

Albany Area Arts Council, Inc

Meeting Agenda

July 26, 2018

5:30PM – 6:30PM

Type of Meeting: Full Board

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

Invitees:

| | | |
|----------------------------|---------------|-----------------|
| Nicole Williams (ED) | Jim LeVaughn | Reedi Hawkins |
| Smith Wilson (Pres.) | Jim Ligon | Ray Pierotti |
| Bill Swan (VP) | Sandy Peacock | Jenny Collins |
| Kayanne Blackwell (Treas.) | Sandra Smith | Sylvia Maxwell |
| Amanda Garlock (Sec.) | Femi Anderson | Carol Fullerton |

- I. Call to order
- II. Roll Call
- III. Approval of minutes from last meeting (June 21, 2018)
- IV. Board Maintenance
 - a) Review Nominating Committee Protocol
- V. Treasury Reports (June 30, 2018)
 - a) Operational Acct: \$11,586.73 / Special Events Acct: \$12,404.52 / Savings Acct: \$12,027.66
 - b) Income - Annual Budget: \$86,155.00 / FY to Date: \$88,135.81
 - c) Expenses - Annual Budget: \$78,069.24 / FY to Date: \$87,948.98
 - d) NET INCOME FY 17-18: \$186.83
- VI. Project / Committee / Task Force Reports
 - a) Over The Edge
 - OTE has agreed to allow use of a 4-story building with the express intent of attempting to secure the Dougherty County Main Branch Library for the event. OTE's initial facility review is positive and initial contact with the DCMBL Director Pauline Abbide is positive. OTE is working with Pauline to begin the next steps of insurance negotiation, etc.
 - At this point, OTE has also reached out to the property managers for The Flats and Albany Towers as well as the Holiday Inn and Suites in Northwest Albany. There has been no further report in this regard, but it is the intention of OTE to continue pursuing all available options until a contract is signed.
 - OTE has breached the option of rescheduling the event for spring if we feel that we need the time to make the event as successful as possible. At this point, the board should consider this option.

b) Executive Committee Report

- See nominating committee updates.

VII. Director's Report

VIII. Old Business

- a) None pending

IX. New Business

X. Upcoming Events

- a) Art Exhibition: Jean Eaton Gay opening 8.16.18

XI. Next Full Board Meeting, August 23 (5:30PM @ AAAC)

XII. Adjournment

Albany Area Arts Council
Board of Directors Meeting
Minutes June 21, 2018

Attendance:

Nicole Williams (ED)

Smith Wilson (President)

Jim Ligon (Treasurer)

Reedi Hawkins

Kayanne Blackwell

Amanda Garlock

Carol Fullerton

Voting by Proxy:

Abigail Ward (held by Kayanne Blackwell)

Reedi Hawkins (Held by Kayanne Blackwell)

Jim LeVaughn (Held by Smith Wilson)

Jenny Collins (Held by Smith Wilson)

Sylvia Maxwell (Held by Jim Ligon)

Smith Wilson called the meeting to order at 5:45 pm.

The nominating committee nominated the following members as officers of the Board:

President: Smith Wilson

Vice President/President Elect: Bill Swan

Secretary: Amanda Garlock

Treasurer: Kayanne Blackwell

Past President: Jim Ligon

Smith asked for a vote on proposed officers.

Officers of the Board were approved by motion from Jim Ligon, seconded by Reedi Hawkins, and Board voted unanimously to approve.

The nominating committee then presented the classes of 2019, 2020, and 2021.

Board member classes were approved by motion from Jim Ligon, seconded by Kayanne Blackwell, and Board voted unanimously to approve.

Treasurer Jim Ligon reviewed the financial reports.

OTE Task Force reported progress on project. Municipal building is not available due to renovations. The Task Force recommends that the event stay downtown unless a downtown building cannot be secured timely, in which case, the event may need to move to one of the hotels in Northwest Albany.

Smith made a motion to table the Albany heights project until after OTE. Kayanne seconded the motion. Board voted unanimously to pass the motion.

Board requested to communicate new board members to nominating committee. Jim Ligon reappointed to Nominating Committee chair by President Smith Wilson. Old Board Members may be recommended, if they are interested and eligible.

Executive Director presented report on Juried Art Show. Eight pieces have been sold and the total net expense of the event was \$260.56 with 350 attendees.

Executive Director presented update on Teen Art Camp. Cancelled due to unavailability of instructor. All registration fees confirmed as refunded and scholarship patronage of \$2000 retained.

Peach State Opera has been tabled due to too many unknowns to make a commitment at this point and the desire to put all focus on OTE.

Treasurer Elect Kayanne Blackwell presented 2019 budget. Projected revenue of \$86,150 with similar expenses in 2019. Net revenue of \$4893 projected, with the assumption of making \$2 for every \$1 spent on OTE. Suggestions made for greater marketing due to updated space and possibility of more rentals—suggestion was tabled.

[CLOSED SESSION] – Notes included since all information discussed in closed session has been disclosed.

Smith Wilson asked for a closed session to discuss executive compensation. Executive Director Nicole Williams exited the room.

Jim proposed 3% salary increase, with corresponding FICA increase and a possibility of incentive compensation after OTE, provided it is as successful as it is projected to be. The board discussed and agreed. Jim motioned for the change to the budget, Carol Fullerton seconded the motion, and the budget was passed unanimously.

Session was reopened. Information on salary increase and bonus opportunity presented to Nicole.

Smith motioned to adjourn the meeting at 7:35 pm. Jim seconded the motion and it was passed unanimously.

Meeting adjourned.

Respectfully Submitted,



Amanda Garlock, Secretary

Albany Area Arts Council
Balance Sheet
As of June 30, 2018

| | <u>Jun 30, 18</u> |
|--|--------------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| AAAC operational (AB&T) | 11,586.73 |
| AAAC Savings (Back Up) | 12,027.66 |
| AAAC Special Events | 12,404.52 |
| Total Checking/Savings | <u>36,018.91</u> |
| Total Current Assets | <u>36,018.91</u> |
| Fixed Assets | |
| 15000 · Furniture and Equipment | 35,449.96 |
| 15900 · Leasehold Improvements | 38,951.00 |
| 17100 · Accum Depr - Furn and Equip | -32,019.89 |
| 17300 · Accum Depr - Leasehold Imps | -26,051.36 |
| Total Fixed Assets | <u>16,329.71</u> |
| TOTAL ASSETS | <u><u>52,348.62</u></u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Credit Cards | |
| Nicole's AAAC Credit Card | 10.00 |
| Total Credit Cards | <u>10.00</u> |
| Other Current Liabilities | |
| 24000 · Payroll Liabilities | |
| 24331 · FICA Payable | 1,603.22 |
| 24332 · FIT W/H Payable | 1,153.11 |
| 24333 · GAIT W/H Payable | 578.68 |
| Total 24000 · Payroll Liabilities | <u>3,335.01</u> |
| Total Other Current Liabilities | <u>3,335.01</u> |
| Total Current Liabilities | <u>3,345.01</u> |
| Total Liabilities | <u>3,345.01</u> |
| Equity | |
| 32000 · Unrestricted Net Assets | 48,816.78 |
| Net Income | 186.83 |
| Total Equity | <u>49,003.61</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>52,348.62</u></u> |

Albany Area Arts Council
Profit & Loss Budget vs. Actual
 July 2017 through June 2018

| | Jul '17 - Jun 18 | Budget | \$ Over Budget | % of Budget |
|--|------------------|------------------|------------------|---------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 45000 · Investments | | | | |
| 45030 · Interest-Savings, Short-term CD | 2.21 | 5.00 | -2.79 | 44.2% |
| 45000 · Investments - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 45000 · Investments | 2.21 | 5.00 | -2.79 | 44.2% |
| 600 · Statement of Revenue | | | | |
| 602 · Contributions Business | 2,500.00 | 2,500.00 | 0.00 | 100.0% |
| 604 · Contributions Foundations | 5,796.15 | 4,300.00 | 1,496.15 | 134.8% |
| 615 · Memorials | 0.00 | 0.00 | 0.00 | 0.0% |
| 616 · Government Grants/ COA | 45,000.00 | 45,000.00 | 0.00 | 100.0% |
| 621 · Education Programs/ Exhibits | | | | |
| 621.1 · Art Sale (Artist) | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 621 · Education Programs/ Exhibits | 0.00 | 0.00 | 0.00 | 0.0% |
| 622 · Corporate Art Shows | | | | |
| 622.1 · MillerCoors Makes Art | 0.00 | 2,500.00 | -2,500.00 | 0.0% |
| Total 622 · Corporate Art Shows | 0.00 | 2,500.00 | -2,500.00 | 0.0% |
| 626 · Annual Juried Art Show Income | | | | |
| 626.1 · JAS Entry Fee | 2,165.26 | 1,500.00 | 665.26 | 144.4% |
| 626.2 · JAS Ad Sales | 0.00 | 0.00 | 0.00 | 0.0% |
| 626.3 · JAS Sponsorship / Donation | 0.00 | 0.00 | 0.00 | 0.0% |
| 626.4 · JAS Art Sales | 2,145.00 | 0.00 | 2,145.00 | 100.0% |
| Total 626 · Annual Juried Art Show Income | 4,310.26 | 1,500.00 | 2,810.26 | 287.4% |
| 627 · Teen Art Camp | | | | |
| 627.1 · Student Scholarships | 0.00 | 2,000.00 | -2,000.00 | 0.0% |
| 627 · Teen Art Camp - Other | 2,338.64 | 1,000.00 | 1,338.64 | 233.9% |
| Total 627 · Teen Art Camp | 2,338.64 | 3,000.00 | -661.36 | 78.0% |
| 628 · Classes | | | | |
| Dance Classes (ATC Partnership) | 847.13 | 750.00 | 97.13 | 113.0% |
| Total 628 · Classes | 847.13 | 750.00 | 97.13 | 113.0% |
| 628.0 · Rental/Facility Income | | | | |
| 628.1 · Security Deposit Liab/Expense | 150.00 | 0.00 | 150.00 | 100.0% |
| 628.2 · Security Dep & Reservation Fee | 450.00 | 500.00 | -50.00 | 90.0% |
| 628.0 · Rental/Facility Income - Other | 3,030.00 | 4,000.00 | -970.00 | 75.8% |
| Total 628.0 · Rental/Facility Income | 3,630.00 | 4,500.00 | -870.00 | 80.7% |
| 630 · Fundraising Events | | | | |
| 630.1 · Empty Bowls | 3,544.42 | 3,500.00 | 44.42 | 101.3% |
| 630.2 · Membership | 4,475.00 | 3,600.00 | 875.00 | 124.3% |
| 630.3 · Annual Fundraiser | | | | |
| 630.301 · Sponsorships | 10,050.00 | | | |
| 630.302 · Ticket Sales | 5,357.00 | | | |
| 630.3 · Annual Fundraiser - Other | 275.00 | 15,000.00 | -14,725.00 | 1.8% |
| Total 630.3 · Annual Fundraiser | 15,682.00 | 15,000.00 | 682.00 | 104.5% |
| Total 630 · Fundraising Events | 23,701.42 | 22,100.00 | 1,601.42 | 107.2% |
| Total 600 · Statement of Revenue | 88,123.60 | 86,155.00 | 1,973.60 | 102.3% |
| 631 · Paypal Process Surcharges | 10.00 | | | |
| Total Income | 88,135.81 | 86,155.00 | 1,980.81 | 102.3% |
| Gross Profit | 88,135.81 | 86,155.00 | 1,980.81 | 102.3% |
| Expense | | | | |
| 65000 · Operations | | | | |
| 65001 · Janitorial and Cleaning Expense | | | | |
| 65001.1 · Janitorial Contractor | 1,425.00 | 1,800.00 | -375.00 | 79.2% |
| 65001.2 · Cleaning Supplies | 179.73 | 200.00 | -20.27 | 89.9% |
| 65001.3 · Paper Supplies | 95.20 | 500.00 | -404.80 | 19.0% |
| 65001 · Janitorial and Cleaning Expense - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 65001 · Janitorial and Cleaning Expense | 1,699.93 | 2,500.00 | -800.07 | 68.0% |
| 65000 · Operations - Other | 30.00 | | | |
| Total 65000 · Operations | 1,729.93 | 2,500.00 | -770.07 | 69.2% |
| 66000 · Payroll Expenses | 14,741.74 | 0.00 | 14,741.74 | 100.0% |
| 700 · Total Expenses | | | | |
| 711 · Salaries | | | | |
| 331 · FICA | -3,059.96 | -3,059.19 | -0.77 | 100.0% |
| 332 · FED | -4,476.11 | -3,245.25 | -1,230.86 | 137.9% |
| 333 · STATE TAXES | -2,293.67 | -2,599.32 | 305.65 | 88.2% |
| 711 · Salaries - Other | 40,000.00 | 40,000.00 | 0.00 | 100.0% |
| Total 711 · Salaries | 30,170.26 | 31,096.24 | -925.98 | 97.0% |
| 730 · Bank Charges | 0.00 | 0.00 | 0.00 | 0.0% |
| 732 · Travel and Meetings | 57.11 | 200.00 | -142.89 | 28.6% |
| 733 · Computer Expenses | | | | |
| 733.1 · Website, Web Apps & EMarketing | 901.08 | 1,000.00 | -98.92 | 90.1% |
| 733.2 · Software Updates | 359.88 | | | |
| 733.3 · Printer & Print Related Expense | 369.58 | | | |
| 733 · Computer Expenses - Other | 20.17 | 1,000.00 | -979.83 | 2.0% |
| Total 733 · Computer Expenses | 1,650.71 | 2,000.00 | -349.29 | 82.5% |
| 738 · Depreciation | 0.00 | 1,300.00 | -1,300.00 | 0.0% |
| 744 · Dues,Subscription&Membership | 994.45 | 2,400.00 | -1,405.55 | 41.4% |
| 749 · Board Meetings | | | | |
| 749.1 · Board Development Projects | 68.82 | | | |
| 749 · Board Meetings - Other | 0.00 | 100.00 | -100.00 | 0.0% |
| Total 749 · Board Meetings | 68.82 | 100.00 | -31.18 | 68.8% |

Albany Area Arts Council
Profit & Loss Budget vs. Actual

July 2017 through June 2018

| | Jul '17 - Jun 18 | Budget | \$ Over Budget | % of Budget |
|---|------------------|------------------|-------------------|---------------|
| 751 · Nonemployee Expense | 0.00 | 3,000.00 | -3,000.00 | 0.0% |
| 757 · Insurance - Liability | 1,461.00 | 1,400.00 | 61.00 | 104.4% |
| 758 · Workmen's Comp. Ins. | 343.00 | 400.00 | -57.00 | 85.8% |
| 764 · Advisory Board | 552.13 | | | |
| 765 · Legal & Accounting | 783.00 | 800.00 | -17.00 | 97.9% |
| 766 · Miscellany | 40.00 | 0.00 | 40.00 | 100.0% |
| 767 · Advertising & Marketing | | | | |
| 767.1 · Sentext Marketing Campaign | 99.00 | 0.00 | 99.00 | 100.0% |
| 767 · Advertising & Marketing - Other | 7.36 | 200.00 | -192.64 | 3.7% |
| Total 767 · Advertising & Marketing | 106.36 | 200.00 | -93.64 | 53.2% |
| 770 · Office Supplies | 388.65 | 600.00 | -211.35 | 64.8% |
| 774 · Postage | 957.47 | 750.00 | 207.47 | 127.7% |
| 775 · Professional Fees | 0.00 | 50.00 | -50.00 | 0.0% |
| 777 · Rental Expense | | | | |
| 777.1 · Security Guard Expense | 323.00 | 1,100.00 | -777.00 | 29.4% |
| 777.2 · Security Deposit Refund | 75.00 | | | |
| Total 777 · Rental Expense | 398.00 | 1,100.00 | -702.00 | 36.2% |
| 778 · building Maintenance & repairs | | | | |
| 778.1 · Landscaping & Exterior | 446.90 | | | |
| 778 · building Maintenance & repairs - Other | 709.32 | 1,000.00 | -290.68 | 70.9% |
| Total 778 · building Maintenance & repairs | 1,156.22 | 1,000.00 | 156.22 | 115.6% |
| 790 · Telephone, Telecommunications | 1,462.24 | 1,500.00 | -37.76 | 97.5% |
| 795 · Utilities | 7,618.84 | 7,000.00 | 618.84 | 108.8% |
| 821 · Education Programs/ Exhibits | | | | |
| 821.1 · Publications & Mailing | 155.02 | 1,000.00 | -844.98 | 15.5% |
| 821.2 · Catering / Food & Beverage | 160.89 | 3,000.00 | -2,839.11 | 5.4% |
| 821 · Education Programs/ Exhibits - Other | 200.53 | | | |
| Total 821 · Education Programs/ Exhibits | 516.44 | 4,000.00 | -3,483.56 | 12.9% |
| 832 · Fund Raising Projects | | | | |
| 832.1 · empty bowls | 0.00 | 500.00 | -500.00 | 0.0% |
| 832.2 · Membership | 722.15 | 600.00 | 122.15 | 120.4% |
| 832.3 · Annual Fundraiser | | | | |
| 832.01 · Catering Related Expenses | 1,876.86 | | | |
| 832.3 · Annual Fundraiser - Other | 8,574.37 | 10,000.00 | -1,425.63 | 85.7% |
| Total 832.3 · Annual Fundraiser | 10,451.23 | 10,000.00 | 451.23 | 104.5% |
| Total 832 · Fund Raising Projects | 11,173.38 | 11,100.00 | 73.38 | 100.7% |
| 700 · Total Expenses - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 700 · Total Expenses | 59,898.08 | 69,996.24 | -10,098.16 | 85.6% |
| 822 · Special Events Expenses | | | | |
| 822.1 · Family pARTies | 0.00 | 0.00 | 0.00 | 0.0% |
| 822 · Special Events Expenses - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 822 · Special Events Expenses | 0.00 | 0.00 | 0.00 | 0.0% |
| 823 · Corporate Art Shows | | | | |
| 823.1 · MillerCoors Makes Art | 0.00 | 823.00 | -823.00 | 0.0% |
| Total 823 · Corporate Art Shows | 0.00 | 823.00 | -823.00 | 0.0% |
| 826 · Annual Juried Art Show Expenses | | | | |
| 826.1 · JAS Catering | 42.59 | 0.00 | 42.59 | 100.0% |
| 826.2 · JAS Publications & Mailing | 528.89 | 750.00 | -221.11 | 70.5% |
| 826.3 · JAS Awards | 1,425.00 | 1,050.00 | 375.00 | 135.7% |
| 826.4 · JAS Juror Fees | 444.13 | 450.00 | -5.87 | 98.7% |
| 826.5 · JAS Miscellaneous Expenses | 0.00 | 150.00 | -150.00 | 0.0% |
| 826.6 · JAS Art Sale - Paid to Artist | 2,125.00 | 0.00 | 2,125.00 | 100.0% |
| Total 826 · Annual Juried Art Show Expenses | 4,565.61 | 2,400.00 | 2,165.61 | 190.2% |
| 827 · Teen Art Camp Expenses | | | | |
| 827.1 · TAC Instructor Compensation | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| 827.2 · TAC Art Supplies | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| 827 · Teen Art Camp Expenses - Other | 700.00 | 250.00 | 450.00 | 280.0% |
| Total 827 · Teen Art Camp Expenses | 700.00 | 2,250.00 | -1,550.00 | 31.1% |
| 830 · Transfers | | | | |
| 830.2 · transfer to AAAC special events | 0.00 | 0.00 | 0.00 | 0.0% |
| 830.4 · Paypal Fee | 63.62 | 100.00 | -36.38 | 63.6% |
| Total 830 · Transfers | 63.62 | 100.00 | -36.38 | 63.6% |
| 833 · Over the Edge | 6,250.00 | | | |
| Total Expense | 87,948.98 | 78,069.24 | 9,879.74 | 112.7% |
| Net Ordinary Income | 186.83 | 8,085.76 | -7,898.93 | 2.3% |
| Net Income | 186.83 | 8,085.76 | -7,898.93 | 2.3% |

Director' Report 7.26.18

Current Exhibition

- Closed yesterday - 12 pieces of artwork sold
- Humidity Damage to Artwork: situation should be addressed before additional artwork is accepted.

Upcoming Exhibition

- Jean Eaton Gay – Opening 8.16.18

Building Management Concerns

- Punch List items from renovations (add refrigerator and bubbling paint)
- Humidity is damaging artwork

Committee (or Task Force) Needs

- Exhibitions
- Empty Bowls 2019
- Rental Marketing

Volunteer Needs

None at this time.

Sponsorship Requests

None at this time.

Important Upcoming Event Dates:

- Aug 16 – Jean Eaton Gay Opening
- Oct 4 – MillerCoors Makes Art Opening
- Nov 2 – South GA College Art Comp Opens
- Nov 5 thru 9 – Fealing Lin Watercolor WKSP
- Jan 23 – Empty Bowls 2019

FY 18-19 Board Meeting Dates:

- Aug 23 – Full Board Meeting
- Sept 27 – Full Board Meeting
- Oct 25 – Full Board Meeting
- Nov TBD – Full Board Meeting
- Dec TBD – Full Board Meeting
- Jan 24 – Full Board Meeting
- Feb 28 – Full Board Meeting
- Mar 28 – Full Board Meeting
- Apr 25 – Full Board Meeting
- May 23 – Full Board Meeting
- June 27 – Annual Board Meeting