## The Arts Council, Inc. **Board Meeting Agenda** April 28, 2020 May 12, 2020

Members: Karen Barnes, Jeff Bowers, Gaby Ferraro, Maria Miele, Terri Pettengill Ex-Officio: Anthony Anderson, Becky Bruner, Doug Smith, Nancy Johnson

1.	Welcome/Attendance	Jeff Bowers, Chair		
2.	Approve Agenda			
3.	Approve Minutes from 11/19/19 (enc. p 2)			
4.	<ul> <li>Item Carried forward from the Special Meeting</li> <li>Year End Financial Review Report (attached separately)</li> </ul>			
5.	<ul> <li>Financial Report</li> <li>Financials, Quarter Ending 3/30/2019 (enc. p 3-7)</li> <li>Financial Policy – Transfer of Funds between entities (enc. p 8</li> <li>Membership Report/Update</li> </ul>	Karen Barnes, Treasurer 8-9)		
6.	<ul> <li>New Business &amp; Presentations</li> <li>Update on HVAC project and future renovations</li> <li>Impact of COVID-19 Crisis <ul> <li>Planning Virtual Marvin S Cone High School Juried Art :</li> <li>NEA Grant Opportunity – In Process</li> </ul> </li> <li>Review Governance Worksheet (enc. p 10)</li> </ul>	Nancy Turrell Nancy Turrell Show		
7.	<ul> <li>Committee reports</li> <li>Gallery Committee (enc. p 11)</li> <li>Arts Education Committee (enc. p 12)</li> <li>Tony Andersor</li> </ul>			
8.	Arts Foundation Updates & News	Nancy Turrell		
9.	Other Business/Announcements			
10	). Comments from the Public			
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11. Adjourn

Next Regular Meeting: July 28, 2020

# The Arts Council, Inc. Board Meeting Minutes

November 19, 2019 – 5:30 PM

**Welcome & Attendance:** Jeff Bowers welcomed board members to the meeting and called the meeting to order at 5:33 PM. A quorum was established from the voting board members with the following members in attendance:

Members Attending: Jeff Bowers, Gaby Ferraro, Maria Miele, Terri Pettengill Members Absent: Karen Barnes Ex-Officio Members Absent: Tony Anderson, Becky Bruner, Doug Smith Public Attending: (none) Staff: Nancy Turrell, Wendy Nelson

**Approve Agenda:** Gaby Ferraro made a motion to approve the agenda and minutes, seconded by Maria Miele; motion carried unanimously.

### **New Business:**

**FY 19-20 Budget** – Members reviewed the budget with Gabby Ferraro moving approval, seconded by Maria Miele' motion carried unanimously. Members approved a resolution to authorize Jeff Bowers, Chair, Karen Barnes, Treasurer with Nancy Turrell, executive director to be approved signers for checks. **Contract for Management Services:** Members reviewed the proposed contract presented by the Arts Foundation. Terri Pettengill moved to approve; seconded by Maria Miele and the motion passed unanimously.

### **Committee Reports**

**Arts Education Committee:** Nancy reported for committee chair, Tony Anderson, noting that the next meeting of the committee would be the next day.

**CHCC Gallery Committee:** Chair Maria Miele reported they are recruiting community residents to be a part of the collector's show slated for March 2020 and that everything was in order for the upcoming glass exhibit entitled "Cut Blown Cast" with the Duncan McClellan Gallery, St Petersburg Florida.

### **Old Business:**

**Arts & Entertainment District:** Nancy provided of progress since the last meeting, encouraging members to attend the 2<sup>nd</sup> creek walk scheduled for the 1<sup>st</sup> Friday in December.

**Corning Museum of Glass Update:** Nancy provided an overview of the budget and programmatic elements for the February visit by Corning noting that this program will be a large part of our arts education outreach for 2020.

**Other Business/Announcements:** A discussion about scheduling an "Art out of the Closet" event for 2020 with pros and cons for dates.

Comments from the Public: no comments from the public were made.

**Adjournment:** Terri Pettengill moved to adjourn; seconded by Gaby Ferraro and passed unanimously. The meeting adjourned at 6:10 PM.

Respectfully submitted by Gaby Ferraro, Secretary

## BALANCE SHEET

As of March 31, 2020

ASSETS Current Assets Bank Accounts	
Bank Accounts	
1001 CenterState Bank	-688.49
1002 PNC Bank Operating	12,360.66
1003 PNC Bank Money Market	0.01
1003.03 PNC MMA (Courtyard Reno)	6,700.35
1003.04 PNC MMA (Tech Grant)	856.74
1003.05 PNC MMA (License Plate Sales)	4,000.00
Total 1003 PNC Bank Money Market	11,557.10
1015 Cash - Petty - Artsfest	0.00
1045 Seacoast - License Plates	1,763.40
1045.01 Seacoast - Kids Tag Art	8,393.97
Total 1045 Seacoast - License Plates	10,157.37
Total Bank Accounts	\$33,386.64
Accounts Receivable	
1100 Accounts Receivable	0.00
1101 Pledges Receivable	0.00
1120 Due from Arts Foundation	0.00
1125 Due from FPL	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
1310 Undeposited Funds	0.00
1325 Inventory	435.00
1380 Prepaid Insurance	3,043.83
1390 Security Deposits	1,364.00
Total Other Current Assets	\$4,842.83
Total Current Assets	\$38,229.47
Fixed Assets	
1410 Furniture & Equipment	7,927.98
1420 Computer & Software	32,555.20
1450 Gallery Improvements	74,058.71
1490 Accumulated Depreciation	-94,678.63
Total Fixed Assets	\$19,863.26
Other Assets	
1051 Community Foundation Endowment	60,985.32
1400 Fine Art - Permanent Collection	34,600.00
Total Other Assets	\$95,585.32
TOTAL ASSETS	\$153,678.05

LIABILITIES AND EQUITY Liabilities Current Liabilities

## BALANCE SHEET

As of March 31, 2020

	TOTAL
Accounts Payable	
1550 Accounts Payable	4,513.99
1565 Accounts Payable - Golden Gate	0.00
1570 Due to Arts Foundation INACTIVE	0.00
1580 Due to state for unclaimed wage	0.00
Total Accounts Payable	\$4,513.99
Credit Cards	
1060 First Bank of Omaha	14,479.10
Total Credit Cards	\$14,479.10
Other Current Liabilities	
1571 Due to Artists	-467.00
1572 Due to Arts Foundation	21,386.41
1590 Due to Janeen Mason	1,570.00
2000 403(B) Retirement Plan	0.00
2015 Due to Martin County Schools-KTA	8,154.05
2050 Accrued Payroll	0.00
2051 Accrued Liabilities	0.00
2052 Accrued Compensated Absences	22,678.49
2060 Line of Credit - Seacoast Bank	-150.00
2200 Sales Tax Payable	-1.56
2300 Deferred Revenue	0.00
Florida Department of Revenue Payable	0.00
Total Other Current Liabilities	\$53,170.39
Total Current Liabilities	\$72,163.48
Total Liabilities	\$72,163.48
Equity	
3000 Opening Bal Equity	0.00
3200 Perm. Restricted	0.00
3300 Temp. Restricted	0.00
3350 Donor Restricted	50,000.00
3400 Unrestricted Fund Balance	14,862.39
3500 Board Designated	0.00
Net Income	16,652.18
Total Equity	\$81,514.57
OTAL LIABILITIES AND EQUITY	\$153,678.05

## PROFIT AND LOSS

### October 2019 - March 2020

	OCT - DEC, 2019	JAN - MAR, 2020	TOTAL
ncome			
4100 Government Funding/Grants	94.76	-94.76	\$0.00
4110 State		4,170.00	\$4,170.00
4120 County	15,000.00	15,000.00	\$30,000.00
4130 License Plates	1,120.00	1,820.00	\$2,940.00
4145 NEA		10,000.00	\$10,000.00
Total 4100 Government Funding/Grants	16,214.76	30,895.24	\$47,110.00
4200 Private Support/Donations			\$0.00
4206 Special Appeals	12,477.00	2,949.74	\$15,426.74
Total 4200 Private Support/Donations	12,477.00	2,949.74	\$15,426.74
4250 Sponsorship			\$0.00
4251 Ad Sales		1,000.00	\$1,000.00
4252 Event & Exhibit Sponsors	250.00	3,000.00	\$3,250.00
Total 4250 Sponsorship	250.00	4,000.00	\$4,250.00
4300 Membership	2,500.00	-2,500.00	\$0.00
4301 Artist Member	630.00	525.00	\$1,155.00
4302 Personal Member	3,421.45	4,588.91	\$8,010.36
4303 Corporate Member	2,870.00	2,810.00	\$5,680.00
Total 4300 Membership	9,421.45	5,423.91	\$14,845.36
4400 Foundation Support			\$0.00
4410 Community Foundation Grants	11,536.33		\$11,536.33
4420 Sanders Foundation		25,000.00	\$25,000.00
4430 Other Grants	9.95		\$9.95
Total 4400 Foundation Support	11,546.28	25,000.00	\$36,546.28
4500 Special Events - Non Arts Fest			\$0.00
4510 Ticket Sales/Admission	447.00		\$447.00
4550 Concession Income	327.00	215.00	\$542.00
4560 Other	100.00		\$100.00
Total 4500 Special Events - Non Arts Fest	874.00	215.00	\$1,089.00
4600 Cultural Center			\$0.00
4610 Room Usage		400.00	\$400.00
4612 Ticket Sales/Admission		262.00	\$262.00
4615 Donations	484.55	95.00	\$579.55
4630 Juried Show Fees		124.76	\$124.76
4635 Art Out of the Closet Sales	50.00		\$50.00
4650 Sale/Commission Item	296.75	4,761.75	\$5,058.50
Total 4600 Cultural Center	831.30	5,643.51	\$6,474.81
4700 All Earned Income			\$0.00
4710 Interest Income	1.93	1.87	\$3.80
4715 Consulting - City of Stuart	1,590.00	0.00	\$1,590.00
Total 4700 All Earned Income	1,591.93	1.87	\$1,593.80
Fotal Income	\$53,206.72	\$74,129.27	\$127,335.99

## PROFIT AND LOSS

October 2019 - March 2020

	OCT - DEC, 2019	JAN - MAR, 2020	TOTAL
GROSS PROFIT	\$53,206.72	\$74,129.27	\$127,335.99
Expenses			
5100 Personnel			\$0.00
5110 Salaries/Wages	26,250.00	26,250.00	\$52,500.00
5120 Retirement Company	285.83		\$285.83
5130 Health Insurance	1,599.64		\$1,599.64
5140 Payroll Taxes	0.00	0.00	\$0.00
5160 FL Unemployment	0.72		\$0.72
Total 5100 Personnel	28,136.19	26,250.00	\$54,386.19
5200 Artistic Services/Fees			\$0.00
5210 Artistic Fees	605.00	4,200.00	\$4,805.00
5230 Art/Program Supplies	0.00	165.00	\$165.00
5240 Awards/Scholarships	983.00		\$983.00
Total 5200 Artistic Services/Fees	1,588.00	4,365.00	\$5,953.00
5300 Services-Operating & Program			\$0.00
5340 Professional Services			\$0.00
5340.01 Legal & Accounting Service	178.50	2,500.00	\$2,678.50
5340.02 Project services	5,300.00	657.45	\$5,957.45
Total 5340 Professional Services	5,478.50	3,157.45	\$8,635.95
Total 5300 Services-Operating & Program	5,478.50	3,157.45	\$8,635.95
5365 Services-Events -Non Arts Fest			\$0.00
5365.03 Equipment Rental	104.10	58.51	\$162.61
5365.04 Event Catering	283.04	337.80	\$620.84
Total 5365 Services-Events -Non Arts Fest	387.14	396.31	\$783.45
5375 Arts Fest			\$0.00
5375.11 Storage		567.00	\$567.00
Total 5375 Arts Fest		567.00	\$567.00
5400 Marketing			\$0.00
5410 Advertising & Design		1,500.00	\$1,500.00
5410.02 Digital & Electronic	705.75	302.42	\$1,008.17
5420 Printing	4,291.15	4,656.96	\$8,948.11
5422 Website	439.00	495.00	\$934.00
5430 Signage/Banners	110.00	384.50	\$494.50
Total 5400 Marketing	5,545.90	7,338.88	\$12,884.78
5500 Travel			\$0.00
5510 Conference/Training	51.00	100.00	\$151.00
5520 Air/ Lodging/Meals	206.20	1,452.02	\$1,658.22
5530 Mileage Reimbursement	162.40		\$162.40
Total 5500 Travel	419.60	1,552.02	\$1,971.62
5600 Insurance			\$0.00
5610 Fine Arts Insurance	1,139.00	61.00	\$1,200.00
5615 Property	525.60		\$525.60

## PROFIT AND LOSS

October 2019 - March 2020

	OCT - DEC, 2019	JAN - MAR, 2020	TOTAL
5620 General Liability	1,476.00		\$1,476.00
5630 Workman's Comp	397.12		\$397.12
5640 Directors & Officers	457.50	915.00	\$1,372.50
Total 5600 Insurance	3,995.22	976.00	\$4,971.22
5700 Remaining Operating			\$0.00
5710 Service & Finance Charges	283.65	160.42	\$444.07
5711 CC Processing Fees	108.65	994.02	\$1,102.67
5715 Computer Support/Software	1,257.22	1,089.37	\$2,346.59
5720 Copier Lease & Maint.	1,459.64	1,254.37	\$2,714.01
5735 Subscriptions			\$0.00
5735.01 Licenses	245.00	61.25	\$306.25
5735.02 Association Dues		300.00	\$300.00
5735.03 Dues & Subscriptions	461.50	521.17	\$982.67
Total 5735 Subscriptions	706.50	882.42	\$1,588.92
5750 Office Expense & Supplies	279.98	597.47	\$877.45
5755 Postage & Shipping	610.41	742.78	\$1,353.19
5760 Repairs & Maintenance	2,717.35	740.21	\$3,457.56
5795 Utilities	2,773.23	2,738.40	\$5,511.63
Total 5700 Remaining Operating	10,196.63	9,199.46	\$19,396.09
5800 Interest Expense	567.77	569.71	\$1,137.48
Total Expenses	\$56,314.95	\$54,371.83	\$110,686.78
NET OPERATING INCOME	\$ -3,108.23	\$19,757.44	\$16,649.21
Other Income			
4900 In-Kind Support		3,030.50	\$3,030.50
Total Other Income	\$0.00	\$3,030.50	\$3,030.50
Other Expenses			
5900 In Kind Support		3,030.50	\$3,030.50
Reconciliation Discrepancies-1		-2.97	\$ -2.97
Total Other Expenses	\$0.00	\$3,027.53	\$3,027.53
NET OTHER INCOME	\$0.00	\$2.97	\$2.97
NET INCOME	\$ -3,108.23	\$19,760.41	\$16,652.18

## FINANCIAL POLICY – Transfer of Funds between Entities

THE ARTS FOUNDATION FOR MARTIN COUNTY

THE ARTS COUNCIL OF MARTIN COUNTY

Date: March 21, 2020

**Background**: As of October 1, 2019, The Arts Foundation for Martin County assumed responsibility for programs that in prior years had previously been the responsibility of the Arts Council of Martin County, including the mARTies, ArtsFest, and Cultural Excursions. As such, some long time corporate and individual donors have habitually written checks to the Council. We are working closely with donors to switch the account names based on the activity they are supporting moving forward. Our goal is to reduce the

This policy will be presented to both entities for mutual implementation and clarification of how and when funds will be transferred between the entities in a transparent way.

#### Procedures:

- As of October 1, 2019, The Arts Foundation for Martin County and the Arts Council of Martin County entered into a management agreement to support the administration of and staffing for programs of the Arts Council. This agreement outlines a monthly fee paid by the Council to the Foundation for services rendered. At the time of this policy, the Council is in arrears by x month(s).
- Income received by the Council and designated for programs of the Foundation will be deposited by the Council and then a check will be written to the Foundation in the same amount within a one-month timeframe. Donations will be acknowledged from the Foundation and the Development Director will communicate with the donor that future contributions should be directed to the Foundation. After December 31, 2020, checks will be returned to the donor and a request for a re-issued check in the name of the Foundation will be the procedure.
- Income received by the Foundation for membership will be deposited by the Foundation and a check will be written to the Council with the donor's information.
- A report will be provided to both entities monthly detailing the transactions that are affected showing both amounts and status that will correspond with the "due to" and "due from" accounts on the balance sheets.
- Allowing for flexibility for cash flow needs, it is the intent of this policy to expect no outstanding balances to carry over at the end of each month between entities.

### Related Issues:

• The credit card account which was established at the Arts Council will be used for Foundation business that cannot be accommodated with the Foundation's visa debit card such as deposits for future bookings. The Foundation shall reimburse the Council within the billing period unless

other agreements are made due to funding issues. The credit card, at this time, does have an unpaid balance. The Foundation owes the Council for some charges at this time.

• The Line of Credit established with the Arts Council in 2019 at the time of the policy has not been used to assist with cash flow concerns.

Approved by the Arts Foundation for Martin County, March 25, 2020.

Approved by the Arts Council, Inc., (insert DATE)

## The Arts Council of Martin County GOVERNANCE WORKSHEET FY 2020-21

- Terms are for 3 years.
- Terms should be staggered with no more than 3 members expiring in a single year.

Members with Terms ending 9/30/2020	No. of Terms Served	Eligible to Return (Y/N)   Returning (Y/N)	Nominations for term ending 9/30/2023
Gaby Ferraro	1	Y   ?	
Maria Miele	2	? ?	
Terri Pettengill	1	Y   ?	
Members with Terms ending 9/30/2021			
Karen Barnes	1 (filled vacancy)		

# Members with Terms ending 9/30/2022

Jeff Bowers	2			

OFFICERS	Serving 2019-2020	Slate for 2020-2021
Chairman:	Jeff Bowers	
Vice Chair	Maria Miele	
Treasurer:	Karen Barnes	
Secretary	Gaby Ferraro	
COMMITTEE CHAIRS *		
CHCC Gallery (standing)	Maria Miele	
Arts Education (standing)	Tony Anderson (school board appointee)	(school board appointee)

#### ARTS EDUCATION COMMITTEE MEETING

MINUTES

November 20, 2019

ATTENDING: Kimberly Everman, Duncan Hurd, Faith Paul, Sheryl Levine. Staff: Nancy Turrell. Guests: Rickie Leiter



In place of chair Tony Anderson, Nancy Turrell called the meeting to order at 4:05 pm.

Duncan Hurd moved to approve the September 25, 2019 minutes with a second from Kimberly Everman. Motion carried unanimously.

**Stuart High School:** Nancy Turrell provided an overview on the school board meeting held earlier in November and also spoke to the School District's negotiations with the Boys & Girls Clubs of Martin County for the property that faces Martin Luther King Blvd and is adjacent to the Stuart High School.

#### **New Business:**

**Memory Project:** Sheryl Levine presented an overview and shared her personal experiences with the project. She noted that MCHS was currently doing the project, suggesting that we promote it during the art walk or in the Palm Room. Kimberly agreed to do a survey asking art teachers (1) have you heard about it; (2) are you interested in it; and (3) are you currently doing it? A new program by this group is launching 2020, a poetry exchange for K-12, which might be something to consider.

Assistance for Students Portfolios & Scholarship Interviews: An overview of the judging process for the mARTies Awards was presented by guest, Rickie Leiter. She shared her impressions that the students were by and large underprepared for their interviews. It was proposed that a free 40 minutes presentation for students be offered covering topics such as appropriate dress and behavior, what to bring, what to expect and questions you might be asked. The resulting thoughts were to consider a digital presentation by past nominees with tips and ideas, and pre-mARTies coaching for all nominees (performing and visual). A thought was shared to consider a 2-minute video "Why I make Art..."

Program Updates. Nancy provided a brief update on Corning Museum of Glass project.

Announcements: no announcements were made.

Public Comment: none

The meeting adjourned at 5:11 pm.

RUS COUNCIL MARTIN COUNTY

Prestopnik, Hagin, Everman

Maria Miele, Chair

- I. Call to Order / Attendance @ 5:17pm
  - a. <u>In Attendance:</u> Maria Miele, Ken Hooper-Capozzi, Sharon Hagin, Tom Prestopnik, Jennifer Brand, Roni Rottner, Donna Rich, Jane Kiehart, Kimberly Everman, Melissa Saumure
     Staff: Jennifer Hearn
     Absent: Margaret Gray
- II. Approval of Minutes
  - a. January 6, 2020 (attached) by Roni and Ken
- III. Old Business
  - a. Cut. Blown. Cast. A Contemporary Art Glass Exhibit (1/10-2/27)
     i. Visitor Statistics Total 1222: Weekdays 356, Saturdays 60, Reception 1500, Addt'l Events 656
- IV. New Business
  - a. 2020-2022 Season Calendars dates are planned for the upcoming seasons and will be ready by next meeting.
  - b. Docents counts have been low. Suggested creating a flyer to add to community newsletters and bulletin boards.
- V. Current & Upcoming Exhibition Updates & News
  - a. Current Exhibit
    - i. Collector's Choice (3/6 4/16) Kiehart, Rottner, Capozzi
       ii. Works from 11 collectors have been delivered and are being installed. Opening reception scheduled for
    - Friday, March 6 5:30-7pm. Exhibit closes April 16.
    - iii. Galleries will be undergoing some A/C renovations in the next couple of weeks and may be closed.
  - b. Upcoming Exhibits
    - i. 34<sup>th</sup> HSJAS
      - I. Memorandum has been sent to teachers, principals, purchase award participants, etc.
      - II. Sponsor package available for individuals and businesses. Can include a purchase award option.
    - ii. Be Squared (Arts Council Member Show) (6/5 7/23) Hopper-Capozzi, Capozzi
      - I. Rules/criteria shared with group for feedback. A few small changes have been made and will be announced in Friday's enews, posted on website, and shared with current members.
    - iii. Court Room Sessions IV (8/1 9/4) Raffa
    - I. Working on theme of exhibit and then will invite artists. iv. Featured Artist Exhibit (Se
      - atured Artist Exhibit (September)
         I. Suggested new exhibit to feature/spotlight members and start with Danuta Rothschild and Robert Moore with up to 2 more artists.
    - v. 30<sup>th</sup> AFJAS

Fall 2020

(1/22 - 3/20/21) Miele

(4/23 - 5/28)

- I. Need to secure a judge to be announced in call by mid-April. Suggest contacting Katherine Pill form St Pete that has shown an interest but has been unable in past. Tom suggested Marcell Zanetti or artist from Atlantic Center residency and Jennifer asked committee for additional suggestions. Must be able to select works and give an artist lecture. Exhibit committee need to work to give more criteria for lecture.
- vi. Clyde Butcher I. May I
  - May need to adjust dates to fit calendar schedule by a week or two. They also offer book signing for \$500 or lecture/book signing \$15000 by Clyde or representative.
- VI. Arts Council Updates, Board Projects and more...
- VII. Comments from the Public no comments
- VIII. Adjourn @ 6:19pm by Ken and Tom.
  - a. Next meeting Monday, April 6, 2020 @ 5:15pm

2019 - 2020 Gallery Committee Meeting Dates Monday @ 5:15pm Oct 7, Nov 4, Dec/Holiday Jan 6, <del>Feb</del>, March 2, April 6, May 4, June 1, July 6, Aug 3, Sept TBD

# The Arts Council, Inc. (of Martin County)

# The Arts Foundation for Martin County

Court House Cultural Center Galleries	<ul> <li>Exhibitions</li> <li>All Florida Juried Show</li> <li>Marvin S. Cone High School Juried Art Show</li> <li>Sunset Concerts</li> </ul>	ArtsFest	<ul> <li>Since 1988, Martin County's first and most diverse arts festival</li> </ul>
Membership	Membership       • Starts with individual at \$50 (discounted for artists) up to \$1000/year         • Plein Air Arts Day		<ul> <li>Celebrating artists, students and the people who support the arts</li> </ul>
			<ul> <li>Women Supporting the Arts</li> <li>Ronald L. Corbin Scholarship</li> </ul>
Arts Education	<ul> <li>Writer's Workshops and others</li> <li>Cultural Conversations</li> <li>Storytime in the Gallery</li> </ul>	Fundraising	<ul> <li>Annual Corporate Sponsors</li> <li>Encore Society</li> <li>Legacy gifts</li> </ul>
Arts Information	<ul> <li>MartinArts Magazine</li> <li>MartinArts Monthly Enews</li> </ul>	Cultural Excursions	<ul> <li>Travelling to artistic places with likeminded arts patrons</li> </ul>