

Albany Area Arts Council, Inc

Meeting Agenda

July 25, 2019

5:30PM – 6:30PM

Type of Meeting: Board Meeting

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 6.27.2019 meeting.
- IV. Presentation of Treasury Reports (7.25.2019)
 - a) Operational Acct: \$13,356.05 / Special Events Acct: \$12,097.34 / Savings Acct: \$12,030.06
 - b) Income - Annual Budget: \$114,000.00 / FY to Date: \$4,953.00
 - c) Expenses - Annual Budget: \$106,483.00 / FY to Date: \$1,438.60
- V. Board Maintenance (Executive Committee)
 - a) Nominating Committee proposal for new Board Members (Resumes and/or Bios attached)
 - Sarah Schatz
 - Tim Brock
 - Rachel Mansfield
 - Josette Dollar
 - Cindy Pickren
 - b) Board is reminded to utilize nominating committee protocol when recommending new members. Email jbligon@bellsouth.net.
- VI. Old Business & Project / Committee / Task Force Reports
 - a) Executive Committee Report – See Nominating Committee work
 - Committee Members are: Bill Swan (Pres), Kayanne Blackwell (Treas), Erin Freeman (Secretary), Smith Wilson (Past Pres), and Jim Ligon (serving at large)
 - b) Over The Edge Report – March 7, 2020 date has been approved by CVB, Downtown Street Festival Manager, and Over the Edge
 - 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.) Juried Art Show Report

VII. New Business

- a) Rental donation request from NAMI (see attached)

VIII. Upcoming Events

- a) Paintings by Rich Curtis opens Sept 5
- b) South GA College Art Competition opens Nov 1
- c) DCESS exhibit opens Dec 4
- d) Holiday pARTy Dec 14

IX. A Next Full Board Meeting August 22, 2019

X. Adjournment

Board Meetings 2019

January 24, 2019

February 28, 2019

March 28, 2019

April 25, 2019

May 23, 2019

June 27, 2019 (Annual Meeting)

July 25, 2019

August 22, 2019

September 26, 2019

October 24, 2019

December 12, 2019 (Board's holiday party)

Albany Area Arts Council, Inc

Meeting Minutes

June 27, 2019

5:30PM – 6:30PM

Prepared by Erin Freeman

Type of Meeting: Annual Board Meeting

Meeting Facilitators: Smith Wilson, President
Nicole Williams, Executive Director

Attendees:

Nicole Williams (ED)	Jim Ligon	Wendy Howell
Smith Wilson (Pres.)	Sandy Peacock	Joelle Fryman
Bill Swan (VP)	Femi Anderson	Erin Freeman
Kayanne Blackwell (Treas.)	Reedi Hawkins	
Jim LeVaughn	Ray Pierotti	

- The meeting was called to order by Smith Wilson at 5:30.
- Kayanne presented the FY19-20 Budget for voting approval. Jim LeVaughn moved to approve the budget, and Jim Ligon seconded. The motion carried unanimously.
- Jim Ligon presented the Board Member Classes and voting approval for Class of 2022. Kayanne Blackwell moved to approve and Jim LeVaughn seconded. The motion carried unanimously.
- Approval of minutes from 5.23.2019 meeting: Reedi asked that the attendance log be checked, but then determined that she did not attend the 5/23. Jim LeVaughn moved to approve the minutes, and Ray seconded. The motion carried.
- Presentation of Treasury Reports (6.27.2019) by Kayanne.
- Operational Acct: \$ 10,725.68 / Special Events Acct: \$11,621.55 / Savings Acct: \$12,030.06
- Income - Annual Budget: \$107,753.00 / FY to Date: \$74,833.11
- Expenses - Annual Budget: \$103,685.92 / FY to Date: \$76,623.24
- Discussed need to market venue rental space. Board agreed to work on putting together a plan for that including taking professional photos, requesting photos from past events, and designing a rack card. Sandy Peacock volunteered to help.
- Board Maintenance (Executive Committee):
- Board is reminded to utilize nominating committee protocol when recommending new members. Email jblligon@bellsouth.net.
- Ray Pierotti announced his resignation from the Board and suggested Bond Anderson as a replacement Advisory Council Board Member.
- Project / Committee / Task Force Reports
- Executive Committee Report – Annual Meeting Agenda Items
 - Committee Members are: Smith Wilson (Pres), Bill Swan (Vice Pres), Kayanne Blackwell (Treas), Erin Freeman (Secretary), and Jim Ligon (serving as Past Pres.)

- Over The Edge Report Indicated that we are looking into the possibility of doing the event March 7, 2020 along with the Snickers Marathon and downtown festival.
 - 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.) Juried Art Show Report. Wendy noted that we are very close to getting the go ahead for this.

- Upcoming Events
- Pottery by Kirby Gregory opens July 11
- Paintings by Rich Curtis opens Sept 5
- South GA College Art Competition opens Nov 1
- DCESS exhibit opens Dec 4
- Holiday pARTy Dec 14
- A Next Full Board Meeting July 25, 2019

- Adjournment: Nicole moved to adjourn and Jim LeVaughn seconded. Smith adjourned the meeting at 6:30PM.

Board Meetings 2019

January 24, 2019

February 28, 2019

March 28, 2019

April 25, 2019

May 23, 2019

June 27, 2019 (Annual Meeting)

July 25, 2019

August 22, 2019

September 26, 2019

October 24, 2019

December 12, 2019 (Board's holiday party)

1:46 PM
 07/25/19
 Cash Basis

Albany Area Arts Council
Balance Sheet
 As of July 25, 2019

	<u>Jul 25, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
AAAC operational (AB&T)	13,365.05
AAAC Savings (Back Up)	12,030.06
AAAC Special Events	12,097.34
Total Checking/Savings	<u>37,492.45</u>
Total Current Assets	37,492.45
Fixed Assets	
15000 · Furniture and Equipment	35,449.96
15900 · Leasehold Improvements	38,951.00
17100 · Accum Depr - Furn and Equip	-33,030.55
17300 · Accum Depr - Leasehold Imps	-27,216.95
Total Fixed Assets	<u>14,153.46</u>
TOTAL ASSETS	<u>51,645.91</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	-618.00
Total Accounts Payable	-618.00
Credit Cards	
Nicole's AAAC Credit Card	915.56
Total Credit Cards	915.56
Other Current Liabilities	
24000 · Payroll Liabilities	
24331 · FICA Payable	510.00
24332 · FIT W/H Payable	373.00
24333 · GAIT W/H Payable	600.00
Total 24000 · Payroll Liabilities	<u>1,483.00</u>
Total Other Current Liabilities	1,483.00
Total Current Liabilities	<u>1,780.56</u>
Total Liabilities	1,780.56
Equity	
32000 · Unrestricted Net Assets	46,350.95
Net Income	3,514.40
Total Equity	<u>49,865.35</u>
TOTAL LIABILITIES & EQUITY	<u>51,645.91</u>

1:45 PM
 07/25/19
 Cash Basis

Albany Area Arts Council
Profit & Loss
 July 1 - 25, 2019

	<u>Jul 1 - 25, 19</u>
Ordinary Income/Expense	
Income	
46400 · Other Types of Income	202.00
600 · Statement of Revenue	
615 · Memorials	100.00
616 · Government Grants/ COA	3,750.00
621 · Education Programs/ Exhibits	
621.1 · Art Sale (Artist)	101.00
Total 621 · Education Programs/ Exhibits	101.00
626 · Annual Juried Art Show Income	
626.4 · JAS Art Sales	500.00
Total 626 · Annual Juried Art Show Income	500.00
630 · Fundraising Events	
630.2 · Membership	300.00
Total 630 · Fundraising Events	300.00
Total 600 · Statement of Revenue	4,751.00
Total Income	4,953.00
Gross Profit	4,953.00
Expense	
65000 · Operations	
65001 · Janitorial and Cleaning Expense	
65001.1 · Janitorial Contractor	150.00
Total 65001 · Janitorial and Cleaning Expense	150.00
Total 65000 · Operations	150.00
700 · Total Expenses	
733 · Computer Expenses	
733.1 · Website, Web Apps & EMarketing	47.88
733.3 · Printer & Print Related Expense	16.04
Total 733 · Computer Expenses	63.92
790 · Telephone, Telecommunications	121.73
795 · Utilities	608.56
821 · Education Programs/ Exhibits	
821.2 · Catering / Food & Beverage	471.59
Total 821 · Education Programs/ Exhibits	471.59
Total 700 · Total Expenses	1,265.80
830 · Transfers	
830.4 · Paypal Fee	22.80
Total 830 · Transfers	22.80
Total Expense	1,438.60
Net Ordinary Income	3,514.40
Net Income	<u><u>3,514.40</u></u>

Sarah Schatz

sarahmacklyn@gmail.com • 828 Partridge Drive, Albany, GA 31707 • 229-881-6234

EDUCATION

Georgia Southwestern State University School of Nursing

Class of 2021

Pre-Medical/ Pre-Nursing Post-Baccalaureate Studies

- Albany State University, *Albany, GA* *Fall 2018-Spring 2019*
- Emory University, *Atlanta, GA* *Summer 2018*
- Georgia State University, *Atlanta, GA* *Fall 2017*
- The George Washington University, *Washington, DC* *Fall 2016, Spring and Summer 2017*
- Darton College, *Albany, GA* *Summer 2016*

B.A., Art History, University of Georgia, Athens, GA

December 2013

- UGA at Cortona, *Cortona, Italy* *Summer 2013*
- UGA at Oxford, Oxford University, Keble College, *Oxford, England* *Fall 2011*

PROFESSIONAL EXPERIENCE

Referral Coordinator at Albany Internal Medicine, Albany, GA

June 2018- Present

- Schedule specialist referral appointments that AIM providers order for patients in a timely manner
- Consistently track the status of referral appointments and communicate with patients until appointments are scheduled
- Work with providers to guarantee that all orders are documented and entered correctly in Athena Health EMR system
- Complete prior authorization forms that insurance companies provide to ensure that prior approval standards are met

Office of United States Senator David Perdue, Washington, DC

Legislative Correspondent

June 2015- May 2016

- Issue Portfolio: Healthcare, Education, Labor, Army Corps of Engineers, FDA
- Staffed Senator for meetings with health insurance, hospital, and advocacy groups
- Composed memos that briefed Senator on pending legislative matters
- Reviewed and recommended action on co-sponsorship opportunities
- Created talking points on health policy for office-wide use
- Responded to constituent mail in a timely manner

Staff Assistant

January- June 2015

- Managed all front-office operations
- Answered constituent phone calls and relayed constituent requests and concerns to Senator and legislative staffers
- Coordinated and scheduled U.S. Capitol, White House, Bureau of Engraving and Printing, Pentagon, Supreme Court, and Library of Congress tours for constituents travelling to Washington, DC
- Led U.S. Capitol tours

Office of United States Senator Saxby Chambliss, Washington, DC

Staff Assistant

February- December 2014

- Managed all Legislative Correspondents in their daily mail tasks to ensure a timely mail turn around in Intranet Quorum
- Created weekly mail report for Chief of Staff that monitored all incoming and outgoing constituent correspondence across all policy issues
- Drafted recommendation, congratulatory, condolence, birthday, Eagle Scout, and student letters on behalf of the Senator

Georgia Museum of Art, Athens, GA

Publications Intern

May- December 2012

- Conducted series of interviews and wrote the "Docent Spotlight," published in the seasonal museum newsletter, *Facet*
- Assisted the publication process for three published exhibition catalogues by editing manuscripts for grammar and clarity
- Edited museum website for format, content, and calendar events
- Designed an exhibition schedule on MailChimp, marketing upcoming exhibitions to the rest of the country
- Organized, advertised, and photographed the Museum Mix, a fundraising event promoting the arts on campus

CLINICAL EXPERIENCE

AHEC Student Volunteer at Migrant Farmworker Clinic, Bainbridge, GA, and Moultrie, GA

June 2018

Certified Nurse Aid with 120 hours of clinical training, Heritage Health Career Center, Albany, GA

April-May 2018

Shadowed Dr. Donna Graf at Albany OB-GYN, Albany, GA

Summer 2016

OTHER

Hope Scholarship Recipient

2009- 2013

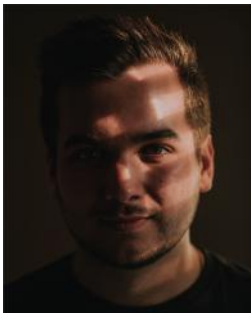
Interests: Art, Politics, Cooking, Tennis

Timothy L Brock

Co-Owner / Creative Director

tim@brocksfield.com

Timothy Brock is a graphic artist and web designer born and raised in Albany. As co-owner of Brocksfield Design Company, Timothy has established himself as the Albany area's leading expert in all things digital art and design. Timothy credits his middle



school art teacher with inspiring him to start his journey as a graphic artist at a young age. He has since continued to astound others with his abilities and knowledge, and was jokingly referred to as the “boy wonder” when he started working in the marketing industry. Because of the impact his arts educator had on him, Timothy is committed to using his gifts and accomplishments to prove to young artists that they too can accomplish great things with hard work and dedication to their craft. After working extensively in digital marketing, Timothy started Brocksfield Design Company alongside Rachel Mansfield to establish Albany's first dedicated digital design firm and provide local businesses with quality branding, websites, digital ads and marketing materials. When he isn't working, Timothy enjoys volunteering, singing and playing piano, and spending time with his wife, Grace.

Rachel Mansfield

Co-Owner / Director of Strategy
rachel@brocksfield.com

Rachel Mansfield is an Albany native, co-owner of Brocksfield Design Company, and currently serves as Worship Director for Providence Church. As a life-long musician and stage performer, Rachel has a deep love for the arts and is passionate



about helping others (especially young people and students) learn how to grow in their creative gifts and abilities. Known for her signature pink hair and big personality, Rachel is an award-winning vocalist, songwriter, and public speaker who uses her gifts of communication and strategy in her business to help clients best utilize their marketing visuals to solve problems and attract customers. After working in the marketing industry in the Albany area for several years, Rachel and longtime collaborator, Timothy Brock, started Brocksfield Design Company to provide strategic graphic design, web, and advertising services in an effort to help modernize and legitimize the way local businesses and organizations present themselves to the world. In her free time, Rachel enjoys singing, volunteering, and spending time with her husband, Tom, and their (almost) three-year-old daughter, Rose.

Josette Dollar has had a lifelong love of the arts. A native of Albany, Georgia, Josette attended Ringling College of Art & Design in Sarasota, Florida, and graduated with a B.A. degree in Illustration. Later Josette earned her B.A. degree in English with a concentration in Journalism from Valdosta State University. She danced and was also an instructor at Murphy Dance Studio and Ballet Theatre South (formerly Albany Ballet Theatre) for 17 years. Josette taught at Pink Slipper School of Dance before opening her own dance studio in Albany, Georgia in 2009, Josette's Academy of Dance. She published her first poetry book, *Visible Wreckage*, in 2013.

Josette is also a certified Executive Business Coach and Consultant. She has worked with multiple businesses in the area and has recently had the privilege to work with a local company to rebuild their structure and organization, along with taking the company from 2.5 million to 5 million in revenue in under 12 months. Josette resides in Leesburg, Georgia with her husband, 2 daughters, step-son and her french bulldog Lola. Away from coaching and consulting, Josette enjoys oil painting on a large scale, reading, writing, traveling, and playing with her puppy.

Josette Dollar

229-347-0160

bozemanjosette@gmail.com

Cindy Calek Pickren is a native of Albany, Georgia. She currently resides in Lee County, Georgia with her husband, daughter, and dogs. Cindy graduated with a B.A. degree in History from Georgia Southwestern State University in 2006. She worked in Institutional Research at Darton State College for seven years. Following the birth of her daughter, Cindy decided to take a more flexible job at Covenant Presbyterian Church where she worked for six years as the Children's Director and as a Preschool Teacher. Throughout her life, Cindy has always been involved in dance and theatre. She danced at Murphy Dance Studio and Ballet Theatre South (formerly Albany Ballet Theatre) for 13 years. She then went on to teach dance at multiple dance studios and choreograph for many community theatre productions over a 12 year period.

Mrs. Pickren enjoys reading, writing, traveling, cooking, gardening, dance, theatre, and spending time with her family and friends.

Cindy Calek Pickren
229-395-9296
cindycalek23@yahoo.com



Request for Donation of Facility

Name of event: Albany Kickoff for NAMIWalks Southwest Georgia, organized by NAMI Albany, the local affiliate of NAMI Georgia and the National Alliance on Mental Illness (www.nami.org)

Date of planned event: August 9, 2019

Description of and reason for event: NAMIWalks Southwest Georgia is our annual regional awareness and fundraising event, a festive occasion which celebrates the efforts of those touched by mental illness. Kickoffs are held in several regional communities. At the Albany Kickoff NAMI Albany invites community members to enjoy fun and food while learning how to be involved in Walk efforts.

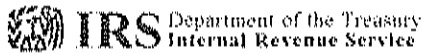
Profit? There is no direct profit from the Kickoff. However, profits from the Walk itself (goal is \$75,000) will fund education, support and outreach efforts of local NAMI affiliates, with funds raised from the Albany community benefiting NAMI Albany efforts and activities.

Mission statement: "The mission of NAMI Georgia is to empower affiliates to create communities where all affected by mental illness find hope, help and acceptance through support, education and advocacy." We have always held Albany Kickoffs in spaces which may broaden experience especially of our members and attendees whose social lives may be restricted by their illness experiences. Holding this event in the Carnegie Building will certainly be "uniting our community through the arts..." by bringing into the circle individuals who are, but should not be, marginalized.

Benefit for the Albany Area Arts Council: There would be no financial benefit, except as would occur as a result of being listed as an in-kind sponsor of the Walk in publicity for the regional Walk.

501(c)(3) letter for NAMI Georgia is attached. NAMI Albany is included as a part of the charitable organization of NAMI Georgia.

Jere Brands, Treasurer, NAMI Albany, GA



CINCINNATI OH 45999-0038

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NAMI GEORGIA INC
STATE OFFICE
% KIM JONES EXECUTIVE DIRECTOR
4120 PRESIDENTIAL PKWY STE 200
ATLANTA GA 30340

021696

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EVEN IF YOU ALSO HAVE AN INQUIRY.



The IRS address must appear in the window.

Use for payments

BODCD-TE

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Letter Number: LTR4167C
Letter Date : 2017-02-21
Tax Period : 000000



581466482

INTERNAL REVENUE SERVICE

NAMI GEORGIA INC
STATE OFFICE
% KIM JONES EXECUTIVE DIRECTOR
4120 PRESIDENTIAL PKWY STE 200
ATLANTA GA 30340


CINCINNATI OH 45999-0038



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CINCINNATI OH 45999-0038

In reply refer to: 0248254921
Feb. 21, 2017 LTR 4167C 0
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BODC: TE


NAMI GEORGIA INC
STATE OFFICE
% KIM JONES EXECUTIVE DIRECTOR
4120 PRESIDENTIAL PKWY STE 200
ATLANTA GA 30340

021696

Employer identification number: 58-1466482
Group exemption number: 8543

Dear Taxpayer:

This is in response to your request dated Feb. 09, 2017, for information about your tax-exempt status.

Our records indicate we issued a determination letter to you in December 1986, and you're currently exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also recognized the subordinates on the list you submitted as exempt from federal income tax under IRC Section 501(c)(3).

For federal income tax purposes, donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106 and 2522.

Because IRC Section 170(c) describes your subordinate organizations, donors can deduct contributions they make to them.

Please refer to www.irs.gov/charities for information about filing requirements. Specifically, IRC Section 6033(j) provides that, if you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

In addition, each subordinate organization is subject to automatic revocation if it doesn't file a required return or notice for three consecutive years. Subordinate organizations can file required returns or notices individually or as part of a group return.

For tax forms, instructions, and publications, visit www.irs.gov or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).