

Albany Area Arts Council, Inc

Meeting Agenda

October 24, 2022

5:30PM – 6:30PM

Type of Meeting: Full Board

Meeting Facilitators: Nicole Willis, Executive Director

Invitees:

Nicole Willis (ED)

Wendy Howell (President)

Will Davis (VP)

Jenny Collins (Secretary)

Jim Ligon (Treas.)

Bill Swan (Past Pres.)

Sandy Peacock

Reedi Mabrey

Rachel Mansfield

Tim Brock

Anthony Johnson

- I. Call to order
- II. Roll Call
- III. Approval of minutes from 9.26.2022 meeting. (Page 3-4)
- IV. Review of Treasury Reports
 - a) Treasury Reports current 10.24.22 (Page 5)
 - Operational Acct: \$35,719.26
 - Special Events Acct: \$5,598.18
 - Savings Acct: \$12,037.89
 - b) Profit and Loss against Budget reporting FY to 4.20.2022 (Pages 6-8)
 - Income - Annual Budget: \$93,505.00 / FY to Date: \$15,634.73
 - Expenses - Annual Budget: \$92,597.00 / FY to Date: \$23,322.32
- V. Committee Reports
 - a) Executive Committee Report
 - Current Members: Wendy Howell, Will Davis, Jenny Collins, Jim Ligon, Bill Swan
 - b) Nominating Committee Report
 - Current Members: Reedi Mabrey (chair), Jim Ligon, Will Davis
 - Google Doc has been created for communication sharing re: Board Recruitment.
 - c) Exhibitions Committee Report
 - Current Members: Bill Swan, Will Davis
 - d) Albany Area Artist Network Committee Report
 - Current Members: Anthony Johnson (chair), Tim Brock, Rachel Mansfield
 - e) Funding Committee Report
 - Current Members: Jenny Collins (chair), Tim Brock, Sandy Peacock, Wendy Howell
 - Report from Jenny Collins
 - f) Marketing Committee Report
 - Current Members: Tim Brock (chair), Rachel Mansfield, Sandy Peacock, Reedi Mabrey, Wendy Howell
- VI. Executive Director Report
 - a) Empty Bowls
 - b) FREC Partnership ReUp

- c) Niel McGahee Opening
 - Attendance
 - Postcards
- d) Renaissance Connection Exhibit
- e) Meeting Dates / Upcoming Holiday

VII. Old Business

VIII. New Business to Introduce

IX. Strategic Planning Discussion

X. A Next Full Board Meeting

XI. Adjournment

Albany Area Arts Council, Inc.
Board of Directors Meeting
September 26, 2022
MINUTES

Attendees: Nicole Willis (Executive Director), Wendy Howell (President), Jenny Collins (Secretary), Jim Ligon (Treasurer), and Reedi Mabrey

Proxies: Tim Brock to Jenny Collins, Will Davis (Vice President) to Jim Ligon, Anthony Johnson to Jim Ligon, Sandy Peacock to Wendy Howell, and Bill Swan to Jim Ligon

Meeting called to order at 5:49 p.m. by Wendy Howell, President.

Attendees reviewed the minutes from July Board Meeting. Jim Ligon motioned for approval. Jenny Collins second. Minutes approved.

Jim Ligon, Treasurer, presented treasury Reports. With no questions, the report will be filed for audit.

Committee Report

- Executive Committee
- Nominating Committee
 - Nicole Willis reported that the Google document regarding Board Recruitment moved to the Board Portal.
- Exhibitions
 - Nicole Willis reported that the committee is discussing upcoming possible exhibits.
- Albany Area Artist Network Committee
 - No report
- Funding Committee
 - Jenny Collins reported about timeframes for the upcoming membership drive. Campaign scheduled to start early November.
 - Committee meeting scheduled for next week.
- Marketing Committee
 - Invitation to the next show goes live on Facebook Monday, September 26. Please share.
 - Opening scheduled for October 6, with a meet and greet on October 13.
- Fundraising Event Committee
 - No report

Executive Director Report

- Belinda Vickerson's show sold three pieces.
- Had 3 rentals this month.
- Upcoming meetings with new manager for Spectra and SOWEGA COA regarding Empty Bowls.

Old Business

- No update on Jo Jones Estate donation.

Next meeting will be on October 24 at 5:30 p.m.

With no other voting business to conduct, Jenny Collins motioned to adjournment. Wendy Howell second. Motion approved. Meeting was adjourned 6:31 p.m.

Minutes respectfully submitted by Jenny Collins, Secretary.

Albany Area Arts Council
Balance Sheet
As of October 24, 2022

	<u>Oct 24, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
AAAC operational (AB&T)	35,719.26
AAAC Savings (Back Up)	12,037.89
AAAC Special Events	5,598.18
Total Checking/Savings	<u>53,355.33</u>
Total Current Assets	<u>53,355.33</u>
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><u>53,355.33</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Nicole's AAAC Credit Card	538.65
Total Credit Cards	<u>538.65</u>
Other Current Liabilities	
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>1,130.50</u>
Total Current Liabilities	<u>1,669.15</u>
Total Liabilities	1,669.15
Equity	
32000 · Unrestricted Net Assets	56,439.77
Net Income	-4,753.59
Total Equity	<u>51,686.18</u>
TOTAL LIABILITIES & EQUITY	<u><u>53,355.33</u></u>

Albany Area Arts Council Profit & Loss Budget Performance July 2022 through 10.24.22

Ordinary Income/Expense	<u>Jul '22 - 10.24.22</u>	<u>Annual Budget</u>
Income		
45000 · Investments		
45030 · Interest-Savings, Short-term CD	0.60	5.00
Total 45000 · Investments	<u>0.60</u>	<u>5.00</u>
46400 · Other Types of Income		
46431 · Payroll Protection Loan (CARES)	0.00	0.00
Total 46400 · Other Types of Income	<u>0.00</u>	<u>0.00</u>
600 · Statement of Revenue		
602 · Contributions Business	0.00	2,500.00
604 · Contributions Foundations	6.55	4,500.00
616 · Government Grants/ COA	15,000.00	45,000.00
621 · Education Programs/ Exhibits		
621.1 · Art Sale (Artist)	-847.26	
Total 621 · Education Programs/ Exhibits	<u>-847.26</u>	
622 · Corporate Art Shows		
622.1 · MillerCoors Makes Art	0.00	0.00
Total 622 · Corporate Art Shows	<u>0.00</u>	<u>0.00</u>
626 · Annual Juried Art Show Income		
626.1 · JAS Entry Fee	0.00	2,000.00
626.3 · JAS Sponsorship / Donation	0.00	5,000.00
626.4 · JAS Art Sales	54.00	
Total 626 · Annual Juried Art Show Income	<u>54.00</u>	<u>7,000.00</u>
628 · Classes		
Dance Classes (ATC Partnership)	0.00	0.00
Total 628 · Classes	<u>0.00</u>	<u>0.00</u>
628.0 · Rental/Facility Income		
628.1 · Security Deposit Liab/Expense	0.00	0.00
628.2 · Security Dep & Reservation Fee	525.00	1,500.00
628.0 · Rental/Facility Income - Other	900.00	4,500.00
Total 628.0 · Rental/Facility Income	<u>1,425.00</u>	<u>6,000.00</u>
629 · Arts Cypher	0.00	0.00
630 · Fundraising Events		
630.1 · Empty Bowls	0.00	0.00
630.2 · Membership	0.00	8,500.00
630.3 · Annual Fundraiser		
630.301 · Sponsorships	0.00	5,000.00
630.3 · Annual Fundraiser - Other	0.00	15,000.00
Total 630.3 · Annual Fundraiser	<u>0.00</u>	<u>20,000.00</u>
Total 630 · Fundraising Events	<u>0.00</u>	<u>28,500.00</u>
Total 600 · Statement of Revenue	<u>15,638.29</u>	<u>93,500.00</u>
631 · Paypal Process Surcharges	-4.16	
Total Income	<u>15,634.73</u>	<u>93,505.00</u>
Gross Profit	<u>15,634.73</u>	<u>93,505.00</u>

Albany Area Arts Council Profit & Loss Budget Performance July 2022 through 10.24.22

	Jul '22 - 10.24.22	Annual Budget
Expense		
65000 · Operations		
65001 · Janitorial and Cleaning Expense		
65001.1 · Janitorial Contractor	600.00	1,800.00
65001.2 · Cleaning Supplies	0.00	200.00
65001.3 · Paper Supplies	124.93	500.00
Total 65001 · Janitorial and Cleaning Expense	724.93	2,500.00
Total 65000 · Operations	724.93	2,500.00
66000 · Payroll Expenses	5,246.50	15,504.00
700 · Total Expenses		
711 · Salaries		
331 · FICA	-1,224.00	-3,672.00
332 · FED	-2,080.00	-5,280.00
333 · STATE TAXES	-960.00	-2,880.00
711 · Salaries - Other	16,000.00	48,000.00
Total 711 · Salaries	11,736.00	36,168.00
730 · Bank Charges		
730.1 · Form Printing	0.00	250.00
730 · Bank Charges - Other	39.00	
Total 730 · Bank Charges	39.00	250.00
732 · Travel and Meetings	0.00	500.00
733 · Computer Expenses		
733.1 · Website, Web Apps & EMarketing	0.00	500.00
733.3 · Printer & Print Related Expense	51.80	175.00
733 · Computer Expenses - Other	99.99	500.00
Total 733 · Computer Expenses	151.79	1,175.00
738 · Depreciation	0.00	1,700.00
744 · Dues,Subscription&Membership	100.00	2,400.00
749 · Board Meetings	0.00	200.00
751 · Nonemployee Expense	120.00	3,000.00
757 · Insurance - Liability	0.00	2,000.00
758 · Workmen's Comp. Ins.	390.00	400.00
764 · Advisory Board	0.00	100.00
765 · Legal & Accounting	25.00	1,000.00
770 · Office Supplies	73.42	600.00
774 · Postage	48.00	1,300.00
775 · Professional Fees	0.00	50.00
777 · Rental Expense		
777.1 · Security Guard Expense	150.00	600.00
Total 777 · Rental Expense	150.00	600.00
778 · building Maintenance & repairs		
778.1 · Landscaping & Exterior	0.00	1,000.00
778 · building Maintenance & repairs - Other	0.00	500.00
Total 778 · building Maintenance & repairs	0.00	1,500.00

Albany Area Arts Council Profit & Loss Budget Performance July 2022 through 10.24.22

	Jul '22 - 10.24.22	Annual Budget
790 · Telephone, Telecommunications	416.64	1,500.00
795 · Utilities	2,714.31	9,000.00
821 · Education Programs/ Exhibits		
821.1 · Publications & Mailing	486.98	1,000.00
821.2 · Catering / Food & Beverage	659.89	3,000.00
821 · Education Programs/ Exhibits - Other	0.00	1,000.00
Total 821 · Education Programs/ Exhibits	1,146.87	5,000.00
832 · Fund Raising Projects		
832.1 · empty bowls	0.00	0.00
832.2 · Membership	63.30	500.00
832.4 · DipJar	0.00	0.00
Total 832 · Fund Raising Projects	63.30	500.00
Total 700 · Total Expenses	17,174.33	68,943.00
822 · Special Events Expenses		
822.1 · Family pARTies	0.00	0.00
822.2 · Memorial Exhibition	0.00	0.00
Total 822 · Special Events Expenses	0.00	0.00
823 · Corporate Art Shows		
823.1 · MillerCoors Makes Art	0.00	0.00
Total 823 · Corporate Art Shows	0.00	0.00
826 · Annual Juried Art Show Expenses		
826.1 · JAS Catering	0.00	3,000.00
826.2 · JAS Ads, Publications & Mailing	132.84	500.00
826.3 · JAS Awards	4.33	1,500.00
826.4 · JAS Juror Fees	0.00	300.00
826.5 · JAS Miscellaneous Expenses	0.00	150.00
Total 826 · Annual Juried Art Show Expenses	137.17	5,450.00
829 · Arts Cypher Expenses	0.00	0.00
830 · Transfers		
830.4 · Paypal Fee	39.39	200.00
Total 830 · Transfers	39.39	200.00
Total Expense	23,322.32	92,597.00
Net Ordinary Income	-7,687.59	908.00
Net Income	-7,687.59	908.00