

# **Albany Area Arts Council, Inc**

## **Meeting Agenda**

May 23, 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 Mabrey	Anthony Johnson
Jim Ligon (Treas.)	Sarah Schatz	Britney Alfred

- I. Call to order
- II. Roll Call
- III. Approval of minutes from 4.25.2022 meeting. (Page 2-3)
- IV. Review of Treasury Reports
  - a) Treasury Reports current 5.23.22 (Page 5)
    - Operational Acct: \$37,462.03
    - Special Events Acct: \$8,053.66
    - Savings Acct: \$12,036.88
  - b) Profit and Loss against Budget reporting FY to 4.20.2022 (Pages 5-8)
    - Income - Annual Budget: \$96,817.00 / FY to Date: \$70,341.88
    - Expenses - Annual Budget: \$94,633.00 / FY to Date: \$62,027.54
- V. Committee Reports
  - a) Executive Committee Report
    - Committee Volunteer ledger attached (page 9)
  - b) Nominating Committee Report
    - Board Member Commitment Letters / Board Member Contribution requirements
  - c) Marketing Committee
    - Request to Schedule Meeting
- VI. Executive Director Report
- VII. Old Business
- VIII. New Business to Introduce
- IX. Strategic Planning Discussion
- X. A Next Full Board Meeting: Monday, June 27, 2022 @ 5:30PM
- XI. Adjournment

**Albany Area Arts Council, Inc.**  
**Board of Directors Meeting**  
**April 25, 2022**  
**MINUTES**

**Attendees:** Nicole Willis (Executive Director), Wendy Howell (President), Will Davis (Vice President), Jenny Collins (Secretary), Jim Ligon (Treasurer), Tim Brock, Reedi Mabrey, Sandy Peacock, and Bill Swan

Wendy Howell had Haley West's proxy. Jenny Collins has Sandy Peacock's proxy after departure from meeting. Bill Swan had Anthony Jackson's proxy. Tim Brock had Rachel Mansfield's proxy.

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Meeting called to order at 5:40 p.m. by Wendy Howell, President.

Minutes from March Board Meeting were reviewed. Will Davis motioned for approval. Tim Brock second. Minutes were approved.

Reedi Mabrey suggested amending the Vision statement. Jim Ligon motioned to change the Vision statement to 'Uniting our communities through exploration of arts, humanities, and creative expression.' Reedi Mabrey second. Motion approved.

Treasury Reports were presented by Jim Ligon, Treasure. With no questions, the report will be filed for audit.

#### Nomination Committee Report

- Kayanne Blackwell resignation letter was reviewed. Jim Ligon motioned for the Board to send Kayanne a signed Oscar Raymeri print of the Carnegie Library as a thank you for her years of service. Tim Brock second. Motion approved.
- Wendy Howell, President, reviewed Board Member Commitment Letter and obligations.
- We have three Board members scheduled to roll of at the end of the fiscal year. Nomination Committee is accepting nominations for four or five new Board members.
- Slate of officers (Wendy Howell, President; Will Davis, Vice President; Jenny Collins, Secretary) as presented. Will Davis motioned for approval. Jim Ligon seconded. Motion approved.
- Nomination Committee is looking for Treasurer nominations.

#### Executive Committee Report

- Board discussed next steps regarding Strategic Planning. Nicole will email the Board for to see which committees they would like to sign up to work on.

#### Executive Director Report

- ASO requested volunteer assistance for an event on May 6. Board members volunteered to participate.
- There were over 750 DCSS students that visited Downtown locations, including the Albany Area Arts Council on April 25.
- Discussion regarding Juried Art Show reception being opened to the public has had. Decision was to wait to see how many artists entered and based on potential guests they will bring.

- Reminder to Board members to share Juried Art Show social posts on their pages.
- Rock, Paper, Scissors Show had sold 9 pieces.

#### New Business

- Jim Ligon recommended that beginning July 1, 2022 that Nicole Williams receive an increase compensation to \$48,000. Reedi Mabrey second. Motion approved.
- Jim Ligon recommended that Nicole Williams receives one-time distribution of \$4,358.50, half of leftover funds from PPE distribution. Wendy Howell seconded. Motion approved.

Next meeting will be on May 23 at 5:30 pm.

With no other voting business needing to be conducted, Jim Ligon motioned to adjournment. Will Davis second. Motion approved. Meeting was adjourned 7:31 p.m.

Minutes respectfully submitted by Jenny Collins, Secretary.

2:36 PM  
05/23/22  
Cash Basis**Albany Area Arts Council**  
**Balance Sheet**  
**As of May 23, 2022**

	<u>May 23, 22</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
AAAC operational (AB&T)	37,462.03
AAAC Savings (Back Up )	12,036.88
AAAC Special Events	8,053.66
<b>Total Checking/Savings</b>	<u>57,552.57</u>
<b>Total Current Assets</b>	<u>57,552.57</u>
<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>	<u>0.00</u>
<b>TOTAL ASSETS</b>	<b><u><u>57,552.57</u></u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
Nicole's AAAC Credit Card	148.11
<b>Total Credit Cards</b>	<u>148.11</u>
<b>Other Current Liabilities</b>	
24000 · Payroll Liabilities	
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>	<u>1,130.50</u>
<b>Total Other Current Liabilities</b>	<u>1,130.50</u>
<b>Total Current Liabilities</b>	<u>1,278.61</u>
<b>Total Liabilities</b>	1,278.61
<b>Equity</b>	
32000 · Unrestricted Net Assets	47,959.82
Net Income	8,314.14
<b>Total Equity</b>	<u>56,273.96</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>57,552.57</u></u></b>

# Albany Area Arts Council

## Profit & Loss Budget Performance

July 2021 through 5.23.22

Ordinary Income/Expense	<u>Jul '21 - 5.23.22</u>	<u>Annual Budget</u>
<b>Income</b>		
<b>45000 · Investments</b>		
45030 · Interest-Savings, Short-term CD	2.20	5.00
<b>Total 45000 · Investments</b>	<u>2.20</u>	<u>5.00</u>
<b>46400 · Other Types of Income</b>		
46430 · Miscellaneous Revenue	0.00	0.00
46431 · Payroll Protection Loan (CARES)	8,717.00	8,717.00
<b>Total 46400 · Other Types of Income</b>	<u>8,717.00</u>	<u>8,717.00</u>
<b>600 · Statement of Revenue</b>		
602 · Contributions Business	2,500.00	2,500.00
604 · Contributions Foundations	5,993.90	4,000.00
615 · Memorials	375.00	
616 · Government Grants/ COA	33,750.00	45,000.00
<b>621 · Education Programs/ Exhibits</b>		
621.1 · Art Sale (Artist)	-557.16	0.00
621.2 · Art Commission	2,763.69	
621 · Education Programs/ Exhibits - Other	137.50	
<b>Total 621 · Education Programs/ Exhibits</b>	<u>2,344.03</u>	<u>0.00</u>
<b>622 · Corporate Art Shows</b>		
622.1 · MillerCoors Makes Art	0.00	2,500.00
<b>Total 622 · Corporate Art Shows</b>	<u>0.00</u>	<u>2,500.00</u>
<b>626 · Annual Juried Art Show Income</b>		
626.1 · JAS Entry Fee	105.00	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 - Other	35.00	0.00
<b>Total 626 · Annual Juried Art Show Income</b>	<u>609.75</u>	<u>2,000.00</u>
<b>628 · Classes</b>		
Dance Classes (ATC Partnership)	0.00	750.00
<b>Total 628 · Classes</b>	<u>0.00</u>	<u>750.00</u>
<b>628.0 · Rental/Facility Income</b>		
628.1 · Security Deposit Liab/Expense	-75.00	10,000.00
628.2 · Security Dep & Reservation Fee	1,200.00	2,000.00
628.0 · Rental/Facility Income - Other	5,625.00	0.00
<b>Total 628.0 · Rental/Facility Income</b>	<u>6,750.00</u>	<u>12,000.00</u>
629 · Arts Cypher	0.00	7,800.00
<b>630 · Fundraising Events</b>		
620.5 · Over The Edge	0.00	0.00
630.1 · Empty Bowls	0.00	3,500.00
630.2 · Membership	9,300.00	8,045.00
630.3 · Annual Fundraiser	0.00	0.00
<b>Total 630 · Fundraising Events</b>	<u>9,300.00</u>	<u>11,545.00</u>
<b>Total 600 · Statement of Revenue</b>	<u>61,622.68</u>	<u>88,095.00</u>

## Albany Area Arts Council Profit & Loss Budget Performance July 2021 through 5.23.22

	<u>Jul '21 - 5.23.22</u>	<u>Annual Budget</u>
<b>Total Income</b>	70,341.88	96,817.00
<b>Gross Profit</b>	70,341.88	96,817.00
<b>Expense</b>		
<b>65000 · Operations</b>		
<b>65001 · Janitorial and Cleaning Expense</b>		
65001.1 · Janitorial Contractor	1,650.00	1,800.00
65001.2 · Cleaning Supplies	128.51	200.00
65001.3 · Paper Supplies	99.80	500.00
<b>Total 65001 · Janitorial and Cleaning Expense</b>	<u>1,878.31</u>	<u>2,500.00</u>
<b>Total 65000 · Operations</b>	1,878.31	2,500.00
<b>66000 · Payroll Expenses</b>	13,851.85	13,566.00
<b>700 · Total Expenses</b>		
<b>711 · Salaries</b>		
331 · FICA	-3,012.95	-3,213.00
332 · FED	-4,332.35	-4,620.00
333 · STATE TAXES	-2,363.10	-2,520.00
711 · Salaries - Other	39,385.00	42,000.00
<b>Total 711 · Salaries</b>	<u>29,676.60</u>	<u>31,647.00</u>
<b>730 · Bank Charges</b>		
730.1 · Form Printing	0.00	250.00
730 · Bank Charges - Other	0.00	0.00
<b>Total 730 · Bank Charges</b>	<u>0.00</u>	<u>250.00</u>
<b>732 · Travel and Meetings</b>	414.07	500.00
<b>733 · Computer Expenses</b>		
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	142.45	170.00
733 · Computer Expenses - Other	529.60	0.00
<b>Total 733 · Computer Expenses</b>	<u>1,037.60</u>	<u>1,170.00</u>
<b>738 · Depreciation</b>	0.00	1,700.00
<b>744 · Dues, Subscription &amp; Membership</b>	487.00	2,400.00
<b>749 · Board Meetings</b>	0.00	200.00
<b>751 · Nonemployee Expense</b>	320.00	3,000.00
<b>757 · Insurance - Liability</b>	1,853.00	1,600.00
<b>758 · Workmen's Comp. Ins.</b>	370.00	400.00
<b>764 · Advisory Board</b>	0.00	100.00
<b>765 · Legal &amp; Accounting</b>	725.00	1,000.00
<b>766 · Miscellany</b>	0.00	0.00
<b>767 · Advertising &amp; Marketing</b>	0.00	0.00
<b>770 · Office Supplies</b>	492.64	600.00
<b>774 · Postage</b>	337.80	1,300.00
<b>775 · Professional Fees</b>	30.00	50.00
<b>777 · Rental Expense</b>		
777.1 · Security Guard Expense	640.00	1,100.00

## Albany Area Arts Council Profit & Loss Budget Performance July 2021 through 5.23.22

	<u>Jul '21 - 5.23.22</u>	<u>Annual Budget</u>
Total 777 · Rental Expense	640.00	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	1,490.05	1,500.00
795 · Utilities	5,092.91	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	45,397.25	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	187.02	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	689.67	5,700.00
829 · Arts Cypher Expenses	50.00	3,900.00
830 · Transfers		
830.4 · Paypal Fee	160.46	300.00
Total 830 · Transfers	160.46	300.00
833 · Over the Edge	0.00	0.00
<b>Total Expense</b>	<b>62,027.54</b>	<b>94,633.00</b>
<b>Net Ordinary Income</b>	<b>8,314.34</b>	<b>2,184.00</b>
<b>Other Income/Expense</b>		
<b>Other Expense</b>		
80001 · Loss on Disposal	0.00	0.00
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>

**Albany Area Arts Council**  
**Profit & Loss Budget Performance**  
July 2021 through 5.23.22

Net Other Income  
Net Income

<b>Jul '21 - 5.23.22</b>	<b>Annual Budget</b>
0.00	0.00
<b>8,314.34</b>	<b>2,184.00</b>



## Committees Positions

Executive	Bill Swan, Wendy Howell, Jenny Collins, Jim Ligon, Will Davis
Nominating	Jim Ligon, Will Davis
Exhibitions	Bill Swan, Will Davis
AAAN	Tim Brock, Rachel Mansfield, Anthony Davis (chair), Haley West
Funding	Jenny Collins, Sandy Peacock
Marketing	Tim Brock, Rachel Mansfield, Sandy Peacock, Haley West