

Albany Area Arts Council, Inc

Meeting Agenda

May 18, 2020

5:30PM – 6:30PM

Type of Meeting: Full Board

Meeting Facilitators: Nicole Williams, Executive Director

Invitees:

Nicole Williams (ED)

Jenny Collins (Secretary)

Jim Ligon

Bill Swan (Pres.)

Kayanne Blackwell (Treas.)

Wendy Howell (VP)

Smith Wilson (Past Pres.)

- I. Call to order
- II. Roll Call
- III. Approval of minutes from 05.13.2020 meeting.
- IV. Review of Treasury Reports
 - a) Treasury Reports (5.15.2020) Operational Acct: \$ 29588.80/ Special Events Acct: \$8451.02 / Savings Acct: \$12,032.07
 - b) Income - Annual Budget: \$114,000.00 / FY to Date: \$79,285.64
 - c) Expenses - Annual Budget: \$106,483.00 / FY to Date: \$62,923.04
- V. Board Maintenance (Executive Committee)
 - a) Slate of Officers for FY20-21
 - b) Dismissing Inactive Board Members
 - c) Recruiting New Board Members
- VI. Project / Committee / Task Force Reports / Requirements
 - a) Over The Edge
 - Committee Members (for review) are: Smith Wilson (chairperson), Wendy Howell, Jim Ligon, and Reedi Hawkins volunteered to research and make recommendations on continuing, planning, or terminating the project. (Kayanne Blackwell volunteered as an alternate member for this committee.)
 - b) Budget Planning
 - FY19-20 Committee Members were: Kayanne Blackwell (Treas.), Jim Ligon, Smith Wilson, and Bill Swan
 - c) Exhibitions / Event Approach Committee
 - Need to organize
- VII. Old Business
 - a) Rental Request
 - a) position to the AAAC's Board of Directors prior to the official inclusion of any "Organizational Applicant" into "Organizational Membership."
- VIII. New Business to Introduce
- IX. A Next Full Board Meeting currently scheduled May 28, 2020 (Should we reschedule...)

X. Adjournment

Albany Area Arts Council, Inc.
Executive Committee
May 13, 2020
MINUTES

Attendees: Nicole Williams (Executive Director), Bill Swan (President), Wendy Howell (Vice President), Jenny Collins (Secretary), Kayanne Blackwell, Jim Ligon, and Smith Wilson

Meeting called to order at 3:13 pm using online meeting tool, Zoom.

Nicole Williams, Executive Director, went over some outstanding items that need to be addressed as the Arts Council approaches the end of the fiscal year.

- FY 2021 Budget
- Slate of Officers for 2021

Bill Swan, President, added Over the Edge needs to be reviewed. Williams provided an update.

- New date – October 31, 2020
- The company is moving to even more virtual fundraising tools in light of COVID-19, but those have not been released for review yet

Executive Committee will be meeting May 18, 2020 at 5:15 to discuss fiscal year 2021. Williams will send current budget and financials for review prior to meeting.

Williams presented a request to rental the facility. The committee discussed it. Tabled a recommendation until the following meeting.

Williams reported we received the Forgivable Payroll Protection Program Loan.

With no other voting business needing to be conducted, meeting was adjourned at 3:47 pm.

Minutes respectfully submitted by Jenny Collins, Secretary.

Albany Area Arts Council
Balance Sheet
As of May 18, 2020

	<u>May 18, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
AAAC operational (AB&T)	29,588.80
AAAC Savings (Back Up)	12,032.07
AAAC Special Events	8,451.02
Total Checking/Savings	<u>50,071.89</u>
Total Current Assets	<u>50,071.89</u>
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>
TOTAL ASSETS	<u><u>50,071.89</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Nicole's AAAC Credit Card	30.00
Total Credit Cards	<u>30.00</u>
Other Current Liabilities	
24000 · Payroll Liabilities	
24331 · FICA Payable	525.30
24332 · FIT W/H Payable	384.19
24333 · GAIT W/H Payable	618.00
Total 24000 · Payroll Liabilities	<u>1,527.49</u>
Total Other Current Liabilities	<u>1,527.49</u>
Total Current Liabilities	<u>1,557.49</u>
Total Liabilities	1,557.49
Equity	
32000 · Unrestricted Net Assets	32,152.00
Net Income	16,362.40
Total Equity	<u>48,514.40</u>
TOTAL LIABILITIES & EQUITY	<u><u>50,071.89</u></u>

Albany Area Arts Council Profit & Loss Budget Performance July 2019 through June 2020

Ordinary Income/Expense	Jul '19 - Jun 20	Budget	Jul '19 - Jun 20	YTD Budget	Annual Budget	20-21 Budget
Income						
45000 · Investments						
45030 · Interest-Savings, Short-term CD	2.21	5.00	2.21	5.00	5.00	
Total 45000 · Investments	2.21	5.00	2.21	5.00	5.00	
46400 · Other Types of Income						
46430 · Miscellaneous Revenue	11,615.00		11,615.00			
46400 · Other Types of Income - Other	202.00		202.00			
Total 46400 · Other Types of Income	11,817.00		11,817.00			
600 · Statement of Revenue						
602 · Contributions Business	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	
603 · Contributions Individuals	26.00		26.00			
604 · Contributions Foundations	5,240.98	4,000.00	5,240.98	4,000.00	4,000.00	
615 · Memorials	100.00		100.00			
616 · Government Grants/ COA	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	
621 · Education Programs/ Exhibits						
621.1 · Art Sale (Artist)	516.30	0.00	516.30	0.00	0.00	
621.3 · Event Donations	63.00		63.00			
621 · Education Programs/ Exhibits - Other	155.00		155.00			
Total 621 · Education Programs/ Exhibits	734.30	0.00	734.30	0.00	0.00	
622 · Corporate Art Shows						
622.1 · MillerCoors Makes Art	0.00	2,500.00	0.00	2,500.00	2,500.00	
Total 622 · Corporate Art Shows	0.00	2,500.00	0.00	2,500.00	2,500.00	
626 · Annual Juried Art Show Income						
626.1 · JAS Entry Fee	101.00	2,000.00	101.00	2,000.00	2,000.00	
626.4 · JAS Art Sales	500.00	0.00	500.00	0.00	0.00	
Total 626 · Annual Juried Art Show Income	601.00	2,000.00	601.00	2,000.00	2,000.00	
627 · Teen Art Camp	0.00	0.00	0.00	0.00	0.00	
628 · Classes						
Dance Classes (ATC Partnership)	0.00	750.00	0.00	750.00	750.00	
Total 628 · Classes	0.00	750.00	0.00	750.00	750.00	
628.0 · Rental/Facility Income						

Albany Area Arts Council Profit & Loss Budget Performance July 2019 through June 2020

	<u>Jul '19 - Jun 20</u>	<u>Budget</u>	<u>Jul '19 - Jun 20</u>	<u>YTD Budget</u>	<u>Annual Budget</u>	20-21 Budget
628.1 · Security Deposit Liab/Expense	4.65	0.00	4.65	0.00	0.00	
628.2 · Security Dep & Reservation Fee	333.10	2,000.00	333.10	2,000.00	2,000.00	
628.0 · Rental/Facility Income - Other	3,150.00	10,000.00	3,150.00	10,000.00	10,000.00	
Total 628.0 · Rental/Facility Income	3,487.75	12,000.00	3,487.75	12,000.00	12,000.00	
630 · Fundraising Events						
630.1 · Empty Bowls	3,586.42	3,500.00	3,586.42	3,500.00	3,500.00	
630.2 · Membership	5,850.00	4,245.00	5,850.00	4,245.00	4,245.00	
630.3 · Annual Fundraiser						
630.301 · Sponsorships	0.00	0.00	0.00	0.00	0.00	
630.302 · Ticket Sales	0.00	0.00	0.00	0.00	0.00	
630.3 · Annual Fundraiser - Other	0.00	37,500.00	0.00	37,500.00	37,500.00	
Total 630.3 · Annual Fundraiser	0.00	37,500.00	0.00	37,500.00	37,500.00	
630.4 · DipJar	239.98		239.98			
630 · Fundraising Events - Other	100.00		100.00			
Total 630 · Fundraising Events	9,776.40	45,245.00	9,776.40	45,245.00	45,245.00	
Total 600 · Statement of Revenue	67,466.43	113,995.00	67,466.43	113,995.00	113,995.00	
631 · Paypal Process Surcharges	0.00	0.00	0.00	0.00	0.00	
Total Income	79,285.64	114,000.00	79,285.64	114,000.00	114,000.00	
Gross Profit	79,285.64	114,000.00	79,285.64	114,000.00	114,000.00	
Expense						
65000 · Operations						
65001 · Janitorial and Cleaning Expense						
65001.1 · Janitorial Contractor	1,650.00	1,800.00	1,650.00	1,800.00	1,800.00	
65001.2 · Cleaning Supplies	0.00	200.00	0.00	200.00	200.00	
65001.3 · Paper Supplies	0.00	500.00	0.00	500.00	500.00	
65001 · Janitorial and Cleaning Expense - Other	0.00	0.00	0.00	0.00	0.00	
Total 65001 · Janitorial and Cleaning Expense	1,650.00	2,500.00	1,650.00	2,500.00	2,500.00	
65000 · Operations - Other	0.00	0.00	0.00	0.00	0.00	
Total 65000 · Operations	1,650.00	2,500.00	1,650.00	2,500.00	2,500.00	
66000 · Payroll Expenses	12,832.49	13,566.00	12,832.49	13,566.00	13,566.00	
700 · Total Expenses						
711 · Salaries						

Albany Area Arts Council Profit & Loss Budget Performance July 2019 through June 2020

	<u>Jul '19 - Jun 20</u>	<u>Budget</u>	<u>Jul '19 - Jun 20</u>	<u>YTD Budget</u>	<u>Annual Budget</u>	20-21 Budget
331 · FICA	-2,677.50	-3,213.00	-2,677.50	-3,213.00	-3,213.00	
332 · FED	-3,850.00	-4,620.00	-3,850.00	-4,620.00	-4,620.00	
333 · STATE TAXES	-2,100.00	-2,520.00	-2,100.00	-2,520.00	-2,520.00	
711 · Salaries - Other	33,836.40	42,000.00	33,836.40	42,000.00	42,000.00	
Total 711 · Salaries	25,208.90	31,647.00	25,208.90	31,647.00	31,647.00	
730 · Bank Charges	52.03	0.00	52.03	0.00	0.00	
732 · Travel and Meetings	39.76	500.00	39.76	500.00	500.00	
733 · Computer Expenses						
733.1 · Website, Web Apps & EMarketing	347.88	1,000.00	347.88	1,000.00	1,000.00	
733.2 · Software Updates	36.00	0.00	36.00	0.00	0.00	
733.3 · Printer & Print Related Expense	118.55	170.00	118.55	170.00	170.00	
733 · Computer Expenses - Other	382.50	0.00	382.50	0.00	0.00	
Total 733 · Computer Expenses	884.93	1,170.00	884.93	1,170.00	1,170.00	
738 · Depreciation	0.00	1,700.00	0.00	1,700.00	1,700.00	
744 · Dues,Subscription&Membership	487.00	2,400.00	487.00	2,400.00	2,400.00	
749 · Board Meetings						
749.1 · Board Development Projects	0.00	0.00	0.00	0.00	0.00	
749 · Board Meetings - Other	0.00	200.00	0.00	200.00	200.00	
Total 749 · Board Meetings	0.00	200.00	0.00	200.00	200.00	
751 · Nonemployee Expense	200.00	3,000.00	200.00	3,000.00	3,000.00	
757 · Insurance - Liability	0.00	1,600.00	0.00	1,600.00	1,600.00	
758 · Workmen's Comp. Ins.	2,145.00	400.00	2,145.00	400.00	400.00	
764 · Advisory Board	115.76	100.00	115.76	100.00	100.00	
765 · Legal & Accounting	725.00	1,000.00	725.00	1,000.00	1,000.00	
766 · Miscellany	435.46	0.00	435.46	0.00	0.00	
767 · Advertising & Marketing						
767.1 · Sentext Marketing Campaign	0.00	0.00	0.00	0.00	0.00	
767 · Advertising & Marketing - Other	0.00	0.00	0.00	0.00	0.00	
Total 767 · Advertising & Marketing	0.00	0.00	0.00	0.00	0.00	
770 · Office Supplies	305.48	600.00	305.48	600.00	600.00	
774 · Postage	1,235.00	1,300.00	1,235.00	1,300.00	1,300.00	
775 · Professional Fees	30.00	50.00	30.00	50.00	50.00	

Albany Area Arts Council Profit & Loss Budget Performance July 2019 through June 2020

	<u>Jul '19 - Jun 20</u>	<u>Budget</u>	<u>Jul '19 - Jun 20</u>	<u>YTD Budget</u>	<u>Annual Budget</u>	20-21 Budget
777 · Rental Expense						
777.1 · Security Guard Expense	520.00	1,100.00	520.00	1,100.00	1,100.00	
777.2 · Security Deposit Refund	0.00	0.00	0.00	0.00	0.00	
Total 777 · Rental Expense	<u>520.00</u>	<u>1,100.00</u>	<u>520.00</u>	<u>1,100.00</u>	<u>1,100.00</u>	
778 · building Maintenance & repairs						
778.1 · Landscaping & Exterior	0.00	1,500.00	0.00	1,500.00	1,500.00	
778 · building Maintenance & repairs - Other	161.64	500.00	161.64	500.00	500.00	
Total 778 · building Maintenance & repairs	<u>161.64</u>	<u>2,000.00</u>	<u>161.64</u>	<u>2,000.00</u>	<u>2,000.00</u>	
790 · Telephone, Telecommunications	1,228.47	1,500.00	1,228.47	1,500.00	1,500.00	
795 · Utilities	4,893.03	9,000.00	4,893.03	9,000.00	9,000.00	
821 · Education Programs/ Exhibits						
821.1 · Publications & Mailing	741.34	1,000.00	741.34	1,000.00	1,000.00	
821.2 · Catering / Food & Beverage	1,212.49	3,000.00	1,212.49	3,000.00	3,000.00	
821 · Education Programs/ Exhibits - Other	0.00	0.00	0.00	0.00	0.00	
Total 821 · Education Programs/ Exhibits	<u>1,953.83</u>	<u>4,000.00</u>	<u>1,953.83</u>	<u>4,000.00</u>	<u>4,000.00</u>	
832 · Fund Raising Projects						
832.1 · empty bowls	0.00	0.00	0.00	0.00	0.00	
832.2 · Membership	1,558.99	750.00	1,558.99	750.00	750.00	
832.3 · Annual Fundraiser						
832.01 · Catering Related Expenses	0.00	0.00	0.00	0.00	0.00	
832.3 · Annual Fundraiser - Other	0.00	0.00	0.00	0.00	0.00	
Total 832.3 · Annual Fundraiser	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
832.4 · DipJar	0.00	100.00	0.00	100.00	100.00	
Total 832 · Fund Raising Projects	<u>1,558.99</u>	<u>850.00</u>	<u>1,558.99</u>	<u>850.00</u>	<u>850.00</u>	
Total 700 · Total Expenses	<u>42,180.28</u>	<u>64,117.00</u>	<u>42,180.28</u>	<u>64,117.00</u>	<u>64,117.00</u>	
822 · Special Events Expenses						
822.1 · Family pARTies	0.00	250.00	0.00	250.00	250.00	
Total 822 · Special Events Expenses	<u>0.00</u>	<u>250.00</u>	<u>0.00</u>	<u>250.00</u>	<u>250.00</u>	
823 · Corporate Art Shows						
823.1 · MillerCoors Makes Art	0.00	1,300.00	0.00	1,300.00	1,300.00	
Total 823 · Corporate Art Shows	<u>0.00</u>	<u>1,300.00</u>	<u>0.00</u>	<u>1,300.00</u>	<u>1,300.00</u>	
826 · Annual Juried Art Show Expenses						

Albany Area Arts Council
Profit & Loss Budget Performance
July 2019 through June 2020

	<u>Jul '19 - Jun 20</u>	<u>Budget</u>	<u>Jul '19 - Jun 20</u>	<u>YTD Budget</u>	<u>Annual Budget</u>	20-21 Budget
826.1 · JAS Catering	-406.58	3,000.00	-406.58	3,000.00	3,000.00	
826.2 · JAS Publications & Mailing	68.04	750.00	68.04	750.00	750.00	
826.3 · JAS Awards	0.00	1,500.00	0.00	1,500.00	1,500.00	
826.4 · JAS Juror Fees	0.00	300.00	0.00	300.00	300.00	
826.5 · JAS Miscellaneous Expenses	0.00	150.00	0.00	150.00	150.00	
826.6 · JAS Art Sale - Paid to Artist	-42.50	0.00	-42.50	0.00	0.00	
826 · Annual Juried Art Show Expenses - Other	0.00	0.00	0.00	0.00	0.00	
Total 826 · Annual Juried Art Show Expenses	-381.04	5,700.00	-381.04	5,700.00	5,700.00	
827 · Teen Art Camp Expenses						
827.1 · TAC Instructor Compensation	0.00	0.00	0.00	0.00	0.00	
827.2 · TAC Art Supplies	0.00	0.00	0.00	0.00	0.00	
827 · Teen Art Camp Expenses - Other	0.00	0.00	0.00	0.00	0.00	
Total 827 · Teen Art Camp Expenses	0.00	0.00	0.00	0.00	0.00	
830 · Transfers						
830.4 · Paypal Fee	228.81	300.00	228.81	300.00	300.00	
Total 830 · Transfers	228.81	300.00	228.81	300.00	300.00	
833 · Over the Edge	6,412.50	18,750.00	6,412.50	18,750.00	18,750.00	
Total Expense	62,923.04	106,483.00	62,923.04	106,483.00	106,483.00	
Net Ordinary Income	16,362.60	7,517.00	16,362.60	7,517.00	7,517.00	
Net Income	16,362.60	7,517.00	16,362.60	7,517.00	7,517.00	