

# **Albany Area Arts Council, Inc**

## **Meeting Agenda**

April 26, 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

Britney Alfred

- I. Call to order
- II. Roll Call
- III. Approval of minutes from 3.22.2021 meeting. (Page 2)
- IV. Review of Treasury Reports
  - a) Treasury Reports (04.26.2021) Operational Acct: \$ 28,932.09 / Special Events Acct: \$7,252.89 / Savings Acct: \$12,034.27 (Page 3)
  - b) Profit and Loss against Budget reporting FY to 4.26.2021 (Pages 4-7)
  - c) Income - Annual Budget: \$124,500.00 / FY to Date: \$57,937.59
  - d) Expenses - Annual Budget: \$102,233.00 / FY to Date: \$52,347.01
- V. Board Maintenance (Executive Committee)
  - a) Welcome new Board Member, Britney Alfred!
  - b) Recruiting New Board Members remains a priority, but we have reached our minimum of 15 members!
- VI. Project / Committee / Task Force Reports / Requirements
  - a) Juried Art Show work is proceeding:
    - Registration closes May 3 (13 artists registered so far)
    - Art Delivery May 7
    - Digital opening June 3 – FB Live awards announcements w/ AH stories and maybe noon news?
- VII. Old Business
  - a) The new AAAC decal has been installed over the door but we are still awaiting delivery of the flags.
- VIII. New Business to Introduce
  - a) Requesting a grounds clean up day for those who can join – proposing May 8, 2021
- IX. A Next Full Board Meeting: Monday, May 24, 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**  
**March 22, 2021**  
**MINUTES**

**Attendees:** Nicole Williams (Executive Director), Jenny Collins (Secretary), Timothy Brock, Will Davis, Reedi Hawkins, Anthony Johnson, Jim Ligon, Rachel Mansfield, Sandy Peacock, and Haley West

**Proxy:** Kayanne Blackwell (Treasurer) proxy given to Jim Ligon

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Meeting called to order at 5:32 pm through email by Nicole Williams, Executive Director.

Minutes from the Board of Directors meeting were reviewed. Anthony Johnson motioned for approval. Tim Brock seconded motion. Motion was approved.

Nicole Williams present budget. Board can review on Board Portal.

Rachel Mansfield proposed new Board member, Britney Alfred. Tim Brock motioned for approval. Reedi Hawkins seconded. Motion approved.

Nicole Williams reviewed the following projects:

- Juried Art Show
  - Tim Brock is rebuilding elements, packet should be mailed soon
  - Online prospectus to launch on Tuesday
  - Opening June 1
  - Winner will be announced on Facebook with a story in Albany Herald
  - Suggestion to do a social distanced closing instead in August instead of for the opening
- Arts Council to participate in Downtown Albany Egg Hunt

Announcement:

- There will be an event to honor Femi Anderson on March 2. More details to come.

With no other business, Jim Ligon motioned for adjournment. Will Davis second. Motion approved.

Meeting was adjourned at 6:22 p.m.

Minutes respectfully submitted by Jenny Collins, Secretary.

3:03 PM  
04/26/21  
Cash Basis

**Albany Area Arts Council**  
**Balance Sheet**  
As of April 26, 2021

	Apr 26, 21
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
AAAC operational (AB&T)	28,392.09
AAAC Savings (Back Up )	12,034.27
AAAC Special Events	7,252.89
<b>Total Checking/Savings</b>	47,679.25
<b>Total Current Assets</b>	47,679.25
<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>47,679.25</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
Nicole's AAAC Credit Card	449.10
<b>Total Credit Cards</b>	449.10
<b>Other Current Liabilities</b>	
21000 · Payroll Protection Loan (CAR...	3,500.00
<b>24000 · Payroll Liabilities</b>	
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>	4,630.50
<b>Total Current Liabilities</b>	5,079.60
<b>Total Liabilities</b>	5,079.60
<b>Equity</b>	
32000 · Unrestricted Net Assets	37,009.28
Net Income	5,590.37
<b>Total Equity</b>	42,599.65
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>47,679.25</b>

**Albany Area Arts Council**  
**Profit & Loss Budget Performance**  
July 2020 through April 26, 2021

Ordinary Income/Expense	<u>Jul '20 - 4.26.21</u>	<u>Annual Budget</u>
<b>Income</b>		
<b>45000 · Investments</b>		
45030 · Interest-Savings, Short-term CD	1.81	5.00
<b>Total 45000 · Investments</b>	<b>1.81</b>	<b>5.00</b>
<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>	<b>0.00</b>	<b>10,500.00</b>
<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	41,250.00	45,000.00
<b>621 · Education Programs/ Exhibits</b>		
621.1 · Art Sale (Artist)	0.00	0.00
<b>Total 621 · Education Programs/ Exhibits</b>	<b>0.00</b>	<b>0.00</b>
<b>622 · Corporate Art Shows</b>		
622.1 · MillerCoors Makes Art	0.00	2,500.00
<b>Total 622 · Corporate Art Shows</b>	<b>0.00</b>	<b>2,500.00</b>
<b>626 · Annual Juried Art Show Income</b>		
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>	<b>0.00</b>	<b>2,000.00</b>
627 · Teen Art Camp	0.00	0.00
<b>628 · Classes</b>		
Dance Classes (ATC Partnership)	0.00	750.00
<b>Total 628 · Classes</b>	<b>0.00</b>	<b>750.00</b>
<b>628.0 · Rental/Facility Income</b>		
628.1 · Security Deposit Liab/Expense	-75.00	0.00
628.2 · Security Dep & Reservation Fee	775.00	2,000.00
628.0 · Rental/Facility Income - Other	750.00	10,000.00
<b>Total 628.0 · Rental/Facility Income</b>	<b>1,450.00</b>	<b>12,000.00</b>
<b>630 · Fundraising Events</b>		
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>	<b>10,628.50</b>	<b>45,245.00</b>
<b>Total 600 · Statement of Revenue</b>	<b>57,935.78</b>	<b>113,995.00</b>
631 · Paypal Process Surcharges	0.00	0.00
<b>Total Income</b>	<b>57,937.59</b>	<b>124,500.00</b>
<b>Gross Profit</b>	<b>57,937.59</b>	<b>124,500.00</b>

**Albany Area Arts Council**  
**Profit & Loss Budget Performance**  
July 2020 through April 26, 2021

	<u>Jul '20 - 4.26.21</u>	<u>Annual Budget</u>
<b>Expense</b>		
<b>65000 · Operations</b>		
<b>65001 · Janitorial and Cleaning Expense</b>		
65001.1 · Janitorial Contractor	1,500.00	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>1,832.16</u>	<u>2,500.00</u>
65000 · Operations - Other	0.00	0.00
<b>Total 65000 · Operations</b>	<u>1,832.16</u>	<u>2,500.00</u>
<b>66000 · Payroll Expenses</b>	11,305.00	13,566.00
<b>700 · Total Expenses</b>		
<b>711 · Salaries</b>		
331 · FICA	-2,677.50	-3,213.00
332 · FED	-3,850.00	-4,620.00
333 · STATE TAXES	-2,100.00	-2,520.00
711 · Salaries - Other	35,000.00	42,000.00
<b>Total 711 · Salaries</b>	<u>26,372.50</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	499.84	1,000.00
733.2 · Software Updates	72.00	0.00
733.3 · Printer & Print Related Expense	124.10	170.00
733 · Computer Expenses - Other	199.00	0.00
<b>Total 733 · Computer Expenses</b>	<u>894.94</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	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	30.00	50.00

**Albany Area Arts Council**  
**Profit & Loss Budget Performance**  
July 2020 through April 26, 2021

	<u>Jul '20 - 4.26.21</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	270.28	1,500.00
778 · building Maintenance & repairs - Other	30.00	500.00
<b>Total 778 · building Maintenance &amp; repairs</b>	<u>300.28</u>	<u>2,000.00</u>
<b>790 · Telephone, Telecommunications</b>	1,482.14	1,500.00
<b>795 · Utilities</b>	4,967.61	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>38,665.64</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	509.11	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>509.11</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	35.10	300.00
<b>Total 830 · Transfers</b>	<u>35.10</u>	<u>300.00</u>

Albany Area Arts Council  
**Profit & Loss Budget Performance**  
July 2020 through April 26, 2021

	<u>Jul '20 - 4.26.21</u>	<u>Annual Budget</u>
833 · Over the Edge	0.00	6,250.00
<b>Total Expense</b>	<u>52,347.01</u>	<u>96,983.00</u>
<b>Net Ordinary Income</b>	5,590.58	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>5,590.58</u></u>	<u><u>27,517.00</u></u>