

Albany Area Arts Council, Inc

Meeting Agenda

September 26, 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

Joelle Fryman

Bill Swan (Pres.)

Sandy Peacock

Sarah Schatz

Wendy Howell (VP)

Femi Anderson

Rachel Mansfield

Kayanne Blackwell (Treas.)

Reedi Hawkins

Tim Brock

Smith Wilson (Past Pres.)

Jenny Collins

Jim LeVaughn

Carol Fullerton

- I. Call to order
- II. Roll Call
- III. Approval of minutes from 8.22.2019 meeting.
- IV. Presentation of Treasury Reports (9.25.2019)
 - a) Operational Acct: \$8,781.75 / Special Events Acct: \$12,030.46 / Savings Acct: \$12,121.44
 - b) Income - Annual Budget: \$114,000.00 / FY to Date: \$14,428.07
 - c) Expenses - Annual Budget: \$106,483.00 / FY to Date: \$15,752.28
- V. Board Maintenance (Executive Committee)
 - a) Nominating Committee recommendation to approve Jenny Collins as Bard Secretary for remainder of FY.
 - b) Resignation of Board Members Josette Dollar and Cindy Pickren (letters unavailable)
 - c) 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 –
 - 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.)
 - March 7, 2020 date has been approved by CVB, Downtown Street Festival Manager, and Over the Edge
 - Summary of Activity emailed from Wendy Howell: “I have shared the legal documents from Over the Edge with both Spencer Lee (county attorney) and Nathan Davis (city attorney) and waiting for them to let me know if they see anything we cannot agree to. Once I hear back from them, I’ll know more. There’s still a question in the air about whether or not our boards (city and county)

will need to approve at that point. I should know more once the attorneys are able to circle back, though. I'll do my best to urge them along so that we can get answers sooner.”

- Let's revisit our discussion about proceeding with Over the Edge. What are our obstacles, what are our objectives?
 - a. 164 DAYS FROM TODAY – guaranteed expense \$18,750 / \$6,250 already paid
 - b. Other major projects to complete before end of year: Empty Bowls planning (requiring a re-plan due to Civic Center cost and difficulty procuring pottery), Membership Drive (ideally should be ready to roll out Nov 1), *marketing campaign for rental space
 - c. What is our “tug-the-heartstrings” reason for raising this money. We need a clear and simple mantra to promote the event.
 - d. Who are the five Board Members to form a committed taskforce to assist in fundraising, planning, recruitment, and execution of the event?

c) Empty Bowls Committee – Update from ED.

VII. New Business

- a) SWGA Living Ad Opportunity (see attached). Annual advertising budget is \$0.00.

VIII. Upcoming Events

- a) South GA College Art Competition opens Nov 1
- b) Ballroom Dance Classes start back October 16
- c) ED to attend SEMC Conference Oct 21-23
- d) Janet Rogers Water Color WKSP October 28-31
- e) DCESS exhibit opens Dec 5
- f) Holiday pARTy Dec 14

IX. A Next Full Board Meeting October 24, 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
Board of Directors
Meeting Minutes
August 22, 2019

Attendance: Bill Swan, Wendy Howell, Jim Ligon, Sandy Peacock, Josette Dollar, Cindy Calek Pickren, Sarah Schatz, Rachel Mansfield, Tim Brock, and Nicole Williams

President Bill Swan called the meeting to order at 5:38PM. Minutes of the June 27, 2019 Board of Directors meeting were distributed. After review, Jim Ligon made a motion to approve the minutes as distributed. The motion was seconded by Wendy Howell and was passed.

The financial Reports were distributed at the meeting. Following a brief discussion the reports were filed for audit.

President Bill Swan acknowledged the new members of the Board: Sarah Schatz, Tim Brock, Rachel Mandfield, Josette Dollar, and Cindy Pickren. Following the introduction of the new members, existing members of the board introduced themselves.

Executive Director, Nicole Williams, announced that she had received the resignation of Board Secretary, Erin Freeman. Erin's resignation was effective August 21, 2019. Erin has resigned because of relocation to Metro Atlanta. Anyone desiring to become Secretary or wishing to nominate an individual to become Secretary should contact the Chair of the Nominating Committee, Jim Ligon.

Nicole Williams and Wendy Howell provided an update on the status of Over The Edge. There is still work to complete to secure the Government Center as the preferred building for go Over the Edge.

Nicole Williams also provided an update on the planned meeting with the SOWEGA Council on Aging. This meeting will be held at 11:00AM EDT August 26, 2019. Nicole solicited board members to attend with her.

Under New Business, Rachel volunteered to begin managing social media. A Venue Marketing Task Force was formed with the following individuals as members: Tim Brock, Josette Dollar, Cindy Pickren, and Smith Wilson.

Nicole Williams reminded board members of the upcoming reception for the Rich Curtis Exhibition. There is to be an artists talk beginning at 5:30PM EDT before the opening at 6:00PM EDT on Thursday, September 5.

The next full Board meeting will be September 26, 2019 at 5:30PM EDT.

With there being no further business the meeting was adjourned at 6:33PM EDT.

Respectfully submitted,

James B. Ligon
Acting Secretary

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

	<u>Sep 25, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
AAAC operational (AB&T)	8,781.75
AAAC Savings (Back Up)	12,030.46
AAAC Special Events	12,121.44
Total Checking/Savings	<u>32,933.65</u>
Total Current Assets	32,933.65
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><u>47,087.11</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Nicole's AAAC Credit Card	578.37
Total Credit Cards	578.37
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>2,061.37</u>
Total Liabilities	2,061.37
Equity	
32000 · Unrestricted Net Assets	46,349.95
Net Income	-1,324.21
Total Equity	<u>45,025.74</u>
TOTAL LIABILITIES & EQUITY	<u><u>47,087.11</u></u>

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

	Jul 1 - Sep 25, 19
Ordinary Income/Expense	
Income	
45000 · Investments	
45030 · Interest-Savings, Short-term CD	0.40
Total 45000 · Investments	0.40
46400 · Other Types of Income	202.00
600 · Statement of Revenue	
615 · Memorials	100.00
616 · Government Grants/ COA	11,250.00
621 · Education Programs/ Exhibits	
621.1 · Art Sale (Artist)	231.30
621.3 · Event Donations	63.00
621 · Education Programs/ Exhibits - Ot...	155.00
Total 621 · Education Programs/ Exhibits	449.30
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
628.2 · Security Dep & Reservation Fee	300.00
628.0 · Rental/Facility Income - Other	600.00
Total 628.0 · Rental/Facility Income	1,200.00
630 · Fundraising Events	
630.2 · Membership	450.00
630.4 · DipJar	175.37
Total 630 · Fundraising Events	625.37
Total 600 · Statement of Revenue	14,225.67
Total Income	14,428.07
Gross Profit	14,428.07
Expense	
65000 · Operations	
65001 · Janitorial and Cleaning Expense	
65001.1 · Janitorial Contractor	450.00
Total 65001 · Janitorial and Cleaning Expe...	450.00
Total 65000 · Operations	450.00
66000 · Payroll Expenses	2,447.99
700 · Total Expenses	
711 · Salaries	
331 · FICA	-803.25
332 · FED	-1,155.00
333 · STATE TAXES	-630.00
711 · Salaries - Other	10,500.00
Total 711 · Salaries	7,911.75
730 · Bank Charges	36.03
733 · Computer Expenses	
733.1 · Website, Web Apps & EMarketing	347.88
733.3 · Printer & Print Related Expense	43.02
Total 733 · Computer Expenses	390.90

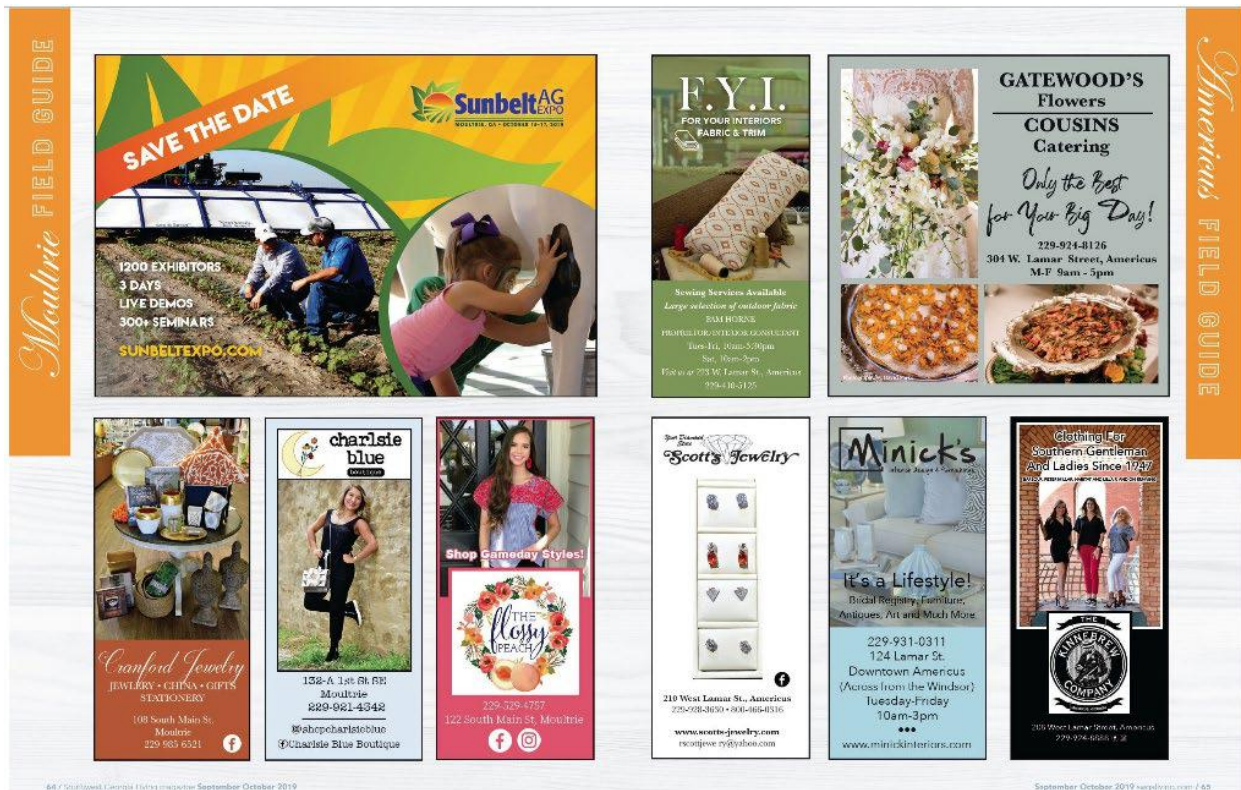
Albany Area Arts Council
Profit & Loss
July 1 through September 25, 2019

	<u>Jul 1 - Sep 25, 19</u>
744 · Dues,Subscription&Membership	100.00
751 · Nonemployee Expense	140.00
758 · Workmen's Comp. Ins.	383.00
765 · Legal & Accounting	25.00
770 · Office Supplies	149.77
774 · Postage	235.00
790 · Telephone, Telecommunications	365.19
795 · Utilities	2,000.59
821 · Education Programs/ Exhibits	
821.1 · Publications & Mailing	336.87
821.2 · Catering / Food & Beverage	1,019.05
Total 821 · Education Programs/ Exhibits	<u>1,355.92</u>
Total 700 · Total Expenses	13,093.15
826 · Annual Juried Art Show Expenses	
826.1 · JAS Catering	-406.58
Total 826 · Annual Juried Art Show Expenses	-406.58
830 · Transfers	
830.4 · Paypal Fee	167.72
Total 830 · Transfers	<u>167.72</u>
Total Expense	<u>15,752.28</u>
Net Ordinary Income	<u>-1,324.21</u>
Net Income	<u><u>-1,324.21</u></u>

Good afternoon Nicole!

Wanted to check with you since you are located downtown – we will have a Field guide (share page) for Downtown Albany in the next issue. I have commitments from: Downtown Dawyson, Pretoria, Flint Riverquarium, Thronateeska, Downtown Development (parade & Christmas Village), Charlottes Formal Wear, Flint Riverkeeper and will likely have a few more. Share page rates- 1/6 \$250 - 1/3 \$500, 1/2 \$650. Albany CVB will be running Snickers Marathon but not on this page. We bill Nov 1st and you can pay half in Nov and half in Dec. Need space reserved and photos/ad info by 10/04. Let me know 😊

Below are examples of “Field Guides” for Moultrie & Americus.



Robin Strickland, Director of Sales
Southwest Georgia Living Magazine
229.395.4460 cell 229.883.8610 office
www.swgaliving.com
view-digital-issue
We're Social! Look for us!
Facebook & Instagram