

Albany Area Arts Council, Inc

Meeting Agenda

September 27, 2021

5:30PM – 6:30PM

Type of Meeting: Full Board

Meeting Facilitators: Nicole Williams, Executive Director

Invitees:

Nicole Williams (ED)	Bill Swan (Past Pres.)	Rachel Mansfield
Wendy Howell (President)	Kayanne Blackwell	Tim Brock
Will Davis (VP)	Sandy Peacock	Haley West
Jenny Collins (Secretary)	Reedi Hawkins	Anthony Johnson
Jim Ligon (Treas.)	Sarah Schatz	Britney Alfred

- I. Call to order
- II. Roll Call
- III. Approval of minutes from 8.23.2021 meeting. (Page 3)
- IV. Review of Treasury Reports
 - a) Treasury Reports current 08.23.2021 (Page 4)
 - Operational Acct: \$ 31,060.10
 - Special Events Acct: \$7,410.12
 - Savings Acct: \$12,035.28
 - b) Profit and Loss against Budget reporting FY to 8.23.2021 (Pages 5-7)
 - Income - Annual Budget: \$96,817.00 / FY to Date: \$8,353.03
 - Expenses - Annual Budget: \$94,633.00 / FY to Date: \$15,724.64
- V. Nominating Committee Reports
 - a) Potential New Board Members should be asked to submit an application along with a Resume or CV by email to nicole@albanyartscouncil.org. ED will then forward information to Executive / Nominating Committee for review. Members of that Committee will then interview potential new members and make recommendations to the Board.
- VI. Project / Committee / Task Force Reports / Requirements
 - a) Arts Cypher Committee report presented by Committee Chair, Rachel Mansfield.
- VII. Executive Director Report
 - a) Exhibitions schedule through the end of the calendar year has been finalized.
 - October – November: Courtenay Puckett – Reception November 4th if viable
 - December – January: DCESS Art Exhibit
 - b) Flint Club ribbon cutting will be held here this Thursday September 30 from 4-6PM. AAAC Board Members are invited to attend; please rsvp so I can inform Spectra of our headcount.
 - c) Reporting on a new proposal for Empty Bowls 2022. Izzie Sadler (of SOWEGA COA) and I met to discuss the viability of an event for 2022. We would like to proceed by planning for an outdoor event. That would necessitate rescheduling for late March. We propose March 23 or 30. More planning will

obviously be required, but for now, I am asking if the Board supports moving forward with the later date and the outdoor venue.

VIII. Old Business

IX. New Business to Introduce

- X. A Next Full Board Meeting: Monday, October 25, 2021 @ 5:30PM by Zoom (ED may be in Chattanooga for SEMC Convention).

XI. Adjournment

Albany Area Arts Council, Inc.
Board of Directors Meeting
August 23, 2021
MINUTES

Attendees: Nicole Williams (Executive Director), Wendy Howell (Vice President), Jenny Collins (Secretary), Jim Ligon (Treasurer), Kayanne Blackwell, Bill Swan, Britney Alfred, Tim Brock, Will Davis, Anthony Johnson, Rachel Mansfield, Sandy Peacock, Britney Alfred, and Haley West

Meeting called to order at 5:30 p.m. by Wendy Howell, Vice President.

Minutes from June 28, 2021 were reviewed. Bill Swan motioned for approval. Will Davis seconded. Motion passed.

Jim Ligon, Treasurer, reviewed Treasury Reports with the Board.

A full list of existing committees and current members was provided to the Board for information and review.

The Board received a copy of the editable New Board Member Application pdf. A live web form will also be created for the website in the near future.

Rachel Mansfield reported on the progress of the Arts Cypher Committee, including the decision to postpone the first event due to the spike in COVID-19 cases.

ED reported on upcoming exhibitions.

ED presented partnership proposal with Spectra Entertainment to allow use of Carnegie Library Facility for auxiliary events during concerts at Municipal Auditorium. MOU allows for a reduced, flat-rate rental in exchange for partnership, advertising, and collaborative communication for term of one year. MOU may be terminated at any time, at the discretion of either party. Renewal is optional at the end of the term, by agreement of both parties. Will Davis motioned to approve partnership as proposed. Anthony Johnson seconded. Motion passed.

No old business to discuss.

No new business introduced.

Next Board Meeting is scheduled for Monday, September 27, 2021 by Zoom.

Meeting was adjourned 6:30 p.m.

Minutes respectfully submitted by Nicole Williams, Executive Director (filling in for Jenny Collins, Secretary).

1:21 PM
09/27/21
Cash Basis

Albany Area Arts Council
Balance Sheet
As of September 27, 2021

	<u>Sep 27, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
AAAC operational (AB&T)	31,060.10
AAAC Savings (Back Up)	12,035.28
AAAC Special Events	7,410.12
Total Checking/Savings	<u>50,505.50</u>
Total Current Assets	50,505.50
Fixed Assets	
15000 · Furniture and Equipment	30,470.00
17100 · Accum Depr - Furn and Equip	-30,470.00
Total Fixed Assets	<u>0.00</u>
TOTAL ASSETS	<u>50,505.50</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
21000 · Payroll Protection Loan (CAR...	8,717.00
24000 · Payroll Liabilities	
24331 · FICA Payable	535.50
24332 · FIT W/H Payable	385.00
24333 · GAIT W/H Payable	210.00
Total 24000 · Payroll Liabilities	<u>1,130.50</u>
Total Other Current Liabilities	<u>9,847.50</u>
Total Current Liabilities	<u>9,847.50</u>
Total Liabilities	9,847.50
Equity	
32000 · Unrestricted Net Assets	48,029.82
Net Income	-7,371.82
Total Equity	<u>40,658.00</u>
TOTAL LIABILITIES & EQUITY	<u>50,505.50</u>

Albany Area Arts Council
Profit & Loss Budget Performance
July 2021 through June 2022

	<u>Jul '21 - Jun 22</u>	<u>Budget</u>
Ordinary Income/Expense		
Income		
45000 · Investments		
45030 · Interest-Savings, Short-term CD	0.61	5.00
Total 45000 · Investments	<u>0.61</u>	<u>5.00</u>
46400 · Other Types of Income		
46430 · Miscellaneous Revenue	0.00	0.00
46431 · Payroll Protection Loan (CARES)	0.00	8,717.00
Total 46400 · Other Types of Income	<u>0.00</u>	<u>8,717.00</u>
600 · Statement of Revenue		
602 · Contributions Business	0.00	2,500.00
604 · Contributions Foundations	7.67	4,000.00
615 · Memorials	375.00	
616 · Government Grants/ COA	7,500.00	45,000.00
621 · Education Programs/ Exhibits		
621.1 · Art Sale (Artist)	0.00	0.00
Total 621 · Education Programs/ Exhibits	<u>0.00</u>	<u>0.00</u>
622 · Corporate Art Shows		
622.1 · MillerCoors Makes Art	0.00	2,500.00
Total 622 · Corporate Art Shows	<u>0.00</u>	<u>2,500.00</u>
626 · Annual Juried Art Show Income		
626.1 · JAS Entry Fee	0.00	2,000.00
626.3 · JAS Sponsorship / Donation	0.00	0.00
626.4 · JAS Art Sales	469.75	0.00
626 · Annual Juried Art Show Income - Other	0.00	0.00
Total 626 · Annual Juried Art Show Income	<u>469.75</u>	<u>2,000.00</u>
628 · Classes		
Dance Classes (ATC Partnership)	0.00	750.00
Total 628 · Classes	<u>0.00</u>	<u>750.00</u>
628.0 · Rental/Facility Income		
628.1 · Security Deposit Liab/Expense	0.00	10,000.00
628.2 · Security Dep & Reservation Fee	0.00	2,000.00
628.0 · Rental/Facility Income - Other	0.00	0.00
Total 628.0 · Rental/Facility Income	<u>0.00</u>	<u>12,000.00</u>
629 · Arts Cypher	0.00	7,800.00
630 · Fundraising Events		
620.5 · Over The Edge	0.00	0.00
630.1 · Empty Bowls	0.00	3,500.00
630.2 · Membership	0.00	8,045.00
630.3 · Annual Fundraiser	0.00	0.00
Total 630 · Fundraising Events	<u>0.00</u>	<u>11,545.00</u>
Total 600 · Statement of Revenue	<u>8,352.42</u>	<u>88,095.00</u>
Total Income	<u>8,353.03</u>	<u>96,817.00</u>
Gross Profit	8,353.03	96,817.00

Albany Area Arts Council
Profit & Loss Budget Performance
July 2021 through June 2022

	<u>Jul '21 - Jun 22</u>	<u>Budget</u>
Expense		
65000 · Operations		
65001 · Janitorial and Cleaning Expense		
65001.1 · Janitorial Contractor	450.00	1,800.00
65001.2 · Cleaning Supplies	0.00	200.00
65001.3 · Paper Supplies	0.00	500.00
Total 65001 · Janitorial and Cleaning Expense	<u>450.00</u>	<u>2,500.00</u>
Total 65000 · Operations	450.00	2,500.00
66000 · Payroll Expenses	3,391.50	13,566.00
700 · Total Expenses		
711 · Salaries		
331 · FICA	-803.25	-3,213.00
332 · FED	-1,155.00	-4,620.00
333 · STATE TAXES	-630.00	-2,520.00
711 · Salaries - Other	10,500.00	42,000.00
Total 711 · Salaries	<u>7,911.75</u>	<u>31,647.00</u>
730 · Bank Charges		
730.1 · Form Printing	0.00	250.00
730 · Bank Charges - Other	0.00	0.00
Total 730 · Bank Charges	<u>0.00</u>	<u>250.00</u>
732 · Travel and Meetings	71.24	500.00
733 · Computer Expenses		
733.1 · Website, Web Apps & EMarketing	190.50	1,000.00
733.2 · Software Updates	0.00	0.00
733.3 · Printer & Print Related Expense	25.90	170.00
733 · Computer Expenses - Other	283.47	0.00
Total 733 · Computer Expenses	<u>499.87</u>	<u>1,170.00</u>
738 · Depreciation	0.00	1,700.00
744 · Dues,Subscription&Membership	0.00	2,400.00
749 · Board Meetings	0.00	200.00
751 · Nonemployee Expense	40.00	3,000.00
757 · Insurance - Liability	0.00	1,600.00
758 · Workmen's Comp. Ins.	383.00	400.00
764 · Advisory Board	0.00	100.00
765 · Legal & Accounting	25.00	1,000.00
766 · Miscellany	0.00	0.00
767 · Advertising & Marketing	0.00	0.00
770 · Office Supplies	301.43	600.00
774 · Postage	245.00	1,300.00
775 · Professional Fees	0.00	50.00
777 · Rental Expense		
777.1 · Security Guard Expense	0.00	1,100.00
Total 777 · Rental Expense	<u>0.00</u>	<u>1,100.00</u>
778 · building Maintenance & repairs		

Albany Area Arts Council
Profit & Loss Budget Performance
July 2021 through June 2022

	<u>Jul '21 - Jun 22</u>	<u>Budget</u>
778.1 · Landscaping & Exterior	0.00	1,500.00
778 · building Maintenance & repairs - Other	0.00	500.00
Total 778 · building Maintenance & repairs	0.00	2,000.00
790 · Telephone, Telecommunications	266.80	1,500.00
795 · Utilities	1,649.05	9,000.00
821 · Education Programs/ Exhibits		
821.1 · Publications & Mailing	0.00	1,000.00
821.2 · Catering / Food & Beverage	0.00	3,000.00
821 · Education Programs/ Exhibits - Other	0.00	1,000.00
Total 821 · Education Programs/ Exhibits	0.00	5,000.00
832 · Fund Raising Projects		
832.1 · empty bowls	0.00	0.00
832.2 · Membership	0.00	1,500.00
832.4 · DipJar	0.00	100.00
Total 832 · Fund Raising Projects	0.00	1,600.00
Total 700 · Total Expenses	11,393.14	66,117.00
822 · Special Events Expenses		
822.1 · Family pARTies	0.00	250.00
822.2 · Memorial Exhibition	0.00	1,000.00
Total 822 · Special Events Expenses	0.00	1,250.00
823 · Corporate Art Shows		
823.1 · MillerCoors Makes Art	0.00	1,300.00
Total 823 · Corporate Art Shows	0.00	1,300.00
826 · Annual Juried Art Show Expenses		
826.1 · JAS Catering	0.00	3,000.00
826.2 · JAS Ads, Publications & Mailing	0.00	750.00
826.3 · JAS Awards	0.00	1,500.00
826.4 · JAS Juror Fees	0.00	300.00
826.5 · JAS Miscellaneous Expenses	0.00	150.00
826.6 · JAS Art Sale - Paid to Artist	465.00	
Total 826 · Annual Juried Art Show Expenses	465.00	5,700.00
829 · Arts Cypher Expenses	25.00	3,900.00
830 · Transfers		
830.4 · Paypal Fee	0.00	300.00
Total 830 · Transfers	0.00	300.00
833 · Over the Edge	0.00	0.00
Total Expense	15,724.64	94,633.00
Net Ordinary Income	-7,371.61	2,184.00
Other Income/Expense		
Other Expense		
80001 · Loss on Disposal	0.00	0.00
Total Other Expense	0.00	0.00
Net Other Income	0.00	0.00
Net Income	-7,371.61	2,184.00