

Albany Area Arts Council, Inc

Meeting Agenda

May 24, 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 4.26.2021 meeting. (Page 2)

IV. Review of Treasury Reports

a) Treasury Reports (05.24.2021) Operational Acct: \$ 37,605.05 / Special Events Acct: \$7,187.64 / Savings Acct: \$12,034.48 (Page 3)

b) Profit and Loss against Budget reporting FY to 5.24.2021 (Pages 4-7)

c) Income - Annual Budget: \$124,500.00 / FY to Date: \$64934.79

d) Expenses - Annual Budget: \$102,233.00 / FY to Date: \$55,172.78

V. Board Maintenance (Executive Committee)

a) Reporting on Executive Committee work.

b) Thank you all for the Grounds work of May 8!

VI. Project / Committee / Task Force Reports / Requirements

a) Juried Art Show work is proceeding:

- 50 artists registered
- Digital opening June 3 – FB Live awards announcements w/ Webpage launch and Albany Herald story (Webpage still in development)
- No reception event.

VII. Old Business

a) Pursuant to the Board's vote on April 26, 2021, we resubmitted our application to the SBA for the second dip of the PPP. It was approved and \$8717.00 funds were dispersed 5.4.2021. Forgiveness process has not yet been determined.

VIII. New Business to Introduce

a) Arts Cypher Proposal by new member Britney Alfred (page 8)

IX. A Next Full Board Meeting: Monday, June 28, 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
April 26, 2021
MINUTES

Attendees: Nicole Williams (Executive Director), Bill Swan (President), Wendy Howell (Vice President), Jenny Collins (Secretary), Britney Alfred, Timothy Brock, Will Davis, Reedi Hawkins, Anthony Johnson, Jim Ligon, Rachel Mansfield, and Sandy Peacock

Meeting called to order at 5:30 pm by Bill Swan, President.

Minutes from the Board of Directors meeting were reviewed and amended. Jim Ligon motioned for approval of the amended minutes. Sandy Peacock seconded motion. Motion was approved.

Jim Ligon presented financial report.

Nicole Williams introduced and welcomed new board members, Britney Alfred.

Nicole Williams reviewed the following:

- Juried Art Show
 - Digital Opening – June 3 – Facebook Live event announcing winners and inviting Albany Herald and WALB to do a story that day
 - Submissions are down, but historically submissions come in late. Britney Alfred suggested reaching out to the high school seniors.
 - Encouraged all Board members to share Facebook posts

Old Business:

- Decal on the front window has been added.
- Bill Swan motioned that the Albany Area Arts Council reapply for the PPE reimbursement should it be applicable. Will Davis seconded. Motion was approved.

New Business:

- Board members will be doing a Grounds Cleaning Day on May 8 at 9 am.

With no other business, Will Davis motioned for adjournment. Wendy Howell second. Motion approved.

Meeting was adjourned at 6:07 p.m.

Minutes respectfully submitted by Jenny Collins, Secretary.

Albany Area Arts Council
Balance Sheet
As of May 25, 2021

	<u>May 25, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
AAAC operational (AB&T)	37,605.05
AAAC Savings (Back Up)	12,034.48
AAAC Special Events	7,187.64
Total Checking/Savings	<u>56,827.17</u>
Total Current Assets	56,827.17
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>56,827.17</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Nicole's AAAC Credit Card	208.58
Total Credit Cards	<u>208.58</u>
Other Current Liabilities	
21000 · Payroll Protection Loan (CAR...	8,717.00
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	<u>1,130.50</u>
Total Other Current Liabilities	<u>9,847.50</u>
Total Current Liabilities	<u>10,056.08</u>
Total Liabilities	10,056.08
Equity	
32000 · Unrestricted Net Assets	37,009.28
Net Income	9,761.81
Total Equity	<u>46,771.09</u>
TOTAL LIABILITIES & EQUITY	<u>56,827.17</u>

Albany Area Arts Council Profit & Loss Budget Performance July 2020 through May 24, 2021

Ordinary Income/Expense	<u>Jul '20 - 05/24/21</u>	<u>Annual Budget</u>
Income		
45000 · Investments		
45030 · Interest-Savings, Short-term CD	2.01	5.00
Total 45000 · Investments	<u>2.01</u>	<u>5.00</u>
46400 · Other Types of Income		
46430 · Miscellaneous Revenue	0.00	0.00
46431 · Payroll Protection Loan (CARES)	3,500.00	10,500.00
Total 46400 · Other Types of Income	<u>3,500.00</u>	<u>10,500.00</u>
600 · Statement of Revenue		
602 · Contributions Business	0.00	2,500.00
604 · Contributions Foundations	5,607.28	4,000.00
616 · Government Grants/ COA	41,250.00	45,000.00
621 · Education Programs/ Exhibits		
621.1 · Art Sale (Artist)	0.00	0.00
Total 621 · Education Programs/ Exhibits	<u>0.00</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	140.00	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
Total 626 · Annual Juried Art Show Income	<u>140.00</u>	<u>2,000.00</u>
627 · Teen Art Camp	0.00	0.00
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	0.00
628.2 · Security Dep & Reservation Fee	1,075.00	2,000.00
628.0 · Rental/Facility Income - Other	2,775.00	10,000.00
Total 628.0 · Rental/Facility Income	<u>3,775.00</u>	<u>12,000.00</u>
630 · Fundraising Events		
620.5 · Over The Edge	2,308.50	37,500.00
630.1 · Empty Bowls	0.00	3,500.00
630.2 · Membership	8,352.00	4,245.00
630.3 · Annual Fundraiser	0.00	0.00
Total 630 · Fundraising Events	<u>10,660.50</u>	<u>45,245.00</u>
Total 600 · Statement of Revenue	<u>61,432.78</u>	<u>113,995.00</u>
631 · Paypal Process Surcharges	0.00	0.00
Total Income	<u>64,934.79</u>	<u>124,500.00</u>
Gross Profit	<u>64,934.79</u>	<u>124,500.00</u>

Albany Area Arts Council Profit & Loss Budget Performance July 2020 through May 24, 2021

	<u>Jul '20 - 05/24/21</u>	<u>Annual Budget</u>
Expense		
65000 · Operations		
65001 · Janitorial and Cleaning Expense		
65001.1 · Janitorial Contractor	1,650.00	1,800.00
65001.2 · Cleaning Supplies	332.16	200.00
65001.3 · Paper Supplies	0.00	500.00
Total 65001 · Janitorial and Cleaning Expense	<u>1,982.16</u>	<u>2,500.00</u>
65000 · Operations - Other	0.00	0.00
Total 65000 · Operations	<u>1,982.16</u>	<u>2,500.00</u>
66000 · Payroll Expenses	12,435.50	13,566.00
700 · Total Expenses		
711 · Salaries		
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
Total 711 · Salaries	<u>26,372.50</u>	<u>31,647.00</u>
730 · Bank Charges		
730.1 · Form Printing	125.97	250.00
730 · Bank Charges - Other	39.09	0.00
Total 730 · Bank Charges	<u>165.06</u>	<u>250.00</u>
732 · Travel and Meetings	149.90	500.00
733 · Computer Expenses		
733.1 · Website, Web Apps & EMarketing	513.75	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
Total 733 · Computer Expenses	<u>908.85</u>	<u>1,170.00</u>
738 · Depreciation	0.00	1,700.00
744 · Dues,Subscription&Membership	337.00	2,400.00
749 · Board Meetings		
749.1 · Board Development Projects	26.20	0.00
749 · Board Meetings - Other	0.00	200.00
Total 749 · Board Meetings	<u>26.20</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	720.00	1,000.00
766 · Miscellany	0.00	0.00
767 · Advertising & Marketing	664.40	0.00
770 · Office Supplies	145.50	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 May 24, 2021

	<u>Jul '20 - 05/24/21</u>	<u>Annual Budget</u>
777 · Rental Expense		
777.1 · Security Guard Expense	190.00	1,100.00
777.2 · Security Deposit Refund	0.00	0.00
777 · Rental Expense - Other	0.00	0.00
Total 777 · Rental Expense	<u>190.00</u>	<u>1,100.00</u>
778 · building Maintenance & repairs		
778.1 · Landscaping & Exterior	270.28	1,500.00
778 · building Maintenance & repairs - Other	30.00	500.00
Total 778 · building Maintenance & repairs	<u>300.28</u>	<u>2,000.00</u>
790 · Telephone, Telecommunications	1,616.20	1,500.00
795 · Utilities	5,211.94	9,000.00
821 · Education Programs/ Exhibits		
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
Total 821 · Education Programs/ Exhibits	<u>344.27</u>	<u>5,000.00</u>
832 · Fund Raising Projects		
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
Total 832.2 · Membership	<u>241.92</u>	<u>1,500.00</u>
832.4 · DipJar	0.00	100.00
Total 832 · Fund Raising Projects	<u>354.42</u>	<u>1,600.00</u>
Total 700 · Total Expenses	<u>40,128.52</u>	<u>66,117.00</u>
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	<u>0.00</u>	<u>1,250.00</u>
823 · Corporate Art Shows		
823.1 · MillerCoors Makes Art	0.00	1,300.00
Total 823 · Corporate Art Shows	<u>0.00</u>	<u>1,300.00</u>
826 · Annual Juried Art Show Expenses		
826.1 · JAS Catering	0.00	3,000.00
826.2 · JAS Publications & Mailing	550.11	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	4.31	150.00
826.6 · JAS Art Sale - Paid to Artist	0.00	0.00
Total 826 · Annual Juried Art Show Expenses	<u>554.42</u>	<u>5,700.00</u>
827 · Teen Art Camp Expenses	0.00	0.00
830 · Transfers		
830.4 · Paypal Fee	72.18	300.00
Total 830 · Transfers	<u>72.18</u>	<u>300.00</u>

Albany Area Arts Council
Profit & Loss Budget Performance
July 2020 through May 24, 2021

	<u>Jul '20 - 05/24/21</u>	<u>Annual Budget</u>
833 · Over the Edge	0.00	6,250.00
Total Expense	<u>55,172.78</u>	<u>96,983.00</u>
Net Ordinary Income	9,762.01	27,517.00
Other Income/Expense		
Other Expense		
80001 · Loss on Disposal	0.00	0.00
Total Other Expense	<u>0.00</u>	<u>0.00</u>
Net Other Income	0.00	0.00
Net Income	<u><u>9,762.01</u></u>	<u><u>27,517.00</u></u>

ALBANY AREA ARTS COUNCIL

Arts Cypher Project Proposal

Prepared for: AAAC Board Members

Prepared by: Britney A. Alfred, New Board Member

May 12, 2021

Proposal number: 1

ALBANY AREA ARTS COUNCIL

EXECUTIVE SUMMARY

Introduction

The energy in our city is shifting, the land is fertile to plant seeds of hope, positivity, and unity. The arts can be used as a key component and driving accelerant to bring our community together through entertainment, laughter, self expression, and creativity. Art in any form just makes you feel good, it can spark joy, warmth, release, and all kinds of healing.

As the world rebuilds, recovers, and businesses reopen after the effects of COVID-19, we have the opportunity to write a new narrative for the collective; a fresh start together. A lot of performing artists in our city are looking for venues to express themselves in their creative outlets. It would be wonderful if we presented them with a platform; a show, that bridges the gap between the fine artists and performing artists.

This show will not only bring more attention to and awareness of the AAAC, it will greatly accumulate an influx in events, future partnerships with rotating artists, but also financial expansion.

Arts Cypher Mission Statement

The mission of The Albany Area Arts Council's Arts Cypher is to create a one-of-a-kind arts and entertainment experience for members of our local community, while also providing creative and consistent performance and financial opportunities for local artists and performers.

Objective | Project Outline | Details

This proposal is a by monthly arts cypher. The cypher will be a gathering of artists such as painters, sculptures, singers of all genres, musicians, poets, dancers and more. The by monthly shows are dedicated to a specific genre of music and art. Every show is different and catered to the genre of music ranging from country, rock, pop, jazz, neo soul, smooth R&B, 70's/80's disco, afro punk, and so much more.

Allow me to paint the picture for you...

Example: Show Genre/Theme of the month "Jazz"

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- When you first walk into the AAAC building, the show begins by the greeting of the host. We want you to feel as if you were in a jazz scene of blues, funk, and soul. The host directs the audience members to the room on the left, the right, then back left, and finally the back right room.
 - Each of the first 3 main rooms houses a different set of one artist and one performer where they will have a 15-20 minute set before the audience migrates to the next room. The 4th main room contains a live band. At the conclusion of the 3rd segment, all of the artists, performers, and audience members gather in the 4th room for a final performance with the band.
 - Each of the first 3 rooms has a different Fine Artist who paints while the performing artist speaks, dances, plays, and or sings. Their work may be showcased for purchase and he or she will create a work on the spot during the performance to capture the energy in the room. The art work can be purchased during the 4th segment.
 - The idea is to elevate the energy as we move to each room. Here's an example of a show setup:
 - 1st room Painters | Sculptures/Pottery | Hosts Elaborate on the genre/era/theme (20Mins)
 - 2nd room consists of Fine Artist(s) | Percussionist | Poet | Dancer (20Mins)
 - 3rd room consists of Fine Artist(s) | Guitar | Singer/Poet | Dancer(s) (20Mins)
 - 4th room consists of Fine Artist(s) | Full Band | Singer(s) | Dancer (s) (20Mins)
 - Show Duration Approximately 1hr 30mins
 - Refreshments are optional.

Projected Strategy

- * Nicole has an idea for an open mic. It will be a great ice breaker to experience and to open the doors of the AAAC to performance based artists as a way to attract and engage performers.
 - * Email blast and social media sign up sheet to pull in the pool of talents aside from the artists we all personally know. Rachel Mansfield and I (Britney Alfred) can pull our artistic friends together to present a show and take note of how the public receives us in this space. This will also initiate chatter around the city.
 - * Committee Members come together and lock in the final logistics and draw up contracts for each individual to sign tailored to their specific role.
 - * Set a date and time for an in person interest meeting for Arts Cypher.
 - * Artists are responsible for rehearsing on their own until the show week where we will have a tech and then full rehearsal run of the show before the actual show day.
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* Promo|Marketing: word of mouth, social media, flyers posters through out the city at approved spots, radio broadcast. At every show, have a contact sheet for guests and artists to fill out for future events.

Estimated Budget

This is a general guideline of what we would need to spend and what we can probably expect to collect. If the proposal is furthered, a committee will need to be formed and those members can collectively discuss where funds should be dispersed and tailor contracts accordingly.

Expense Description	Quantity	Cost
Fine Arts Artists	3	\$300
Performing Arts Artists	3	\$300
Musicians (Band for final room)	5	\$500
Lights Sound (provided by performers & musicians)	0	
Host	1	\$100
Photographer / Videographer	1	\$100
Marketing Promotion		
Refreshments (Optional)		
Set Up Clean Up		
Total		\$1300

Income Description	Quantity	Cost
Ticket Sales for 1 st Show	26	\$50
Ticket Sales for 2 nd Show	26	\$50
Other		
Total		\$2600