

Albany Area Arts Council, Inc

Meeting Agenda

April 25, 2022

5:30PM – 6:30PM

Type of Meeting: Full Board

Meeting Facilitators: Nicole Williams, Executive Director

Invitees:

Nicole Williams (ED)	Bill Swan (Past Pres.)	Rachel Mansfield
Wendy Howell (President)	Kayanne Blackwell	Tim Brock
Will Davis (VP)	Sandy Peacock	Haley West
Jenny Collins (Secretary)	Reedi Hawkins	Anthony Johnson
Jim Ligon (Treas.)	Sarah Schatz	Britney Alfred

- I. Call to order
- II. Roll Call
- III. Approval of minutes from 3.28.2022 meeting. (Page 3-4)
- IV. Review of Treasury Reports
 - a) Treasury Reports current 4.20.22 (Page 5)
 - Operational Acct: \$40,639.17
 - Special Events Acct: \$9,068.95
 - Savings Acct: \$12,036.68
 - b) Profit and Loss against Budget reporting FY to 4.20.2022 (Pages 6-9)
 - Income - Annual Budget: \$96,817.00 / FY to Date: \$64,413.31
 - Expenses - Annual Budget: \$94,633.00 / FY to Date: \$52, 376.94
- V. Executive Committee Report
 - a) Executive Committee Report
 - b) Strategic Planning Update
- VI. Nomination Committee Report
 - a) Kayanne Blackwell Resignation (Page 10)
 - b) Board Member Commitment Letters / Board Member Contribution requirements
- VII. Executive Director Report
 - a) ASO request for volunteer assistance (4 people) May 6, 8:45-10AM
 - b) DCSS School Tour
 - c) JAS reception discussion
 - d) Request JAS Post sharing (henceforth this will be covered as a Marketing Committee Report)
- VIII. Old Business
- IX. New Business to Introduce
- X. A Next Full Board Meeting: Monday, May 23, 2022 @ 5:30PM by Zoom

XI. Adjournment

Albany Area Arts Council, Inc.
Board of Directors
March 28, 2022
MINUTES

Attendees: Nicole Williams (Executive Director), Wendy Howell (President), Will Davis (Vice President), Jenny Collins (Secretary), Jim Ligon (Treasurer), Tim Brock and Anthony Johnson

Proxies: Wendy Howell for Sandy Peacock, Tim Brock for Rachel Mansfield, and Tim Brock for Haley West

Meeting called to order at 5:55 p.m. by Wendy Howell, President.

Review of Minutes from November 2021. Jim Ligon motioned for approval. Will Davis second. Minutes were approved.

Jim Ligon, Treasurer, presented Treasury Report. Anthony Johnson motioned for approval. Will Davis second. Treasury Report was approved.

The Executive Committee and Executive Director presented the proposed new vision and mission of the Albany Area Arts Council with discussion. The beginning of a strategic plan was also reviewed. Since a quorum was not present, the proposed vision, mission and strategic plan topics will be sent to the Board by email for review and approval.

Next meeting will be on Monday, April 25, 2022 at 5:30 p.m. at the Albany Area Arts Council.

With no other voting business needing to be conducted, Jim Ligon motioned for adjournment. Anthony Johnson second. Meeting was adjourned 7:13 p.m.

Minutes respectfully submitted by Jenny Collins, Secretary.

Addendum to 3/28/2022 Minutes:

Following the conclusion of the AAAC’s Full Board Meeting 3/28/2022, Executive Director Nicole Willis emailed the board in full to request a vote to approve the new Vision and Mission Statement as proposed in the full meeting.

The email requesting a vote read as follows:

Hello everyone! I hope this finds you all well this afternoon.

I am reaching out today to provide you with the materials we covered in Monday afternoon’s Board Meeting and to ask you to vote on a specific piece of business we discussed during that meeting.

The Executive Committee has proposed introducing a Vision Statement and updating our Mission Statement as part of our efforts to organize and initiate Strategic Planning for the Albany Area Arts Council. The proposal comes as a recommendation from Committee and therefore requires no motion or second; only a yes or no vote is needed.

The proposed Vision Statement is: Uniting our communities through exploration of arts, humanities, and creative exploration.

The proposed Mission Statement is: In partnership with our communities, the AAAC empowers artists, creates diverse connections, provides educational opportunities, and champions innovation and equality in the arts and humanities.

Please understand that this is not a vote for approving a strategic plan. We are hoping to leverage the Vision and Mission to guide our Strategic Planning. We envision the full board being involved in this process through committee work that is organized around the core principals we outline in the new Mission Statement. I will be happy to field any questions you may have. (Please call me or reply directly to this email if I can help.) If you require no clarification, please vote yes or no by email reply.

Thank you for your time in reviewing this matter.

The result of that vote was:

Wendy Howell - Yes	Kayanne Blackwell - Yes	Tim Brock - Yes
Will Davis - Yes	Sandy Peacock – Yes	Haley West
Jenny Collins – Yes	Reedi Mabrey	Anthony Johnson - Yes
Jim Ligon - Yes	Sarah Schatz	Britney Alfred - Yes
Bill Swan (Past Pres.)	Rachel Mansfield - Yes	

Addendum respectfully submitted by Nicole Willis, Executive Director

Albany Area Arts Council
Balance Sheet
 As of April 20, 2022

	Apr 20, 22
ASSETS	
Current Assets	
Checking/Savings	
AAAC operational (AB&T)	40,639.17
AAAC Savings (Back Up)	12,036.68
AAAC Special Events	9,068.95
Total Checking/Savings	61,744.80
Total Current Assets	61,744.80
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	61,744.80
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Nicole's AAAC Credit Card	618.31
Total Credit Cards	618.31
Other Current Liabilities	
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	1,130.50
Total Current Liabilities	1,748.81
Total Liabilities	1,748.81
Equity	
32000 · Unrestricted Net Assets	47,959.82
Net Income	12,036.17
Total Equity	59,995.99
TOTAL LIABILITIES & EQUITY	61,744.80

Albany Area Arts Council Profit & Loss Budget Performance July 2021 through June 2022

Ordinary Income/Expense	<u>Jul '21 - April 20, 2022</u>	<u>Budget</u>
Income		
45000 · Investments		
45030 · Interest-Savings, Short-term CD	2.00	5.00
Total 45000 · Investments	<u>2.00</u>	<u>5.00</u>
46400 · Other Types of Income		
46430 · Miscellaneous Revenue	0.00	0.00
46431 · Payroll Protection Loan (CARES)	8,717.00	8,717.00
Total 46400 · Other Types of Income	<u>8,717.00</u>	<u>8,717.00</u>
600 · Statement of Revenue		
602 · Contributions Business	2,500.00	2,500.00
604 · Contributions Foundations	4,993.90	4,000.00
615 · Memorials	375.00	
616 · Government Grants/ COA	30,000.00	45,000.00
621 · Education Programs/ Exhibits		
621.1 · Art Sale (Artist)	79.47	0.00
621.2 · Art Commission	2,763.69	
621 · Education Programs/ Exhibits - Other	137.50	
Total 621 · Education Programs/ Exhibits	<u>2,980.66</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 - Oth	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	1,050.00	2,000.00
628.0 · Rental/Facility Income - Other	4,300.00	0.00
Total 628.0 · Rental/Facility Income	<u>5,275.00</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	9,100.00	8,045.00
630.3 · Annual Fundraiser	0.00	0.00
Total 630 · Fundraising Events	<u>9,100.00</u>	<u>11,545.00</u>
Total 600 · Statement of Revenue	<u>55,694.31</u>	<u>88,095.00</u>

Albany Area Arts Council Profit & Loss Budget Performance July 2021 through June 2022

	Jul '21 - April 20, 2022	Budget
Total Income	64,413.31	96,817.00
Gross Profit	64,413.31	96,817.00
Expense		
65000 · Operations		
65001 · Janitorial and Cleaning Expense		
65001.1 · Janitorial Contractor	1,500.00	1,800.00
65001.2 · Cleaning Supplies	128.51	200.00
65001.3 · Paper Supplies	99.80	500.00
Total 65001 · Janitorial and Cleaning Expense	1,728.31	2,500.00
Total 65000 · Operations	1,728.31	2,500.00
66000 · Payroll Expenses	11,305.00	13,566.00
700 · Total Expenses		
711 · Salaries		
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
Total 711 · Salaries	23,735.25	31,647.00
730 · Bank Charges		
730.1 · Form Printing	0.00	250.00
730 · Bank Charges - Other	0.00	0.00
Total 730 · Bank Charges	0.00	250.00
732 · Travel and Meetings	414.07	500.00
733 · Computer Expenses		
733.1 · Website, Web Apps & EMarketing	329.55	1,000.00
733.2 · Software Updates	36.00	0.00
733.3 · Printer & Print Related Expense	129.50	170.00
733 · Computer Expenses - Other	529.60	0.00
Total 733 · Computer Expenses	1,024.65	1,170.00
738 · Depreciation	0.00	1,700.00
744 · Dues,Subscription&Membership	487.00	2,400.00
749 · Board Meetings	0.00	200.00
751 · Nonemployee Expense	160.00	3,000.00
757 · Insurance - Liability	1,853.00	1,600.00
758 · Workmen's Comp. Ins.	370.00	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	492.64	600.00
774 · Postage	337.80	1,300.00
775 · Professional Fees	30.00	50.00
777 · Rental Expense		
777.1 · Security Guard Expense	460.00	1,100.00

Albany Area Arts Council Profit & Loss Budget Performance July 2021 through June 2022

	<u>Jul '21 - April 20, 2022</u>	<u>Budget</u>
Total 777 · Rental Expense	460.00	1,100.00
778 · building Maintenance & repairs		
778.1 · Landscaping & Exterior	55.85	1,500.00
778 · building Maintenance & repairs - Other	486.23	500.00
Total 778 · building Maintenance & repairs	542.08	2,000.00
790 · Telephone, Telecommunications	1,219.73	1,500.00
795 · Utilities	4,795.75	9,000.00
821 · Education Programs/ Exhibits		
821.1 · Publications & Mailing	828.98	1,000.00
821.2 · Catering / Food & Beverage	780.94	3,000.00
821 · Education Programs/ Exhibits - Other	0.00	1,000.00
Total 821 · Education Programs/ Exhibits	1,609.92	5,000.00
832 · Fund Raising Projects		
832.1 · empty bowls	0.00	0.00
832.2 · Membership	278.58	1,500.00
832.4 · DipJar	0.00	100.00
Total 832 · Fund Raising Projects	278.58	1,600.00
Total 700 · Total Expenses	38,510.47	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	162.02	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	37.65	150.00
826.6 · JAS Art Sale - Paid to Artist	465.00	
Total 826 · Annual Juried Art Show Expenses	664.67	5,700.00
829 · Arts Cypher Expenses	50.00	3,900.00
830 · Transfers		
830.4 · Paypal Fee	118.49	300.00
Total 830 · Transfers	118.49	300.00
833 · Over the Edge	0.00	0.00
Total Expense	52,376.94	94,633.00
Net Ordinary Income	12,036.37	2,184.00
Other Income/Expense		
Other Expense		
80001 · Loss on Disposal	0.00	0.00
Total Other Expense	0.00	0.00

Albany Area Arts Council
Profit & Loss Budget Performance
July 2021 through June 2022

	<u>Jul '21 - April 20, 2022</u>	<u>Budget</u>
Net Other Income	0.00	0.00
Net Income	<u>12,036.37</u>	<u>2,184.00</u>

From: [Kayanne Blackwell](#)
To: [Nicole Willis](#)
Subject: Board resignation
Date: Sunday, April 24, 2022 4:29:02 PM

Good afternoon,

Please accept this as my resignation from the board. I had hoped that I could continue to serve.

However, with the Covid restrictions lifting, I am back on the road which has caused me to miss the last board meeting and now the next. I want to serve well and feel as if that is not possible with so many absences.

Serving has been a pleasure and I am thankful for your friendship and that of other members as well.

Blessings to you!

Sincerely,

Kayanne K. Blackwell
PPC Partners, Inc.

AAAC Board Member Expectations

Board members should be members of the AAAC at the supporter level as a minimum.

Board members are required to maintain an active email address and to be available by telephone.

Members need to lend significant time/resources to 10-12 programming events or organizational projects per year. (Volunteer requirements may include bar tending, hosting openings, empty bowls, art show, facility maintenance, etc.)

Board members should attend board meetings monthly. After two unexcused meetings, a board member will be considered to have left the board. Members are to attend 12 meetings per year. Committee meetings can replace full board meetings, and we may limit the number of full board meetings that we have each year in order to promote engagement in committee work.

Board members will be required to serve on a minimum of two committees annually.

Sample committees needed as we move forward –

Media Committee
Communications Committee
Exhibitions Committee
Empty Bowls Committee
JAS Committee
Fundraising Committee