

# **Albany Area Arts Council, Inc**

## **Meeting Agenda**

July 23, 2020

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

- I. Call to order
- II. Roll Call
- III. Approval of minutes from 05.18.2020 meeting.
- IV. Review of Treasury Reports
  - a) Profit and Loss Review FY 19-20
  - b) Treasury Reports (7.23.2020) Operational Acct: \$ 24951.82/ Special Events Acct: \$8194.52 / Savings Acct: \$12,032.47
  - c) Income - Annual Budget: \$124,500.00 / FY to Date: \$7,500.00
  - d) Expenses - Annual Budget: \$102,233.00 / FY to Date: \$4,646.34
- V. Board Maintenance (Executive Committee)
  - a) Resignation of current Board Members: Joelle Fryman & Jim LeVaughn
  - b) Board Member Matriculation: Carol Fullerton, end of term, and Femi Anderson, deceased
  - c) Proposal of Will Davis as new Board Member. Resume Attached.
  - d) Recruiting New Board Members is imperative. We require a minimum of 15 members. See below.

Section 1. **Membership** – The Board of Directors shall be elected by the membership of the Albany Area Arts Council at the Annual Meeting and shall consist of not less than fifteen (15) nor more than thirty-five (35) directors, serving staggered three (3) year terms. The Nominating Committee shall be responsible for presenting recommended replacement board members to the board no later than the fourth Thursday in May. Directors shall not normally serve for more than two (2) consecutive three (3) year terms. Officers elected to serve terms going beyond this limit are exempted, subject to the terms defined in Article V of this document. Any vacancies shall be filled by the Board of Directors for the unexpired term. Every effort will be made to include a diverse cross-section of the community on the Board. Board members shall be responsible for abiding the guidelines set forth in the Board Members Expectations Guideline. ( Refer to “Attachment B” of this document for Board Member Expectations adopted by the Board on June 10, 2015.) Failure to abide by said guidelines shall result in review by the board and may result in removal from the board.

The Board of Directors shall consist of:

- e) Three (3) selected representatives of member arts organizations (appointed by consensus of the Advisory Council);
- f) One (1) representative from the City of Albany;
- g) The immediate Past President of the Albany Area Arts Council;
- h) All officers of the corporation not otherwise a Director.<sup>1991</sup>
- i) All other business and community leaders as deemed appropriate.

#### VI. Project / Committee / Task Force Reports / Requirements

##### a) Over The Edge

- Discussion is required. Our current options are to pull the contract and lose the \$12,500 we have paid in, start planning an event for October 31 and hope we can make that work given that rescheduling is still not an option, or continue to wait and hope that OTE will allow us to change the date as the event nears.

##### b) Website Rebuild is underway.

##### c) Exhibitions / Event Approach Committee

- Negotiating the Miller Coors exhibition to open Sept or October allowing us crowd control options for opening the exhibition.

#### VII. Old Business

#### VIII. New Business to Introduce

#### IX. A Next Full Board Meeting currently scheduled August 27, 2020

#### X. Adjournment

**Albany Area Arts Council, Inc.**  
**Board of Directors Meeting**  
**May 28, 2020**  
**MINUTES**

**Attendees via email:** Nicole Williams (Executive Director), Bill Swan (President), Wendy Howell (Vice President), Jenny Collins (Secretary), Femi Anderson, Kayanne Blackwell, Tim Brocksfield,, Joelle Fryman, Reddi Hawkins, Jim LeVaughn, Jim Ligon, Rachel Mansfield, Sandy Peacock, and Smith Wilson

glchf@aol.com

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Meeting called to order at 3:40 pm via email from Nicole Williams. Email attached.

Per email vote budget was approved. (attached)

Per email vote slate of officers approved.

President, Bill Swan; Vice President, Wendy Howell; Secretary, Jenny Collins; Treasurer, Kayanne Blackwell; Past President, Smith Wilson; Executive Committee Member at Large, Jim Ligon

Per email vote \$1000 funding allotment to The Renaissance Connection Exhibition as a memorial for Femi Anderson was approved.

Votes were from Kayeanne Blackwell, Tim Brock, Jenny Collins, Joelle Fryman, Reedi Hawkins, Wendy Howell, Jim Ligon, Rachel Mansfield, Sandy Peacock, Sarah Schatz, Bill Swan, Smith Wilson.

Minutes respectfully submitted by Jenny Collins, Secretary.

Email Meeting Full Transcript:

From: Nicole Willis <[nicole@albanyartscouncil.org](mailto:nicole@albanyartscouncil.org)>  
To: [wlswan@yahoo.com](mailto:wlswan@yahoo.com) <[wlswan@yahoo.com](mailto:wlswan@yahoo.com)>; [WHowell@dougherty.ga.us](mailto:WHowell@dougherty.ga.us) <[WHowell@dougherty.ga.us](mailto:WHowell@dougherty.ga.us)>; [kayanne.blackwell@metropower.com](mailto:kayanne.blackwell@metropower.com) <[kayanne.blackwell@metropower.com](mailto:kayanne.blackwell@metropower.com)>; [smith.wilson@gwsh-law.com](mailto:smith.wilson@gwsh-law.com) <[smith.wilson@gwsh-law.com](mailto:smith.wilson@gwsh-law.com)>; [femia71@bellsouth.net](mailto:femia71@bellsouth.net) <[femia71@bellsouth.net](mailto:femia71@bellsouth.net)>; [tim@brocksfield.com](mailto:tim@brocksfield.com) <[tim@brocksfield.com](mailto:tim@brocksfield.com)>; [jennifer.leigh.collins@gmail.com](mailto:jennifer.leigh.collins@gmail.com) <[jennifer.leigh.collins@gmail.com](mailto:jennifer.leigh.collins@gmail.com)>; [jfryman@albanysymphony.org](mailto:jfryman@albanysymphony.org) <[jfryman@albanysymphony.org](mailto:jfryman@albanysymphony.org)>; [rhawkins@choosealbany.com](mailto:rhawkins@choosealbany.com) <[rhawkins@choosealbany.com](mailto:rhawkins@choosealbany.com)>; [jimlevaughn@hotmail.com](mailto:jimlevaughn@hotmail.com) <[jimlevaughn@hotmail.com](mailto:jimlevaughn@hotmail.com)>; [jbligon@bellsouth.net](mailto:jbligon@bellsouth.net) <[jbligon@bellsouth.net](mailto:jbligon@bellsouth.net)>; [rachel@brocksfield.com](mailto:rachel@brocksfield.com) <[rachel@brocksfield.com](mailto:rachel@brocksfield.com)>; [Sandileu3@aol.com](mailto:Sandileu3@aol.com) <[Sandileu3@aol.com](mailto:Sandileu3@aol.com)>; [sarahmacklyn@gmail.com](mailto:sarahmacklyn@gmail.com) <[sarahmacklyn@gmail.com](mailto:sarahmacklyn@gmail.com)>; Nicole Willis <[nicole@albanyartscouncil.org](mailto:nicole@albanyartscouncil.org)>; [glfchf@aol.com](mailto:glfchf@aol.com) <[glfchf@aol.com](mailto:glfchf@aol.com)>  
Sent: Thu, May 28, 2020 3:40 pm  
Subject: AAAC Full Board Meeting Email

Hi all!

I hope this finds you well. In lieu of the meeting we planned for today, I am reaching out on behalf of the AAAC Executive Committee with administrative updates and requests for an email vote on our FY20-21 Budget and Slate of Officers.

I met with the Executive Committee last week to review the state of business and plan for our upcoming Fiscal Year in order to prepare for the full board meeting (which was planned for today, but which we are now “conducting” by email). I have attached a copy of the full document from that 5.18.20 meeting in the event that you would like to review it.

Having discussed the very uncertain nature of how we determine a budget for a post-COVID fiscal year, we elected to reuse last year’s budget with a few tweaks (reducing the OTE expense since we paid some in during the current fiscal year, adding a line item for income from the Payroll Protection Plan, and adding a line item for a memorial for Femi Anderson \*details to follow). We know that this budget is basically a shot-in-the-dark financial plan, but it will serve as a guideline and allow us to do business as we navigate whatever is to come in the next 12 months. The budget attached here comes to you as a recommendation from the Executive Committee. Please vote yay or nay in reply.

Considering that our activities for this current FY have been so severely curtailed, and that our major project for the year, Over the Edge, was postponed into the coming Fiscal Year, our current slate of officers have graciously offered to serve through the upcoming year in order to provide some sense of familiarity and continuity during this time. They are: President, Bill Swan; Vice President, Wendy Howell; Secretary, Jenny Collins; Treasurer, Kayanne Blackwell; Past President, Smith Wilson; Executive Committee Member at Large, Jim Ligon. This slate of officers does require ratification. Please vote yay or nay in response.

As you all know, the Arts Council lost our beloved Board Member, Femi Anderson, to the complications of the COVID-19 virus. \*For memorial, Femi’s family has requested donations to the Renaissance Connection, the non-profit arts advocacy organization that Femi founded and for which she served as Executive Director. Having considered the most impactful way to support this organization while attempting to memorialize our friend and her efforts, the Executive Committee of the AAAC would like to set aside \$1000 to fund the Renaissance Art Connection Exhibition in Femi’s memory for 2021. This exhibition has long been a staple of our annual calendar, but it has always been organized and funded by the Renaissance Connection. Funding it in her memory will serve as a gift to Femi’s organization while ensuring that we carry on this legacy exhibit. Please note that this \$1000 has already been added to the budget presented here. We are asking the full board to vote yay or nay in reply.

In review, there are three items requiring a vote by email. They are:

1. Approve the budget as presented – yay or nay
2. Approve the slate of officers as presented – yay or nay
3. Approve a \$1000 funding allotment for The Renaissance Connection Exhibition as a memorial for Femi Anderson – yay or nay

One final item that may be of concern to you, but does not require an immediate vote, is our Over the Edge event planning. As of now, our event remains scheduled for October 31, 2020. We will absolutely need to resume planning and fundraising for this event in the ever-nearing future. The Executive Committee remains uncertain about the most appropriate way to pick this up and move forward. For now we are pushing any voting on this issue to our next Board Meeting in order to allow a little more time for the dust to settle around the COVID-19 fallout. If you have ideas about ways to move forward, please email or call me as I will be working on lining up necessary materials and plans prior to our next meeting.

Thank you all for your time and attention to these matters. My fingers are crossed that we will all be back together for a June 25<sup>th</sup> meeting!

Best regards,

Nicole Willis  
Albany Area Arts Council, Executive Director

*“Uniting our community through the arts and humanities.”*

Albany Area Arts Council  
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3:07 PM  
05/28/20  
Cash Basis

## Albany Area Arts Council Profit & Loss Budget Overview July 2020 through June 2021

	Jul '20 - Jun 21
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>45000 · Investments</b>	
45030 · Interest-Savings, Short-term CD	5.00
<b>Total 45000 · Investments</b>	5.00
<b>46400 · Other Types of Income</b>	
46430 · Miscellaneous Revenue	0.00
46431 · Payroll Protection Loan (CARES)	10,500.00
<b>Total 46400 · Other Types of Income</b>	10,500.00
<b>600 · Statement of Revenue</b>	
602 · Contributions Business	2,500.00
604 · Contributions Foundations	4,000.00
616 · Government Grants/ COA	45,000.00
621 · Education Programs/ Exhibits	
621.1 · Art Sale (Artist)	0.00
<b>Total 621 · Education Programs/ Exhibits</b>	0.00
622 · Corporate Art Shows	
622.1 · MillerCoors Makes Art	2,500.00
<b>Total 622 · Corporate Art Shows</b>	2,500.00
626 · Annual Juried Art Show Income	
626.1 · JAS Entry Fee	2,000.00
626.3 · JAS Sponsorship / Donation	0.00
626.4 · JAS Art Sales	0.00
626 · Annual Juried Art Show Income - O...	0.00
<b>Total 626 · Annual Juried Art Show Income</b>	2,000.00
627 · Teen Art Camp	0.00
628 · Classes	
Dance Classes (ATC Partnership)	750.00
<b>Total 628 · Classes</b>	750.00
628.0 · Rental/Facility Income	
628.1 · Security Deposit Liab/Expense	0.00
628.2 · Security Dep & Reservation Fee	2,000.00
628.0 · Rental/Facility Income - Other	10,000.00
<b>Total 628.0 · Rental/Facility Income</b>	12,000.00
630 · Fundraising Events	
620.5 · Over The Edge	37,500.00
630.1 · Empty Bowls	3,500.00
630.2 · Membership	4,245.00
630.3 · Annual Fundraiser	0.00
<b>Total 630 · Fundraising Events</b>	45,245.00
<b>Total 600 · Statement of Revenue</b>	113,995.00
631 · Paypal Process Surcharges	0.00
<b>Total Income</b>	124,500.00
<b>Gross Profit</b>	124,500.00
<b>Expense</b>	
<b>65000 · Operations</b>	
65001 · Janitorial and Cleaning Expense	
65001.1 · Janitorial Contractor	1,800.00
65001.2 · Cleaning Supplies	200.00

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**Albany Area Arts Council**  
**Profit & Loss Budget Overview**  
July 2020 through June 2021

	Jul '20 - Jun 21
65001.3 · Paper Supplies	500.00
<b>Total 65001 · Janitorial and Cleaning Expe...</b>	<b>2,500.00</b>
65000 · Operations - Other	0.00
<b>Total 65000 · Operations</b>	<b>2,500.00</b>
66000 · Payroll Expenses	13,566.00
700 · Total Expenses	
711 · Salaries	
331 · FICA	-3,213.00
332 · FED	-4,620.00
333 · STATE TAXES	-2,520.00
711 · Salaries - Other	42,000.00
<b>Total 711 · Salaries</b>	<b>31,647.00</b>
730 · Bank Charges	
730.1 · Form Printing	250.00
730 · Bank Charges - Other	0.00
<b>Total 730 · Bank Charges</b>	<b>250.00</b>
732 · Travel and Meetings	500.00
733 · Computer Expenses	
733.1 · Website, Web Apps & EMarketing	1,000.00
733.2 · Software Updates	0.00
733.3 · Printer & Print Related Expense	170.00
733 · Computer Expenses - Other	0.00
<b>Total 733 · Computer Expenses</b>	<b>1,170.00</b>
738 · Depreciation	1,700.00
744 · Dues,Subscription&Membership	2,400.00
749 · Board Meetings	
749.1 · Board Development Projects	0.00
749 · Board Meetings - Other	200.00
<b>Total 749 · Board Meetings</b>	<b>200.00</b>
751 · Nonemployee Expense	3,000.00
757 · Insurance - Liability	1,600.00
758 · Workmen's Comp. Ins.	400.00
764 · Advisory Board	100.00
765 · Legal & Accounting	1,000.00
766 · Miscellany	0.00
767 · Advertising & Marketing	0.00
770 · Office Supplies	600.00
774 · Postage	1,300.00
775 · Professional Fees	50.00
777 · Rental Expense	
777.1 · Security Guard Expense	1,100.00
777.2 · Security Deposit Refund	0.00
777 · Rental Expense - Other	0.00
<b>Total 777 · Rental Expense</b>	<b>1,100.00</b>
778 · building Maintenance & repairs	
778.1 · Landscaping & Exterior	1,500.00
778 · building Maintenance & repairs - O...	500.00
<b>Total 778 · building Maintenance &amp; repairs</b>	<b>2,000.00</b>
790 · Telephone, Telecommunications	1,500.00
795 · Utilities	9,000.00
821 · Education Programs/ Exhibits	
821.1 · Publications & Mailing	1,000.00

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**Albany Area Arts Council**  
**Profit & Loss Budget Overview**  
July 2020 through June 2021

	Jul '20 - Jun 21
821.2 · Catering / Food & Beverage	3,000.00
821 · Education Programs/ Exhibits - Ot...	1,000.00
Total 821 · Education Programs/ Exhibits	5,000.00
832 · Fund Raising Projects	
832.1 · empty bowls	0.00
832.2 · Membership	1,500.00
832.4 · DipJar	100.00
Total 832 · Fund Raising Projects	1,600.00
Total 700 · Total Expenses	66,117.00
822 · Special Events Expenses	
822.1 · Family pARTies	250.00
Total 822 · Special Events Expenses	250.00
823 · Corporate Art Shows	
823.1 · MillerCoors Makes Art	1,300.00
Total 823 · Corporate Art Shows	1,300.00
826 · Annual Juried Art Show Expenses	
826.1 · JAS Catering	3,000.00
826.2 · JAS Publications & Mailing	750.00
826.3 · JAS Awards	1,500.00
826.4 · JAS Juror Fees	300.00
826.5 · JAS Miscellaneous Expenses	150.00
826.6 · JAS Art Sale - Paid to Artist	0.00
Total 826 · Annual Juried Art Show Expenses	5,700.00
827 · Teen Art Camp Expenses	0.00
830 · Transfers	
830.4 · Paypal Fee	300.00
Total 830 · Transfers	300.00
833 · Over the Edge	12,500.00
Total Expense	102,233.00
Net Ordinary Income	22,267.00
Other Income/Expense	
Other Expense	
80001 · Loss on Disposal	0.00
Total Other Expense	0.00
Net Other Income	0.00
Net Income	22,267.00



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Cash Basis

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

	<u>Jul '19 - Jun 20</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
45000 · Investments	
45030 · Interest-Savings, Short-term CD	2.41
<b>Total 45000 · Investments</b>	<u>2.41</u>
46400 · Other Types of Income	
46430 · Miscellaneous Revenue	1,115.00
46400 · Other Types of Income - Other	202.00
<b>Total 46400 · Other Types of Income</b>	<u>1,317.00</u>
600 · Statement of Revenue	
602 · Contributions Business	2,500.00
603 · Contributions Individuals	26.00
604 · Contributions Foundations	5,257.33
615 · Memorials	100.00
616 · Government Grants/ COA	45,000.00
621 · Education Programs/ Exhibits	
621.1 · Art Sale (Artist)	259.80
621.3 · Event Donations	63.00
621 · Education Programs/ Exhibits - Ot...	155.00
<b>Total 621 · Education Programs/ Exhibits</b>	<u>477.80</u>
626 · Annual Juried Art Show Income	
626.1 · JAS Entry Fee	101.00
626.4 · JAS Art Sales	500.00
<b>Total 626 · Annual Juried Art Show Income</b>	<u>601.00</u>
628.0 · Rental/Facility Income	
628.1 · Security Deposit Liab/Expense	4.65
628.2 · Security Dep & Reservation Fee	333.10
628.0 · Rental/Facility Income - Other	3,150.00
<b>Total 628.0 · Rental/Facility Income</b>	<u>3,487.75</u>
630 · Fundraising Events	
630.1 · Empty Bowls	3,586.42
630.2 · Membership	6,000.00
630.4 · DipJar	239.98
630 · Fundraising Events - Other	100.00
<b>Total 630 · Fundraising Events</b>	<u>9,926.40</u>
<b>Total 600 · Statement of Revenue</b>	<u>67,376.28</u>
<b>Total Income</b>	<u>68,695.69</u>
<b>Gross Profit</b>	68,695.69
<b>Expense</b>	
65000 · Operations	
65001 · Janitorial and Cleaning Expense	
65001.1 · Janitorial Contractor	1,800.00
65001.3 · Paper Supplies	144.73
<b>Total 65001 · Janitorial and Cleaning Expe...</b>	<u>1,944.73</u>
<b>Total 65000 · Operations</b>	1,944.73
66000 · Payroll Expenses	13,962.99
700 · Total Expenses	
711 · Salaries	
331 · FICA	-3,213.00
332 · FED	-4,620.00
333 · STATE TAXES	-2,520.00

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07/23/20  
Cash Basis

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

	Jul '19 - Jun 20
711 · Salaries - Other	40,836.40
<b>Total 711 · Salaries</b>	<b>30,483.40</b>
730 · Bank Charges	67.03
732 · Travel and Meetings	39.76
733 · Computer Expenses	
733.1 · Website, Web Apps & EMarketing	763.08
733.2 · Software Updates	36.00
733.3 · Printer & Print Related Expense	129.34
733 · Computer Expenses - Other	403.67
<b>Total 733 · Computer Expenses</b>	<b>1,332.09</b>
744 · Dues,Subscription&Membership	487.00
751 · Nonemployee Expense	200.00
758 · Workmen's Comp. Ins.	2,145.00
764 · Advisory Board	115.76
765 · Legal & Accounting	725.00
766 · Miscellany	435.46
770 · Office Supplies	305.48
774 · Postage	1,235.00
775 · Professional Fees	30.00
777 · Rental Expense	
777.1 · Security Guard Expense	520.00
<b>Total 777 · Rental Expense</b>	<b>520.00</b>
778 · building Maintenance & repairs	161.64
790 · Telephone, Telecommunications	1,485.35
795 · Utilities	5,267.15
821 · Education Programs/ Exhibits	
821.1 · Publications & Mailing	741.34
821.2 · Catering / Food & Beverage	1,212.49
<b>Total 821 · Education Programs/ Exhibits</b>	<b>1,953.83</b>
832 · Fund Raising Projects	
832.2 · Membership	1,558.99
832.4 · DipJar	149.00
<b>Total 832 · Fund Raising Projects</b>	<b>1,707.99</b>
<b>Total 700 · Total Expenses</b>	<b>48,696.94</b>
826 · Annual Juried Art Show Expenses	
826.1 · JAS Catering	-406.58
826.2 · JAS Publications & Mailing	68.04
826.6 · JAS Art Sale - Paid to Artist	-42.50
<b>Total 826 · Annual Juried Art Show Expenses</b>	<b>-381.04</b>
830 · Transfers	
830.4 · Paypal Fee	228.81
<b>Total 830 · Transfers</b>	<b>228.81</b>
833 · Over the Edge	6,412.50
<b>Total Expense</b>	<b>70,864.93</b>
<b>Net Ordinary Income</b>	<b>-2,169.24</b>
<b>Net Income</b>	<b>-2,169.24</b>

2:29 PM  
07/23/20  
Cash Basis

**Albany Area Arts Council**  
**Balance Sheet**  
As of July 31, 2020

	Jul 31, 20
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
AAAC operational (AB&T)	24,951.82
AAAC Savings (Back Up )	12,032.47
AAAC Special Events	8,194.52
<b>Total Checking/Savings</b>	45,178.81
<b>Total Current Assets</b>	45,178.81
<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>	0.00
<b>TOTAL ASSETS</b>	<b>45,178.81</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
Nicole's AAAC Credit Card	314.90
<b>Total Credit Cards</b>	314.90
<b>Other Current Liabilities</b>	
21000 · Payroll Protection Loan (CAR...	10,500.00
<b>24000 · Payroll Liabilities</b>	
24331 · FICA Payable	525.30
24332 · FIT W/H Payable	384.19
24333 · GAIT W/H Payable	618.00
<b>Total 24000 · Payroll Liabilities</b>	1,527.49
<b>Total Other Current Liabilities</b>	12,027.49
<b>Total Current Liabilities</b>	12,342.39
<b>Total Liabilities</b>	12,342.39
<b>Equity</b>	
32000 · Unrestricted Net Assets	29,982.76
Net Income	2,853.66
<b>Total Equity</b>	32,836.42
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>45,178.81</b>

2:22 PM  
07/23/20  
Cash Basis

**Albany Area Arts Council**  
**Profit & Loss**  
**July 2020**

	<u>Jul 20</u>
Ordinary Income/Expense	
Income	
600 · Statement of Revenue	
616 · Government Grants/ COA	7,500.00
Total 600 · Statement of Revenue	<u>7,500.00</u>
Total Income	<u>7,500.00</u>
Gross Profit	7,500.00
Expense	
65000 · Operations	
65001 · Janitorial and Cleaning Expense	
65001.1 · Janitorial Contractor	150.00
Total 65001 · Janitorial and Cleaning Expe...	<u>150.00</u>
Total 65000 · Operations	150.00
66000 · Payroll Expenses	1,130.50
700 · Total Expenses	
711 · Salaries	
331 · FICA	-267.75
332 · FED	-385.00
333 · STATE TAXES	-210.00
711 · Salaries - Other	3,500.00
Total 711 · Salaries	<u>2,637.25</u>
774 · Postage	240.00
795 · Utilities	488.59
Total 700 · Total Expenses	<u>3,365.84</u>
Total Expense	<u>4,646.34</u>
Net Ordinary Income	<u>2,853.66</u>
Net Income	<u><u>2,853.66</u></u>

# Will Davis

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(229) 869-3330 dreams2destinationsllc@gmail.com

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## PROFESSIONAL SUMMARY

Known for consistency and accuracy in completion of work activities. Enthusiastic Team Leader/Builder eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Motivated to learn, grow. Excellent reputation for resolving problems and driving overall operational improvements.

## SKILLS

- Organization
- Process improvement
- Operational improvement
- Team management
- Relationship development
- Problem resolution
- Customer service
- Troubleshooting skills

## WORK HISTORY

**CONVERTING MACHINE OPERATOR** | 07/1989 to 01/2019

**Procter & Gamble Albany [retired] - Albany, GA.**

- Guided materials onto machine tracks for proper gluing, coating and slitting.
- Evaluated final products to verify compliance with work orders and detect defects.
- Managed quality assurance program, including on-site evaluations, internal audits and customer surveys.
- Developed team communications and information for operational team meetings.
- As team H.R. representative I resolved conflicts and negotiated mutually beneficial agreements between team members.

**MODULE SAFETY (OSHA) RESOURCE** | 01/2003 to 06/2006

**Procter & Gamble Albany [retired] - Albany, GA**

As Safety Resource I was responsible for facilitating compliance with P&G specific and OSHA guidelines.

- Trained and lead employees on various safety-related topics
- Prepare educational seminars and training on a monthly basis
- Review existing policies and procedures
- Work with HR to set up a new employee on-boarding process for safety
- Conduct risk assessment
- Enforce preventative measures

- Check if all the employees are acting in adherence with rules and regulations
- Prepare and present reports on accidents and violations and determine causes
- Oversee workplace repair, installations and any other work that could harm employees' safety

**UNITED STATES MARINE** | 08/1981 to 07/1986

**United States Marine Corps, HQ - Washington, D.C.**

## **EDUCATION**

**Terrell County High School [class of 1981] - Dawson, Ga. | High School Diploma**

## **ACCOMPLISHMENTS**

- \* Georgia Haitian-American Chamber of Commerce  
Outstanding contribution to the BEL Initiative and future leaders of  
Haiti: 2018-2019 BEL initiative Fellows

## **AFFILIATIONS**

- \* Leadership Albany Alumni - 2004
- \* Marine Corps League  
Major Lawrence DesJardines Detachment #1260