Professor Abigail Ward has requested use of the Carnegie Building for a fundraiser to benefit the students that will be participating in the study abroad in Italy the summer of 2019. Jim Ligon made a motion to donate the facility rental to ASU. The motion was seconded by Bill Swann and was passed.

The following events are on the calendar:

Julie Bowland Exhibition opens April 4

The Southwest Georgia Regional Juried Art Show opens May 30

Pottery by Kirby Gregory opens July 11

Paintings by Rich Curtis opens September 5

The South Georgia College Art Competition opens November 1

The Dougherty County Elementary School exhibit opens December 4

The Holiday pARTy is December 14.

The next meeting of the Albany Area Board of Directors will be held at the Carnegie Building on Thursday, March 28, 2019 at 5:30PM EDT.

Respectfully Submitted,

James B. Ligon

Acting Board Secretary

Albany Area Arts Council Balance Sheet

As of March 20, 2019

	Mar 20, 19		
ASSETS			
Current Assets			
Checking/Savings	45 700 54		
AAAC operational (AB&T) AAAC Savings (Back Up)	15,762.54 12,029.27		
AAAC Special Events	14,800.60		
•			
Total Checking/Savings	42,592.41		
Total Current Assets	42,592.41		
Fixed Assets			
15000 · Furniture and Equipment	35,449.96		
15900 · Leasehold Improvements	38,951.00		
17100 · Accum Depr - Furn and Equip 17300 · Accum Depr - Leasehold Imps	-33,030.55 -27,216.95		
17300 - Accum Dept - Leasenoid imps	-21,210.93		
Total Fixed Assets	14,153.46		
TOTAL ASSETS	56,745.87		
LIABILITIES & EQUITY Liabilities Current Liabilities			
Other Current Liabilities			
24000 · Payroll Liabilities	540.00		
24331 · FICA Payable 24332 · FIT W/H Payable	510.00 373.00		
24333 · GAIT W/H Payable	600.00		
•			
Total 24000 · Payroll Liabilities	1,483.00		
Total Other Current Liabilities	1,483.00		
Total Current Liabilities	1,483.00		
Total Liabilities	1,483.00		
Equity			
32000 · Unrestricted Net Assets	48,679.37		
Net Income	6,583.50		
Total Equity	55,262.87		
TOTAL LIABILITIES & EQUITY	56,745.87		

Albany Area Arts Council **Profit & Loss**

July 1, 2018 through March 28, 2019

	Jul 1, '18 - Mar 28, 19		
Ordinary Income/Expense			
Income 45000 · Investments 45030 · Interest-Savings, Short-term CD	1	.61	
Total 45000 · Investments		1.61	
600 · Statement of Revenue 604 · Contributions Foundations 616 · Government Grants/ COA 621 · Education Programs/ Exhibits 621.1 · Art Sale (Artist)	4,065 33,750 40.00		
Total 621 · Education Programs/ Exhibits	40	.00	
622 · Corporate Art Shows 622.1 · MillerCoors Makes Art	2,216.64		
Total 622 · Corporate Art Shows	2,216	5.64	
626 · Annual Juried Art Show Income 626.4 · JAS Art Sales	1,945.00		
Total 626 · Annual Juried Art Show Income	1,945.00		
628.0 · Rental/Facility Income 628.1 · Security Deposit Liab/Expense	75.00		
628.2 · Security Dep & Reservation Fee 628.0 · Rental/Facility Income - Other	1,025.00 7,650.00		
Total 628.0 · Rental/Facility Income	8,750	.00	
630 · Fundraising Events 630.1 · Empty Bowls 630.2 · Membership	2,866.17 5,225.00		
Total 630 · Fundraising Events	8,091	.17	
Total 600 · Statement of Revenue		58,857.81	
631 · Paypal Process Surcharges		-12.15	
Total Income		58,847.27	
Gross Profit		58,847.27	
Expense 65000 · Operations 65001 · Janitorial and Cleaning Expense 65001.1 · Janitorial Contractor 65001.2 · Cleaning Supplies 65001.3 · Paper Supplies 65001 · Janitorial and Cleaning Expense - Other	1,350.00 35.26 76.17 90.38		
Total 65001 · Janitorial and Cleaning Expense	1,551.81		
65000 · Operations - Other	30	0.00	
Total 65000 · Operations		1,581.81	
66000 · Payroll Expenses		9,994.92	

Albany Area Arts Council **Profit & Loss**

July 1, 2018 through March 28, 2019

	Jul 1, '18 - Mar 28, 19
700 · Total Expenses	
711 · Salaries	
331 · FICA	-2,363.85 3,457.74
332 · FED 333 · STATE TAXES	-3,457.71 -1,854.00
711 · Salaries - Other	30,899.97
	·
Total 711 · Salaries	23,224.41
730 · Bank Charges	15.00
732 · Travel and Meetings 733 · Computer Expenses	47.96
733.1 · Website, Web Apps & EMarketing 733.3 · Printer & Print Related Expense	347.88 109.12
Total 733 · Computer Expenses	457.00
744 · Dues, Subscription & Membership	1,127.00
749 · Board Meetings	213.79
751 · Nonemployee Expense	224.00
757 · Insurance - Liability	1,542.00
758 · Workmen's Comp. Ins.	368.00
764 · Advisory Board	26.46
765 · Legal & Accounting	700.00
766 · Miscellany	0.00
770 · Office Supplies	176.90
774 · Postage 777 · Rental Expense	1,241.00
777.1 · Security Guard Expense	735.00
777.2 · Security Deposit Refund	225.00
777 · Rental Expense - Other	255.14
Total 777 · Rental Expense	1,215.14
778 · building Maintenance & repairs	
778.1 Landscaping & Exterior	97.16
778 · building Maintenance & repairs - Other	30.00
Total 778 · building Maintenance & repairs	127.16
790 · Telephone, Telecommunications	968.27
795 · Utilities	6,500.35
821 · Education Programs/ Exhibits	
821.1 · Publications & Mailing	582.71
821.2 · Catering / Food & Beverage	683.21 88.08
821 · Education Programs/ Exhibits - Other	
Total 821 · Education Programs/ Exhibits 832 · Fund Raising Projects	1,354.00
832.2 · Membership	615.01
Total 832 · Fund Raising Projects	615.01
Total 700 · Total Expenses	40,143.45
822 · Special Events Expenses 822.1 · Family pARTies	108.23
Total 822 · Special Events Expenses	108.23
823 · Corporate Art Shows 823.1 · MillerCoors Makes Art	1,215.99
	<u> </u>
Total 823 · Corporate Art Shows	1,215.99

12:19 PM 03/28/19 Cash Basis

Albany Area Arts Council **Profit & Loss**

July 1, 2018 through March 28, 2019

	Jul 1, '18 - Mar 28, 19
826 · Annual Juried Art Show Expenses 826.6 · JAS Art Sale - Paid to Artist	1,700.00
Total 826 · Annual Juried Art Show Expenses	1,700.00
830 · Transfers 830.4 · Paypal Fee	129.86
Total 830 · Transfers	129.86
Total Expense	54,874.26
Net Ordinary Income	3,973.01
Net Income	3,973.01

Albany Area Arts Council Profit & Loss Budget vs. Actual

July 2018 through June 2019

	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income 45000 · Investments				
45030 · Interest-Savings, Short-term CD Total 45000 · Investments	1.79	3.00	-1.21 -1.21	59.7%
600 · Statement of Revenue	1.79	3.00	-1.21	59.7%
602 · Contributions Business 604 · Contributions Foundations	0.00 4,065.00	2,500.00 4,500.00	-2,500.00 -435.00	0.0% 90.3%
615 · Memorials	0.00	0.00	0.00	0.0%
616 · Government Grants/ COA 621 · Education Programs/ Exhibits	33,750.00	45,000.00	-11,250.00	75.0%
621.1 · Art Sale (Artist)	40.00	0.00	40.00	100.0%
Total 621 · Education Programs/ Exhibits	40.00	0.00	40.00	100.0%
622 · Corporate Art Shows 622.1 · MillerCoors Makes Art	2,216.64	2,500.00	-283.36	88.7%
Total 622 · Corporate Art Shows	2,216.64	2,500.00	-283.36	88.7%
626 · Annual Juried Art Show Income 626.1 · JAS Entry Fee	0.00	2,000.00	-2,000.00	0.0%
626.2 · JAS Ad Sales	0.00 0.00	0.00 0.00	0.00 0.00	0.0% 0.0%
626.3 · JAS Sponsorship / Donation 626.4 · JAS Art Sales	1,945.00	0.00	1,945.00	100.0%
Total 626 · Annual Juried Art Show Income	1,945.00	2,000.00	-55.00	97.3%
627 · Teen Art Camp 627.1 · Student Scholarships 627 · Teen Art Camp - Other	0.00 0.00	0.00 1,000.00	0.00 -1,000.00	0.0% 0.0%
Total 627 · Teen Art Camp	0.00	1,000.00	-1,000.00	0.0%
628 · Classes Dance Classes (ATC Partnership)	0.00	750.00	-750.00	0.0%
Total 628 · Classes	0.00	750.00	-750.00	0.0%
628.0 · Rental/Facility Income 628.1 · Security Deposit Liab/Expense	75.00	0.00	75.00	100.0%
628.2 · Security Dep & Reservation Fee 628.0 · Rental/Facility Income - Other	1,025.00 7,650.00	500.00 4.000.00	525.00 3.650.00	205.0% 191.3%
Total 628.0 · Rental/Facility Income	8,750.00	4,500.00	4,250.00	191.3%
630 · Fundraising Events	5,7 55.55	1,555.55	1,250.50	1011170
630.1 · Empty Bowls 630.2 · Membership 630.3 · Annual Fundraiser	2,866.17 5,225.00 0.00	3,500.00 4,000.00 37,500.00	-633.83 1,225.00 -37,500.00	81.9% 130.6% 0.0%
Total 630 · Fundraising Events	8,091.17	45,000.00	-36,908.83	18.0%
Total 600 · Statement of Revenue	58,857.81	107,750.00	-48,892.19	54.6%
631 · Paypal Process Surcharges	-12.15			
Total Income	58,847.45	107,753.00	-48,905.55	54.6%
Gross Profit	58,847.45	107,753.00	-48,905.55	54.6%
Expense 65000 · Operations				
65001 · Janitorial and Cleaning Expense 65001.1 · Janitorial Contractor	1,350.00	1,800.00	-450.00	75.0%
65001.2 · Cleaning Supplies 65001.3 · Paper Supplies	35.26 76.17	200.00 500.00	-164.74 -423.83	17.6% 15.2%
65001 · Janitorial and Cleaning Expense - Other	90.38	0.00	90.38	100.0%
Total 65001 · Janitorial and Cleaning Expense	1,551.81	2,500.00	-948.19	62.1%
65000 · Operations - Other	30.00	0.00	30.00	100.0%
Total 65000 · Operations 66000 · Pavroll Expenses	1,581.81 9,994.92	2,500.00 12,900.00	-918.19 -2,905.08	63.3% 77.5%
700 · Total Expenses	0,004.02	12,300.00	-2,903.00	11.570
711 · Salaries 331 · FICA	-2,363.85	-3,151.80	787.95	75.0%
332 · FED 333 · STATE TAXES 711 · Salaries - Other	-3,457.71 -1,854.00 30,899.97	-4,610.28 -2,472.00 41,200.00	1,152.57 618.00 -10,300.03	75.0% 75.0% 75.0%
Total 711 · Salaries	23,224.41	30,965.92	-7,741.51	75.0%
730 · Bank Charges	15.00	0.00	15.00	100.0%
732 · Travel and Meetings 733 · Computer Expenses	47.96	200.00	-152.04	24.0%
733.1 · Website, Web Apps & EMarketing	347.88	1,000.00	-652.12 0.00	34.8% 0.0%
733.2 · Software Updates 733.3 · Printer & Print Related Expense	0.00 109.12 0.00	0.00 120.00 1,000.00	-10.88 -1,000.00	90.9% 0.0%
733 · Computer Expenses - Other Total 733 · Computer Expenses	457.00	2,120.00	-1,663.00	21.6%
738 · Depreciation	0.00	1,300.00	-1,300.00	0.0%
744 · Dues,Subscription&Membership 749 · Board Meetings	1,127.00 0.00	2,400.00	-1,273.00 0.00	47.0% 0.0%
749.1 · Board Development Projects 749 · Board Meetings - Other	213.79	200.00	13.79	106.9%
Total 749 · Board Meetings	213.79 224.00	200.00 3,000.00	13.79 -2,776.00	106.9% 7.5%
751 · Nonemployee Expense 757 · Insurance - Liability	1,542.00	1,500.00	42.00	102.8%
758 · Workmen's Comp. Ins. 764 · Advisory Board	368.00 26.46	400.00 250.00	-32.00 -223.54	92.0% 10.6%
765 · Legal & Accounting 766 · Miscellany	700.00 0.00	1,000.00 0.00	-300.00 0.00	70.0% 0.0%

Net Income

Albany Area Arts Council Profit & Loss Budget vs. Actual

July 2018 through June 2019

	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget	
767 · Advertising & Marketing 767.1 · Sentext Marketing Campaign 767 · Advertising & Marketing - Other	0.00 0.00	0.00 200.00	0.00 -200.00	0.0% 0.0%	
Total 767 · Advertising & Marketing	0.00	200.00	-200.00	0.0%	
770 · Office Supplies	176.90	600.00	-423.10	29.5%	
774 · Postage 775 · Professional Fees 777 · Rental Expense	1,241.00 0.00	1,250.00 0.00	-9.00 0.00	99.3% 0.0%	
777.1 · Security Guard Expense 777.2 · Security Deposit Refund 777 · Rental Expense - Other	735.00 225.00 255.14	1,100.00 0.00	-365.00 225.00	66.8% 100.0%	
Total 777 · Rental Expense	1,215.14	1,100.00	115.14	110.5%	
778 · building Maintenance & repairs 778.1 · Landscaping & Exterior 778 · building Maintenance & repairs - Other	97.16 30.00	500.00 500.00	-402.84 -470.00	19.4% 6.0%	
Total 778 · building Maintenance & repairs	127.16	1,000.00	-872.84	12.7%	
790 · Telephone, Telecommunications 795 · Utilities 821 · Education Programs/ Exhibits 821.1 · Publications & Mailing	968.27 6,500.35 582.71	1,500.00 9,000.00 1,000.00	-531.73 -2,499.65 -417.29	64.6% 72.2% 58.3%	
821.1 · Publications & Mailing 821.2 · Catering / Food & Beverage 821 · Education Programs/ Exhibits - Other	683.21 88.08	3,000.00	-417.29 -2,316.79	22.8%	
Total 821 · Education Programs/ Exhibits	1,354.00	4,000.00	-2,646.00	33.9%	
832 · Fund Raising Projects 832.1 · empty bowls 832.2 · Membership 832.3 · Annual Fundraiser	0.00 615.01 0.00	500.00 750.00 0.00	-500.00 -134.99 0.00	0.0% 82.0% 0.0%	
Total 832 · Fund Raising Projects	615.01	1,250.00	-634.99	49.2%	
700 · Total Expenses - Other	0.00	0.00	0.00	0.0%	
Total 700 · Total Expenses	40,143.45	63,235.92	-23,092.47		63.5%
822 · Special Events Expenses 822.1 · Family pARTies 822 · Special Events Expenses - Other	108.23 0.00	250.00 0.00	-141.77 0.00	43.3% 0.0%	
Total 822 · Special Events Expenses	108.23	250.00	-141.77		43.3%
823 · Corporate Art Shows 823.1 · MillerCoors Makes Art	1,215.99	1,300.00	-84.01	93.5%	
Total 823 · Corporate Art Shows	1,215.99	1,300.00	-84.01		93.5%
826 · Annual Juried Art Show Expenses 826.1 · JAS Catering 826.2 · JAS Publications & Mailing 826.3 · JAS Awards 826.4 · JAS Juror Fees 826.5 · JAS Miscellaneous Expenses 826.6 · JAS Art Sale - Paid to Artist	0.00 0.00 0.00 0.00 0.00 1,700.00	0.00 750.00 1,050.00 450.00 150.00	0.00 -750.00 -1,050.00 -450.00 -150.00	0.0% 0.0% 0.0% 0.0% 0.0%	
826 · Annual Juried Art Show Expenses - Other	0.00	2,400.00		0.0%	70.8%
Total 826 · Annual Juried Art Show Expenses 827 · Teen Art Camp Expenses 827.1 · TAC Instructor Compensation 827.2 · TAC Art Supplies 827 · Teen Art Camp Expenses - Other	1,700.00 0.00 0.00 0.00	1,000.00 1,000.00 250.00	-1,000.00 -1,000.00 -250.00	0.0% 0.0% 0.0%	70.6%
Total 827 · Teen Art Camp Expenses	0.00	2,250.00	-2,250.00		0.0%
830 · Transfers 830.2 · transfer to AAAC special events 830.4 · Paypal Fee	0.00 129.86	0.00 100.00	0.00 29.86	0.0% 129.9%	
Total 830 · Transfers	129.86	100.00	29.86	1	129.9%
833 · Over the Edge	0.00	18,750.00	-18,750.00		0.0%
Total Expense	54,874.26	103,685.92	-48,811.66		52.9%
Ordinary Income	3,973.19	4,067.08	-93.89		97.7%
ome	3,973.19				