

# **Albany Area Arts Council, Inc**

## **Meeting Agenda**

September 27, 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 three meetings (June 21, 2018, July 26, 2018, and August 31, 2018)
- IV. Treasury Reports (August 31, 2019)
  - a) Operational Acct: \$9,039.78 / Special Events Acct: \$12,054.80 / Savings Acct: \$12,028.06
  - b) Income - Annual Budget: \$107,753.00 / FY to Date: \$12,495.40
  - c) Expenses - Annual Budget: \$103,685.92 / FY to Date: \$15,381.67
- V. Board Maintenance (Executive Committee Report)
  - a) Review data and adjust Board Meeting times to encourage attendance.
  - b) Requesting any other suggestions for encouraging engagement and maintaining board member participation.
  - c) Executive Committee is requesting assistance in identifying and recruiting potential board members. The committee has identified current areas of weakness in the board makeup and is identifying these as potential areas for new member recruitment.
    - Finance (Flint Community Bank, AB&T, DOCO, Navy Federal, Members United)
    - Education (ASU, DCSS, Albany Tech, Private Schools)
    - City or County Gov't.
    - Industry (Coates & Clark, Trimark Strategic, Webstaurant, P&G, GA Pacific, MCLB)
    - CVB
    - Civic Center Mgmt (Spectra Entertainment?)
  - d) Utilize nominating committee protocol. Email [jbligon@bellsouth.net](mailto:jbligon@bellsouth.net)
- VI. Project / Committee / Task Force Reports
  - a) Over The Edge

- It is absolutely imperative that we select a spring date for OTE in anticipation of being able to execute the event. OTE has the following dates available:
  - Mar 29/30 –ideal for OTE
  - Apr 12/13 –doable
  - Apr 26/27 – doable
- OTE’s tech team is reviewing facility photos for the DoCo Library which I took and submitted the Thursday 9.20.18 after the County Administration agreed to allow further site inspection. The SISP (site inspection and safety report) that gets built with the photos you takes 5-7 business days to complete so OTE won’t have it back until the beginning of next week. But, 2 senior technicians from OTE (both level III) looked at the library and both indicated that it looks like a safe option for an event - there are structural steel anchors present from the air handling unit and the windows are avoidable. Once the report is complete, OTE will send it to the County for their review If everything clears, they will follow up with an OTE site visit.
- OTE has never been able to schedule an appt with Tiffany Semco, the property manager at The Flats, nor have they been able to reach the property managers for Albany Towers. They have not responded to these attempts and OTE has suggested that we attempt face to face contact. OTE has requested that we select a date and lock it in with them ASAP.

b) Executive Committee Report

- Covered under Board Member Maintenance

VII. Old Business

- a) See above

VIII. New Business

IX. Upcoming Events

- a) MillerCoors Exhibition opens October 4, 2018

X. Next Full Board Meeting?

XI. 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, Inc**

## **Meeting Minutes**

July 26, 2018

5:30PM – 6:30PM

Type of Meeting: Full Board

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

Present:

Nicole Williams (ED)

Jim Ligon

Bill Swan (VP)

Sandy Peacock

Kayanne Blackwell (Treas.)

Jenny Collins

Amanda Garlock (Sec.)

### I. Call to order

- a) Bill called the meeting together at 7/26/2018

### II. Roll Call

- a) Full quorum is 8, only 6 present

### III. Approval of minutes from last meeting (June 21, 2018)

- a) Bill Swan called for a motion to pass. Jim Ligon motioned to pass, Kayanne Seconded, all unanimous vote to pass.
- b) Point of order: No quorum. Can't pass minutes. Vote withdrawn.

### IV. Board Maintenance

- a) Review Nominating Committee Protocol
  - a. Protocol reviewed. (Again, send contact information to Jim as nominating committee to do preliminary.)

### 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

Kayanne gave treasurer's report. Currently about \$2000 ahead of budget—ended year \$200 positive—thought we would end \$8000 positive, but made a budgeting error with payroll taxes and first third of OTE paid, which was unplanned.

### 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.'

Task Force to send out a vote about pushing out the date to March or April.

Kayanne motioned to move to spring, Jim seconds. Present members unanimously in favor.

b) Executive Committee Report

- See nominating committee updates.

VII. Director's Report

a) Dealing with humidity options

- i. Stop hanging artwork
- ii. Get a dehumidifier (rental or purchase)
- iii. Change artist contract for individual shows, change prospectus for large shows, such as JAS.
- iv. Change art show dates
- v. Put sheet metal on stairs to wick away rain
- vi. Be careful not to hang artwork over vents
- vii. Humidity gauge

b) Committee Needs

- i. Sandy and Kayanne—Empty Bowls
- ii. Jenny – Rental Marketing
- iii. Wait on New Members for Exhibitions Committee

c) December Board Meeting will be on December 13th

VIII. Old Business

- a) None pending

IX. New Business

- a) Amazon Smile – Use smile.amazon.com, instead of Amazon app

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

Bill called for a motion to adjourn, Jim made the motion, Sandy seconded, unanimous vote to adjourn.

## Meeting Minutes

August 23, 2018

Had no quorum. Present members discussed sending out poll about changing meeting times to increase Board attendance.

Discussed, but were unable to vote on:

- OTE Dates
- Empty Bowls
- Rental Agreements for workshop rental rates

Albany Area Arts Council  
**Balance Sheet**  
As of August 31, 2018

	<u>Aug 31, 18</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
AAAC operational (AB&T)	9,039.78
AAAC Savings (Back Up )	12,028.06
AAAC Special Events	12,054.80
<b>Total Checking/Savings</b>	<u>33,122.64</u>
<b>Total Current Assets</b>	<u>33,122.64</u>
<b>Fixed Assets</b>	
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
<b>Total Fixed Assets</b>	<u>16,329.71</u>
<b>TOTAL ASSETS</b>	<b><u><u>49,452.35</u></u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
24000 · Payroll Liabilities	
24331 · FICA Payable	1,603.22
24332 · FIT W/H Payable	1,153.11
24333 · GAIT W/H Payable	578.68
<b>Total 24000 · Payroll Liabilities</b>	<u>3,335.01</u>
<b>Total Other Current Liabilities</b>	<u>3,335.01</u>
<b>Total Current Liabilities</b>	<u>3,335.01</u>
<b>Total Liabilities</b>	<u>3,335.01</u>
<b>Equity</b>	
32000 · Unrestricted Net Assets	49,003.61
Net Income	-2,886.27
<b>Total Equity</b>	<u>46,117.34</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>49,452.35</u></u></b>



**Albany Area Arts Council**  
**Profit & Loss**  
 July through August 2018

	Jul - Aug 18
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
45000 · Investments	
45030 · Interest-Savings, Short-term CD	0.40
<b>Total 45000 · Investments</b>	<b>0.40</b>
600 · Statement of Revenue	
616 · Government Grants/ COA	7,500.00
626 · Annual Juried Art Show Income	
626.4 · JAS Art Sales	1,945.00
<b>Total 626 · Annual Juried Art Show Income</b>	<b>1,945.00</b>
628.0 · Rental/Facility Income	
628.1 · Security Deposit Liab/Expense	-75.00
628.2 · Security Dep & Reservation Fee	600.00
628.0 · Rental/Facility Income - Other	2,425.00
<b>Total 628.0 · Rental/Facility Income</b>	<b>2,950.00</b>
630 · Fundraising Events	
630.2 · Membership	100.00
<b>Total 630 · Fundraising Events</b>	<b>100.00</b>
<b>Total 600 · Statement of Revenue</b>	<b>12,495.00</b>
<b>Total Income</b>	<b>12,495.40</b>
<b>Gross Profit</b>	<b>12,495.40</b>
<b>Expense</b>	
65000 · Operations	
65001 · Janitorial and Cleaning Expense	
65001.1 · Janitorial Contractor	300.00
65001 · Janitorial and Cleaning Expense - Other	90.38
<b>Total 65001 · Janitorial and Cleaning Expense</b>	<b>390.38</b>
<b>Total 65000 · Operations</b>	<b>390.38</b>
66000 · Payroll Expenses	2,366.00
700 · Total Expenses	
711 · Salaries	
331 · FICA	-525.30
332 · FED	-768.38
333 · STATE TAXES	-412.00
711 · Salaries - Other	6,866.66
<b>Total 711 · Salaries</b>	<b>5,160.98</b>
733 · Computer Expenses	
733.1 · Website, Web Apps & EMarketing	347.88
733.3 · Printer & Print Related Expense	23.54
<b>Total 733 · Computer Expenses</b>	<b>371.42</b>
744 · Dues,Subscription&Membership	740.00
751 · Nonemployee Expense	174.00
758 · Workmen's Comp. Ins.	408.00
764 · Advisory Board	26.46
765 · Legal & Accounting	25.00
774 · Postage	261.00

Albany Area Arts Council  
**Profit & Loss**  
July through August 2018

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	<u>Jul - Aug 18</u>
777 · Rental Expense	
777.1 · Security Guard Expense	195.00
777.2 · Security Deposit Refund	225.00
777 · Rental Expense - Other	<u>255.14</u>
Total 777 · Rental Expense	675.14
790 · Telephone, Telecommunications	238.78
795 · Utilities	2,167.18
821 · Education Programs/ Exhibits	
821.1 · Publications & Mailing	110.45
821.2 · Catering / Food & Beverage	413.43
821 · Education Programs/ Exhibits - Other	<u>88.08</u>
Total 821 · Education Programs/ Exhibits	<u>611.96</u>
Total 700 · Total Expenses	10,859.92
826 · Annual Juried Art Show Expenses	
826.6 · JAS Art Sale - Paid to Artist	<u>1,700.00</u>
Total 826 · Annual Juried Art Show Expenses	1,700.00
830 · Transfers	
830.4 · Paypal Fee	<u>65.37</u>
Total 830 · Transfers	<u>65.37</u>
Total Expense	<u>15,381.67</u>
Net Ordinary Income	<u>-2,886.27</u>
Net Income	<u><u>-2,886.27</u></u>