

Albany Area Arts Council, Inc

Meeting Agenda

June 27, 2022

5:30PM – 6:30PM

Type of Meeting: Full Board

Meeting Facilitators: Nicole Williams, Executive Director

Invitees:

Nicole Williams (ED)

Wendy Howell (President)

Will Davis (VP)

Jenny Collins (Secretary)

Jim Ligon (Treas.)

Bill Swan (Past Pres.)

Kayanne Blackwell

Sandy Peacock

Reedi Mabrey

Sarah Schatz

Rachel Mansfield

Tim Brock

Anthony Johnson

Britney Alfred

- I. Call to order
- II. Roll Call
- III. Approval of minutes from 5.23.2022 meeting. (Page 2-3)
- IV. Review of Treasury Reports
 - a) Treasury Reports current 5.23.22 (Page 4)
 - Operational Acct: \$38,821.67
 - Special Events Acct: \$6,422.61
 - Savings Acct: \$12,037.08
 - b) Profit and Loss against Budget reporting FY to 4.20.2022 (Pages 5-8)
 - Income - Annual Budget: \$96,817.00 / FY to Date: \$81,019.86
 - Expenses - Annual Budget: \$94,633.00 / FY to Date: \$73,487.75
- V. Committee Reports
 - a) Executive Committee Report
 - Budget Proposal FY 22-23
 - b) Nominating Committee Report
 - Haley West resignation
 - Board Member Commitment Letters / Board Member Contribution requirements
 - c) Marketing Committee Report
- VI. Executive Director Report
- VII. Old Business
- VIII. New Business to Introduce
- IX. Strategic Planning Discussion
- X. A Next Full Board Meeting: Monday, July 27, 2022 @ 5:30PM – can we do the 18th?
- XI. Adjournment

Albany Area Arts Council, Inc.
Board of Directors Meeting
May 23, 2022
MINUTES

Attendees: Nicole Willis (Executive Director), Wendy Howell (President), Jim Ligon (Treasurer), Tim Brock, Reedi Mabrey, and Rachel Mansfield

Wendy Howell had Haley West's proxy. Reedi Mabrey had Anthony Johnson's proxy. Jim Ligon had Will Davis' proxy.

Meeting called to order at 5:41 p.m. by Wendy Howell, President.

Minutes from March Board Meeting were reviewed. Tim Brock motioned for approval. Jim Ligon second. Minutes were approved.

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

Executive Committee Report

- Reviewed committee assignments based on Board response to email request. They are:
 - Executive: Bill Swan, Wendy Howell, Jenny Collins, Jim Ligon, Will Davis
 - Nominating: Jim Ligon, Will Davis, Reedi Mabrey
 - 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, Reedi Mabrey, Wendy Howell

Marketing Committee Report

- Scheduled meeting prior to next full board meeting.

Nomination Committee Report

- ED is to send invoice for annual sponsorship to Board members who have not contributed in this FY. Another invoice will be sent to all Board members after FY change.
- Discussed need for new treasurer. Reedi Hawkins offered to report back at next meeting with options for a new Board member recruited to fill that position specifically.
- ED is to poll Board members by email if a time change for the meeting would increase attendance.
- 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.

Executive Director Report

- Thank you to Jenny Collins, Time Brock, and Rachel Mansfield for assisting ASO with LinkUp concert.
- Following finalized artist registration for JAS 2022, the decision was made by email among ED and Exec. Committee to ticket the Opening Reception event. 2 tickets per artist and 2 tickets per annual sponsor. Tickets have been mailed to sponsors. Artists were informed at art drop. A guest list will be checked at the door.
- ED requested volunteer assistance from the Board for the JAS 2022 opening reception. She is to email the board with a volunteer sign up list.

New Business

- Albany Chamber of Commerce is requesting venue sponsorship to host a launch party for their Ray magazine. It would be held during JAS 2022 and should bring significant additional foot traffic. Arts Council Board and representatives would be encouraged to attend as ambassadors. Tim Brock motioned to donate the venue rental. Rachel Mansfield seconded. Motion passed.

Next meeting will be on June 27 at 5:30 pm.

With no other voting business needing to be conducted, Jim Ligon motioned to adjourn. Tim Brock second. Motion approved. Meeting was adjourned 6:47 p.m.

Minutes respectfully submitted by Nicole Willis, Executive Director.

Albany Area Arts Council
Balance Sheet
As of June 30, 2022

	<u>Jun 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
AAAC operational (AB&T)	38,821.67
AAAC Savings (Back Up)	12,037.08
AAAC Special Events	6,422.61
Total Checking/Savings	<u>57,281.36</u>
Total Current Assets	<u>57,281.36</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>57,281.36</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Nicole's AAAC Credit Card	658.93
Total Credit Cards	<u>658.93</u>
Other Current Liabilities	
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>1,130.50</u>
Total Current Liabilities	<u>1,789.43</u>
Total Liabilities	<u>1,789.43</u>
Equity	
32000 · Unrestricted Net Assets	47,959.82
Net Income	7,532.11
Total Equity	<u>55,491.93</u>
TOTAL LIABILITIES & EQUITY	<u><u>57,281.36</u></u>

Albany Area Arts Council Profit & Loss Budget vs. Actual July 2021 through June 2022

Ordinary Income/Expense	<u>Jul '21 - Jun 22</u>	<u>Budget</u>
Income		
45000 · Investments		
45030 · Interest-Savings, Short-term CD	2.20	5.00
Total 45000 · Investments	2.20	5.00
46400 · Other Types of Income		
46430 · Miscellaneous Revenue	0.00	0.00
46431 · Payroll Protection Loan (CARES)	8,717.00	8,717.00
Total 46400 · Other Types of Income	8,717.00	8,717.00
600 · Statement of Revenue		
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	41,250.00	45,000.00
621 · Education Programs/ Exhibits		
621.1 · Art Sale (Artist)	-557.16	0.00
621.2 · Art Commission	2,763.69	
621 · Education Programs/ Exhibits - Other	137.50	
Total 621 · Education Programs/ Exhibits	2,344.03	0.00
622 · Corporate Art Shows		
622.1 · MillerCoors Makes Art	0.00	2,500.00
Total 622 · Corporate Art Shows	0.00	2,500.00
626 · Annual Juried Art Show Income		
626.1 · JAS Entry Fee	1,757.98	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
Total 626 · Annual Juried Art Show Income	2,262.73	2,000.00
628 · Classes		
Dance Classes (ATC Partnership)	0.00	750.00
Total 628 · Classes	0.00	750.00
628.0 · Rental/Facility Income		
628.1 · Security Deposit Liab/Expense	-75.00	10,000.00
628.2 · Security Dep & Reservation Fee	1,425.00	2,000.00
628.0 · Rental/Facility Income - Other	6,675.00	0.00
Total 628.0 · Rental/Facility Income	8,025.00	12,000.00
629 · Arts Cypher	0.00	7,800.00
630 · Fundraising Events		
620.5 · Over The Edge	0.00	0.00
630.1 · Empty Bowls	0.00	3,500.00
630.2 · Membership	9,450.00	8,045.00
630.3 · Annual Fundraiser	0.00	0.00
630 · Fundraising Events - Other	100.00	
Total 630 · Fundraising Events	9,550.00	11,545.00

Albany Area Arts Council Profit & Loss Budget vs. Actual July 2021 through June 2022

	<u>Jul '21 - Jun 22</u>	<u>Budget</u>
Total 600 · Statement of Revenue	72,300.66	88,095.00
Total Income	81,019.86	96,817.00
Gross Profit	81,019.86	96,817.00
Expense		
65000 · Operations		
65001 · Janitorial and Cleaning Expense		
65001.1 · Janitorial Contractor	1,800.00	1,800.00
65001.2 · Cleaning Supplies	128.51	200.00
65001.3 · Paper Supplies	99.80	500.00
Total 65001 · Janitorial and Cleaning Expense	<u>2,028.31</u>	<u>2,500.00</u>
Total 65000 · Operations	2,028.31	2,500.00
66000 · Payroll Expenses	14,982.35	13,566.00
700 · Total Expenses		
711 · Salaries		
331 · FICA	-3,548.45	-3,213.00
332 · FED	-5,102.35	-4,620.00
333 · STATE TAXES	-2,783.10	-2,520.00
711 · Salaries - Other	46,385.00	42,000.00
Total 711 · Salaries	<u>34,951.10</u>	<u>31,647.00</u>
730 · Bank Charges		
730.1 · Form Printing	0.00	250.00
730 · Bank Charges - Other	0.00	0.00
Total 730 · Bank Charges	<u>0.00</u>	<u>250.00</u>
732 · Travel and Meetings	414.07	500.00
733 · Computer Expenses		
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
Total 733 · Computer Expenses	<u>1,037.60</u>	<u>1,170.00</u>
738 · Depreciation	0.00	1,700.00
744 · Dues, Subscription & Membership	487.00	2,400.00
749 · Board Meetings	0.00	200.00
751 · Nonemployee Expense	400.00	3,000.00
757 · Insurance - Liability	1,853.00	1,600.00
758 · Workmen's Comp. Ins.	370.00	400.00
764 · Advisory Board	0.00	100.00
765 · Legal & Accounting	725.00	1,000.00
766 · Miscellany	0.00	0.00
767 · Advertising & Marketing	0.00	0.00
770 · Office Supplies	492.64	600.00
774 · Postage	337.80	1,300.00
775 · Professional Fees	30.00	50.00
777 · Rental Expense		

Albany Area Arts Council Profit & Loss Budget vs. Actual July 2021 through June 2022

	<u>Jul '21 - Jun 22</u>	<u>Budget</u>
777.1 · Security Guard Expense	730.00	1,100.00
Total 777 · Rental Expense	730.00	1,100.00
778 · building Maintenance & repairs		
778.1 · Landscaping & Exterior	505.85	1,500.00
778 · building Maintenance & repairs - Other	486.23	500.00
Total 778 · building Maintenance & repairs	992.08	2,000.00
790 · Telephone, Telecommunications	1,625.21	1,500.00
795 · Utilities	5,405.83	9,000.00
821 · Education Programs/ Exhibits		
821.1 · Publications & Mailing	928.98	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	1,709.92	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	51,839.83	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	2,098.44	3,000.00
826.2 · JAS Ads, Publications & Mailing	446.38	750.00
826.3 · JAS Awards	1,150.00	1,500.00
826.4 · JAS Juror Fees	200.00	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	4,397.47	5,700.00
829 · Arts Cypher Expenses	50.00	3,900.00
830 · Transfers		
830.4 · Paypal Fee	189.79	300.00
Total 830 · Transfers	189.79	300.00
833 · Over the Edge	0.00	0.00
Total Expense	73,487.75	94,633.00
Net Ordinary Income	7,532.11	2,184.00
Other Income/Expense		
Other Expense		
80001 · Loss on Disposal	0.00	0.00

Albany Area Arts Council
Profit & Loss Budget vs. Actual
July 2021 through June 2022

	Jul '21 - Jun 22	Budget
Total Other Expense	0.00	0.00
Net Other Income	0.00	0.00
Net Income	7,532.11	2,184.00

Albany Area Arts Council Profit & Loss Budget Performance

As of 20 April 2021 through June 2022

Ordinary Income/Expense	Jul '21 - Jun 22	Annual Budget	Proposed Budget for FYE 2023	
Income				
45000 · Investments				
45030 · Interest-Savings, Short-term C	2.00	5.00	5.00	0.00
Total 45000 · Investments	2.00	5.00	5.00	0.00
46400 · Other Types of Income				
46430 · Miscellaneous Revenue	0.00	0.00	0.00	0.00
46431 · Payroll Protection Loan (CARE)	8,717.00	8,717.00	0.00	We will not receive this payment again (8,717.00)
Total 46400 · Other Types of Income	8,717.00	8,717.00	0.00	(8,717.00)
600 · Statement of Revenue				
602 · Contributions Business	2,500.00	2,500.00	2,500.00	0.00
604 · Contributions Foundations	4,993.90	4,000.00	4,500.00	500.00
615 · Memorials	375.00			0.00
616 · Government Grants/ COA	30,000.00	45,000.00	45,000.00	0.00
621 · Education Programs/ Exhibits				
621.1 · Art Sale (Artist)	79.47	0.00	0.00	0.00
621.2 · Art Commission	2,763.69			0.00
621 · Education Programs/ Exhibi	137.50			0.00
Total 621 · Education Programs/ Exhil	2,980.66	0.00	0.00	0.00
622 · Corporate Art Shows				
622.1 · MillerCoors Makes Art	0.00	2,500.00	0.00	We do not expect MolsonCoors to contin (2,500.00)
Total 622 · Corporate Art Shows	0.00	2,500.00	0.00	(2,500.00)
626 · Annual Juried Art Show Income				
626.1 · JAS Entry Fee	0.00	2,000.00	2,000.00	0.00
626.3 · JAS Sponsorship / Donatic	0.00	0.00	5,000.00	5,000.00
626.4 · JAS Art Sales	469.75	0.00	0.00	0.00
626 · Annual Juried Art Show Incc	0.00	0.00	0.00	0.00
Total 626 · Annual Juried Art Show Inc	469.75	2,000.00	7,000.00	5,000.00
628 · Classes				
Dance Classes (ATC Partnership)	0.00	750.00	0.00	(750.00)
Total 628 · Classes	0.00	750.00	0.00	(750.00)

Albany Area Arts Council Profit & Loss Budget Performance

As of 20 April 2021 through June 2022

	Jul '21 - Jun 22	Annual Budget	Proposed Budget for FYE 2023	
628.0 · Rental/Facility Income				
628.1 · Security Deposit Liab/Expense	-75.00	10,000.00	0.00	Rental Security Deposit (10,000.00)
628.2 · Security Dep & Reservation	1,050.00	2,000.00	1,500.00	Rental Reservation Fee (500.00)
628.0 · Rental/Facility Income - Other	4,300.00	0.00	4,500.00	Rental Income Hourly 4,500.00
Total 628.0 · Rental/Facility Income	5,275.00	12,000.00	6,000.00	(6,000.00)
629 · Arts Cypher	0.00	7,800.00	0.00	(7,800.00)
630 · Fundraising Events				
620.5 · Over The Edge	0.00	0.00	0.00	Archive Item 0.00
630.1 · Empty Bowls	0.00	3,500.00	0.00	It is unlikely that we will do this event (3,500.00)
630.2 · Membership	8,850.00	8,045.00	8,500.00	I added an additional \$500 455.00
630.3 · Annual Fundraiser				
630.301 · Sponsorships	200.00		5,000.00	5,000.00
630.3 · Annual Fundraiser - Other	0.00	0.00	15,000.00	15,000.00
Total 630.3 · Annual Fundraiser	200.00	0.00	20,000.00	20,000.00
630 · Fundraising Events - Other	50.00			0.00
Total 630 · Fundraising Events	9,100.00	11,545.00	28,500.00	16,955.00
Total 600 · Statement of Revenue	55,694.31	88,095.00	93,500.00	5,405.00
Total Income	64,413.31	96,817.00	93,505.00	(3,312.00)
Gross Profit	64,413.31	96,817.00	93,505.00	(3,312.00)
Expense				
65000 · Operations				
65001 · Janitorial and Cleaning Expense				
65001.1 · Janitorial Contractor	1,500.00	1,800.00	1,800.00	0.00
65001.2 · Cleaning Supplies	128.51	200.00	200.00	0.00
65001.3 · Paper Supplies	99.80	500.00	500.00	0.00
Total 65001 · Janitorial and Cleaning Expense	1,728.31	2,500.00	2,500.00	0.00
Total 65000 · Operations	1,728.31	2,500.00	2,500.00	0.00
66000 · Payroll Expenses	11,305.00	13,566.00	15,504.00	1,938.00
700 · Total Expenses				
711 · Salaries				
331 · FICA	-2,409.75	-3,213.00	-3,672.00	(459.00)

Albany Area Arts Council
Profit & Loss Budget Performance
As of 20 April 2021 through June 2022

	<u>Jul '21 - Jun 22</u>	<u>Annual Budget</u>	<u>Proposed Budget for FYE 2023</u>	
332 · FED	-3,465.00	-4,620.00	-5,280.00	(660.00)
333 · STATE TAXES	-1,890.00	-2,520.00	-2,880.00	(360.00)
711 · Salaries - Other	31,500.00	42,000.00	48,000.00	6,000.00
Total 711 · Salaries	23,735.25	31,647.00	36,168.00	4,521.00
730 · Bank Charges				
730.1 · Form Printing	0.00	250.00	250.00	0.00
730 · Bank Charges - Other	0.00	0.00	0.00	0.00
Total 730 · Bank Charges	0.00	250.00	250.00	0.00
732 · Travel and Meetings	414.07	500.00	500.00	0.00
733 · Computer Expenses				
733.1 · Website, Web Apps & EMa	329.55	1,000.00	500.00	(500.00)
733.2 · Software Updates	36.00	0.00	0.00	0.00
733.3 · Printer & Print Related Exp	129.50	170.00	175.00	5.00
733 · Computer Expenses - Other	529.60	0.00	500.00	500.00
Total 733 · Computer Expenses	1,024.65	1,170.00	1,175.00	5.00
738 · Depreciation	0.00	1,700.00	1,700.00	0.00
744 · Dues,Subscription&Membership	487.00	2,400.00	2,400.00	0.00
749 · Board Meetings	0.00	200.00	200.00	0.00
751 · Nonemployee Expense	160.00	3,000.00	3,000.00	0.00
757 · Insurance - Liability	1,853.00	1,600.00	2,000.00	400.00
758 · Workmen's Comp. Ins.	370.00	400.00	400.00	0.00
764 · Advisory Board	0.00	100.00	100.00	0.00
765 · Legal & Accounting	700.00	1,000.00	1,000.00	0.00
766 · Miscellany	0.00	0.00	0.00	0.00
767 · Advertising & Marketing	0.00	0.00	0.00	0.00
770 · Office Supplies	492.64	600.00	600.00	0.00
774 · Postage	337.80	1,300.00	1,300.00	0.00
775 · Professional Fees	30.00	50.00	50.00	0.00
777 · Rental Expense				
777.1 · Security Guard Expense	460.00	1,100.00	600.00	(500.00)
Total 777 · Rental Expense	460.00	1,100.00	600.00	(500.00)

Approved by the Board at the May Meeti

Albany Area Arts Council
Profit & Loss Budget Performance
As of 20 April 2021 through June 2022

	<u>Jul '21 - Jun 22</u>	<u>Annual Budget</u>	<u>Proposed Budget for FYE 2023</u>	
778 · building Maintenance & repairs				
778.1 · Landscaping & Exterior	55.85	1,500.00	1,000.00	(500.00)
778 · building Maintenance & repairs	486.23	500.00	500.00	0.00
Total 778 · building Maintenance & repairs	542.08	2,000.00	1,500.00	(500.00)
790 · Telephone, Telecommunications	1,219.73	1,500.00	1,500.00	0.00
795 · Utilities	4,795.75	9,000.00	9,000.00	0.00
821 · Education Programs/ Exhibits				
821.1 · Publications & Mailing	828.98	1,000.00	1,000.00	0.00
821.2 · Catering / Food & Beverag	780.94	3,000.00	3,000.00	0.00
821 · Education Programs/ Exhibi	0.00	1,000.00	1,000.00	0.00
Total 821 · Education Programs/ Exhil	1,609.92	5,000.00	5,000.00	0.00
832 · Fund Raising Projects				
832.1 · empty bowls	0.00	0.00	0.00	0.00
832.2 · Membership	278.58	1,500.00	500.00	(1,000.00)
832.4 · DipJar	0.00	100.00	0.00	(100.00)
Total 832 · Fund Raising Projects	278.58	1,600.00	500.00	(1,100.00)
Total 700 · Total Expenses	38,510.47	66,117.00	68,943.00	2,826.00
822 · Special Events Expenses				
822.1 · Family pARTies	0.00	250.00	0.00	(250.00)
822.2 · Memorial Exhibition	0.00	1,000.00	0.00	(1,000.00)
Total 822 · Special Events Expenses	0.00	1,250.00	0.00	(1,250.00)
823 · Corporate Art Shows				
823.1 · MillerCoors Makes Art	0.00	1,300.00	0.00	(1,300.00)
Total 823 · Corporate Art Shows	0.00	1,300.00	0.00	(1,300.00)
826 · Annual Juried Art Show Expenses				
826.1 · JAS Catering	0.00	3,000.00	3,000.00	0.00
826.2 · JAS Ads, Publications & Mailin	162.02	750.00	500.00	(250.00)
826.3 · JAS Awards	0.00	1,500.00	1,500.00	0.00
826.4 · JAS Juror Fees	0.00	300.00	300.00	0.00
826.5 · JAS Miscellaneous Expenses	37.65	150.00	150.00	0.00
826.6 · JAS Art Sale - Paid to Artist	465.00		0.00	0.00

Albany Area Arts Council
Profit & Loss Budget Performance
 As of 20 April 2021 through June 2022

	<u>Jul '21 - Jun 22</u>	<u>Annual Budget</u>	<u>Proposed Budget for FYE 2023</u>	
Total 826 · Annual Juried Art Show Expen:	664.67	5,700.00	5,450.00	(250.00)
829 · Arts Cypher Expenses	50.00	3,900.00	0.00	(3,900.00)
830 · Transfers				
830.4 · Paypal Fee	118.49	300.00	200.00	(100.00)
Total 830 · Transfers	118.49	300.00	200.00	(100.00)
833 · Over the Edge	0.00	0.00	0.00	0.00
Total Expense	52,376.94	94,633.00	92,597.00	(2,036.00)
Net Ordinary Income	12,036.37	2,184.00	908.00	(1,276.00)
Other Income/Expense				
Other Expense				
80001 · Loss on Disposal	0.00	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00	0.00
Net Income	12,036.37	2,184.00	908.00	(1,276.00)

From: [Haley West](#)
To: [Nicole Willis](#)
Subject: Re: Marketing Committee Meeting
Date: Saturday, June 11, 2022 7:02:06 PM
Attachments: [mime-attachment.ics](#)

Hi Nicole, we recently received some news we weren't hoping for regarding my mom. We're optimistic, but she is about to start treatments that will be Monday-Friday. I'll be the one taking her to most appointments and taking care of her most of the time, so unfortunately I am going to have to step down from the committee. It would probably be best for me to step down from the board for the time being as well, since I won't be able to contribute and don't want to take up space that someone else could occupy. I'm so sorry for the inconvenience.

Warmly,
Haley

Sent from my iPhone

On Jun 9, 2022, at 3:25 PM, Nicole Willis <nicole@albanyartscouncil.org> wrote:

Good Thursday afternoon, everyone. I am just sending this email as a reminder of our upcoming Marketing Committee on Tuesday at noon. I hope you all have an awesome weekend! – Nicole

Hi all! This will be the first meeting of our newly filled-out marketing committee. Please prioritize your attendance if at all possible!!! Thanks, Nicole