

Albany Area Arts Council, Inc

Meeting Agenda

August 22, 2019

5:30PM – 6:30PM

Type of Meeting: Board Meeting

Meeting Facilitators: Bill Swan, President

Nicole Williams, Executive Director

Invitees:

Nicole Williams (ED)

Jim Ligon

Josette Dollar

Bill Swan (Pres.)

Sandy Peacock

Cindy Calek Pickren

Wendy Howell (VP)

Femi Anderson

Sarah Schatz

Kayanne Blackwell (Treas.)

Reedi Hawkins

Rachel Mansfield

Erin Freeman (Sec.)

Jenny Collins

Tim Brock

Smith Wilson (Past Pres.)

Carol Fullerton

Jim LeVaughn

Joelle Fryman

- I. Call to order
- II. Roll Call
- III. Approval of minutes from 6.27.2019 meeting.
- IV. Presentation of Treasury Reports (8.21.2019)
 - a) Operational Acct: \$12,539.83 / Special Events Acct: \$11,783.17 / Savings Acct: \$12,030.26
 - b) Income - Annual Budget: \$114,000.00 / FY to Date: \$12,866.20
 - c) Expenses - Annual Budget: \$106,483.00 / FY to Date: \$6,398.98
- V. Board Maintenance (Executive Committee)
 - a) Welcome new Board Members (Submitted for membership by recommendation from the Nominating Committee and Approved unanimously by email vote finalized 8.15.19)
 - Sarah Schatz
 - Tim Brock (Thank you for designing September's invitation postcard!)
 - Rachel Mansfield
 - Josette Dollar
 - Cindy Pickren
 - b) Round table introductions for new and old members – be sure to tell us how long you have been with the board and what brought you here.
 - c) Resignation of Board Secretary, Erin Freeman (letter attached)
 - d) Requesting nomination and vote from the floor for Board Secretary
 - e) 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.)
- c) Empty Bowls Committee – Requesting Committee Volunteers with two representatives to meet Monday with SOWEGA COA Aug 26 @ 11AM

VII. New Business

- a) Anything from the floor?

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 September 26, 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)

Albany Area Arts Council
Balance Sheet
 As of August 21, 2019

	Aug 21, 19
ASSETS	
Current Assets	
Checking/Savings	
AAAC operational (AB&T)	12,539.83
AAAC Savings (Back Up)	12,030.26
AAAC Special Events	15,259.87
Total Checking/Savings	39,829.96
Total Current Assets	39,829.96
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	14,153.46
TOTAL ASSETS	53,983.42
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Nicole's AAAC Credit Card	-316.75
Total Credit Cards	-316.75
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	1,483.00
Total Other Current Liabilities	1,483.00
Total Current Liabilities	1,166.25
Total Liabilities	1,166.25
Equity	
32000 · Unrestricted Net Assets	46,349.95
Net Income	6,467.22
Total Equity	52,817.17
TOTAL LIABILITIES & EQUITY	53,983.42

Albany Area Arts Council
Profit & Loss
 July 1 through August 21, 2019

	Jul 1 - Aug 21, 19
Ordinary Income/Expense	
Income	
45000 · Investments	
45030 · Interest-Savings, Short-term CD	0.20
Total 45000 · Investments	0.20
46400 · Other Types of Income	202.00
600 · Statement of Revenue	
615 · Memorials	100.00
616 · Government Grants/ COA	7,500.00
621 · Education Programs/ Exhibits	
621.1 · Art Sale (Artist)	3,708.00
621 · Education Programs/ Exhibits - Other	155.00
Total 621 · Education Programs/ Exhibits	3,863.00
626 · Annual Juried Art Show Income	
626.1 · JAS Entry Fee	101.00
626.4 · JAS Art Sales	500.00
Total 626 · Annual Juried Art Show Income	601.00
628.0 · Rental/Facility Income	
628.1 · Security Deposit Liab/Expense	300.00
Total 628.0 · Rental/Facility Income	300.00
630 · Fundraising Events	
630.2 · Membership	300.00
Total 630 · Fundraising Events	300.00
Total 600 · Statement of Revenue	12,664.00
Total Income	12,866.20
Gross Profit	12,866.20
Expense	
65000 · Operations	
65001 · Janitorial and Cleaning Expense	
65001.1 · Janitorial Contractor	300.00
Total 65001 · Janitorial and Cleaning Expense	300.00
Total 65000 · Operations	300.00
66000 · Payroll Expenses	1,527.49
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	2,637.25
730 · Bank Charges	36.03
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
744 · Dues, Subscription & Membership	100.00
765 · Legal & Accounting	25.00
774 · Postage	235.00
790 · Telephone, Telecommunications	243.46
795 · Utilities	608.56

Albany Area Arts Council
Profit & Loss
July 1 through August 21, 2019

	<u>Jul 1 - Aug 21, 19</u>
821 · Education Programs/ Exhibits	
821.2 · Catering / Food & Beverage	481.66
Total 821 · Education Programs/ Exhibits	<u>481.66</u>
Total 700 · Total Expenses	4,430.88
830 · Transfers	
830.4 · Paypal Fee	140.61
Total 830 · Transfers	<u>140.61</u>
Total Expense	<u>6,398.98</u>
Net Ordinary Income	<u>6,467.22</u>
Net Income	<u><u>6,467.22</u></u>