

Albany Area Arts Council, Inc

Meeting Agenda

May 23, 2019

5:30PM – 6:30PM

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.) | Reedi Hawkins | Joelle Fryman |
| Jim LeVaughn | Ray Pierotti | Erin Freeman |
| Jim Ligon | Jenny Collins | |

- I. Call to order
- II. Roll Call
- III. Approval of minutes from 03.28.2019 meeting.
 - a) Treasury Reports (5.15.2019) Operational Acct: \$ 14,273.08/ Special Events Acct: \$14,412.94 / Savings Acct: \$12,029.66
 - b) Income - Annual Budget: \$107,753.00 / FY to Date: \$67,099.92
 - c) Expenses - Annual Budget: \$103,685.92 / FY to Date: \$64,424.68
- IV. Board Maintenance (Executive Committee)
 - a) Report from Nominating Committee Chair on proposed officers / incoming & exiting board members.
 - b) Board is reminded to utilize nominating committee protocol when recommending new members. Email jbligon@bellsouth.net.
- V. Project / Committee / Task Force Reports
 - a) Executive Committee Report – DipJar
 - Committee Members are: Smith Wilson (Pres), Bill Swan (Vice Pres), Kayanne Blackwell (Treas), Erin Freeman (Secretary), and Jim Ligon (serving as Past Pres.)
 - b) Over The Edge Report
 - Committee Members 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.)
 - c) Juried Art Show Report
 - d) Budget Planning Report
 - Committee Members are: Kayanne Blackwell (Treas.), Jim Ligon, Smith Wilson, and Bill Swan
 - e) Empty Bowls Planning Committee
 - Committee Members are: Nicole Williams, Wendy Howell, Jim Ligon, Femi Anderson and Sandy Peacock
 - f) Juried Art Show
 - Sandy Peacock (chairperson), Bill Swan, and Erin Freeman

VI. Old Business

- a) See Committee / Task Force reports

VII. Director's Report

- a) Alonzo Lines Ballet inquiry – still pending, meeting with Concert Association members should be in July.
- b) Upcoming vacation time – Director will be out of office Monday June 3 – Thursday June 13. Our Security Team will be providing Gallery Sitting services.
This expense will come from the “Non-Employee Expense” budget line item.
- c) Attached are the ByLaws relevant to “Organizational Membership”. Any organization wishing to become a Member Organization of the AAAC may use this excerpt as a reference point and guideline for requesting “Organizational Membership.” Per conversations with Advisory Council members, I do believe that we should include a step between the “Application” and “Executive Review” processes or between the “Executive Review” process and “Recommendation to the Full Board” which allows for presentation of the “Organizational Applicant” to the Advisory Council for their feedback. In the event that there is disagreement over their inclusion, the Advisory Council may utilize the process outlined in Article IV, Advisory Council, Section 1 to argue that position to the AAAC's Board of Directors prior to the official inclusion of any “Organizational Applicant” into “Organizational Membership.”

VIII. New Business

- a) Upcoming exhibitions – Create an exhibitions committee? Current proposed artists are Peggy Bruce Everett, Jim Carson, and Louise Taylor Turner
- b) Any proposed?

IX. Upcoming Events

- a) Southwest Georgia Regional Juried Art Show opens May 30
- b) Pottery by Kirby Gregory opens July 11
- c) Paintings by Rich Curtis opens Sept 5
- d) South GA College Art Competition opens Nov 1
- e) DCESS exhibit opens Dec 4
- f) Holiday pARTy Dec 14

X. A Next Full Board Meeting June 27, 2019 – ANNUAL MEETING!

XI. Adjournment

June 27, 2019 (Annual Meeting)

Board Meetings 2019

January 24, 2019

February 28, 2019

March 28, 2019

April 25, 2019

May 23, 2019

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

March 28, 2019

Attendance: Nicole Williams, Bill Swan, Kayanne Blackwell, Jim Ligon, Femi Anderson, Reedi Hawkins, Ray Pierotti, Wendy Howell, Erin Freeman, Sandy Peacock

Meeting called to order by Bill Swan at 5:34.

Minutes from February 28, 2019 were distributed and reviewed. Wendy moved to approve the minutes, and Sandy seconded. The motion passed.

Kayanne presented the treasury reports (3.20.19). We are in the black by approximately \$4,000.

The following committees haven't met, so they did not present: executive and nominating.

Over the Edge: Smith, Wendy, Jim, and Reedi volunteered to research and make recommendation on continuing, planning, or terminating the project.

Juried art show: Bill, Sandy, and Erin volunteered to man a taskforce.

Budget planning: Jim Ligon volunteered to serve on a taskforce to plan FY19-20 budget

Empty Bowls: Wendy and Sandy offered to work on possibly reimagining or moving the event for next year.

Nicole Williams presented the director's report: Vibrant Realities opening moved to 4/5. Sandy moved to cancel this year's Teen Art Camp and revisit a future session. Ray seconded. The motion passed. The Alonzo Lines Ballet inquiry is still pending. The ASU request for rental facility donation has been withdrawn. Nicole mentioned the possibility of adding new members to the Arts Council's Advisory Council. She'll present the process at the next meeting and then share with the advisory council.

Upcoming events:

- *Vibrant Realities* opens 4/5
- Southwest Georgia Regional Juried Art Show opens May 30
- Pottery by Kirby Gregory opens July 11
- Paintings by Rich Curtis opens 9/5
- South GA College Art Competition opens Nov 1
- DCESS exhibit opens Dec 4
- Holiday pARTy 12/14

Next full board meeting is April 25, 2019.

Bill Swan moved to adjourn, and Sandy seconded. The motion carried.

Treasurer's Report

May 23, 2019

Please accept my apologies for not being with you. As you meet, I am on a plane headed home from out of town work. Here's a short treasurer's report.

Financials

Balance sheet as of 5/22/19 – We have nearly \$41,000 in the bank

Income Statement for the Period July 1, 2018 through May 22, 2019 (10.5 months) –

- Revenue exceeds expenses by \$2,700.
- Total revenue is \$67K through 10.5 months against an annual budget of \$107,753. The budget includes \$37,500 for the Over the Edge fundraiser that didn't happen this year. With that notable exception, we will beat the other revenue expectations for the year ending in June. Facility income of \$11k to date far exceeds the \$4,500 budgeted. We still have two months of the City of Albany grant to be posted (May and June).
- Expenses - A new laptop was Nicole was budgeted for this fiscal year and was purchased in May. No other unusual items noted for May.

2019/2020 Budget

The Finance Committee met on April 29th and drafted the upcoming budget. We expect it to look similar to this year's budget. We are still working through a few items, the largest being the Over the Edge fundraiser. The Finance Committee will take counsel from the OTE committee in the next few weeks to determine whether it should be included in the upcoming budget. The budget will be presented for discussion and vote at the June board meeting.

Albany Area Arts Council
Profit & Loss
July 1, 2018 through May 15, 2019

Jul 1, '18 - May 15, 19

Ordinary Income/Expense

Income

| | |
|---|-----------|
| 45000 · Investments | |
| 45030 · Interest-Savings, Short-term CD | 2.00 |
| Total 45000 · Investments | 2.00 |
| 46400 · Other Types of Income | |
| 46430 · Miscellaneous Revenue | 359.26 |
| Total 46400 · Other Types of Income | 359.26 |
| 600 · Statement of Revenue | |
| 604 · Contributions Foundations | 5,065.00 |
| 616 · Government Grants/ COA | 37,500.00 |
| 621 · Education Programs/ Exhibits | |
| 621.1 · Art Sale (Artist) | 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 | 2,216.64 |
| 626 · Annual Juried Art Show Income | |
| 626.1 · JAS Entry Fee | 348.00 |
| 626.4 · JAS Art Sales | 1,945.00 |
| 626 · Annual Juried Art Show Income - Other | 70.00 |
| Total 626 · Annual Juried Art Show Income | 2,363.00 |
| 628.0 · Rental/Facility Income | |
| 628.1 · Security Deposit Liab/Expense | 300.00 |
| 628.2 · Security Dep & Reservation Fee | 1,700.00 |
| 628.0 · Rental/Facility Income - Other | 9,175.00 |
| Total 628.0 · Rental/Facility Income | 11,175.00 |
| 630 · Fundraising Events | |
| 630.1 · Empty Bowls | 2,866.17 |
| 630.2 · Membership | 5,525.00 |
| Total 630 · Fundraising Events | 8,391.17 |
| Total 600 · Statement of Revenue | 66,750.81 |
| 631 · Paypal Process Surcharges | -12.15 |
| Total Income | 67,099.92 |

Gross Profit

Expense

| | |
|---|-----------|
| 65000 · Operations | |
| 65001 · Janitorial and Cleaning Expense | |
| 65001.1 · Janitorial Contractor | 1,650.00 |
| 65001.2 · Cleaning Supplies | 125.64 |
| 65001.3 · Paper Supplies | 76.17 |
| Total 65001 · Janitorial and Cleaning Expense | 1,851.81 |
| Total 65000 · Operations | 1,851.81 |
| 66000 · Payroll Expenses | 12,431.90 |
| 700 · Total Expenses | |
| 711 · Salaries | |
| 331 · FICA | -2,626.50 |
| 332 · FED | -3,841.90 |
| 333 · STATE TAXES | -2,060.00 |
| 711 · Salaries - Other | 34,333.30 |
| Total 711 · Salaries | 25,804.90 |
| 730 · Bank Charges | 30.00 |
| 732 · Travel and Meetings | 47.96 |
| 733 · Computer Expenses | |
| 733.1 · Website, Web Apps & EMarketing | 737.88 |
| 733.2 · Software Updates | 94.00 |
| 733.3 · Printer & Print Related Expense | 135.85 |
| 733 · Computer Expenses - Other | 1,004.09 |
| Total 733 · Computer Expenses | 1,971.82 |
| 744 · Dues,Subscription&Membership | 1,127.00 |
| 749 · Board Meetings | 213.79 |
| 751 · Nonemployee Expense | 384.00 |
| 757 · Insurance - Liability | 1,542.00 |
| 758 · Workmen's Comp. Ins. | 368.00 |

Albany Area Arts Council
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July 1, 2018 through May 15, 2019

| | <u>Jul 1, '18 - May 15, 19</u> |
|---|--------------------------------|
| 764 · Advisory Board | 26.46 |
| 765 · Legal & Accounting | 725.00 |
| 766 · Miscellany | 0.00 |
| 767 · Advertising & Marketing | 31.00 |
| 770 · Office Supplies | 176.90 |
| 774 · Postage | 1,241.00 |
| 775 · Professional Fees | 30.00 |
| 777 · Rental Expense | |
| 777.1 · Security Guard Expense | 850.00 |
| 777.2 · Security Deposit Refund | 225.00 |
| 777 · Rental Expense - Other | 255.14 |
| Total 777 · Rental Expense | 1,330.14 |
| 778 · building Maintenance & repairs | |
| 778.1 · Landscaping & Exterior | 221.60 |
| 778 · building Maintenance & repairs - Other | 30.00 |
| Total 778 · building Maintenance & repairs | 251.60 |
| 790 · Telephone, Telecommunications | 1,208.12 |
| 795 · Utilities | 7,318.77 |
| 821 · Education Programs/ Exhibits | |
| 821.1 · Publications & Mailing | 582.71 |
| 821.2 · Catering / Food & Beverage | 1,291.97 |
| 821 · Education Programs/ Exhibits - Other | 88.08 |
| Total 821 · Education Programs/ Exhibits | 1,962.76 |
| 832 · Fund Raising Projects | |
| 832.2 · Membership | 615.01 |
| 832.4 · DipJar | 419.00 |
| Total 832 · Fund Raising Projects | 1,034.01 |
| Total 700 · Total Expenses | 46,825.23 |
| 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 |
| Total 823 · Corporate Art Shows | 1,215.99 |
| 826 · Annual Juried Art Show Expenses | |
| 826.2 · JAS Publications & Mailing | 140.21 |
| 826.6 · JAS Art Sale - Paid to Artist | 1,700.00 |
| Total 826 · Annual Juried Art Show Expenses | 1,840.21 |
| 830 · Transfers | |
| 830.4 · Paypal Fee | 151.31 |
| Total 830 · Transfers | 151.31 |
| Total Expense | 64,424.68 |
| Net Ordinary Income | 2,675.24 |
| Net Income | 2,675.24 |

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Article III

Organizational Membership

Section 1. Any non-profit, tax-exempt, 501(c)3 organization interested in or associated with furthering the stated purposes of this organization may apply to the Executive Committee, as defined in Article VI, Section 1 of this document, for membership in the Council. (Refer to “Attachment A” of this document for Membership Application Guidelines adopted by the Board on July 28, 2016.)

The program areas of the ALBANY AREA ARTS COUNCIL and its member organizations may include: 1) Arts Education, 2) Literature (oral and written), 3) Performing Arts (including Dance, Drama, and Music), 4) Visual Arts (including Architecture, Environmental Design, and Fine Arts), 5) Heritage Arts and Crafts, 6) Historic Preservation, 7) Developmental Programs (such as board, volunteer and staff development, etc.), and 8) Special Projects.¹⁹⁹¹

The Executive Committee, after reviewing the application for organizational membership, shall present it with a recommendation at the next meeting of the full board. A majority vote of the full board of Directors of the Council shall elect an applicant to membership. Membership, as described in Article III of this document, becomes effective immediately upon Board approval.

Section 2. Any organizational member desiring to resign from the Council shall submit a resignation in writing to the President who shall then present it to the Executive Committee. The announcement of the resignation will then be made at the next regular Board of Directors’ meeting.

Section 3. The board reserves the right to review an organization’s membership and confirm it is current with the obligations set forth in the Membership Guidelines attached hereto as Exhibit A. If it is determined by the board, said organizational member is no longer in compliance with the requirements, the board shall notify the organizational member and provided said organizational member with thirty (30) days to remedy said non-compliance. If said member fails to come into compliance within said thirty (30), upon the affirmative vote of the majority of the board said member organization shall have its membership revoked.

Exhibit A

ALBANY AREA ARTS COUNCIL

**ORGANIZATION MEMBERSHIP
GUIDELINES**

- Non-Profit 501(c)3 Documentation
- Mission/Vision Statement Goals and objectives
- By-Laws/Constitution
- List of Board of Directors
- Operational Budget (actual if possible, otherwise proposed)
- Statement of Short and Long Range Plans
- Proposed/Actual Programming
- Description of Target Audience
- Acknowledgement of AAAC's mission statement

Article IV

Advisory Council

Section 1. **Membership** – The Advisory Council shall consist of no more than two (2) representatives of each of the member organizations of the Albany Area Arts Council (usually the Director and a designated board member). It will be the responsibility of the Advisory Council to make relevant recommendations to the Board of Directors through the appropriate, designated arts representatives serving on the board. Every member organization of the Albany Area Arts Council shall have the right to be heard before any committee of the Council or before the Board of Directors provided reasonable notice of such intention has been given.

Section 2. **Meetings** – The Advisory Council shall have regular meetings during the year, and shall select three (3) representatives to serve on the Albany Area Arts Council's Board of Directors in rotating two (2) year terms with rotating representation from each member group to be voted on and approved by a majority vote at the annual meeting Board of Directors. It is the responsibility of the three (3) designated arts representatives to communicate with the Advisory Council on board matters.